



**SI VIEW METROPOLITAN PARK DISTRICT REGULAR MEETING
November 2, 2016 – ACTION MINUTES**

6:35 pm – CALLED MEETING TO ORDER

ROLL CALL

Commissioners Attending: Grez, Kelly, McGhee and Raisio

Excused Tardiness: Commissioner Joselyn

Staff Attending: Travis Stombaugh Executive Director, Dave Dembeck Operations Manager, Scott Loos Finance & HR Manager and Melissa Pasley Administrative Support Specialist

APPROVAL OF AGENDA

Raisio **MOTIONED**

APPROVED AS PRESENTED 4-0

McGhee **SECONDED**

PUBLIC COMMENT: none

CONSENT AGENDA

APPROVED AS PRESENTED 4-0

Minutes: Regular meeting minutes of October 5, 2016

October 1-15, 2016 Payroll: \$34,729.19 payroll (Direct Deposit); \$10,947.28 payroll taxes; \$5,664.23 PERS retirement; \$169.70 life insurance; \$145.92 LTD; \$1,030.00 ICMA 457; \$101.77 Aflac (pre-tax); \$50.51 Aflac (post-tax), \$261.05 HRA-VEBA

Blanket Voucher: #464 & #465

Raisio **MOTIONED**

Kelly **SECONDED**

NEW BUSINESS

Review of 2017 Capital Improvement Plan

Discussion: Mr. Stombaugh presented the plan to the commission, requesting input, of which the resulting final plan will be submitted for board approval at the next regular meeting. Projects, equipment needs and park maintenance were discussed. The Commission requested an additional tracking source be implemented, to begin tracking projects by facility.

Review of 2017 District Compensation and Benefit Plan

Discussion: Mr. Loos reviewed the data provided in the supplemental reports including the salary survey, proposed salary and benefit ranges. Ms. Grez verified that the Administrative Committee reviewed the final drafted salary survey and noted the original salary survey submitted by a third party was found lacking in quality and resources. Staff and the committee put in a lot of time into making sure the data would be actionable. Commission requested that Step A of the part time salary range be eliminated, with Step B becoming Step A, increase the starting wage.

Raisio **MOTIONED** to Approve as Amended

Kelly **SECONDED**

MOTION APPROVED AS AMENDED 4-0

COMMITTEE AND STAFF REPORTS

Operations Report: Mr. Dembeck announced the remaining windows at the annex office will be installed on the 3rd. The Tollgate Farm park drainage field has been installed and we are awaiting the inspection approval prior to backfilling. Tollgate farmhouse exterior paint touch ups will be done within a week, good weather permitting. The Torguson Park construction project has begun. A slide show of the Farmhouse exterior project was viewed.

Finance Report: Mr. Loos provided highlights from the September month end report. He announced that he has executed two monthly reports, a monthly summary of financials and a quarterly cost recovery, of which the first where provided to the commission.

Directors Report: Mr. Stombaugh stated the Watershed Company and Evergreen Mt. Bike Alliance would conduct the Open House – Pump Bike Track meeting on the 9th. The King County real estate department has been in contact with staff regarding the Shed Property, they are fairly confident there will be no interest by other county departments and are ready to begin drafting purchase and sale agreements. Londi Lindell, City Administrator, City of North Bend plans to meet with Mr. Stombaugh once a month beginning in November.

EXECUTIVE SESSION - Staff Review, Executive Director

With respect to every item of business to be discussed in executive session pursuant to RCW 42.30.110 A
At 8:30 pm Commissioner Kelly announced the executive session will begin at 8:35 pm and last for 15 minutes. At 8:50 pm the meeting was extended for an additional 10 minutes. The session ended at 9:00 pm. No action was taken.

MEETING ANNOUNCEMENTS AND REMINDERS

Open House – Bike Pump Track

November 9th at 6:30 pm

Regular Meeting

November 16th at 6:30 pm

SVGA – Raisio & Grez to attend

November 21st at 6:00 pm

Regular Meeting

December 7th at 6:30 pm

AGENDA ITEMS FOR FUTURE MEETING: none

ADJOURNMENT: The meeting was adjourned at 9:00 pm.

Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist

SI VIEW METROPOLITAN PARK DISTRICT

ATTEST/AUTHENTICATED:

President _____

Commissioner _____