

To: Snoqualmie Valley Watershed Improvement District (WID) Board of Commissioners
From: Cynthia Krass, SVPA, SVWID contract staff
Date: Sept 9, 2016
Subject: Staff memo for Sep 14 Assessment Roll Public Hearing

The purpose of this memo is to provide information for the upcoming board action to finalize the 2017 assessment roll.

- **Overview:** the SVWID board of commissioners will function as the “board of equalization” to finalize the assessment roll and the assessment fee, and holding the requisite public hearing. This hearing will take place during the regular monthly board meeting on Wednesday, September 14.
- **Purpose:** although the SVWID board, like many public entities, already includes opportunity for public comment during regular monthly meetings, state law does not require it. Therefore, the state requires that public hearings be held prior to certain actions, so as to guarantee the public the opportunity to weigh in on important decisions by governing bodies. According to Washington State’s Municipal Research Services Center, “State statutes do not specify how public hearings should be conducted. Because legislative hearings are generally informal, the main concern is to provide an opportunity for all attending members of the public to speak if they so desire.” Because the SVWID does not create audio recordings, members of the public should be encouraged to submit comments in writing for entry into the record.
- **Assessment level:** budget considerations for setting the 2017 assessment level are:
 - **General fund:** costs to run the district (such as administrative overhead, insurance, general legal assistance) are estimated at \$51,000 (see Appendix A).
 - **Flood Control District Flood Reduction Fund Grant:** SVWID is in the final round for approval of a grant from KC Flood Control district in the amount of \$158,000 to fund a comprehensive drainage assessment across the entire SVWID boundaries (recommended by FCD Exec Committee to fund in full on Aug 29, 2016); the SVWID’s proposed match is \$25,000.
 - **WA State Dept of Ecology Water Bank Grant:** this grant was awarded in 2016 in the amount of \$578,980 and does not require a match. Performance period is through December 31, 2017.
 - **WA State Dept of Agriculture:** the SVWID was awarded a grant for a water rights project in the amount of \$89,600. The match required by the WSDA for this project does not require a match by the SVWID; nominal match required by landowners who choose to participate.
 - **Reserve:** as a new entity, it is prudent to maintain a modest reserve; \$18,000 is recommended.
 - **Total:** the needs as described above total approximately \$94,000, which equates to approximately \$7 per acre.
- **Parcel list:** The parcel list is based on the list submitted to King County Clerk of the Council by the petitioners in 2015 during the formation process, plus the addition of three parcels added as a result of their petition for inclusion. The estimated number of acres making up the WID assessment roll is 13,500. The number of parcels is 558.

- **Next steps:** Following board action, staff will forward said assessment roll to King County Treasurer, which includes both the parcel list and the total assessment amount for each parcel. State law requires the district post a map of the district in its office. I have created a map of the district by inputting the updated parcel list into ArcGIS mapping software, using spatial data from the King County Department of Assessments, which I will finalize for display once the board takes action to finalize.

Appendix A

Snoqualmie Valley Watershed Improvement District
Profit & Loss Budget Overview
January through December 2017

◇ Jan - Dec 17 ◇

Income	
▼ Expense	
▼ 600 · Other Operating Expenses	
600.91 · Bank Service Charges	120.00
609.50 · Insurance	3,000.00
621.00 · Contract Services	12,000.00
621.10 · Accounting Fees	1,500.00
621.40 · Legal Fees	12,000.00
628.00 · Facilities & Equipment	0.00
628.90 · Rent, Parking, Utilities	0.00
650.15 · Meeting Materials	1,200.00
650.20 · Office Expense	0.00
▼ 660.00 · Payroll Expenses	
661.10 · Gross Wages	18,000.00
661.50 · Payroll Tax Expense	1,800.00
665.00 · Labor & Industries	<u>240.00</u>
Total 660.00 · Payroll Expenses	20,040.00
683.00 · Travel	300.00
683.10 · Conferences, Meetings	<u>900.00</u>
Total 600 · Other Operating Expenses	<u>51,060.00</u>
Total Expense	<u>51,060.00</u>
Net Income	<u><u>-51,060.00</u></u>