

Regular Meeting
5:00 PM, January 20, 2021
Virtual Meeting



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.

FINAL

AGENDA ITEMS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT AGENDA
 - A. **Minutes:** January 6th regular meeting minutes
 - B. **January 1-15, 2021 Payroll:** \$32,944.14 payroll (Direct Deposit); \$10,862.27 payroll taxes; \$9,144.61 PERS retirement; \$125.81 life insurance; \$190.59 LTD; \$1,510.00 ICMA 457; \$100.05 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$295.26 HRA-VEBA
 - C. **Blanket Vouchers:** #620 & #621
 - D. **Recreation Team Report**
6. NEW BUSINESS
 - A. **Discussion. North Bend Train Depot and WH Taylor Park Improvement Project**
7. OLD BUSINESS
 - A. **Continued Discussion. COVID-19 Closures and Modified Operations**
8. MEETING ANNOUNCEMENTS AND REMINDERS

Snoqualmie Valley Governments Associations
Regular Meeting – *virtual*

January 27, 2021 at 7:00 PM
February 3, 2021 at 5:00 PM
9. AGENDA ITEMS FOR NEXT MEETING
10. ADJOURN

AGENDA ITEM NO 5A
Consent Agenda

To: Board of Commissioners
From: Melissa Pasley, Administrative Support Specialist
Date: January 20, 2021
Subject: January 6th Regular Meeting Minutes

5:05 PM – CALLED MEETING TO ORDER

ROLL CALL

Commissioners Attending: Fredenburg, Joselyn, Kelly, Klahn & Raisio
Staff Attending: Travis Stombaugh Executive Director, David Dembeck Operations Manager, Minna Rudd Recreation Manager, Scott Loos Finance & HR Manager, Ryan Goodman Recreation Supervisor and Melissa Pasley Administrative Support Specialist

Klahn exited the virtual meeting at 5:06 pm.

APPROVAL OF AGENDA

Joselyn **MOTIONED**

Kelly **SECONDED**

APPROVED AS PRESENTED 4-0

PUBLIC COMMENT: none

CONSENT AGENDA

APPROVED AS PRESENTED 4-0

Minutes: December 2nd regular meeting minutes

November 16-30, 2020 Payroll: \$32,867.50 payroll (Direct Deposit); \$10,705.75 payroll taxes; \$8,973.67 PERS retirement; \$120.05 life insurance; \$190.66 LTD; \$1,185.00 ICMA 457; \$100.05 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$329.60 HRA-VEBA

December 1-15, 2020 Payroll: \$32,829.43 payroll (Direct Deposit); \$10,547.71 payroll taxes; \$8,973.67 PERS retirement; \$121.89 life insurance; \$190.59 LTD; \$1,235.00 ICMA 457; \$100.05 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$3,888.21 HRA-VEBA

December 16-31, 2020 Payroll: \$32,230.11 payroll (Direct Deposit); \$10,524.51 payroll taxes; \$8,973.67 PERS retirement; \$125.96 life insurance; \$190.66 LTD; \$1,235.00 ICMA 457; \$100.05 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$295.33 HRA-VEBA

Blanket Voucher: #614, #615, #616, #617, #618 & #619

Finance Report

Recreation Team Report

Kelly **MOTIONED**

Fredenburg **SECONDED**

NEW BUSINESS

Appoint a New President, Clerk of the Board and Committee Assignments for the 2021 Calendar Year

Kelly **MOTIONED** to **APPOINT** Fredenburg as President and Klahn as Clerk of the Commission. Joselyn **SECONDED. APPROVED AS PRESENTED 4-0**

Committee Assignments:

Administration Committee: Fredenburg and Klahn

Programming Committee: Joselyn and Kelly

Operations Committee: Raisio and Joselyn

Klahn rejoined the meeting at 5:14 PM

Approve 2021 Meadowbrook Farm Management Agreement

Joselyn **MOTIONED** Kelly **SECONDED**
APPROVED AS PRESENTED 5-0

Approve 2021 Sallal Grange Management Agreement

Kelly **MOTIONED** Klahn **SECONDED**
APPROVED AS PRESENTED 5-0

Approve Updated Scholarship Policy and Procedures 01.05.02

Joselyn **MOTIONED** Raisio **SECONDED**
APPROVED AS PRESENTED 5-0

OLD BUSINESS

Continued Discussion of COVID-19 Closure and Modified Operations

Rudd and recreation staff are working to quickly rollout programming modifications as the Governor's new COVID plan Healthy Washington - Roadmap to Recovery mandates. Aquatic survey results indicate the public are interested in returning to a safe pool. Loos provided a financial update and Dembeck gave a park update. Stombaugh noted the Budget Narrative will be done in in two weeks, he has a meeting with the City of Snoqualmie's new City Administrator Rick Rudometkin, a permit application review meeting for the Tennant trailhead development took place and staff is developing a modified aquatics operation plan and from that staff will develop the modified budget.

MEETING ANNOUNCEMENTS AND REMINDERS

Regular Meeting – *virtual*

January 20, 2021 at 5:00 PM

AGENDA ITEMS FOR FUTURE MEETING: none

ADJOURNMENT: The meeting was adjourned at 6:13 PM.

Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist

AGENDA ITEM NO 5B
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: January 20, 2021
Subject: Payroll

January 1-15, 2021 Payroll:

\$32,944.14 payroll (Direct Deposit); \$10,862.27 payroll taxes; \$9,144.61 PERS retirement; \$125.81 life insurance; \$190.59 LTD; \$1,510.00 ICMA 457; \$100.05 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$295.26 HRA-VEBA

AGENDA ITEM NO 5C
Consent Agenda

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: January 20, 2021

Subject: Blanket Voucher

Blanket Voucher No. 620
in the amount of \$74,727.59. Checks will arrive and be distributed on 1/15/20.

Blanket Voucher No. 621
in the amount of \$5,330.89. Checks will arrive and be distributed on 1/15/20.

AGENDA ITEM NO 5E
Consent Agenda

To: Board of Commissioners
From: Minna Rudd, Recreation Manager
Date: January 20, 2021
Subject: Recreation Team Report January 2021 - prepared 1/13/2021

***Re-opening status:** New re-opening guidelines are now in effect. Puget Sound region is in Phase 1 which allows for very limited indoor fitness and sports programs in addition to the childcare program.*

***Programs status:** Full list of program updates and modifications are available as a downloadable document on the [website](#). Latest update was published January 8, 2021.*

***Winter programs status:** Registration for winter session programs scheduled January-April is open.*

***Spring-Summer programs status:** Team is working on program line up for the activity guide that goes to printers in late March. Registration will open April 16.*

Programs currently in operation:

- School care at Two Rivers School, half day and full day options
- No-school day camps scheduled for MLK Day and Jan 25 professional development day
- Small group Karate in-person classes at Si View
- Small group dance in-person classes at Meadowbrook
- Homeschool in-person art class at Si View
- Gymnastics and parkour in-person training at Si View
- Pickleball at Si View (start date Jan 26)
- Adult yoga online classes
- Youth council online meetings
- Self-directed Family Fun Event at Tollgate Farm Park (Jan 30-31)

Youth Programs: Si View School Care at Two Rivers School continues to operate with both full day and school hours only options while schools are in remote learning mode. Our average daily attendance in January is staying consistent with 16 students. Hybrid learning launches January 19 for kindergarten students and January 29 for 1st graders. We have aligned our program to work with new school schedules and continue to work with school district on logistics including transportation options, meal service and transition plan for grades 2-5. Our school care program has had unexpected staffing changes as more programs resume at other sites. We are excited to welcome back additional PT staff to assist with program needs.

The Winter Break camp was a success! Participants enjoyed a variety of gym games, arts, crafts and holiday movies hosted at the community center. January has two scheduled No School Days. Mid-winter break is also coming up, and we will be promoting it to the community soon.

Due to current restrictions in place, the Youth Council meetings continue to be hosted virtually.

Health and Wellness: Karate classes have resumed in-person instruction at Si View Community Center in small groups. Times have been adjusted to align with latest guidelines. Adult Yoga Class is still fully virtual via Zoom. Other adult health and wellness programs are on hold.

Youth Sports: New sport activity guidelines have been released. This allows limited activity in phase 1, and more widespread return to in-person programming in phase 2. Futsal, basketball clinics and volleyball all require move to phase 2. It is also uncertain what if any school access will be available for recreation programs in the coming months.

Special Interest Programs: Youth dance classes can continue at Meadowbrook Farm in new Phase 1. A revised January and future February schedule will include shorter class times and smaller class sizes. The longer, 10-week session planned for March-June may need to be broken down into monthly sessions. Three preschool-aged movement classes will be hosted on Fridays in January at Meadowbrook Farm. Gymnastics and Parkour classes can run as scheduled at the community center in January. The Homeschool Art Class is tentatively scheduled at the community center, but staff is seeking clarification on the latest operating guidelines for enrichment type programs.

Special Events: Winter *Family Fun Events* are hosted outdoors at our parks. Each event is at a different park with no item sharing and set up for small family groups. Events will be self-directed and open for extended hours so that pre-registered participants can come on their schedule and we can minimize crowding. Events include a fun run/walk, park play day, disc golf, and chalk walk event. January event is themed as a family fun walk/run and will take place at Tollgate Farm Park.

Virtual Holiday Bazaar received mixed reviews from the vendors. While the 10 participating vendors were pleased with our efforts to maintain the event and think creatively, sales were not as high as anticipated. Vendors were able to give constructive feedback and provide ideas to improve a virtual Bazaar in the future.

2021 KC Public Health requirements for farmers market operations have been released. We are in the process of launching vendor application process in early February, with updated requirements and restrictions. The farmers market will operate much like last year, with restrictions on entry/exit points, and limits shoppers and vendors on site.

Food trucks and pop-up shop events are still in the plans. Feedback from vendors recommends launching in April when outdoor recreation programs are back in operation at our parks. Last fall, attendance was best during sports practices.

Facility and Field rentals: 2021 rental information packets and rate sheets for all facilities are now in effect. Renewal processes for associated Interlocal Agreements have been completed.

2021 Facility Reservations	Bookings
Si View Community Center	0
Pool Party Package	0
Picnic Shelters	3
Train Depot	11
Meadowbrook Farm	32
Sallal Grange	0
Total	46