



Shelton Metropolitan Park District Agenda

Civic Center & Virtual Platform

March 21, 2023 – 5:45 p.m.

- A. Call to Order
 - Roll Call
- B. Consent Agenda
 - 1. Voucher numbered 107867 in the amount of \$24,032.52
 - 2. Voucher numbered 108181 in the amount of \$160,964.88
 - 3. Minutes:
 - November 15, 2022 – Special Meeting
- C. Business Agenda
 - No business items
- D. Action Agenda
 - No action items
- E. Administration Report
 - 1. On-going Projects – Presented by Parks & Facilities Director Mark Ziegler
- F. General Public Comment
- G. Announcement of Next Meeting – June 20, 2023 at 5:45 p.m.
- H. Adjourn

Special Note for Virtual Public Participation

The meeting can be viewed at: <https://www.youtube.com/user/cityofshelton>

The public can provide comments virtually by:

Email: donna.nault@sheltonwa.gov (before 5:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 5:00pm the day of the meeting)

Join the Zoom meeting by clicking on the link posted on the City's webpage

Your comments will be relayed directly to the Board.



2023 Looking Ahead

(Items and dates are subject to change)

Tues. 3/28 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • SMC 3.52 & SMC 5.04 	Packet Items Due: 3/24 @ noon
Tues. 4/4 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation <ul style="list-style-type: none"> • Proclamation – Child Abuse Prevention Month • Proclamation – Telecommunicators Week Business Agenda <ul style="list-style-type: none"> • Resolution No. 1269-0323 Andritz Sole Source for Biosolids Dewatering and Drying Equipment • Purchase & Sale Agreement – 13th Street Action Agenda <ul style="list-style-type: none"> • Resolution No. 1264-0223 6-Year TIP • Resolution No. 1268-0323 Meadows Edge Notice of Intent to Annex Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 3/24 @ 5:00 p.m.
Tues. 4/11 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • Code Enforcement 	Packet Items Due: 4/7 @ noon
Tues. 4/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • February Financial Status Report Presentation <ul style="list-style-type: none"> • Municipal Court Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Resolution No. 1269-0323 Andritz Sole Source for Biosolids Dewatering and Drying Equipment • Purchase & Sale Agreement – 13th Street Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 4/7 @ 5:00 p.m.
Tues. 4/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • FCS Group Preliminary Water & Sewer Rate Presentation 	Packet Items Due: 4/21 @ noon
Tues. 5/2 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Action Agenda	Packet Items Due: 4/21 @ 5:00 p.m.

		<ul style="list-style-type: none"> • Administration Report • 	
Tues. 5/9 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 5/5 @ noon
Tues. 5/16 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • March Financial Status Report Presentation <ul style="list-style-type: none"> • Timberland Regional Library Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 5/5 @ 5:00 p.m.
Tues. 5/23 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 5/19 @ noon

Other – TBD

- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12

Shelton Metropolitan
Park District

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein voucher numbered 107867 in the amount of \$24,032.52 that the claims are just, due and unpaid obligations against the Shelton Metropolitan Parks District, and that I am authorized to authenticate and certify said claims.

Signed this 15th of December, 2022.



Director of Financial Services

We, the undersigned members of the Board of Shelton Metropolitan Parks District, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2022.

President Miguel Gutierrez

Clerk Kathy McDowell

Board Member James Boad

Board Member Eric Onisko

Board Member Deidre Peterson

Board Member Sharon Schirman

Board Member Joe Schmit



Shelton, WA

Shelton Metropolitan Park District

Check Register

Packet: APPKT02546 - DECEMBER 16, 2022 SMPD PAYMENT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	12/16/2022	Regular	0.00	24,032.52	107867

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	24,032.52
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	1	1	0.00	24,032.52 ✓

Virtual Payments 0 0 0.00 0.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2022	24,032.52
			<u>24,032.52</u>



Shelton, WA

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Check Register
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By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	12/16/2022	Regular	0.00	24,032.52	107867
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
SMPDDEC2022	Invoice	12/12/2022	SMPDDEC2022	0.00	24,032.52	
675-000-000-57680-4100		Services-City Chg			24,032.52	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	24,032.52
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	1	1	0.00	24,032.52

Shelton Metropolitan
Park District

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein voucher numbered 108181 in the amount of \$160,964.88 that the claims are just, due and unpaid obligations against the Shelton Metropolitan Parks District, and that I am authorized to authenticate and certify said claims.

Signed this 10th of March, 2023.



Director of Financial Services

We, the undersigned members of the Board of Shelton Metropolitan Parks District, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

President Miguel Gutierrez

Clerk Kathy McDowell

Board Member James Boad

Board Member Eric Onisko

Board Member Deidre Peterson

Board Member Sharon Schirman

Board Member Joe Schmit



Shelton, WA

Shelton Metropolitan Park District

Check Register

Packet: APPKT02650 - MARCH 10, 2023 SMPD PAYMENT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main 990000	CITY OF SHELTON	03/10/2023	Regular	0.00	160,964.88	108181

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	160,964.88
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	1	1	0.00	160,964.88

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2023	<u>160,964.88</u>
			160,964.88



Shelton, WA

Shelton Metropolitan
Park District

Check Register

Packet: APPKT02650 - MARCH 10, 2023 SMPD PAYMENT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main 990000	CITY OF SHELTON	03/10/2023	Regular	0.00	160,964.88	108181
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>QTR3/2022SMPD</u> Account Number 675-000-000-57120-4100 675-000-000-57680-4100	Invoice	03/08/2023	QTR3/2022SMPD Professional Svcs / Adver Services-City Chg	0.00	160,964.88	
					28,021.79	
					132,943.09	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	160,964.88
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	1	1	0.00	160,964.88



**SHELTON METROPOLITAN PARK DISTRICT
Special Meeting
Civic Center & Virtual Platform
November 15, 2022 at 5:45 p.m.**

BOARDMEMBERS AND PERSONNEL

Boardmembers:

President Miguel Gutierrez
Board Clerk Kathy McDowell
James Boad
Eric Onisko
Deidre Peterson
Sharon Schirman
Joe Schmit

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault
Finance Director Mike Githens

CALL TO ORDER

Call to Order: 5:45 p.m.

Roll Call: City Clerk Nault – Late Arrival: Boardmember James Boad

GENERAL PUBLIC COMMENT

None

CONSENT AGENDA

1. Minutes – Special Meeting of November 1, 2022

A motion was made by Board Clerk McDowell and seconded by Boardmember Schmit to approve the Consent Agenda as published. Passed.

BUSINESS AGENDA

None

ACTION AGENDA

1. Resolution No. SMPD 36-0922 2023 Budget – Presented by Finance Director Mike Githens

Finance Director Githens reviewed the 2023 SMPD Budget. No discussion. No public comment. City Clerk Nault provided the reading of Resolution No. SMPD 36-0922.

A motion was made by Boardmember Peterson and seconded by Boardmember Onisko to approve the 2023 SMPD Budget by adopting Resolution No. 36-0922. Passed.



2. Resolution No. SMPD 37-0922 2023 Ad Valorem Taxes – Presented by Finance Director Mike Githens

Finance Director Githens reviewed the 2023 Ad Valorem Taxes. No discussion. No public comment. City Clerk Nault provided the reading of Resolution SMPD 37-0922.

A motion was made by Boardmember Schmit and seconded by Boardmember Onisko to approve Resolution No. SMPD 37-0922 as presented. Passed.

ADMINISTRATION REPORT

None

ANNOUNCEMENT OF NEXT MEETING

December 20, 2022 at 5:45 p.m.

ADJOURN

Meeting adjourned at 5:50 p.m.

Board President Miguel Gutierrez

City Clerk Donna Nault