

# Regular Hybrid Meeting

**5:00 PM, May 1, 2024**

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

Teams Meeting Information | Meeting ID: 224 807 514 585 | Passcode: Z8aiGX



**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:** April 17, 2024 regular meeting
  - B. **April 1-15, 2024 Payroll:** \$62,427.80 payroll (Direct Deposit); \$18,611.25 payroll taxes; \$10,499.59 PERS retirement; \$207.11 life insurance; \$273.53 LTD; \$2,765.34 ICMA 457; \$422.24 HRA-VEBA
  - C. **Blanket Vouchers:** #802 & #803
  - D. **Electronic Payment:** \$808.13
6. NEW BUSINESS
  - A. **Adopt Board of Commissioners Policy Manual**
  - B. **Discussion. Leasing Space at Tennant Trailhead Park**
  - C. **Discussion. Si View Pool Drain Redevelopment**
7. OLD BUSINESS – none
8. COMMITTEE AND STAFF REPORTS
  - A. **Finance Report**
9. MEETING ANNOUNCEMENTS AND REMINDERS
  - A. **Regular Meeting**
  - B. **Snoqualmie Valley Government Association meeting**
10. AGENDA ITEMS FOR NEXT MEETING
11. EXECUTIVE SESSION
12. ADJOURN

May 15, 2024 at 5:00 PM  
May 22, 2024 at 7:00 PM

**AGENDA ITEM NO 5A**  
**Consent Agenda**  
**DRAFT**

**To:** Board of Commissioners  
**From:** Melissa Pasley, Administrative Support Specialist  
**Date:** May 1, 2024  
**Subject:** April 17, 2024 Action Minutes

**5:06 PM – CALLED MEETING TO ORDER**

**Commissioners Attending:** Kelly, Klahn, Noonan & Raisio

**Absence:** Joselyn

**Staff Attending:** Dave Dembeck Operations Manager, Minna Rudd Recreation Manager, Scott Loos Finance & HR Manager and Melissa Pasley Administrative Support Specialist

**APPROVAL OF AGENDA**

Noonan **MOTIONED**

Klahn **SECONDED**

**APPROVED AS PRESENTED 4-0**

**PUBLIC COMMENT:** none

**CONSENT AGENDA**

**APPROVED AS PRESENTED 4-0**

**Minutes:** April 3, 2024 regular meeting

**March 16-31, 2024 Payroll:** \$64,248.89 payroll (Direct Deposit); \$18,904.95 payroll taxes; \$10,499.59 PERS retirement; \$207.29 life insurance; \$273.63 LTD; \$2,438.34 ICMA 457; \$422.36 HRA-VEBA

**Blanket Vouchers:** #800 & #801

**Electronic Payments:** \$67.86 & \$908.21

Kelly **MOTIONED**

Klahn **SECONDED**

**NEW BUSINESS**

**Authorize Agreement with The Berger Partnership in the Amount of \$179,035.90 for South Fork Landing Phase I Schematic Design**

Kelly **MOTIONED**

Klahn **SECONDED**

**APPROVED AS PRESENTED 4-0**

**STAFF & COMMITTEE REPORTS**

**Recreation:** registration and free 5K park run program coming to District parks were discussed

**Operations:** topics included Tollgate Farm animals, Farmhouse kitchen cabinets in production, wedding season, Tennant bathroom installation and parking lot fence railing to take place after the park opening.

**MEETING ANNOUNCEMENTS AND REMINDERS**

**Tennant Trailhead Park – Ribbon Cutting** (*Kelly*)  
**Regular Meeting**

April 19, 2024 at NOON  
May 1, 2024 at 5:00 PM

**AGENDA ITEMS FOR FUTURE MEETING:** Board Policy Manual

**6:08 PM – ADJOURNMENT**

Noonan **MOTIONED**                      Klahn **SECONDED**

**APPROVED AS PRESENTED 4-0**

*Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist*

SI VIEW METROPOLITAN PARK DISTRICT

ATTEST/AUTHENTICATED:

President \_\_\_\_\_

Commissioner \_\_\_\_\_

**AGENDA ITEM NO 5B**

**Consent Agenda**

**DRAFT**

**To: Board of Commissioners**

**From: Scott Loos, Finance & HR Manager**

**Date: May 1, 2024**

**Subject: Payroll**

**April 1-15, 2024 Payroll:**

\$62,427.80 payroll (Direct Deposit); \$18,611.25 payroll taxes; \$10,499.59 PERS retirement; \$207.11 life insurance; \$273.53 LTD; \$2,765.34 ICMA 457; \$422.24 HRA-VEBA

**AGENDA ITEM NO 5C & 5D**  
**Consent Agenda**  
**DRAFT**

**To:** Board of Commissioners  
**From:** Scott Loos, Finance & HR Manager  
**Date:** May 1, 2024  
**Subject:** Blanket Vouchers & Electronic Payments

**Blanket Voucher No. 802**

in the amount of \$45,473.46. Checks arrive on 04/24/23 and will be distributed.

**Blanket Voucher No. 803**

in the amount of \$34,991.36. Checks arrive on 05/03/24 and will be distributed.

**Electronic Payment**

- Pacific Office Automation - \$808.13. Copier – 04/01 to 04/30.

**AGENDA ITEM NO 6A**

**New Business**

**DRAFT**

**To: Board of Commissioners**

**From: Scott Loos, Finance & HR Manager**

**Date: May 1, 2024**

**Subject: Adopt Board of Commissioners Policy Manual**

**SEC 1321 Board of Commissioners Policy Manual** – The purpose of the Board of Commissioners Policy Manual is to provide guidelines for the conduct of the Board of Commissioners of the Si View Metropolitan Park District. The manual has been reviewed by staff, the District’s attorney, and the Admin Committee.

## AGENDA ITEM NO 8A

### Staff Report

### DRAFT

**To:** Board of Commissioners

**From:** Scott Loos, Finance & HR Manager

**Date:** May 1, 2024

**Subject:** March 2024 Finance Report Summary

#### Fund and Cash Balances:

- March 2024 closed with \$1,864,812.43 in the General Fund; \$261,261.47 in the Revenue Stabilization Fund; \$12,338.57 in the Equipment Fund; \$41,842.83 in the Park Fund; \$332,049.39 in the Debt Service Fund; \$3,699.90 in the Si View Interior Debt Service Fund; \$2,710,748.54 in the Capital Projects Fund; \$1,194,384.55 in the Capital Projects 2018 Bond Fund; and \$1,976.95 in the Gift Card Fund.
- Actual cash balance of \$6,423,114.63 in the King County Account.

#### Revenue vs. Expense:

- The general fund (excluding the effects of beginning and ending fund balances) is at 11.4% of budgeted revenue and 20.6% of budgeted expense for the year. (Compared with 25% of the budget year).
- The overall net decrease (year-to-date) to beginning fund balance is (\$473,391.21). The deficit will continue to increase until the spring tax collection.

#### Revenue Commentary:

- Property taxes received for the month were \$66,375.65 (General Fund) and \$30,209.62 (Si View/Tollgate Debt Service Fund).
- Total program and rental revenue for March was \$117,760.47.
- Programs exceeding budget include Community Center Activity Fees (42.0%), Aquatics Activity Fees (25.2%), Special Events (31.8%) and Health and Wellness (26.3%).
- Rental activity exceeding budget include Community Center (36.3%).

#### Expense Commentary:

- (511) Commissioner Fees (25.7%). Includes payment of December 2023 fees.
- (511) Miscellaneous (49.8%). \$298.52 vs. \$600.00 budget. Includes December commission meeting expense.
- (511) Election Costs (35.7%). Includes 2023 election and voter guide fees.
- (514) Miscellaneous – Dues/Fees (69.7%). \$244.00 vs. \$350.00 budget.
- (518) General Government – Operating Supplies (32.6%). Includes purchase of annual tax forms and early year supply purchases.
- (518) Excise Taxes (24.8%). Includes payment of Q4 2023 Sales and Leasehold Excise Taxes.
- (518) Communications - Telephone (25.5%). Running slightly over with the purchase of a wireless hotspot for Meadowbrook.
- (518) Communications – Internet (25.3%). Will be over due to a recent rate adjustment for South Fork Landing.
- (518) Insurance – General Liability (95.2%). Reflects full payment of 2024 AWC RMSA insurance assessment.

- (518) Public Utility Services – Electric (25.3%). Running slightly over due to increased usage.
- (518) Public Utility Services – Electric - Meadowbrook (37.8%). Establishing trend for usage.
- (518) Maintenance – District Vehicles (27.3%). Over due to early year vehicle maintenance.
- (518) Security Monitoring (98.1%). Reflects full payment of the 2024 security monitoring expense.
- (594) Computer Hardware & Software (65.5%). Includes 2024 contract renewal of Springbrook software and monthly fees for DASH registration and NOVAtime software.
- (519) Miscellaneous Dues and Fees (29.0%). Includes payment of 2024 AWC membership assessments and NRPA agency dues. Also includes King County property tax and surface water mitigation fees.
- (519) King County Administrative Fee (25.7%). Over due to higher fund balance.
- (519) King County Cash Management Fee (41.6%). Over due to higher fund balance.
- (574) Salaries & Wages – Seasonal – Youth Sports (27.5%). Over due to seasonal labor usage for the youth basketball programs.
- (574) Supplies – Youth Sports (25.6%). Includes purchase of reversable jerseys for the youth basketball programs.
- (574) Professional Services – Youth (45.2%). Includes instructor fees for school site enrichment programs and youth program entertainers.
- (574) Professional Services – Health and Wellness (30.6%). Includes payment for adult exercise classes. Revenue is at 26.3%.
- (574) Advertising – Over due to seasonal ad placements. Youth (76.7%), Special Events (88.9%), Health and Wellness (66.7%), Community (66.7%), Youth Sports (66.7%), Outdoor (66.7%).
- (574) Rentals – Youth (25.0%). Includes prior period revenue share payments for enrichment programs.
- (574) Rentals – Youth Sports (53.4%). Includes revenue share payments for wrestling, basketball, and baseball programs.
- (575) Benefits – Seasonal – Si View (44.4%). \$723.14 vs. \$1629.41 budget. Includes payment of prior quarter taxes.
- (575) Supplies – Si View (35.2%). Includes facility and maintenance supplies.
- (575) Supplies – Meadowbrook (25.6%). Includes facility and maintenance supplies.
- (575) Small Tools & Equipment – Train Depot (95.6%). \$47.80 vs. \$50.00 budget.
- (575) Repairs & Maintenance – Facilities – Si View (20.0%). Includes weekly mat rental service and community center sprinkler maintenance/inspection.
- (575) Repairs & Maintenance – Facilities – Meadowbrook (128.5%). Includes installation of snow guards.
- (576) Salaries & Wages – Seasonal – Aquatics (32.7%). Running over due to increased staff usage.
- (576) Benefits – Seasonal – Aquatics (21.0%). Includes payment of prior quarter payroll taxes.
- (576) Operating Small Tools & Equipment – Aquatics (42.1%). Includes the purchase of a replacement pool printer.
- (576) Advertising – Aquatics (66.7%). Over due to seasonal ad placements.
- (576) Miscellaneous Dues/Fees (41.1%). Includes Red Cross certification fees.
- (576) Small Tools & Equipment – Si View (45.1%). Includes maintenance equipment purchases.
- (576) Repairs & Maintenance – South Fork Landing (27.2%). \$368.27 vs. \$1,355.00 budget.