

Regular Meeting

5:00 PM, September 4, 2024

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

Teams Meeting Information Meeting ID: 247 228 704 395 | Passcode: 2Tf4AW



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:** August 21, 2024 regular meeting
 - B. **August 16-31, 2024 Payroll:** \$84,859.88 payroll (Direct Deposit); \$23,606.73 payroll taxes; \$10,176.21 PERS retirement; \$207.11 life insurance; \$273.53 LTD; \$2,765.34 ICMA 457; \$422.24 HRA-VEBA
 - C. **Blanket Vouchers:** #824 & #825
6. NEW BUSINESS - none
7. OLD BUSINESS - none
8. COMMITTEE AND STAFF REPORTS
 - A. **Finance**
 - B. **Director's**
9. MEETING ANNOUNCEMENTS AND REMINDERS
 - A. **Regular Meeting**
 - B. **Snoqualmie Valley Government Association Meeting** (Duvall)
 - C. **Operations Committee Meeting**
10. AGENDA ITEMS FOR NEXT MEETING
11. EXECUTIVE SESSION
12. ADJOURN

September 18, 2024 at 5:00 PM
September 27, 2024 at 7:00 PM
TBD

AGENDA ITEM NO 5A
Consent Agenda
DRAFT

To: Board of Commissioners
From: Melissa Pasley, Administrative Support Specialist
Date: September 4, 2024
Subject: August 21, 2004 Action Minutes

5:00 PM – CALLED MEETING TO ORDER

Commissioners Attending: Joselyn, Kelly, Klahn & Raisio

Excused Absence: Noonan

Staff Attending: Travis Stombaugh Executive Director, Scott Loos Finance & HR Manager, Travis James Recreation Supervisor and Melissa Pasley Administrative Support Specialist

APPROVAL OF AGENDA

APPROVED AS PRESENTED 4-0

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

PUBLIC COMMENT: Kate Leen, Valley Pool Together, thanked Dave Dembeck Operations Manager for his years of service keeping the pool running and wished him well upon his retirement.

CONSENT AGENDA

APPROVED AS PRESENTED 4-0

Minutes: August 7, 2024 regular meeting

August 1-15, 2024 Payroll: \$84,859.88 payroll (Direct Deposit); \$23,606.73 payroll taxes; \$10,176.21 PERS retirement; \$207.11 life insurance; \$273.53 LTD; \$2,765.34 ICMA 457; \$422.24 HRA-VEBA

Blanket Vouchers: #822 & #823

Electronic Payment: \$6,918.97

Joselyn **MOTIONED** Kelly **SECONDED**

NEW BUSINESS

Approve Purchase of a Pump for Si View Pool in the Amount of \$23,829.79

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

Discussion: Approval of this item before the board would supersede prior approval for the repair. The reason for the requested change is this company's lead time is much less than the prior approval.

APPROVED AS PRESENTED 4-0

STAFF & COMMITTEE REPORTS

Recreation James provided highlights including rentals and aquatics.

Operations Stombaugh noted that the operations manager put in a lot of hours over the weekend and spent 3.5 days working on pool equipment repairs.

MEETING ANNOUNCEMENTS AND REMINDERS

Administration Committee Meeting

August 29, 2024 at 3:00 PM

Regular Meeting

September 4, 2024 at 5:00 PM

Regular Meeting

September 18, 2024 at 5:00 PM

Snoqualmie Valley Government Association Meeting (Duvall) *Raisio*

September 27, 2024 at 7:00 PM

AGENDA ITEMS FOR FUTURE MEETING: amendment to the board policy manual

5:27 PM – ADJOURNMENT

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

APPROVED AS PRESENTED 4-0

Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist

AGENDA ITEM NO 5B

Consent Agenda

DRAFT

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: September 4, 2024

Subject: Payroll

August 1-15, 2024 Payroll:

\$84,859.88 payroll (Direct Deposit); \$23,606.73 payroll taxes; \$10,176.21 PERS retirement; \$207.11 life insurance; \$273.53 LTD; \$2,765.34 ICMA 457; \$422.24 HRA-VEBA

AGENDA ITEM NO 5C
Consent Agenda
DRAFT

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: September 4, 2024

Subject: Blanket Vouchers

Blanket Voucher No. 824

in the amount of \$88,676.21. Checks are due to arrive on 09/06/24 and will be distributed.

Blanket Voucher No. 825

in the amount of \$23,853.53. Checks are due to arrive on 09/06/24 and will be distributed.

AGENDA ITEM NO 8A

Staff Report

DRAFT

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: September 4, 2024
Subject: July 2024 Finance Report Summary

Fund and Cash Balances:

- July 2024 closed with \$2,599,151.01 in the General Fund; \$264,440.71 in the Revenue Stabilization Fund; \$12,488.74 in the Equipment Fund; \$42,325.01 in the Park Fund; \$594,191.99 in the Debt Service Fund; \$73,003.86 in the Si View Interior Debt Service Fund; \$4,347,127.13 in the Capital Projects Fund; \$815,249.07 in the Capital Projects 2018 Bond Fund; and \$1,900.05 in the Gift Card Fund.
- Actual cash balance of \$8,749,904.57 in the King County Account.

Revenue vs. Expense:

- The general fund (excluding the effects of beginning and ending fund balances) is at 59.0% of budgeted revenue and 50.2% of budgeted expense for the year. (Compared with 58% of the budget year).
- The overall net increase (year-to-date) to beginning fund balance is \$260,947.37.

Revenue Commentary:

- Property taxes received for the month were \$19,171.34 (General Fund) and \$8,880.00 (Si View/Tollgate Debt Service Fund).
- Total program and rental revenue for July was \$204,283.46.
- Programs exceeding budget include Community Center Activity Fees (92.6%), Aquatics Activity Fees (67.5%), Aquatics (73.0%), Youth (61.2%), Special Events (79.1%), Athletics (69.5%), Health and Wellness (62.7%), and Community (82.2%).
- Rental activity exceeding budget include Community Center (62.2%), Meadowbrook Interpretive Center (64.9%), Torguson Park (128.5%) and South Fork Landing (64.7%).

Expense Commentary:

- (511) Commissioner Fees (67.3%). Includes payment of December 2023 fees.
- (511) Miscellaneous (63.6%). \$381.88 vs. \$600.00 budget. Includes December commission meeting expense.
- (514) Miscellaneous – Dues/Fees (69.7%). \$244.00 vs. \$350.00 budget.
- (518) General Government – Operating Supplies (60.4%). Includes purchase of annual tax forms, water, and office supplies.
- (518) Communications – Telephone (64.0%). Includes office and program mobile phones.
- (518) Communications – Internet (60.4%). Will be over due to a 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 – Garbage (63.4%). Will be over due to change of vendors and higher renewal rates.
- (518) Public Utility Services – Electric - Meadowbrook (77.0%). Establishing trend for usage.
- (518) Security Monitoring (98.1%). Reflects full payment of the 2024 security monitoring expense.
- (594) Computer Hardware & Software (89.6%). Includes 2024 contract renewal of Springbrook software and monthly fees for DASH registration and NOVAtime software.
- (519) Miscellaneous Dues and Fees (68.8%). Includes payment of 2024 AWC membership assessments and NRPA agency dues. Also includes King County property tax and surface water mitigation fees.
- (519) Credit Card Fees (61.4%). Over due to increased volume.
- (519) King County Administrative Fee (64.0%). Over due to higher fund balance.
- (519) King County Cash Management Fee (108.1%). Over due to higher fund balance.
- (519) Bank Fees (62.9%). Over due to higher volume and cash transaction fees.
- (574) Benefits – Youth Sports (61.9%). Over due to seasonal staff usage.
- (574) Supplies – Youth (59.7%). Over due to summer camp supply purchases.
- (574) Supplies – Special Events (85.7%). Includes supply purchases for the Farmer’s Market.
- (574) Fuel – Transportation (86.7%). Over due to seasonal fuel usage for summer camp vans.
- (574) Small Tools & Equipment – Special Events (79.0%). Includes equipment items for the Farmer’s Market.
- (574) Professional Services – Youth (101.1%). Includes instructor fees for school site enrichment programs and youth program entertainers.
- (574) Professional Services – Special Events (78.0%). Includes summer concert series and other special event entertainers.
- (574) Professional Services – Health and Wellness (70.6%). Includes payment for adult exercise classes. Revenue is 62.7%.
- (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 Sports (90.1%). Includes revenue share payments for wrestling, basketball, and baseball programs.
- (574) Training – Tuition (59.5%). Includes WRPA conference.
- (574) Other – Youth (83.5%). Includes summer camp expenses as well as theatre sponsorship.
- (574) Other – Special Events (157.3%). Includes farmer’s market permit and vendor SNAP/EBT reimbursements.
- (575) Benefits – Seasonal – Si View (87.7%). \$1,428.35 vs. \$1629.41 budget. Includes payment of prior quarter taxes.
- (575) Supplies – Si View (64.1%). Includes facility and maintenance supplies.
- (575) Small Tools & Equipment – Meadowbrook (258.9%). Includes the purchase of additional tables and chairs.
- (575) Small Tools & Equipment – Train Depot (95.6%). \$47.80 vs. \$50.00 budget.
- (575) Repairs & Maintenance – Facilities – Si View (56.1%). Includes weekly mat rental service and community center sprinkler maintenance/inspection.
- (575) Repairs & Maintenance – Facilities – Meadowbrook (70.2%). Includes installation of snow guards.
- (575) Other – Meadowbrook (79.2%). Includes Meadowbrook cleaning service as well as purchase of elk signage.
- (576) Salaries & Wages – Seasonal – Aquatics (82.7%). Over due to increased staff usage.
- (576) Benefits – Seasonal – Aquatics (61.4%). Over due to increased staff usage.
- (576) Operating Small Tools & Equipment – Aquatics (97.7%). Includes the purchase of a replacement pool printer.
- (576) Travel (107.2%). Over due to conference and aquatics staff certification travel/lodging.

- (576) Advertising – Aquatics (66.7%). Over due to seasonal ad placements.
- (576) Miscellaneous Dues/Fees (75.5%). Includes Red Cross certification fees.
- (576) Operating Supplies – Parks (154.5%). Includes janitorial and maintenance supplies for Si View.
- (576) Repairs & Maintenance – South Fork Landing (121.4%). Includes general park maintenance as well as refurbishment of the on-site trailer.
- (576) Repairs & Maintenance – Torguson (58.9%). Includes z-turn mower repair.
- (576) Rentals/Miscellaneous – Si View (70.3%). \$843.51 vs. \$1,200.00 budget. Includes maintenance equipment rentals.
- (597) Transfer to CC Interior Debt Service Fund – 202 (100%). Reflects the full budgeted transfer.