



**SI VIEW METROPOLITAN PARK DISTRICT REGULAR MEETING  
September 7, 2011 – ACTION MINUTES**

**6:34 pm – CALLED MEETING TO ORDER**

**ROLL CALL**

**Commissioners:** Elwood, Grez, Kelly and Raisio

**Excused Absence:** Commissioner Joselyn

**Staff Attending:** Executive Director Travis Stombaugh, Finance & HR Scott Loos and Administrative Support Specialist Melissa Pasley

**APPROVAL OF AGENDA:**

**APPROVED AS AMENDED 4-0**

Raisio **MOTIONED**

Elwood **SECONDED**

**Discussion:** Kelly requested the addition of Honoring Staff Accomplishments as the third new business item.

**PUBLIC COMMENT:** None

**CONSENT AGENDA**

**APPROVED AS PRESENTED 4-0**

**Meeting Minutes** - August 17<sup>th</sup>, 2011 regular meeting minutes

**Blanket Voucher** - #229 & 230

**Payroll** - The consent agenda amounts for the August 1-15, 2011 payroll are: \$32,609.42 payroll (direct deposit); \$9,258.85 payroll taxes; \$2,641.53 PERS retirement; \$65.53 life insurance; \$72.88 LTD; \$555.00 ICMA 457; \$101.77 Aflac (pre-tax); \$52.14 Aflac (post-tax)

Raisio **MOTIONED**

Elwood **SECONDED**

**NEW BUSINESS**

**Consider approving revisions to District Finance Policy 03.06.02 Procurement of Goods and Services**

Raisio **MOTIONED**

Elwood **SECONDED**

**MOTION APPROVED AS PRESENTED 4-0**

**Consider approving revisions to District Finance Policy 03.04.02 Reimbursement for Travel Expenses**

Raisio **MOTIONED**

Grez **SECONDED**

**Discussion:** the commission requested Mr. Stombaugh point out any differences between the policy before them and the previous. Mr. Stombaugh conveyed that the policy before them is inclusive of the state of Washington's current policy.

**MOTION APPROVED AS PRESENTED 4-0**

**HONORING STAFF ACCOMPLISHMENTS**

Commissioner Kelly congratulated Mr. Loos for receiving the Professional Finance Officer award. This is the third consecutive year Washington Finance Officers Association has granted this honor to him.

**STAFF REPORTS**

**Operations Report** – a written report was presented.

Commissioner Raisio inquired if the repair work on the well water system caused the District to use city water instead of well water. Mr. Stombaugh responded that the District did use well water for approximately a week.

**Directors Report** – Mr. Stombaugh announced that the biennial Compliance Audit and the District’s first Financials Audit to be performed by the state will begin September 21<sup>st</sup>. The community center Rehabilitation/Repair Project will begin next week, the new roof will be installed first and the siding second. Mr. Stombaugh passed a playground catalog around as an example of another type of structure.

**MEETING ANNOUNCEMENTS AND REMINDERS:**

- October 5                      Regular Meeting – 6:30 pm
- October 19                    Regular Meeting – 6:30 pm

**EXECUTIVE SESSION**

**Topic Employee Review - Executive Director**

Commissioner Kelly announced that the commission would enter executive session at 7:25 pm; the session shall carry on for 30 minutes. At 7:55 Kelly extended the session for an additional 15 minutes. At 8:10 Kelly extended the session another 10 minutes. The session ended at 8:20. No action was taken.

**ADJOURNMENT:** The meeting was adjourned at 8:20 pm.

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

SI VIEW METROPOLITAN PARK DISTRICT

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President

ATTEST/AUTHENTICATED:

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Commissioner