



Si View Metropolitan Park District

Regular Meeting Agenda

6:30 PM, October 1st, 2014

219 East Park Street, North Bend, WA 98045

North Annex

DISTRICT MISSION

The mission of the Si View Metropolitan Park District is 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.

AGENDA ITEMS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT AGENDA
 - A. Regular meeting minutes of September 17th, 2014
 - B. September 1-15, 2014 payroll are: \$28,935.94 payroll (Direct Deposit); \$9,517.92 payroll taxes; \$3,964.40 PERS retirement; \$116.77 life insurance; \$103.46 LTD; \$910.00 ICMA 457; \$114.51 Aflac (pre-tax); \$38.81 Aflac (post-tax), \$186.51 HRA-VEBA.
 - C. Blanket Vouchers
6. NEW BUSINESS
 - A. **Discussion. Si View CC Rehabilitation Project. Landmark Commission Review.**
7. COMMITTEE AND STAFF REPORTS
 - A. Finance Report
 - B. Operations Report
 - C. Directors Report
8. MEETING ANNOUNCEMENTS AND REMINDERS
 - A. Regular Meeting October 15th
 - B. Administrative Committee October 1st
9. EXECUTIVE SESSION
10. AGENDA ITEMS FOR NEXT MEETING
11. ADJOURN

**AGENDA ITEM NO 5A
Consent Agenda**

To: Board of Commissioners

From: Melissa Pasley, Administrative Support Specialist

Date: October 1st, 2014

Subject: Minutes

Summary of Item:

Regular meeting minutes for September 17th, 2014

Staff Recommendation:

Approve and File

AGENDA ITEM NO 5B
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: October 1st, 2014
Subject: Payroll

Summary of Item:

September 1-15, 2014 payroll are: \$28,935.94 payroll (Direct Deposit); \$9,517.92 payroll taxes; \$3,964.40 PERS retirement; \$116.77 life insurance; \$103.46 LTD; \$910.00 ICMA 457; \$114.51 Aflac (pre-tax); \$38.81 Aflac (post-tax), \$186.51 HRA-VEBA.

Staff Recommendation:
Approve and File

AGENDA ITEM NO 5C
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: October 1st, 2014
Subject: Blanket Voucher

Summary of Item:

Blanket Vouchers are a list of bills for approval from September.

Staff Recommendation:

Approve and File

**AGENDA ITEM NO 6A
New Business**

To: Board of Commissioners

From: Travis Stombaugh, Executive Director

Date: October 1st, 2014

**Subject: Discussion. Si View CC Rehabilitation Project. Landmark
Commission Review**

Summary of Item:

See attached memo from Taproot Architects.

AGENDA ITEM NO 7A
Committee and Staff Reports

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: October 1st, 2014

Subject: Finance Report

August 2014
Finance Report Summary

Fund and Cash Balances:

- August 2014 closed with \$1,315,469.64 in the General Fund; \$76,723.16 in the Revenue Stabilization Fund; \$199.57 in the Equipment Fund; \$17,026.95 in the Park Fund; \$191,513.87 in the Si View/Tollgate Debt Service Fund; \$406,281.00 in the Capital Projects Fund; \$1,154,057.97 in the Si View/Tollgate Bond Fund; and \$736.29 in the Gift Card Fund.
- Actual cash balance of \$3,162,008.45 in the King County Account.

Revenue vs. Expense:

- The general fund (excluding the effects of beginning and ending fund balances) is at 67.0% of budgeted revenue and 57.6% of budgeted expense for the year. (Compared with 67% of the budget year).

Revenue Commentary:

- Property taxes received for the month was \$3,206.18 (General Fund) and \$1,541.02 (Si View/Tollgate Debt Service Fund).
- Community Center Activity Fees (89.4%), Aquatics Activity Fees (71.2%), Aquatics (88.9%), Youth (86.9%), Cultural Arts (79.8%), Special Events (76.2%), Athletics (79.3%), Health and Wellness (81.9%), and Community (121.4%) are performing well. The total program service income category is at 79.1% vs 67% of the budget year.
- Pool and community center rentals are at 71.1% and 86.6% respectively. Field rentals are at 79.9%. Meadowbrook and Meadowbrook field rentals are at 179.4% and 66.9%.

Expense Commentary:

- (511) Election Costs (84.0%). The 2013 election expense posted to our account in February at \$12,604.74.
- (513) Training/Tuition (69.5%). Includes payment for special park districts forum and WRPA conference fees.
- (514) Miscellaneous – Dues/Fees (100%). This line item shows the full payment of 2014 WFOA and PSFOA dues.
- (518) Communications – Internet (69.2%). Over due to rate increase.
- (518) Insurance – General Liability (98.2%). Reflects the full payment of 2014 AWC RMSA insurance expense.
- (518) Public Utility Services – Garbage (67.6%). Over due to transition to larger dumpster.
- (518) Excise Taxes (76.6%). Includes payment of Q2 B&O and Sales Tax.

- (518) Security Monitoring (67.5%). Includes payment of 2014 fire and security monitoring services.
- (519) Miscellaneous Dues and Fees (79.7%). Includes annual NRPA and AWC membership fees, noxious weed charges, and background check fees.
- (519) Credit Card Fees (72.0%). High due to increased customer credit card usage.
- (519) Ad Valorem Tax Refunds (539.7%). Reflects property taxes that were challenged by taxpayers.
- (574) Salaries & Wages – Seasonal – Athletics (89.3%). Includes seasonal labor for adult athletics programs.
- (574) Salaries & Wages – Seasonal – Community (84.8%). Reflects seasonal staff usage for Community programming. Corresponding revenue category is at 121.4%.
- (574) Salaries & Wages – Seasonal – Youth Sports (74.3%). Reflects seasonal staff usage for youth sports programming.
- (574) Benefits – Athletics (75.4%). \$246.74 vs. \$327.06 budget.
- (574) Benefits – Community (107.4%). \$672.25 vs \$625.74 budget. Includes the effects of 2nd quarter payroll taxes. Revenue is at 121.4%.
- (574) Benefits – Youth Sports (102.3%). Includes the payment of 2nd quarter payroll taxes and seasonal usage for youth sports programs.
- (574) Supplies – Cultural Arts (182.4%). \$456.09 vs. \$250.00 budget. Includes purchase of medals and trophies for the dance program.
- (574) Supplies – Health and Wellness (152.0%). \$152.00 vs \$100.00 budget. April include a reimbursable Wilderness First Aid expense.
- (574) Supplies – Youth Sports (75.5%). Expenses include the purchase of replacement rec basketball jerseys, Wildcat coach shirts, shorts for the wrestling program, sweatshirts for the Wildcat travel program, and shirts for the track club.
- (574) Small Tools & Equipment – Athletics (211.1%). \$147.79 vs. \$70.00 budget. Reflects the expenditure to purchase volleyball nets.
- (574) Professional Services – Youth (114.7%). Includes instructor payments for gymnastics, youth theatre and UK petite soccer classes.
- (574) Professional Services – Cultural Arts (91.4%). Includes instructor payments for youth dance classes. Revenue category is at 79.8%.
- (574) Professional Services – Special Events (84.8%). Includes summer concert, Theatre in the Park, and family night performers.
- (574) Professional Services – Health and Wellness (75.2%). Includes instructor payments for all karate and adult exercise classes. Revenue category is at 81.9%.
- (574) Professional Services – Youth Sports (114.8%). Includes instructor payments for all youth sports classes and summer specialty camps.
- (574) Advertising. Cultural Arts (91.2%), Special Events (71.8%), Athletics (102.9%), Community (110.2%), and Youth Sports (75.9%) advertising expense is over due to seasonal ad placements.
- (574) Rentals – Cultural Arts (168.6%). \$84.30 vs \$50.00 budget. Reflects revenue share percentage for senior tap classes at the Senior Center.
- (574) Rentals – Athletics (68.6%). Includes payment of field usage for summer 2013 softball leagues.
- (574) Rentals – Youth Sports (92.8%). Includes revenue share payment to the school district for travel and rec basketball and the wrestling program as well as school usage for summer sports camps.
- (575) Salaries & Wages – Seasonal – Si View (83.8%). Includes building supervisor wages for evening coverage and rentals as well as the majority of hours for Britney for daytime community center coverage.

- (575) Benefits – Seasonal – Si View (90.2%). Includes the payment of 2nd quarter payroll taxes. Includes building supervisor benefits for evening coverage and rentals as well as the majority of benefits for Britney for daytime community center coverage.
- (575) Supplies – Meadowbrook (108.4%). Includes janitorial supplies for Meadowbrook. \$390.10 vs \$360.00 budget.
- (575) Repairs and Maintenance – Facilities – Si View (70.1%). Includes facility closure maintenance and fire system confidence test as well as ongoing facility maintenance expenditures.
- (575) Misc. Dues/Fees (233.3%). \$350.00 vs \$150.00 budget. Includes the payment of health permit fees for the concession stand.
- (576) Salaries & Wages – Seasonal – Aquatics (89.1%). Over due to increased aquatics programming/rentals and summer staff usage. Revenue category is at 88.9% (Aquatics), 71.2% (Aquatics Activity Fees) and 71.1% (Pool Rentals).
- (576) Benefits – Aquatics – Seasonal Staff (90.5%). Includes the payment of 2nd quarter payroll taxes as well as the increase in program and rental activity.
- (576) Professional Services – Aquatics (399.2%). \$1,197.70 vs \$300.00 budget. Includes instructor fees for the Aqua Zumba and Aqua Barre classes. These fees were not included in the 2014 budget.
- (576) Travel (88.3%). Includes travel expenses to national aquatics conference (Bridget) and aerobics training (Laurel).
- (576) Repairs & Maintenance – Pool (137.1%). Includes annual pool closure maintenance as well as unexpected repairs to the pool lift and pool basement electrical panel.
- (576) Miscellaneous Dues/Fees (72.8%). Includes Red Cross certification fees for staff as well as paid lifeguard certification classes.
- (576) Salaries & Wages – Seasonal – Parks (76.1%). Running over due to seasonal parks staff usage.
- (576) Operating Supplies – Parks (103.0%). Includes janitorial supply purchases for the outdoor bathrooms as well as general parks maintenance supplies.
- (576) Repairs & Maintenance – Parks (81.6%). Includes all general park maintenance as well as parking lot cleaning.

AGENDA ITEM NO 7B
Committee and Staff Reports

To: Board of Commissioners

From: Dave Dembeck, Operations Manager

Date: October 1st, 2014

Subject: Operations Report

Overview: The month of September has been a transitional month from the support and maintenance resulting from summer camps and activities, to the preparation and maintenance for the coming fall and winter months.

Workflow: I have requested that district staff use existing work order forms for all needed repair work. By utilizing work orders, it is my hope that the following will be accomplished.

- Better tracking of labor hours spent doing repairs as opposed to maintenance.
- What areas are requiring the most repairs, and if certain repair items are repeated often.
- Better prioritization of work that needs to be accomplished.
- Parts inventory control, ordering requirements, and needed stock on the hand.
- Written work orders are less likely to be forgotten or misinterpreted.
- A system to be able to provide progress information or a record of when work has been started and completed.

It appears everyone is doing their best to cooperate with the work order request system and avoid the temptation to just make service requests as one of the maintenance staff just happen to be walking by. I may also look into the possibility of using the new Dash schedule programming software to help keep track and report work order progress in the future.

Work Orders: (separate from ongoing maintenance)

- Aquatics Center: 12
- Facilities (interior): 23
- Facilities (exterior): 19
- Vehicles: 7

Aquatics – Sample of work orders included a leaking boiler pipe, broken toilet flushing refill mechanism, broken soap dispenser, loose step on pool ladder, burned out light ballast, broken diving platform deck mount, broken bar code reader, broken on deck equipment holding container.

Interior Facilities – non-functioning and loose door locks, loose window latches, light bulb replacements, door stop repair, broken sink faucets, electrical box cover replacement, HVAC air exchange grate maintenance.

Exterior Facilities – Gutter cleaning, gutter installation, outside light replacement, sidewalk pressure washing, graffiti removal at Shamrock Park, mowing at Tollgate trail path, door lock timer reprogramming.

Projects:

- Working with Scott and Travis on 2015 draft operations budget.
- Determining cost projections for possible Torguson Park maintenance requirements.
- Assisting Travis and Minna, when needed, with Community Center remodel.
- Getting closer on developing plans for the installation of a VFD well pump for providing water for irrigation during the 2015 season.

- Getting estimates for temporary storage containers that can be placed onsite during the Community Center remodel.
- Acquiring costs for a covering to shelter and protect equipment in the back of the North Annex.
- Getting estimates for the possible replacement of the aging hot water tank that supplies the hot water to the pool locker room showers. Looking into the cost of a tankless system that could be housed in the pool filter pump room, freeing up some needed space in the upstairs pool area allowing for a possible family changing room.
- Continuing research for the addition of telemetry that can monitor our pool water chemistry and make the information available remotely by desktop, laptop, or smart phone.
- Attended the KCDA fair at which new services and products were highlighted that are now available for purchase at pre bid county pricing.
- Monitoring Tollgate Farm Park progress, as work continues.

**AGENDA ITEM NO 7C
Committee and Staff Reports**

To: Board of Commissioners

From: Travis Stombaugh, Executive Director

Date: October 1st, 2014

Subject: Directors Report

Will be given orally at the time of the meeting.