

# Regular Meeting

**5:00 PM, January 18, 2023**

## Hybrid Meeting

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



**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 4, 2023 regular meeting
  - B. **December 16-31, 2022 Payroll:** \$45,193.88 payroll (Direct Deposit); \$13,210.97 payroll taxes; \$8,672.88 PERS retirement; \$150.91 life insurance; \$226.49 LTD; \$2,155.00 ICMA 457; \$91.99 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$287.76 HRA-VEBA
6. NEW BUSINESS
  - A. **Authorize Fee Amendment for Design Services from the Watershed Company for Tennant Trailhead Park Phase II in the amount of \$48,907.60**
7. OLD BUSINESS - none
8. COMMITTEE AND STAFF REPORTS
  - A. **Recreation** - Rudd
  - B. **Finance** - Loos
  - C. **Operations Report** - Dembeck
  - D. **Directors** - Stombaugh
9. MEETING ANNOUNCEMENTS AND REMINDERS

Snoqualmie Valley Government Association - <i>Raisio attending</i>	January 25, 2023 at 7:00 pm
Regular Meeting - <i>hybrid</i>	February 1, 2023 at 5:00 pm
Aquatic Center Community Listening Session - <i>Community Center</i>	February 1, 2023 at 6:30 pm
Program Committee Meeting at North Annex - <i>Fredenburg/Joselyn</i>	February 8, 2023 at 5:00 pm
10. AGENDA ITEMS FOR NEXT MEETING
11. EXECUTIVE SESSION
12. ADJOURN

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

**To:** Board of Commissioners  
**From:** Scott Loos, Finance & HR Manager  
**Date:** January 18, 2023  
**Subject:** January 4, 2023 Action Minutes

**5:04 PM – CALLED MEETING TO ORDER**

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

**Excused Tardiness:** Commissioner Fredenburg

**Staff Attending:** Dave Dembeck Operations Manager, Minna Rudd Recreation Manager and Melissa Pasley Administrative Support

**APPROVAL OF AGENDA**

Joselyn **MOTIONED**

Raisio **SECONDED**

**APPROVED AS PRESENTED 4-0**

**PUBLIC COMMENT** none

**CONSENT AGENDA**

**APPROVED AS PRESENTED 4-0**

**Minutes:** December 7, 2022 regular meeting

**December 1-15, 2022 Payroll:** \$49,076.81 payroll (Direct Deposit); \$13,508.13 payroll taxes; \$8,860.39 PERS retirement; \$148.04 life insurance; \$226.38 LTD; \$2,155.00 ICMA 457; \$91.99 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$4,322.53 HRA-VEBA

**Blanket Vouchers:** #727, #728, #729 & #730

**Electronic Payment:** \$798.14

Raisio **MOTIONED**

Kelly **SECONDED**

**NEW BUSINESS**

**Appoint a New President, Clerk of the Board and Select Committee Assignments for 2023 Calendar Year**

Joselyn **MOTIONED** to **APPOINT** Kelly as President. Raisio **SECONDED**. **APPROVED AS PRESENTED 4-0**

*Fredenburg arrived at 5:07 pm*

Kelly **MOTIONED** to **APPOINT** Raisio as Clerk of the Commission. Joselyn **SECONDED**. **APPROVED AS PRESENTED 5-0**

**2022 Committee Assignments:**

Administration Committee: Kelly & Raisio

Operations Committee: Joselyn & Klahn  
Programming Committee: Fredenburg & Joselyn

**Authorize Additional Landscape Architectural Services from The Berger Partnership for the Tollgate Farm Agriculture Project in the Amount of \$11,820.00**

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

**Discussion:** Dembeck noted construction exceeded the original timeline due to unanticipated conditions.

**APPROVED AS PRESENTED 5-0**

**Authorize the Purchase of a 2020 Kubota M4-71 Tractor, Loader, Four In One Bucket, High Capacity Bucket, Pallet Forks and Bearcat Chipper in the amount of \$67,000 from Byron Moore, Private Party**

Raisio **MOTIONED** Fredenburg **SECONDED**

**Discussion:** Dembeck stated a comparable cost of new/unused equipment would be \$80,000 and the used option before the commission has 50 miles on it.

**APPROVED AS PRESENTED 5-0**

**COMMITTEE AND STAFF REPORTS**

**Recreation Team Report – Rudd**

December program cancellation due to weather conditions, Rec Basketball participation has grown greatly this season, Lifeguard training sessions are underway this month hoping for much needed staff from these trainings, the District was awarded a \$5,000 grant for the Farmer’s Market.

**Operations Update – Dembeck**

Broken fire suppression pipe resulted in water damage to the social room and attic space above.

**MEETING ANNOUNCEMENTS AND REMINDERS**

Groundbreaking at Tennant Trailhead Park

January 11, 2023 at noon

Regular Meeting - *hybrid*

January 18, 2023 at 5:00 pm

Snoqualmie Valley Government Association - *City of Carnation hosting*

January 25, 2023 at 7:00 pm

Aquatic Center Community Listening Session - *Community Center*

February 1, 2023 at 6:30 pm

**AGENDA ITEMS FOR FUTURE MEETING:** none mentioned

**5:58 PM – ADJOURNMENT**

Raisio **MOTIONED** Joselyn **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**  
**Consent Agenda**

**To: Board of Commissioners**

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

**Date: January 18, 2023**

**Subject: Payroll**

**December 16-31, 2022 Payroll:**

\$45,193.88 payroll (Direct Deposit); \$13,210.97 payroll taxes; \$8,672.88 PERS retirement; \$150.91 life insurance; \$226.49 LTD; \$2,155.00 ICMA 457; \$91.99 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$287.76 HRA-VEBA

**AGENDA ITEM NO 6A**  
**New Business**

**To: Board of Commissioners**

**From: Travis Stombaugh, Executive Director**

**Date: January 18, 2023**

**Subject: Authorize Fee Amendment for Design Services from the Watershed Company for Tennant Trailhead Park Phase II in the amount of \$48,907.60**

**Summary of Item:**

See detailed scope attached.

Tennant Trailhead Park Phase II involves constructing the parking lot for the park. The parking area is roughly 34 stalls, includes a restroom, site furnishings and kiosk. Because the District was already managing Phase I we took the lead in implementing Phase II. This project is funded by King County and the City of North Bend.

The increase in design fee is due to unforeseen issues dealing with groundwater and soils. Even though the park is located outside of the floodplain there is high groundwater with soils that infiltrate slowly. This scenario is not conducive to development, but it can be done. Contending with the poor soils are the wetland buffers so it's not a real simple build site.

Soil monitoring and further surveying was not included in the original scope. In addition the City of North Bend requested that the bathrooms have running water and sewer. If you have running water then we need to have electricity and the ability to heat the bathroom structure so that the pipes don't freeze in the winter or colder months.

**Staff Recommendation:**

Staff believes that additional design fees will not put us over our budget with the County and the additional scope fee's generated by the City of North Bend will be directly billed back to the City at the end of the project.

Approve as presented.

**AGENDA ITEM NO 8A**  
**Staff Report**

**To:** Board of Commissioners

**From:** Minna Rudd, Recreation Manager

**Date:** January 18, 2023

**Subject:** Recreation Team Report January 2023 - prepared 1-12-2023

*The 2022 Year in Review report is now available on the website. Planning for Spring/Summer season has started with outreach to instructors and partners as the activity guide production deadline is coming up in February. We anticipate a busy season with a mix of new and returning activities. Winter season programs are in progress. In the last month, 5 days required program modifications or cancellations due to inclement weather. Where possible, activities have been rescheduled. The months of January-March have the community center spaces in high demand as there is less opportunity for outdoor activities. The gym is frequently shared with two programs during peak hours, and transition times are kept to a minimum with all staff helping to turn over rooms.*

**Youth Programs:** We have two non-school day camps scheduled for January. At the end of the month we will be starting our Winter session of Enrichment classes. This session there will be classes at Fall City Elementary (Chess, Yoga, Math and Coding) and North Bend Elementary (Yoga, Art and Nintendo Lab).

School care enrollment is slowly trending upwards after a small dip in December. Si View AM care has 27 monthly and 7 daily participants, and the PM care has 24 monthly and 9 daily participants. NBE care site numbers remain unchanged, with 11 monthly and 7 daily students.

**Teen and Outdoor Programs:** Youth council resumed January 9<sup>th</sup> to plan February events, including a donation drive and a senior Tech Night. Teen Night is back at Si View on January 13<sup>th</sup> with minute to win it themed games.

Outdoor programs are paused until February, but summer planning is well on its way. We have been in contact with new instructors with intent to grow mountain biking programs, introduce rock climbing, beekeeping, and disc golf, to name a few.

**Cultural Arts:** Youth Winter dance season starts the last week of January. The program is excited to continue the dance troupe. There are several adult cultural arts programs scheduled in January, including writing workshops, ballroom dance and adult tap dance. Writing workshops are a new program that we attempted to offer in the Fall but had no interest.

**Community and special interest programs:** Preschool classes resume in January. Four of the seven classes offered will run as scheduled and three have been cancelled. We are still evaluating ideal class themes, times and day of the week to increase participation. The Indoor playground started on January 9. Although not typically scheduled until February, a January session was added after interest was expressed from participants. We are expecting indoor playground to be busy until spring months when weather improves.

New specialized recreation bowling program will be offered in January. Si View is partnering with City of Issaquah and Life Enrichment Options to offer bowling and pizza at Snoqualmie Bowling on Wednesday nights. If successful, we will look to add this activity in other months.

**Athletics:** Winter recreation basketball season for K-2 players ends January 28 and 3-6<sup>th</sup> graders on February 18<sup>th</sup>. At Si View, indoor soccer classes and youth volleyball classes start up again later this month. Adult pickleball leagues have 31 teams in the first winter session.

**Health and Wellness:** The winter session for adult yoga classes is off to a strong start with 31 students enrolled for January, in 4 different classes. Yoga in Spanish returns in February.

**Special Events:** January Family Fun Night features Mario Lorenz Comedy and Variety Show at the community center. IN February we'll host a new Adult Prom and in March we are looking forward to a Family Formal Dance.

We are actively soliciting for events sponsorships. 2023 packets are now available for both in-kind and financial support sponsorships.

The farmers market vendor applications opened Jan 11<sup>th</sup>, this year the process is fully online. In February, volunteer application goes live and in March we'll start accepting non-profit booth applications.

All our volunteer applications are also moving online this year with better opportunity to promote these options to the community and track information in a central location. Program coordinators will continue to manage volunteers in their specialty areas.

**Facility Rentals:** The meeting with the cities of North Bend and Snoqualmie to discuss Si View's management role at Meadowbrook Farm took place earlier this month. Meadowbrook rental rates for 2023 are pending renewal of management agreement. 2023 facility rates for all other spaces been implemented and posted to website. Sound Cleaning will continue service Meadowbrook in 2023, with no rate increases this year. New tables and chairs order in in progress or both Meadowbrook and Si View facilities.

**Aquatics:** Session A private lessons are full of 41 registered (72 on waitlist). Group lessons have a little bit of room for daytime classes, upper levels, and adult lessons. 508 registered (421 on waitlist). Homeschool lessons are offered Wednesday and Thursday early afternoon for Session A and Session B. Snoqualmie Valley school district is bringing their Special Education program to swim on Fridays.

Staffing for current program schedule is secured through April 10. We are doing what we can with the staff that we have available, but we are still short. All new hires have been young, 15-16 years of age, with limited hours they can work.

Aquatic staff one-on-one reviews have been completed with great feedback from staff on how to improve programming. Two staff successfully completed the ARC lifeguard instructor course in December. A Lifeguard training course was also offered in December for five students, unfortunately three students were not interested in completing the certification process, and the two who did, did not pass, but will repeat the course in February. Junior Lifeguarding course has also concluded and 4 of the 5 participants are actively volunteering in programs.

**AGENDA ITEM NO 8B**  
**Staff Report**

**To: Board of Commissioners**

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

**Date: January 18, 2023**

**Subject: November 2022 Finance Report Summary**

**Fund and Cash Balances:**

- November 2022 closed with \$2,752,784.82 in the General Fund; \$252,212.04 in the Revenue Stabilization Fund; \$7,553.49 in the Equipment Fund; \$2,573.40 in the Park Fund; \$968,979.70 in the Debt Service Fund; \$68,991.29 in the Si View Interior Debt Service Fund; \$1,416,099.91 in the Capital Projects Fund; \$3,539,338.53 in the Capital Projects 2018 Bond Fund; and \$1,626.51 in the Gift Card Fund.
- Actual cash balance of \$9,010,159.69 in the King County Account.

**Revenue vs. Expense:**

- The general fund (excluding the effects of beginning and ending fund balances) is at 90.9% of budgeted revenue and 73.1% of budgeted expense for the year. (Compared with 92% of the budget year).
- The overall net increase (year-to-date) to beginning fund balance is \$762,053.00.

**Revenue Commentary:**

- Property taxes received for the month were \$245,433.68 (General Fund) and \$113,463.66 (Si View/Tollgate Debt Service Fund).
- Total program and rental revenue for November was \$93,366.30.
- Programs exceeding budget include Community Center Activity Fees (800.6%), Aquatics Activity Fees (125.6%), Aquatics (172.0%), Special Events (108.9%), Athletics (140.4%), and Outdoor (150.4%).
- Rental activities exceeding budget include Community Center (102.3%), Meadowbrook (129.9%), Tollgate (844.0%) and South Fork Landing (100.3%).

**Expense Commentary:**

- (511) Commissioner Fees (101.3%). Includes payments going back to December 2021.
- (513) Miscellaneous – Dues/Fees (100.0%). \$90.00 vs. \$90.00 budget.
- (518) General Government – Operating Supplies (105.4%). Includes office and general operating supplies.
- (518) Excise Taxes (107.1%). Includes B&O and sales tax on retail sales and certain programs as well as leasehold excise tax on South Fork Landing leases.
- (518) Professional Services – Computer Network Support (93.4%). Over due to additional software licensing subscription fees.
- (518) Communications – Postage (116.9%). Includes general postage as well as recreation guide and Prop 1 flyer postage.
- (518) Insurance – General Liability (100%). Reflects full payment of 2022 AWC RMSA insurance assessment.
- (518) Public Utility Services – Natural Gas (110.7%). Over due to higher usage.
- (518) Public Utility Services – Garbage (159.0%). Over due to the addition of garbage service at South Fork Landing Park.



- (518) Public Utility Services – Water – South Fork Landing (130.0%). Over due to increased water usage (including rental tenants).
- (518) Security Monitoring (97.8%). Reflects full payment of the 2022 security monitoring expense.
- (594) Computer Hardware & Software (116.5%). Includes 2022 contract renewal of Springbrook software and monthly fees for DASH registration and NOVAtime software. Also includes the purchase of (3) replacement computer workstations for staff.
- (519) Ad Valorem Tax Refunds (119.8%). \$5,992.31 vs. \$5,000.00 budget. We saw a jump in April/May due to the spring tax collection.
- (519) Other Fees: Credit Card Interest (233.5%). \$350.23 vs. \$150.00 budget.
- (519) King County – Cash Management Fee (125.0%). \$225.02 vs. \$180.00 budget.
- (574) Salaries & Wages – Seasonal – Community (149.6%). Over due to increased community programming staffing.
- (574) Supplies – Special Events (132.1%). Includes farmer’s market and general special event supplies.
- (574) Supplies – Community (99.9%). \$289.83 vs. \$290.00 budget.
- (574) Supplies – Youth Sports (104.7%). Includes purchase of reversible jerseys for the youth basketball programs.
- (574) Small Tools & Equipment – Athletics (102.4%). \$153.65 vs. \$150.00 budget.
- (574) Professional Services – Special Events (103.3%). Includes summer concert performers for the Farmers Market.
- (574) Professional Services – Athletics (124.2%). Includes referee payments for the coed softball league.
- (574) Professional Services – Health and Wellness (96.1%). Includes instructor payments for karate and other adult fitness programs.
- (574) Professional Services – Outdoor Recreation (172.2%). Includes instructor payments for biking and other outdoor recreation programming.
- (574) Advertising – Youth Sports (197.6%). Includes additional advertising expense for fall rec basketball.
- (574) Training – Tuition (93.1%). Includes WRPA and NRPA conference fees.
- (574) Other – Youth (109.5%). Includes field trips and entertainment for the summer camp programs.
- (574) Other – Special Events (164.1%). Includes farmers market training/membership dues and market permit. Also includes farmer’s market marketing materials and vendor SNAP/EBT reimbursements.
- (575) Salaries & Wages – Seasonal – Si View (95.6%). Over due to increased rental and front desk coverage at the community center.
- (575) Supplies – Si View (123.9%). Includes maintenance and janitorial supplies or the community center.
- (575) Supplies – Meadowbrook (116.1%). \$667.32 vs. \$575.00 budget.
- (575) Small Tools & Equipment – Meadowbrook (92.5%). \$92.51 vs. \$100.00 budget.
- (576) Salaries & Wages- Seasonal – Aquatics (127.1%). Over due to increased program numbers.
- (576) Benefits – Seasonal – Aquatics (99.1%). Over due to increased program numbers.
- (576) Operating Supplies – Aquatics (138.8%). Includes general operating and COVID supplies.
- (576) Operating Small Tools & Equipment – Aquatics (105.1%). Includes replacement pool printer and pool phones.
- (576) Repairs & Maintenance – Pool (92.8%). Includes pool HVAC and backflow system maintenance repairs.
- (576) Miscellaneous Dues/Fees (105.1%). Includes payment of Red Cross Certification fees.
- (576) Operating Supplies – Parks (141.0%). Includes general operating supplies for Si View Park.
- (576) Operating Supplies – Torguson (92.0%). Includes general operating and infield mix/fertilizer for field maintenance.
- (576) Park Maintenance Fuel (162.0%). Includes fuel expense for maintenance vehicles and equipment. We are feeling the effects of increased fuel prices.
- (576) Repairs & Maintenance – Tollgate (111.7%). General maintenance for Tollgate Park.

- (576) Repairs & Maintenance – Torguson (97.6%). General maintenance for Torguson Park.
- (576) Repairs & Maintenance – South Fork Landing (106.3%). General maintenance for South Fork Landing and General Store.
- (597) Transfer to CC Interior Debt Service Fund (202) (100%). Reflects the full transfer of funds for 2022 debt service.

**AGENDA ITEM NO 8C**  
**Staff Report**

**To: Board of Commissioners**

**From: Dave Dembeck, Operations Manager**

**Date: January 18, 2023**

**Subject: Operations Report**

Si View Community Center and Park

- Weather played a major influence on staff's activities this past December and the first part of January. Staff worked hard to clear snow and ice to keep programs and activities going in our different locations. The last storm, with its ice, snow and wind, created massive damage to some of the district's trees and facilities.
- Street trees and main parking area trees fared the worst, losing many limbs. One tree between the zip line and baseball field completely fell over.
- Netting on the Si View baseball field backstop became detached and snapped its cable. As weather improves staff will reattach the netting in time for spring baseball season.
- Using the new, Commissioner approved tractor and chipper, has been a real time and life saver for us.
- Unfortunately, besides exterior damage, the social room inside the Community Center experienced major flooding from a broken fire suppression pipe in the attic on Christmas eve. Damage was seen on the floor, ceiling, and attic. Water was removed from the floor as quickly as possible, along with very wet insulation in the attic. The ceiling was repainted, and the lights cleaned as the drying process began. The Wi-Fi router in the room was replaced, and some of the ceiling light fixtures will likely be replaced as well.
- All the wood floors in the gym, classroom and social room received two coats of new finish during the holiday closure. Although the social room floor flooded a couple of days after the topcoat of finish had been applied, it is likely that the new finish helped seal the wood a bit and protect it. The social room floor definitely incurred some damage from swelling with moisture, but as it continually dries the damage seems less noticeable.

Tollgate Farm Park

- During what was to be the final walkthrough of the barn and ag project, it was noticed that some of the soil contours around the barn were not exactly followed by the contractor. Due to the sensitivity of stormwater runoff and permit requirements CDK will be required to correct project grading. It was determined that due to the time of year and associated wet soil conditions that delaying soil movement until March was the best option. The barn structure is not involved with the delay, and we are hopeful that we can acquire a temporary occupancy permit before the total project is complete.
- Staff will soon be clearing blackberries and old farm debris that is presently located around the barn and pasture.

Torguson Park

- Little League along with Si View are in the planning stage of possibly building batting cages at Torguson Park between fields three and four.
- The Little League also requested that the baseball dirt pitcher's mound on field six be removed so the field can also be used for girls softball this year. Staff will remove the mound before the season begins. The League will provide a portable mound to use in its place.

## South Fork Landing

- As far as tree storm damage goes, SFL received a direct hit from Mother Nature. Staff have been working to clear fallen limbs and downed trees. The disc golf course was made playable first thing.