



Woodinville Fire & Rescue

**SPECIAL MEETING OF THE BOARD OF FIRE COMMISSIONERS
Benefit Charge and Budget Hearing
Headquarters Station 31, 17718 Woodinville-Snohomish Road NE**

**Tuesday, October 22, 2019
5:00 p.m.**

AGENDA

Call to Order/Roll Call

Approval of Agenda in Content and Order

Public Comments (please limit comments to 3 minutes or less)

Board Business Items

1. Benefit Charge and Budget Hearings
2. Consent Agenda
 - a. Approval of Minutes from the October 1, 2019 Regular Meeting
 - b. Approval of Payroll Voucher ACH 19-19 for \$410,216.18
 - c. Approval of Capital Voucher for \$14,429.25 and General Voucher for \$148,238.36
3. Reports and Requests from the Commissioners/Good of the Order
4. Adjournment

WOODINVILLE FIRE & RESCUE

Tuesday, October 22, 2019

**SPECIAL MEETING OF THE BOARD OF FIRE COMMISSIONERS
BENEFIT CHARGE HEARING**

Commissioner Collins called the meeting to order at 1700 hours. Roll call was taken and was as follows:

Roll Call

Commissioner Collins (Chair)
Commissioner Osgood (Vice-Chair)
Commissioner Millman
Commissioner van Veen

Staff

Fire Chief Greg Ahearn
Chief Administrative Officer Joan Montegary
Board Secretary Nicole Frisch

Absent

Commissioner Dorney

The record will show Commissioner Dorney is absent as he is out of town.

MOTION: Commissioner Osgood moved to excuse Commissioner Dorney's absence. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.

Approval of Agenda in Content and Order

MOTION: Commissioner Osgood moved to approve the agenda in content and order. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.

Public Comments

None

1. 2020 Benefit Charge and Budget (presentation attached hereto)

CAO Montegary presented the attached report regarding both the 2020 fire benefit charge and the 2020 budget. She covered property tax estimates, fire benefit charge estimates, total revenue, and budget needs.

CAO Montegary requested that the Board direct staff to build the budget at an overall collection rate of \$1.34, down from \$1.40 in 2019. With that, the District would collect just over \$16.5M.

2019 Fire Benefit Charge/Budget Hearings

***MOTION:** At 1734 hours, Commissioner Osgood moved to open the public hearing to review and establish the District's fire benefit charge to be imposed in 2020; and, the public hearing to review and establish the District's 2020 budget. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.*

***MOTION:** At 1734 hours, Commissioner Osgood moved to open the public testimony portion of the public hearing to review and establish the District's fire benefit charge to be imposed in 2020; and, the public hearing to review and establish the District's 2020 budget. The motion was seconded by Commissioner Millman. The motion passed, 4-0.*

Public Testimony:

None

***MOTION:** At 1735 hours, Commissioner van Veen moved to close the public testimony portion of the public hearing to review and establish the District's fire benefit charge to be imposed in 2020; and, the public hearing to review and establish the District's 2020 budget. The motion was seconded by Commissioner Millman. The motion passed, 4-0.*

Discussion:

In relation to the 2020 budget, Commissioner Millman noted that he is interested in the process for building a new fire station and would like to be careful about how much the District spends on our current fire station (station 31) as we intend to replace it down the road. Commissioner Collins agreed that we should not be doing any major projects but should be doing regular updates to keep the station in nice condition.

Action:

The board directed staff to build the budget at an overall collection rate of \$1.34 per \$1,000 AV.

CAO Montegary noted that staff will bring the Resolutions for the final budget adoption to the November 5, 2019 Regular Meeting.

MOTION: *At 1737 hours, Commissioner Millman moved to close the public hearing to review and establish the District's fire benefit charge to be imposed in 2020; and, the public hearing to review and establish the District's 2020 budget. The motion was seconded by Commissioner Osgood. The motion passed, 4-0.*

2. Consent Agenda (attached hereto)

- a. Approval of Minutes from the October 1, 2019 Regular Meeting
- b. Approval of Payroll Voucher ACH 19-19 for \$410,216.18
- c. Approval of Capital Voucher for \$14,429.25 and General Voucher for \$148,238.36

MOTION: *Commissioner Osgood moved that the Board of Fire Commissioners approve the Consent Agenda as presented. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.*

3. Reports of the Commissioners/Good of the Order

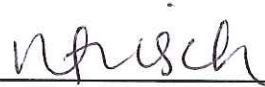
Commissioner van Veen will be joining the November 5 regular meeting via phone as he is unable to attend in person.

Commissioner Millman reported that he put his wife Michelle in touch with the PIO at Bothell Fire, and a reporter was sent out to cover a fundraiser to raise money for Lt. Robinson's family to help cover medical costs. He also noted that he reached out to FF Wuebel to see if the WF&R Benevolent Fund would be interested in partnering with the local Starbucks for a fundraiser this winter.

4. Adjournment

MOTION: *Commissioner Millman moved to adjourn the meeting. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.*

The meeting adjourned at 1742 hours.



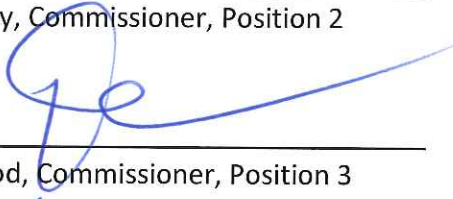
Nicole Frisch, Board Secretary



Derek van Veen, Commissioner, Position 1

Absent 10-22-19

Jim Dorney, Commissioner, Position 2



Tim Osgood, Commissioner, Position 3



Mike Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5



Woodinville Fire & Rescue

2020 BUDGET

Presented by:
Joan Montegary, CAO
October 22, 2019

1

Agenda

- ▶ Budget Calendar
- ▶ 2020 Estimated Property Tax
- ▶ 2020 Estimated Fire Benefit Charge
- ▶ 2020 Estimated Total Revenue
- ▶ 2020 Estimated Budget Needs
- ▶ Request to Board

2



2

Budget Calendar

3

▶ Board direction on budget	Ongoing
▶ Initial discussion with Leadership Team	06/18/2019
▶ Budget kickoff tour	June/July 2019
▶ Budget requests due	08/18/2019
▶ Preliminary Budget Review and Board Budget Workshop	09/17/2019
▶ Fire Benefit Charge Hearing/Budget Hearing (4 th Tuesday)	10/22/2019
▶ Final budget adoption	11/05/2019
▶ Deliver budget to King County	11/19/2019



3

2020 Estimated Property Tax

4

2020 Preliminary AV		\$11,766,575,519
2019 Levy Basis	\$8,575,801	
x Limit Factor	<u>1.01</u>	
	\$8,661,559	
+ New Construction Levy	137,671	
+ Relevy for PY Refunds	<u>11,416</u>	
Total Allowable Levy	<u>\$8,810,646</u>	

2020's Levy Rate = \$0.74879
 2019's Levy Rate = \$0.79170

2020 Preliminary AV, New Construction Levy, Relevy, and Levy Rate are based on the King County Preliminary Levy Limit Worksheet dated 10/16/19.



4

2020 Estimated Fire Benefit Charge

5

2020 Preliminary AV	\$11,766,575,519
Tax Basis (per \$1,000 AV)	\$11,766,576

Estimated 2020 Allowable Levy \$8,810,646

Fire Benefit Charge (based on overall collection rate of \$1.34*) \$6,956,565

* The recommended overall collection rate is \$1.34. The property tax levy rate is \$0.74879 and the fire benefit charge portion is \$0.59121



5

2020 Estimated Total Revenue

6

Overall Collection Rate of \$1.34

Estimated 2020 Allowable Levy		\$8,810,646
Estimated 2020 Fire Benefit Charge		\$6,956,565
Estimated Additional Revenue		
EMS Levy Funds	\$594,280	
Miscellaneous	75,000	
Permit/Plan Review Fees	<u>100,000</u>	<u>\$769,280</u>
Estimated 2020 Total Revenue		<u>\$16,536,491</u>



6

2020 Estimated Budget Needs

7

Current Budget Requests \$16,536,491

Wages and Benefits	\$10,890,848
M&O	\$3,895,643
Reserves	\$1,750,000

Estimated revenue at \$1.34 overall collection \$16,536,491



7

Request to the Board

8

Staff requests Board approval to move forward with preparing a final budget on an overall collection rate of \$1.34. This rate will allow us to collect approximately \$8,810,646 in property tax and \$6,956,565 in fire benefit charges.

Staff will return to the Board at the regular meeting on November 5, 2019 with the necessary Resolutions for final budget adoption.



8



9

Questions/Discussion



Woodinville Fire & Rescue

P. O. Box 2200 • 17718 Woodinville-Snohomish Rd NE
Woodinville, WA 98072-8509
Phone 425-483-2131 • Fax 425-486-0361

ACH/BANK DEBIT APPROVAL DOCUMENT

Governmental Unit Name: Woodinville Fire & Rescue

EXPENSE ACCOUNT

Fund # 10-036-0010

Board of Directors Approval: We, the Board of Directors of the above-named governmental unit of King County, Washington do hereby certify that the services hereinafter specified have been received and that the vouchers identified below are approved for payment.

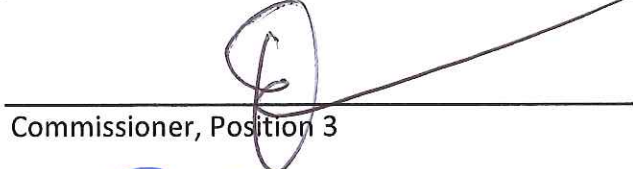
Date: November 5, 2019

Approved for payment:

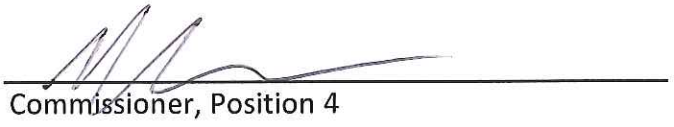


Commissioner, Position 1

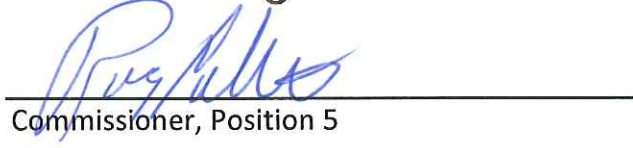
Commissioner, Position 2



Commissioner, Position 3



Commissioner, Position 4



Commissioner, Position 5

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 19-19	10/9/19, 10/10/19	\$ 410,216.18



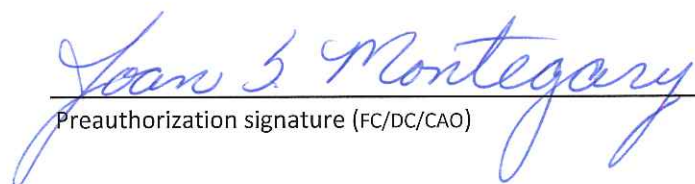
Preauthorization signature (FC/DC/CAO)

US BANK SINGLEPOINT - 3629 TRANSACTIONS

Trans. Date	Paychex Cash Requirement Debits	
10/9/2019	Net Pay: Direct Deposits/Live Checks	259,719.50
10/9/2019	DSHS - WA State (garnishment)	291.52
10/10/2019	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	58,568.03
10/9/2019	Agency Checks	8,011.12
		-
		-
		-
	Quarterly L&I	-
10/10/2019	PAYCHEX INVOICE	639.26
		327,229.43

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
10/10/2019	WDVL FF Union Dues/Assessment	4,493.45
10/10/2019	WDVL Benevolent Fund	480.00
	Total Deposit	4,973.45

PAY32 TRANSACTION TOTALS	\$	332,202.88
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 Preauthorization signature (FC/DC/CAO)

ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services
Finance & Business Operations Division
 ADM-ES-0600
 500 4th Ave
 Seattle, WA 98104
 Email: cash.management@kingcounty.gov
 Tel: 206-296-7310 or 206-296-7312

Payment Settlement Date Oct 10, 2019

PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ACH Debit Pay Code (COLXX) _____
 Automatic Withdrawl
 Book Transfers (Last 4 digits of the account) From _____ To _____
 Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	DEPT OF RETIREMENT SYSTEMS						00000	
2	LEOFF & PERS	100360010			24219		00000	51,067.84
3	DCP	100360010			24219		00000	13,623.65
4							00000	
5							00000	
6							00000	
Total								\$64,691.49

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION

Typed or Printed

Contact Name Organization
 Email Phone # Ext Fax #

AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable and that the payment is just, due and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature *Joan S. Montegary* Title Chief Administrative Officer Date Oct 8, 2019
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org

ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services
Finance & Business Operations Division
 ADM-ES-0600
 500 4th Ave
 Seattle, WA 98104
 Email: cash.management@kingcounty.gov
 Tel: 206-296-7310 or 206-296-7312

Payment Settlement Date Oct 10, 2019

PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ACH Debit Pay Code (COLXX) _____
 Automatic Withdrawl
 Book Transfers (Last 4 digits of the account) From _____ To _____
 Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	ALERUS						00000	
2	Deferred Compensation Contributions	100360010			24219		00000	13,321.81
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$13,321.81

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION

Typed or Printed

Contact Name Organization
 Email Phone # Ext Fax #

AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable and that the payment is just, due and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature *Joan S Montegary* Title Chief Administrative Officer Date Oct 8, 2019
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org



Special District Voucher Approval Document

Scheduled Payment Date: 10/18/2019
Total Amount: \$14,429.25
Control Total: 3
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20191015154306.csv
Fund #: 100363020

Capital

CONTACT INFORMATION	
Preparer's Name: <u>Charlene Inman</u>	Email Address: <u>cinman@wf-r.org</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
<u><i>Jean S. Montegary</i></u> Authorized District Signature	<u>10-15-19</u> Date	<u><i>[Signature]</i></u> Authorized District Signature
<u><i>[Signature]</i></u> Authorized District Signature	<u>10/22/19</u> Date	<u><i>[Signature]</i></u> Authorized District Signature
<u><i>[Signature]</i></u> Authorized District Signature	<u>10/22/19</u> Date	 Authorized District Signature
		 Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:	
Batch Processed By:	_____
Date Processed:	_____



Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20191015154306.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
MUNICIPAL EMERGENCY SERVICES INC			191002001	10/18/2019	\$1,180.24	13,791,271,379,609
MY WAY CONSTRUCTION LLC			191002002	10/18/2019	\$12,794.71	19513-01
RADIO COMMUNICATION SERVICES			191002003	10/18/2019	\$454.30	449,912



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/18/2019
Total Amount: \$148,238.36
Control Total: 53
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20191015154431.csv
Fund #: 100360010

CONTACT INFORMATION

Preparer's Name: Charlene Inman

Email Address: cinman@wf-r.org

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

	<u>10-15-19</u>
Authorized District Signature	Date
	<u>10/22/19</u>
Authorized District Signature	Date
	<u>10/22/19</u>
Authorized District Signature	Date

	<u>10/22/19</u>
Authorized District Signature	Date
	<u>10/22/19</u>
Authorized District Signature	Date
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20191015154431.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ADVANCE MARKING SYSTEMS			191003001	10/18/2019	\$188.64	646809-1
AIRGAS USA LLC			191003002	10/18/2019	\$42.30	9,965,464,174
BANK OF AMERICA (AHEARN)			191003003	10/18/2019	\$77.65	TIPSY COW
BANK OF AMERICA (BEVERLY)			191003004	10/18/2019	\$429.22	SECTIGO,GODADDY,AMAZON,AMAZON,ITUNES,WOODSHOP,AMAZON 1908240
BANK OF AMERICA (BREault)			191003005	10/18/2019	\$125.82	CANVA,ADOBE,HIBU 090319,TARGET
BANK OF AMERICA (FRISCH)			191003006	10/18/2019	\$616.43	TULALIP RESORT,AMAZON 4653859,PHOTO PIE,HAGGEN
BANK OF AMERICA (GARAT)			191003007	10/18/2019	\$1,671.89	WEST MARINE
BANK OF AMERICA (MACH)			191003008	10/18/2019	\$35.09	MCLENDON
BANK OF AMERICA (MAGISTRALE)			191003009	10/18/2019	\$790.00	SOUTH COUNTY FIRE,SOUTH COUNTY FIRE
BANK OF AMERICA (MCCAMBRIDGE)			191003010	10/18/2019	\$3,966.31	PRECISION TURF,ROSEN PLUMBING,GRAINGER 9306239105,GRAINGER 9305787724,COSTCO,GRAINGER 9307079781,BUL
BANK OF AMERICA (MONTEGARY)			191003011	10/18/2019	\$501.50	APA,DISH NETWORK
BANK OF AMERICA (SMITH)			191003012	10/18/2019	\$1,163.11	ADVANCED PROTECTIVE
BANK OF AMERICA (WALLGREN)			191003013	10/18/2019	\$240.00	KC MARYMOOR PARK
BULGER SAFE & LOCK			191003014	10/18/2019	\$539.49	48,665
CHAD DEVLIEGER			191003015	10/18/2019	\$275.63	PAPE KENWORTH NW
CITY OF BELLEVUE TREASURER DIV			191003016	10/18/2019	\$6,951.83	35115
COMCAST			191003017	10/18/2019	\$166.34	9/28/19-10/27/19
COMCAST			191003018	10/18/2019	\$26.94	10/8/19-11/7/19
CUMMINS INC			191003019	10/18/2019	\$3,042.44	01-16359,01-20196,01-20304,01-20195,01-40780,01-40777,01-40778
DEPT LABOR & INDUSTRIES			191003020	10/18/2019	\$48.46	318365
EAGLE PEST ELIMINATORS INC			191003021	10/18/2019	\$71.50	207715
EASTSIDE PUBLIC SAFETY COMMUNICATIONS			191003022	10/18/2019	\$1,437.96	9,844
FIRE FLEET MAINTENANCE LLC			191003023	10/18/2019	\$13,038.89	#####
FIRECOM			191003024	10/18/2019	\$33.00	313,429
FRONTIER			191003025	10/18/2019	\$1,472.17	100,119
GALLS LLC			191003026	10/18/2019	\$662.16	#####
GARY HEUSLEIN			191003027	10/18/2019	\$135.50	110,119
HILL STREET CLEANERS INC			191003028	10/18/2019	\$150.80	9,138
HILL-PIERCE ELECTRIC LLC			191003029	10/18/2019	\$6,086.78	15,101,521



Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20191015154431.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
HUGHES FIRE EQUIPMENT			191003030	10/18/2019	\$298.86	542,927
JOHNSON CONTROLS FIRE PROTECTION LP			191003031	10/18/2019	\$927.30	86177110
KC FIRE CHIEFS TRAINING			191003032	10/18/2019	\$250.00	6,988
KING COUNTY TREASURY			191003033	10/18/2019	\$3,753.01	101,019
KIRKLAND FIRE DEPARTMENT			191003034	10/18/2019	\$3,400.00	19-00120,19-00120
MCLENDON HARDWARE, INC			191003035	10/18/2019	\$88.00	2,294,222,936
MUNICIPAL EMERGENCY SERVICES INC			191003036	10/18/2019	\$170.50	1,382,382
NORCOM			191003037	10/18/2019	\$45,691.00	750
PORTER FOSTER RORICK LLP			191003038	10/18/2019	\$247.50	109,636
PURCELL TIRE AND SERVICE			191003039	10/18/2019	\$247.54	24228864
REMOTE SATELLITE SYSTEMS			191003040	10/18/2019	\$55.00	103,268
RICOH USA INC			191003041	10/18/2019	\$266.16	5057614124
RICOH USA PROGRAM			191003042	10/18/2019	\$559.63	102,778,479
RIGHT! SYSTEMS INC			191003043	10/18/2019	\$41,707.09	162,522,162,618
SHELL FLEET PLUS C/O WEX BANK			191003044	10/18/2019	\$2,492.51	61,711,393
STERICYCLE			191003045	10/18/2019	\$119.54	3004848049
UNITED OIL 23165			191003046	10/18/2019	\$622.50	921014
US DISPATCH CORP			191003047	10/18/2019	\$126.00	212474
VALLEY MEDICAL CENTER			191003048	10/18/2019	\$1,057.00	93019
WASHINGTON ALARM			191003049	10/18/2019	\$229.29	470,670
WASTE MANAGEMENT OF WA SNOKING			191003050	10/18/2019	\$1,230.01	#####
WESTERN EXTERMINATOR COMPANY			191003051	10/18/2019	\$192.50	21,652,012,165,200
WOOD FIRE PETTY CASH FUND			191003052	10/18/2019	\$367.00	7824 USPS
WOOD FIRE TRAVEL FUND			191003053	10/18/2019	\$152.57	2052 FRISCH,2052 FRISCH