

Regular Meeting

5:00 PM, August 20, 2025

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

Teams Meeting Information; Meeting ID: 269 420 556 645 4 | Passcode: 6Mu3q8Df



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:** August 6, 2025 regular meeting
 - B. **July 16-31, 2025 Payroll:** \$101,814.63 payroll (Direct Deposit); \$28,406.55 payroll taxes; \$8,836.69 PERS retirement; \$140.74 life insurance; \$286.80 LTD; \$2,315.67 ICMA 457; \$422.88 HRA-VEBA
 - C. **August 1-15, 2025 Payroll:** \$89,456.32 payroll (Direct Deposit); \$25,422.55 payroll taxes; \$8,686.13 PERS retirement; \$140.56 life insurance; \$286.70 LTD; \$2,315.67 ICMA 457; \$422.88 HRA-VEBA
 - D. **Blanket Vouchers:** #866
 - E. **Electronic Payment:** \$14,019.14
6. NEW BUSINESS
 - A. **Approve Proposal from Shannon & Wilson for Riders Park Master Plan Environmental Services and Authorize Contract in the Amount of \$7,421.00**
7. OLD BUSINESS
 - A. **Adopting Resolution 2025-03. Updating the District's Park, Recreation and Open Space Plan**
8. COMMITTEE AND STAFF REPORTS
 - A. **Recreation**
 - B. **Operations**
9. MEETING ANNOUNCEMENTS AND REMINDERS
 - A. **Snoqualmie Valley Aquatic Coalition**
 - B. **Regular Meeting**

August 27, 2025 at 3:30 pm
September 3, 2025 at 5:00 pm
10. AGENDA ITEMS FOR NEXT MEETING
11. ADJOURN

**AGENDA ITEM NO 5A
Consent Agenda**

To: Board of Commissioners
From: Melissa Pasley, Administrative Support Specialist
Date: August 20, 2025
Subject: August 6, 2025 Action Minutes

5:01 PM – CALLED MEETING TO ORDER

Commissioners Attending: Kelly, Noble & Raisio

Excused Absence: Joselyn & Noonan

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

APPROVED AS PRESENTED 3-0

Raisio **MOTIONED** Noble **SECONDED**

PUBLIC COMMENT: none

CONSENT AGENDA

APPROVED AS PRESENTED 3-0

Minutes: July 16, 2025 regular meeting

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

Blanket Vouchers: #864 & #865

Electronic Payment: \$10,763.06

Raisio **MOTIONED** Noble **SECONDED**

NEW BUSINESS

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

Kelly **MOTIONED** Raisio **SECONDED**

APPROVED AS PRESENTED 3-0

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

Noble **MOTIONED** Raisio **SECONDED**

APPROVED AS PRESENTED 3-0

COMMITTEE AND STAFF REPORTS

Finance Loos provided highlights from the June month end numbers

MEETING ANNOUNCEMENTS AND REMINDERS

Regular Meeting

Snoqualmie Valley Aquatic Coalition

August 20, 2025 at 5:00 pm

August 27, 2025 at 3:30 pm

AGENDA ITEMS FOR FUTURE MEETING: none mentioned

5:38 PM – ADJOURNMENT

Raisio **MOTIONED** Kelly **SECONDED**

APPROVED AS PRESENTED 3-0

Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist

SI VIEW METROPOLITAN PARK DISTRICT

ATTEST/AUTHENTICATED:

President _____

Commissioner _____

AGENDA ITEM NO 5B & 5C
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: August 20, 2025
Subject: Payroll

July 16-31, 2025 Payroll:

\$101,814.63 payroll (Direct Deposit); \$28,406.55 payroll taxes; \$8,836.69 PERS retirement; \$140.74 life insurance; \$286.80 LTD; \$2,315.67 ICMA 457; \$422.88 HRA-VEBA

August 1-15, 2025 Payroll:

\$89,456.32 payroll (Direct Deposit); \$25,422.55 payroll taxes; \$8,686.13 PERS retirement; \$140.56 life insurance; \$286.70 LTD; \$2,315.67 ICMA 457; \$422.88 HRA-VEBA

AGENDA ITEM NO 5D & 5E
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: August 20, 2025
Subject: Blanket Voucher & Electronic Payment

Blanket Voucher No. 866

in the amount of \$673,037.35. Checks are due to arrive on 08/20/25 and will be distributed.

Please note that \$600,886.70 are capital project related expenses paid out of the (300) Capital Projects Fund:

- Department of Natural Resources - \$192,489.88 for North Bend connector trail reimbursement. We are reimbursing DNR and we (in turn) will be reimbursed via grant funding.
- Pivotal Construction - \$349,170.95 for the latest progress billing on the Si View Admin Building project.
- Puget Sound Energy - \$59,225.87. This is an additional deposit for PSE construction costs for the Si View Trail Extension and Maintenance Shop Project.

Electronic Payment

- Credit Card Accounts in the amount of \$14,019.14.

AGENDA ITEM NO 6A
New Business

To: Board of Commissioners

From: Kyle Braun, Operations Manager

Date: August 20, 2025

Subject: Approve Proposal from Shannon & Wilson for Riders Park Master Plan Environmental Services and Authorize Contract in the Amount of \$7,421.00

Summary of Item:

See attached proposal from Shannon & Wilson.

As part of the Rider Park Master Plan effort, the project requires environmental services associated with potential critical areas on the site, and analysis of flood plain development requirements.

Si View has elected to contract with firm directly instead of incurring a mark-up from prime consultant.

Staff Recommendation:

Staff recommends approving as presented.

AGENDA ITEM NO 7A
Old Business

To: Board of Commissioners

From: Travis Stombaugh, Executive Director

Date: August 20, 2025

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

Summary of Item:

Over the past eleven months the District has been updating our District's Park Recreation and Open Space Plan. The plan will be a guiding document for the next 6-10 years. The current draft is a culmination of staff, Commission, stakeholder, consultant and community input.

This is a working document that will require periodic review by staff and board to assure the plan continually represents our resident's best interests and priorities.

In addition to best practices, the plan is an eligibility requirement for Recreation Conservation Office (RCO) grant funding.

Staff Recommendation:

After almost a year of gathering data through a wide array of processes staff is happy where we've arrived with this planning document. Staff believes the document to be a great high level planning needs starting point for the next 6-10 years and recommends approval.

Boards Discretion.

AGENDA ITEM NO 8A
Staff Report

To: Board of Commissioners
From: Minna Rudd, Recreation Manager
Date: August 20, 2025
Subject: Recreation Team Report August 2025 - *prepared 8/08/2025*

We're quickly approaching the end of our summer season with final weeks of camps in progress. Fall activity registration opened on August 8, and popular activities including swim lessons, and fall sports had a rush of registrations right away.

Staff have welcomed many first-time participants to Si View programs so far this year. Since January 1, 511 new customer accounts have been created (226 residents), resulting in 859 activity registrations. This includes seasonal programs such as farmers market vendors. We have also seen an increase in utilization of scholarships with \$5700 awarded towards program fees year-to-date.

Youth Programs: Si View and RAD camps have kept youngsters busy this season. Over the course of the 9-week season, camp Si View had 516 participants and RAD 204 (enrollment as of Aug 7). Our school care program launches on Aug 26. Staff are promoting openings at the newly added FCE program, other sites are full. Efforts continue to expand morning care capacity, pending staff availability.

Special Interest: We contracted with the following providers for special interest summer camps: Robot U, IncrediFlix, Coding with Kids, Playwell TEKnologies, and Sam Sinanan. To date 177 kids have signed up for a special interest summer camp.

Teen Programs: TRAC camp for middle school students has had at least 15 students in attendance each week, with overall enrollment of 153. The counselor in training (CIT) camp graduates have become excellent volunteers, we've had helpers available nearly every day since the training program ended. Youth Council will be hosting a booth at the Aug 21 Farmers Market – a great for community outreach to let people know who we are, and to recruit new students right as the school year starts back up!

Outdoor Programs: TOAD (Teen Outdoor Adventure Days) has had solid, although lower attendance rate than last year. Bike adventures have struggled to gain traction this season. Youth disc golf camp in July was popular, and the instructor was excellent to work with. They plan to host classes in the future as well. Walking club and stroller striders are both active, subject to being self-guided some weeks due to staff availability. The adult hiking program will transition to field trips in the Fall.

Youth Sports: This summer we have contracted Skyhawks, Soccer Stars, Steve Goucher, Cristin Richards, Jet Gymnastics, Mt. Si Lacrosse, Snoqualmie Wolves Cricket and Cascade FC to provide youth sports experiences. To date 530 kids have signed up for a summer sports camp or class.

Adult Programs: It has been a successful season for all adult leagues. We were able to run 4 pickleball summer leagues, and festival at Mt Si tournament has two brackets. Softball league ran with 11 teams over the course of 9 weeks. While most adult programs take the summer off, yoga continues at Meadowbrook with 12 students signed up for August.

Special Events: Farmers Market has averaged 38 vendors each week with an average of 1,368 daily visitors. The 6-week Power of Produce program was a success, serving over 200 youth and concluding with a veggie derby on Aug 14. Festival at Mt Si takes place at Si View Park August 8-10. Si View provides logistics support and hosts a program info booth and sports activities.

Upcoming events: Movie in the Park Aug 21, Fall Field Day at Tollgate Park Sep 20, the Great Si View Spooktacular (formerly Harvest Festival) Oct 25, Family Fun Night featuring “A Zaniac Christmas” Nov 14, and Holiday Bazaar Dec 6.

Field Rentals: Snoqualmie Valley Youth Soccer Association begins their field use in August. Snoqualmie Valley Little League Fall Ball season begins at the end of August. Cricket continues to use the pitches at Tollgate. Ignite Dance and Yoga have been renting Torguson all summer and will have an end of the season party at Torguson in September.

Torguson is hosting Toys for Kids charitable softball tournament for the second straight season. This softball tournament is scheduled for Saturday, August 23.

Facility Rentals:

Meadowbrook	Jul 24	Jul 25
Private Rentals	12	8
Si View Classes	0	12
Si View Camps	18	0
Unpaid Meetings	2	3
Educational	2	2

South Fork Landing	Jul 24	Jul 25
Private Rentals	1	2
League Rentals	3	4
Si View Camps	22	0

Picnic Shelter	Jul 24	Jul 25
Private Rentals	15	13

Pool	Jul 24	Jul 25
Private Rentals	8	5

Community Center	Jul 24	Jul 25
Private Rentals	7	1

Tollgate Farmhouse	Jul 24	Jul 25
	0	4

Current Leases:

- Tennant Trailhead Park: Kiosk – through 2025
- Tollgate Farm Park: Barn – through 2029, Trailer Space – through 2028, Pasture – through 2029, Kitchen Garden – through 2025, Crop field – through 2030, Farmstand – through March 2026, Tollgate CSA space – through March 2026
- South Fork Landing Park: Proshop – through September 2026, General Store – February 2026, Parking area – March 2026

Commercial use permits: Two permits are taking place this year at Tennant Trailhead Park.

Aquatics: Open enrollment begins August 8. For school year programs, lessons return to once per week format. Staff are piloting a new Intro to Swim level course for youth this Fall. This is a foundational class designed for older beginners who are new to swimming or have had limited exposure to water. It provides a gentle, supportive introduction to swim lessons where instructors focus on building trust, reducing fear, and developing fundamental water safety and movement skills at a pace that respects each student's confidence level.

Pool staffing status continues to slightly improve, with focus still on training new staff to be ready for Fall programs. With a FT staff member on leave, PT staff continue to fill in many gaps.

August staff training topic is working with special needs customers. Presenter is Bailey Cornell. She is a former staff member who now works as a Special Education Teacher for the Bellevue School District. Junior Lifeguard course in July had 4 students successfully complete the course. Similarly, Lifeguard Instructor Training took place in July, with 4 students passing. Lifeguard Training in August is pending, reaching minimum enrollment.

AGENDA ITEM NO 8B
Staff Report

To: Board of Commissioners
From: Kyle Braun, Operations Manager
Date: August 20, 2025
Subject: Operations Report

Capital Projects

- **Admin Building** – Work has been continuing on schedule. Building and sitework is progressing well. PSE still remains the critical path for move in.
- **Maintenance Shop** – Project is close to receiving notice to proceed from us and the City. We have been coordinating the shutdown of the current operations facility yard for the duration of pending construction. Staff will be nimble while it is being constructed to ensure limited interruptions to patrons and scheduled programming. This meeting will still be held here, but people will have to park at main Si View Community Center lot. Access from Park Street will be closed for the duration of the project.
- **Riders Park** – We are starting Master Planning process with Site Workshop. They will begin with the first public engagement task at the August 28th Farmers Market. We encourage you all to attend.
- **Edgewick to SVT Trail** – Work is scheduled to start first couple of weeks of September.

Si View Community Center, Pool, and Park

- Summer programming is beginning to wrap up, and peak operations for the season have somewhat winded down. We are beginning to assess needed repairs for the fall.
- Staff have begun discussions on our office transition plan to the new building.
- Pool audit has been completed, and we are working on planning for recommended immediate improvements.
- We are aiming to fertilize playfields next month.
- Park signage design is in progress, with a goal of having on meeting agenda next month.
- Soccer season is about to begin. Fields have been prepared for the upcoming season.
- Festival at Mount Si was successful, no major incidents to report.

Tollgate Farm Park

- Mowing of the east fields is completed.
- Blackberry removal along the road and pathways have been ongoing.
- City's sewer project is currently underway. There has been minimal disturbance to our operations so far, however we anticipate more work will impact us as the project progresses in this phase, and then the next. The new planned trail from the WWTP to Tollgate east pasture will be a great new asset for the City and our district but will add to maintenance obligations for operations.
- New signage for the farmstand frontage has been installed.
- Cows escaped on 8/14, but we were able to get them back in and repair the breach in the fence.
- Ongoing planning for walk-in cooler and freezer is underway.
- We currently have soccer, lacrosse, and cricket using the fields.
- Unfortunately, one of our farmer tenants had a tractor stolen from the fields this week. A police report has been filed.

Meadowbrook Farm

- Second mowing of fields has been completed. We continue to move edges and push black berry edges back to tree line.
- Ongoing blackberry removal and trail clearing will be ongoing.
- We have been mowing and preparing rec field for scheduled events this weekend.
- City has been working on the design of the Prairie Loop trail project and looking for funding. We have had a little input.

Torguson Park

- Staff have been coming in every night of the week and lock Field 6 restrooms around 9:30. This seems to help with preventing after hours illicit activities.
- Permitting for the batting cage was verbally received from City. Aiming to put project out to bid at the beginning of next year.
- Volunteers working on the climbing wall have made substantial progress on repairs. We are thrilled with their work and energy put forth on the project.
- Spring and summer baseball season have ended, we are now preparing for the upcoming soccer season, and the upcoming fall baseball season.
- Festival at Mount Si was successful with some minor clean up from fireworks, but overall, nothing major.

Riders Park

- Camps are wrapping up this week. We will begin facility repairs next week in preparation for fall and winter programming at the facility. Overall, the summer camps went well.

South Fork Landing Park

- Caretaker maintenance has significantly improved since the middle of summer.
- Disc golf continues to be the primary use of the park.
- South Fork restaurant has rented the park several times for special events, which when off successfully.
- We continue to have issues with SF restaurant patrons parking in our General Store Parking lot and walking off. This will likely continue to be an issue until the new parking lot is installed.
- Dumpsters are scheduled to be moved by December 1st.