

Regular Hybrid Meeting

5:00 PM, January 17, 2024

North Annex Building 219 East Park Street, North Bend, WA 98045

Teams Meeting Information: Meeting ID: 275 802 817 05 Passcode: zpdoaq



DISTRICT MISSION: to work in partnership with the Community to preserve historic Si View Park and provide opportunities to enhance the quality of life through the facilitation of recreation programs and parks in the Snoqualmie Valley.

DRAFT

AGENDA ITEMS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT AGENDA
 - A. **Minutes:** January 3, 2024 regular meeting
 - B. **December 16-31, 2023 Payroll:** \$55,820.89 payroll (Direct Deposit); \$16,655.05 payroll taxes; \$9,796.16 PERS retirement; \$207.29 life insurance; \$255.33 LTD; \$2,332.50 ICMA 457; \$422.36 HRA-VEBA
 - C. **Blanket Vouchers:** #782, #783 & #784
 - D. **Electronic Payments:** \$829.29
6. NEW BUSINESS
 - A. **Authorize Additional Design Fee From Helix Design Group in an Amount Not to Exceed \$20,840 for the Administration Office Project**
7. OLD BUSINESS - none
8. COMMITTEE AND STAFF REPORTS
 - A. **Recreation**
 - B. **Directors**
9. MEETING ANNOUNCEMENTS AND REMINDERS
 - A. **Snoqualmie Valley Government Association meeting**
 - B. **Regular Meeting – hybrid**
10. AGENDA ITEMS FOR NEXT MEETING
11. EXECUTIVE SESSION
12. ADJOURN

January 25, 2024 at 7:00 PM

February 7, 2023 at 5:00 PM

AGENDA ITEM NO 5A
Consent Agenda
DRAFT

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: January 17, 2024
Subject: January 3, 2024 Action Minutes

5:01 PM – CALLED MEETING TO ORDER

Commissioners Attending: Joselyn, Klahn, Kelly, Commissioner Elect Noonan and Raisio

Staff Attending: Travis Stombaugh Executive Director, Minna Rudd Recreation Manager, Scott Loos Finance & HR Manager and Melissa Pasley Administrative Support Specialist

APPROVAL OF AGENDA

APPROVED AS PRESENTED 4-0

Joselyn **MOTIONED**

Klahn **SECONDED**

PRESENTATION - Swearing In Commissioner Elect Tim Noonan

Commissioner Kelly swore Noonan in

PUBLIC COMMENT: none

CONSENT AGENDA

APPROVED AS PRESENTED 5-0

Minutes: December 6, 2023 regular meeting

November 16-30, 2023 Payroll: \$58,650.36 payroll (Direct Deposit); \$16,994.38 payroll taxes; \$9,796.17 PERS retirement; \$157.79 life insurance; \$255.33 LTD; \$2,332.50 ICMA 457; \$383.68 HRA-VEBA

December 1-15, 2023 Payroll: \$61,765.50 payroll (Direct Deposit); \$16,840.63 payroll taxes; \$9,705.48 PERS retirement; \$157.61 life insurance; \$255.23 LTD; \$2,332.50 ICMA 457; \$4,326.39 HRA-VEBA

Blanket Vouchers: #778, #779, #780 & #781

Electronic Payments: \$111.79 & \$831.13

Joselyn **MOTIONED**

Raisio **SECONDED**

NEW BUSINESS

Appoint a New President, Clerk of the Board and Select Committee Assignments for 2024 Calendar Year

Joselyn **MOTIONED** to **APPOINT** Raisio as President of the Commission. Raisio **ACCEPTED** the nomination. Noonan **SECONDED**. **APPROVED AS PRESENTED 5-0**

Kelly **MOTIONED** to **APPOINT** Joselyn as Clerk of the Commission. Joselyn **ACCEPTED** the nomination. Klahn **SECONDED**. **APPROVED PRESENTED 5-0**

2024 Committee Assignments

Administration Committee: Raisio/Joselyn

Operations Committee: Noonan/Joselyn

Programming Committee: Klahn/Kelly

Authorize Contract with Jordan Valente Construction LLC in the Amount of \$84,427.39 for the Tollgate Farmhouse Interior Improvement Project

Joselyn **MOTIONED** Klahn **SECONDED**

Discussion: Stombaugh provided overview

APPROVED AS PRESENTED 4-0, Noonan abstained

COMMITTEE AND STAFF REPORTS

Recreation Team: winter program registration, programming update and registration software malfunction

Finance: a written report was provided

Directors: conversation with local resident Heinz, upcoming meetings including Snoqualmie Councilmember Wooten and SVSD Superintendent Schlotfeldt, Edgewick Snoqualmie Valley Trail construction impediment, working with City of North Bend to comprise multiple interlocal agreements into one document, building a presentation for government bodies, creating request for qualifications for a consultant to update the District’s comprehensive plan, Meadowbrook Prairie Loop Trail project application review completed with the City of Snoqualmie, South Fork Landing Grant contract when issued design development can begin, budget narrative will be available by February, furniture planning new Administrative Building, board policy manual and work from home policy revisions ready for Administrative Committee, and Fifth Street Easement.

MEETING ANNOUNCEMENTS AND REMINDERS

Regular Meeting – hybrid

January 17, 2023 at 5:00 PM

Snoqualmie Valley Government Association meeting

January 25, 2024 at 7:00 PM

AGENDA ITEMS FOR FUTURE MEETING: Fifth Street Right Away

5:58 PM – ADJOURNMENT

Joselyn **MOTIONED** Raisio **SECONDED**

APPROVED AS PRESENTED 5-0

Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist

SI VIEW METROPOLITAN PARK DISTRICT

ATTEST/AUTHENTICATED:

President _____

Commissioner _____

AGENDA ITEM NO 5B & 5C
Consent Agenda
DRAFT

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: January 17, 2024

Subject: Payroll

December 16-31, 2023 Payroll:

\$55,820.89 payroll (Direct Deposit); \$16,655.05 payroll taxes; \$9,796.16 PERS retirement; \$207.29 life insurance; \$255.33 LTD; \$2,332.50 ICMA 457; \$422.36 HRA-VEBA

AGENDA ITEM NO 5C & 5D
Consent Agenda
DRAFT

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: January 17, 2024

Subject: Blanket Vouchers & Electronic Payment

Blanket Voucher No. 782

in the amount of \$167,544.21. Checks arrived on 01/10/23 and have been distributed.

Blanket Voucher No. 783

in the amount of \$368,579.54. Checks arrived on 01/10/23 and have been distributed.

Blanket Voucher No. 784

in the amount of \$27,896.07. Checks will arrive on 01/19/23 and will be distributed,

Blanket Voucher No. 785

in the amount of \$9,043.28. Checks will arrive on 01/19/24 and will be distributed.

Electronic Payment

- Verizon Wireless - \$829.29. Copier – 11/14 to 12/13.

AGENDA ITEM NO 6A
New Business
DRAFT

To: Board of Commissioners

From: Travis Stombaugh, Executive Director

Date: January 17, 2024

Subject: Authorize Additional Design Fee From Helix Design Group in an Amount Not to Exceed \$20,840 for the Administration Office Project

Summary of Item:

See attached scope of work.

The additional design fee includes design, selection, coordination and potential procurement services for the future furniture, fixtures and equipment (FF&E) that will be installed or utilized in the new administration office.

Staff will be given options that meet operational needs, including ergonomics, but the research will be done by Helix Design Group. Staff do not possess the amount of time required to research the options to fulfill this part of the project on top of their current responsibilities.

Staff Recommendation:

Staff recommends approving as presented.

AGENDA ITEM NO 8A

Staff Report

DRAFT

To: Board of Commissioners

From: Minna Rudd, Recreation Manager

Date: January 17, 2024

Subject: Recreation Team Report January 2024 - *prepared 1-12-2024*

Registration for winter season programs remains open. Options include 206 aquatics offerings (668 registrations to-date), and 283 land-based activities (1461 registrations to-date). Planning for Spring/Summer programs is in progress with a draft program schedule due by February 12.

Due to power outage, all afternoon and evening District programs were cancelled on Tue Jan 9. After-school activities at school facilities were also cancelled. Students in the after-school care program were bussed to the community center for care until parents could pick them up. Due to inclement weather and SVSD closure, morning programs on Fri Jan 12 were cancelled, afternoon and evening programs at Si View facilities operated as usual, but all school site activities were cancelled for the that day.

2023 Recreation Year in Review report is available [here](#).

Youth programs: Before and aftercare program enrollment hasn't significantly changed this month. In January there are two no school day dates, Jan 15 and Jan 22. Enrollment for Jan 15 camp was below minimum for a day camp to run. Enrichment programs at FCE and NBE start mid-month.

Preschool Programs: Indoor playground has had several brand-new families join the program at the beginning of January. We continue to experiment with check-in systems to speed up the process as most participants tend to arrive right at about the same time. Our registration system includes a staff operated digital check-in which may be more efficient than physical paper rosters. Our goal is to not have anyone feel rushed while minimizing wait times. Two Sensory Play parent-child classes also start this month.

Special interest programs: Robot U is offering weekly evening classes at the community center this winter. This program is growing in popularity and will also offer camps throughout the year.

Athletics: Youth recreation basketball league for grades 3-12 is in progress with 427 players assigned to 42 teams. The season ends in March. Wrestling season is also in progress with 82 participants. This is an increase of 50% from last season. Registration for Freestyle wrestling is open. That season begins in March. Later this month several youth sports programs start new sessions including Cascade FC Soccer, Gymnastics, Soccer Stars, Pro Baseball, and Volleyball. Adult pickleball leagues and classes have resumed. Pickleball League is at capacity with 24 teams, and all Pickleball classes are full.

Adult Programs: We are offering a mix of new and returning classes this winter. All in all, 11 different class options from dance to wellness. Several of these classes are scheduled at Meadowbrook Interpretive Center. January enrollment has been strong, 122 adults are enrolled in wellness and dance classes.

Teen programs: The Youth Council group hosted their first meeting of the year, working on a project to create cat toys to be given away, while setting goals for the rest of the school year. Teen Night this month is themed to a beach party. Also in January, we are offering a Teen Trip to go ice skating on Jan 22 which is a no school day. Together with the Empower Youth Network team, we are coordinating a joint teen event for later in the Spring.

Outdoor Programs: Most outdoor based programs are on winter break, returning in Feb/March. Now working on partnerships and programs for the busier outdoor season, including new mountain biking activities at Tennant Trailhead Park.

Specialized Recreation: This program starts back up at the end of January with a craft night to make friendship bracelets. 9 of 10 spots were already filled.

Special Events: The next Family Fun Night with Bingo and board games is scheduled for Jan 26. Other upcoming events include Daddy Daughter Dance on March 23, Easer Egg Hunt on Marh 30, Mom and Son Date Night April 20. Farmers market vendor applications are open Jan 17 to Mar 31. Non-profits and youth vendors can apply Feb 15- April 15. Summer concert procurement is in progress now through March. Sponsorships, in-kind donations, and grants support our community wide special events. For 2024, farmers market sponsorship options provide various opportunities for business support and event involvement. Similarly, special events sponsorship options are available for all of our major events. Si View can tailor any sponsorship to the needs of the sponsor.

Field Rentals: Staff are coordinating with SVLL earlier than usual to ensure a smooth 2024 Little League season. We anticipate higher demand for fields as the Sirius Complex will have less availability for youth recreation play. Those fields are now reserved for tournaments on weekends.

Facility Rentals: Meadowbrook has 4 scheduled private events currently scheduled in January 2024.

Overall, we saw an increase in Meadowbrook rentals and a decrease in Community Center and pool rentals in Jan 2024 vs Jan 2023. Community Center rentals have less availability due to heavy program use.

Year to Year Comparison

<i>Meadowbrook</i>	23-Jan	24-Jan
Private Rentals	3	4
Si View Classes	12	29
Si View Camps	1	0
Unpaid Meetings	3	3
Educational Programs	0	0

<i>South Fork Landing</i>	23-Jan	24-Jan
Private Rentals	0	1
League Rentals	0	0
Si View Camps	0	0

<i>Picnic Shelter</i>	23-Jan	24-Jan
Private Rentals	0	0

<i>Pool</i>	23-Jan	24-Jan
Private Rentals	9	4

<i>Community Center</i>	23-Jan	24-Jan
Private Rentals	22	16

Aquatics: Session A enrollment has been completed with 604 students (245) waitlisted in group lessons and 60 (79 waitlisted) in private lessons. Session B registration opens Feb 13 (priority) and Feb 14 (open enrollment). Pool will be closed for annual maintenance Feb 17-25. Don with maintenance team did an excellent job in Dave's absences addressing a failure of the pool's automated chlorine feeder system. Staff appreciate his quick actions that minimized impact to pool programming.

AGENDA ITEM NO 8B

Staff Report

DRAFT

To: Board of Commissioners

From: Travis Stombaugh

Date: January 17, 2024

Subject: Director's Report

Edgewick Community Access Trail

We are still in the process of permitting the connection from our property in the Edgewick Community to the Snoqualmie Valley Trail (SVT). Ninety percent of the work for this project includes improvements done within the County owned right of way for the Snoqualmie Valley Trail. Due to this the County requires a separate permitting process done through the Park department in addition to King County Planning. After our first submittal the King County Parks Department denied our request to use SVT as a haul route for equipment and soil for the project. Access to our property is over a bridge that spans Boxley Creek. This bridge has been rated by a structural engineer for a 10 ton load capacity, unless we were to get an ultrasonic inspection to verify a higher load capacity we need to stick with the current capacity. Due to this constraint we need to use the SVT for approximately 5 to 6 trips with a dump truck. Staff met with multiple KC representatives to discuss options and to explain that this is a very small job. The meeting went well, and we'll continue discussions.

Staff have a meeting with our attorney and one of the landowners that our easement crosses. The meeting is set up for February 7th.

ROW Discussion with the City

The meeting is set for Wednesday, January 17th. We will be discussing use of the City's right of way adjacent to the Administration Project site and the dedication of public use for our portion of property off Orchard Drive.

Update and Consolidation of Interlocal Agreement with City of North Bend

Si View and the City of North Bend have a long history of collaboration on multiple parks and multiple projects. The interlocal agreements that governed these collaborations have become both dated and unorganized due to significant amendments. Staff will be working with City of NB staff to consolidate, update and negotiate a new Interlocal Agreement which oversees all our current partnerships. This does not include the Meadowbrook ILA.

Pool Decision

We are coming to a point where we are going to need to decide what we do with the current pool. The current drains will be out of compliance on January 1st, 2025. That assumes there is a commercial option for replacing the drain covers. New drain covers are certified for 5 year increments meaning we'd have another 5 years until an inspection. However, there is some uncertainty about replacing the drain covers. The first being we don't know what that will do to the current pool. There are numerous cracks in the pool. The weight of the water helps to hold the pool together. It is a reality that draining the pool to replace the drain covers may damage the pool even further. Secondly, the remaining infrastructure, including the mechanical system will not last another 5 years. (It may not last through the year). So, if we choose to replace the drain covers then we would also need to replace the mechanical system.

We're still waiting on costs and an analysis from Aquatic Specialty for the drains. Thinking about staff and community, we're going to need to make a decision soon. Especially if our drain covers expire January 1 2025. Staff are looking for direction from the board on how to proceed.