

# Regular Meeting

## 5:00 PM, August 6, 2025

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

Teams Meeting Information; Meeting ID: 285 721 444 062 7 | Passcode: mK378vN9



**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.

### FINAL

#### AGENDA ITEMS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT AGENDA
  - A. **Minutes:** July 16, 2025 regular meeting
  - B. **July 1-15, 2025 Payroll:** \$92,605.83 payroll (Direct Deposit); \$26,067.58 payroll taxes; \$8,757.04 PERS retirement; \$140.56 life insurance; \$286.70 LTD; \$2,315.67 ICMA 457; \$422.88 HRA-VEBA
  - C. **Blanket Vouchers:** #864 & #865
  - D. **Electronic Payment:** \$10,763.06
6. NEW BUSINESS
  - A. **Accept Bid for Si View Maintenance Shop and Trail Extension from Kassel & Associates Inc. in the Amount of \$2,187,000.00**
  - B. **Approve Proposal from Site Workshop for the Rider Park Master Plan and Authorize Contract in the Amount of \$42,500**
7. OLD BUSINESS - none
8. COMMITTEE AND STAFF REPORTS
  - A. **Finance**
9. MEETING ANNOUNCEMENTS AND REMINDERS
  - A. **Regular Meeting**
  - B. **Snoqualmie Valley Aquatic Coalition**
10. AGENDA ITEMS FOR NEXT MEETING
11. ADJOURN

August 20, 2025 at 5:00 pm

August 27, 2025 at 3:30 pm

**AGENDA ITEM NO 5A  
Consent Agenda**

**To:** Board of Commissioners  
**From:** Melissa Pasley, Administrative Support Specialist  
**Date:** August 6, 2025  
**Subject:** July 16, 2025 Action Minutes

**5:00 PM – CALLED MEETING TO ORDER**

**Commissioners Attending:** Kelly, Joselyn, Noble, Noonan & Raisio  
**Staff Attending:** Travis Stombaugh Executive Director, Kyle Braun Operations Manager, Minna Rudd Recreation Manager, Scott Loos Finance & HR Manager and Melissa Pasley Administrative Support Specialist

**APPROVAL OF AGENDA**  
Raisio **MOTIONED**

Kelly **SECONDED**

**APPROVED AS PRESENTED 5-0**

**PUBLIC COMMENT:** none

**CONSENT AGENDA**

**APPROVED AS PRESENTED 5-0**

**Minutes:** June 18, 2025 regular meeting

**June 1-15, 2025 Payroll:** \$71,507.37 payroll (Direct Deposit); \$21,358.82 payroll taxes; \$11,903.78 PERS retirement; \$140.56 life insurance; \$286.70 LTD; \$2,315.67 ICMA 457; \$422.88 HRA-VEBA

**June 16-30, 2025 Payroll:** \$87,344.88 payroll (Direct Deposit); \$24,674.03 payroll taxes; \$11,774.01 PERS retirement; \$140.74 life insurance; \$286.80 LTD; \$2,315.67 ICMA 457; \$422.88 HRA-VEBA

**Blanket Vouchers:** #861, #862 & #863

**Electronic Payment:** \$3,305.31

Bruce **MOTIONED**

Kelly **SECONDED**

**NEW BUSINESS**

**Accepting Tennant Trailhead Park Phase 2 as Complete**

Kelly **MOTIONED**

Bruce **SECONDED**

**APPROVED AS PRESENTED 5-0**

**Approve Proposal from PNW Civil Inc. for SVT to Edgewick Bridge Repairs and Authorize Contract in the Amount of \$74,049.89**

Raisio **MOTIONED**

Noonan **SECONDED**

**APPROVED AS PRESENTED 5-0**

**Adopting Resolution 2025-03. Updating the District's Park Recreation and Open Space Plan**

Noble **MOTIONED** Kelly **SECONDED**

**Discussion:** PROS plan review.

Noonan **MOTIONED to TABLE Resolution 2025-03** Noble **SECONDED**

**Discussion:** Postponed until the August 20, 2025 meeting. Deadline for board members to submit comments is July 31st, 2025 for discussion at the August 6<sup>th</sup> meeting.

**MOTION TABLED 5-0**

**COMMITTEE AND STAFF REPORTS**

**Recreation** fall 2025 programming has been submitted, summer camp update, August festival, pool staffing

**Finance** May month end highlights

**Operations** project updates, janitorial changes, e-bike signage in development, agricultural well, John Deere 4240 tractor needs a replacement part that may cost more than the tractor value, Meadowbrook dumpster and vandalism at Torguson Park.

**MEETING ANNOUNCEMENTS AND REMINDERS**

Snoqualmie Valley Aquatic Coalition  
**Regular Meeting**

~~July 30, 2025~~ **RESCHEDULED**  
**August 6, 2025 at 5:00 pm**

**AGENDA ITEMS FOR FUTURE MEETING:** PROS plan comments

**6:09 PM – ADJOURNMENT**

Noble **MOTIONED** Kelly **SECONDED**

**APPROVED AS PRESENTED 5-0**

*Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist*

SI VIEW METROPOLITAN PARK DISTRICT

ATTEST/AUTHENTICATED:

President \_\_\_\_\_

Commissioner \_\_\_\_\_

**AGENDA ITEM NO 5B**  
**Consent Agenda**

**To:** Board of Commissioners  
**From:** Scott Loos, Finance & HR Manager  
**Date:** August 6, 2025  
**Subject:** Payroll

**July 1-15, 2025 Payroll:**

\$92,605.83 payroll (Direct Deposit); \$26,067.58 payroll taxes; \$8,757.04 PERS retirement; \$140.56 life insurance; \$286.70 LTD; \$2,315.67 ICMA 457; \$422.88 HRA-VEBA

**AGENDA ITEM NO 5C & 5D**  
**Consent Agenda**

**To:** Board of Commissioners  
**From:** Scott Loos, Finance & HR Manager  
**Date:** August 6, 2025  
**Subject:** Blanket Vouchers & Electronic Payment

**Blanket Voucher No. 864**

in the amount of \$320,340.65. Please note that \$266,535.74 of the total are capital project related expenses including \$245,411.19 to PSE for the trail extension and maintenance shop project. Checks were due to arrive 7/23/25. As of August 1st, we have still not seen the checks. A check reissue request was submitted and we are awaiting those checks.

**Blanket Voucher No. 865**

in the amount of \$96,710.99. Checks will arrive on 08/06/25 and will be distributed.

**Electronic Payment**

- credit cards total of \$10,763.06

**AGENDA ITEM NO 6A**  
**New Business**

**To:** Board of Commissioners

**From:** Kyle Braun, Operations Manager

**Date:** August 6, 2025

**Subject:** Accept Bid for Si View Maintenance Shop and Trail Extension from Kassel & Associates Inc. in the Amount of \$2,187,000.00

**Summary of Item:**

The project was put out to bid on June 26, 2025, and advertised in local publications. Bids opening was on July 25, 2025. We received two bids on the project; Kassel & Associates was the lowest qualified bidder.

**Staff Recommendation:**

Staff recommends approving as presented.

**AGENDA ITEM NO 6B**  
**New Business**

**To:** Board of Commissioners

**From:** Kyle Braun, Operations Manager

**Date:** August 6, 2025

**Subject:** Approve Proposal from Site Workshop for the Rider Park Master Plan and Authorize Contract in the Amount of \$42,500

**Summary of Item:**

See attached proposal from Site Workshop.

The Rider Park Master Plan marks the initial phase of developing the former 'horse property.' In May, we issued a public Request for Qualifications (RFQ) and received ten submissions.

After interviewing five firms, the panel selected Site Workshop to proceed with scope negotiations and contracting. That process has been complete and now has a finalized proposed scope and project budget.

**Staff Recommendation:**

The proposed cost is within the allocated budget. Staff recommends approving as presented.

**AGENDA ITEM NO 8A**  
**Staff Report**

**To: Board of Commissioners**

**From: Scott Loos, Finance & HR Manager**

**Date: August 6, 2025**

**Subject: June 2025 Finance Report Summary**

**Fund and Cash Balances:**

- June 2025 closed with \$2,668,508.74 in the General Fund; \$274,446.26 in the Revenue Stabilization Fund; \$15,950.89 in the Equipment Fund; \$32,414.35 in the Park Fund; \$625,929.61 in the Debt Service Fund; \$4,610.68 in the Si View Interior Debt Service Fund; \$4,487,417.50 in the Capital Projects Fund; \$2,432.25 in the Capital Projects 2018 Bond Fund; and \$2,142.68 in the Gift Card Fund.
- Actual cash balance of \$8,113,852.96 in the King County Account.

**Revenue vs. Expense:**

- The general fund (excluding the effects of beginning and ending fund balances) is 50.9% of budgeted revenue and 42.0% of budgeted expense for the year. (Compared with 50% of the budget year).
- The overall net increase (year-to-date) to beginning fund balance is \$344,035.72.

**Revenue Commentary:**

- Property taxes received for the month were \$14,682.17 (General Fund) and \$6,340.26 (Si View/Tollgate Debt Service Fund).
- Total program and rental revenue for June was \$145,816.93.
- Programs exceeding budget include Community Center Activity Fees (107.6%), Athletics (64.8%), Health and Wellness (53.1%), Community (112.9%) and Youth Sports (53.3%).
- Rental activity exceeding budget includes Torguson Park (90.8%) and South Fork Landing (50.7%).

**Expense Commentary:**

- (511) Commissioner Fees (59.4%). Includes some 2024 commissioner fees.
- (511) Miscellaneous (54.9%). \$329.57 vs. \$600.00 budget. Includes December commission meeting expenses.
- (514) Miscellaneous – Dues/Fees (75.4%). \$264.00 vs \$350.00 budget.
- (518) General Government – Operating Supplies (57.0%). Includes general office supplies, annual tax forms and office water and cooler rental.
- (518) Communications – Telephone (56.9%). Includes December 2024 telephone expense.
- (518) Communications – Internet (60.8%). Includes early termination fee for cancellation of service at SFL.
- (518) Communications – Internet – Meadowbrook (56.2%). Over due to timing of payments.
- (518) Insurance – General Liability (100.0%). Reflects full payment of 2025 AWC RMSA insurance assessment.
- (518) Public Utility Services – Water/Sewer/Storm/Flood (51.2%). Running over due to usage and fee increases.
- (518) Public Utility Services – Electric (52.6%). Over due to higher seasonal usage.
- (518) Public Utility Services – Electric - Meadowbrook (53.2%). Over due to higher seasonal usage.
- (518) Public Utility Services – Natural Gas – Meadowbrook (123.7%). Over due to higher usage.

- (518) Maintenance- District Vehicles (53.3%). Ongoing vehicle maintenance.
- (594) Computer Hardware & Software (55.4%). Includes 2025 contract renewal of Springbrook software and monthly fees for DASH registration and NOVAtime software. Also includes the purchase of RFAM asset tracking software.
- (519) Miscellaneous Dues and Fees (104.1%). Includes payment of 2025 AWC membership assessments, NRPA agency dues and background check fees. Also includes KC noxious weed, King CD, and SWM payments.
- (519) Credit Card Fees (57.6%). Running slightly over due to increased transaction volume.
- (558) Comp Plan Amendments/Updates (62.2%). Over due to timing of project payments.
- (574) Salaries & Wages – Seasonal – Community (110.0%). \$2,326.46 vs. \$2,114.60 budget. Includes seasonal staff for community programming.
- (574) Benefits – Youth (60.9%). Over due to DRS employee pension contributions.
- (574) Benefits – Community (69.6%). \$362.72 vs. \$521.01 budget.
- (574) Supplies – Special Events (54.4%). Includes supplies for the farmers market and other special events.
- (574) Supplies – Community (55.8%). \$332.19 vs. \$595.00 budget.
- (574) Small Tools & Equipment – Special Events (94.9%). \$2,278.02 vs. \$2,400.00 budget. Includes farmer’s market and other event equipment.
- (574) Professional Services – Youth (67.7%). Includes instructor fees for youth enrichment programs at school district sites.
- (574) Advertising – Youth (74.7%), Special Events (91.1%), Health and Wellness (63.3%), and Outdoor (63.3%) are over due to seasonal ad placements.
- (574) Rentals – Youth Sports (70.2%). Includes revenue share payments for sports programs held at SVSD facilities.
- (574) Other – Youth (63.4%). Includes entertainer and field trip expenses for youth programs.
- (574) Other – Special Events (53.0%). Includes misc. expense for farmers market and other events.
- (575) Salaries & Wages – Seasonal – Si View (63.1%). Over due to increased rental activity.
- (575) Benefits – Seasonal – Si View (65.5%). Includes payment of Q4 2024 payroll taxes.
- (575) Advertising – Meadowbrook Rentals (66.7%). \$200.00 vs \$300.00 budget.
- (575) Repairs & Maintenance – Facilities – Si View (72.0%). Includes general maintenance expenses for the community center and other campus buildings.
- (575) Repairs & Maintenance – Facilities – Meadowbrook. Includes purchase of roof snow guards and replacement/installation doors.
- (576) Salaries & Wages – Seasonal – Aquatics (53.4%). Over due to increased staff usage.
- (576) Benefits – Seasonal – Aquatics (69.4%). Over due to DRS employee pension contributions.
- (576) Maintenance Supplies – Aquatics (55.1%). Includes general maintenance supplies.
- (576) Operating Small Tools & Equipment (159.0%). Includes purchase of ADA handrail and swim platforms.
- (576) Travel (201.8%). Includes AOAP conference and WSIT training travel.
- (576) Advertising – Aquatics (51.8%). Over due to seasonal ad placements.
- (576) Repairs & Maintenance – Pool (78.6%). Over due to maintenance closure expenses.
- (576) Miscellaneous Dues/Fees (67.2%). Includes Red Cross certification fees.
- (576) Operating Supplies – Parks (95.1%). Includes general park maintenance supplies attributed to Si View.
- (576) Operating Supplies – Tollgate (67.4%). Includes janitorial supplies and general park maintenance supplies.
- (576) Operating Supplies – Torguson (52.8%). Includes janitorial supplies and general park maintenance supplies.
- (576) Small Tools & Equipment – Si View (130.4%). Includes maintenance equipment purchases.

- (576) Small Tools & Equipment – Tollgate (58.6%). \$1,084.47 vs. \$1,850.00 budget.
- (576) Small Tools & Equipment – Torguson (47.8%). \$1,075.64 vs. \$2,250.00 budget.
- (576) Small Tools & Equipment – South Fork Landing (80.2%). \$593.17 vs. \$740.00 budget.
- (576) Repairs & Maintenance – Si View (88.9%). Includes ongoing maintenance as well as mirror replacement in the social room.
- (576) Repairs & Maintenance – Tollgate (85.5%). Includes park and equipment maintenance.
- (576) Repairs & Maintenance – Torguson (111.6%). Includes park and equipment maintenance.
- (576) Repairs & Maintenance – South Fork Landing (254.2%). Included general maintenance and replacement of hot water heater.
- (576) Repairs & Maintenance – Meadowbrook (107.7%). Includes park and equipment maintenance.
- (576) Rentals/Miscellaneous – Si View (59.8%). Includes maintenance equipment rental.