

Regular Meeting

5:00 PM, September 3, 2025

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

Teams Meeting Information; Meeting ID: 249 306 201 402 7 | Passcode: Xb2Vg9gw



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. **Blanket Vouchers:** #867 & #868
6. NEW BUSINESS
 - A. **Authorize Acquisition of Administration Office Site Furnishing from Hi Touch Business Services in the Amount of \$66,522.47**
7. OLD BUSINESS - none
8. COMMITTEE AND STAFF REPORTS
 - A. **Finance**
9. MEETING ANNOUNCEMENTS AND REMINDERS
 - A. **Regular Meeting**
10. AGENDA ITEMS FOR NEXT MEETING
11. ADJOURN

September 17, 2025 at 5:00 pm

**AGENDA ITEM NO 5A
Consent Agenda**

To: Board of Commissioners
From: Melissa Pasley, Administrative Support Specialist
Date: September 3, 2025
Subject: August 20, 2025 Action Minutes

5:01 PM – CALLED MEETING TO ORDER

Commissioners Attending: Joselyn, Kelly, 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
Kelly **MOTIONED**

Raisio **SECONDED**

APPROVED AS PRESENTED 5-0

PUBLIC COMMENT: none

CONSENT AGENDA

APPROVED AS PRESENTED 5-0

Minutes: August 6, 2025 regular meeting

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

Blanket Vouchers: #866

Electronic Payment: \$14,019.14

Raisio **MOTIONED**

Noble **SECONDED**

NEW BUSINESS

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

Kelly **MOTIONED**

Raisio **SECONDED**

APPROVED AS PRESENTED 5-0

OLD BUSINESS

Adopting Resolution 2025-03. Updating the District's Park, Recreation and Open Space Plan Taken From the Table

After consideration the item was **APPROVED AS PRESENTED 5-0.**

COMMITTEE AND STAFF REPORTS

Recreation: summer program updates, attendance and programming.

Operations: capital and maintenance project updates, reduction in recent vandalism.

MEETING ANNOUNCEMENTS AND REMINDERS

Snoqualmie Valley Aquatic Coalition

Regular Meeting

Regular Meeting

August 27, 2025 at 3:30 pm

September 3, 2025 at 5:00 pm

September 17, 2025 at 5:00 pm

AGENDA ITEMS FOR FUTURE MEETING: none mentioned

5:47 PM – ADJOURNMENT

Raisio **MOTIONED**

Noble **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: September 3, 2025

Subject: Blanket Voucher & Electronic Payment

Blanket Voucher No. 867

in the amount of \$120,326.27. Checks are scheduled to arrive on 09/05/25 and will be distributed.

Blanket Voucher No. 868

in the amount of \$2,450.43. Checks are scheduled to arrive on 09/05/25 and will be distributed.

AGENDA ITEM NO 6A
New Business

To: Board of Commissioners

From: Travis Stombaugh, Executive Director

Date: September 3, 2025

Subject: Authorize Acquisition of Administration Office Site Furnishing from Hi Touch Business Services in the Amount of \$66,522.47

Summary of Item:

See attached proposal Hi Touch Business Services.
See attached furnishing plan. Kyle picked out the colors.

The new Administration Building is nearing completion and necessary site furnishings such as desks, chairs, tables, storage cabinets etc. are necessary to make the building operational.

Staff contracted with Omnia to solicit the lowest bid for new furnishings. We then modified our need to reduce costs even further. The original quote was \$120,000, so we've almost cut the cost by 50%.

Some current office furniture may be reused although most is nearing at least 18 plus years in age. The remaining office furniture will be declared surplus.

Staff Recommendation:

Staff recommends approving as presented.

AGENDA ITEM NO 8A
Staff Report

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: September 3, 2025

Subject: July 2025 Finance Summary Report

Fund and Cash Balances:

- July 2025 closed with \$2,474,164.32 in the General Fund; \$275,414.95 in the Revenue Stabilization Fund; \$19,007.19 in the Equipment Fund; \$32,528.76 in the Park Fund; \$630,044.95 in the Debt Service Fund; \$4,627.84 in the Si View Interior Debt Service Fund; \$3,878,117.95 in the Capital Projects Fund; \$2,441.24 in the Capital Projects 2018 Bond Fund; and \$2,200.25 in the Gift Card Fund.
- Actual cash balance of \$7,318,547.45 in the King County Account.

Revenue vs. Expense:

- The general fund (excluding the effects of beginning and ending fund balances) is 55.3% of budgeted revenue and 49.8% of budgeted expense for the year. (Compared with 58% of the budget year).
- The overall net increase (year-to-date) to beginning fund balance is \$149,691.30.

Revenue Commentary:

- Property taxes received for the month were \$7,529.76 (General Fund) and \$2,304.61 (Si View/Tollgate Debt Service Fund).
- Total program and rental revenue for July was \$206,002.50.
- Programs exceeding budget include Community Center Activity Fees (110.8%), Youth (61.6%), Special Events (59.1%), Athletics (64.8%), and Community (119.4%).
- Rental activity exceeding budget includes Meadowbrook (61.2%), Torguson Park (126.6%) and South Fork Landing (61.4%).

Expense Commentary:

- (511) Commissioner Fees (72.5%). Includes some 2024 commissioner fees.
- (514) Miscellaneous – Dues/Fees (75.4%). \$264.00 vs \$350.00 budget.
- (518) General Government – Operating Supplies (65.8%). Includes general office supplies, annual tax forms and office water and cooler rental.
- (518) Professional Services – Computer Network Support (66.7%). Running over due to timing of payments and replacement for lost check.
- (518) Communications – Telephone (58.2%). Includes December 2024 telephone expense.
- (518) Communications – Internet (70.0%). 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 – Electric (67.5%). Over due to higher seasonal usage.
- (518) Public Utility Services – Natural Gas – Meadowbrook (132.3%). Over due to higher usage.
- (518) Maintenance- District Vehicles (63.5%). Ongoing vehicle maintenance.

- (594) Computer Hardware & Software (59.7%). 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 (106.0%). 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 (66.9%). Running slightly over due to increased transaction volume.
- (558) Comp Plan Amendments/Updates (79.9%). 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 (79.0%). Over due to DRS employee pension contributions.
- (574) Benefits – Community (85.2%). \$443.68 vs. \$521.01 budget.
- (574) Supplies – Community (76.8%). \$457.08 vs. \$595.00 budget.
- (574) Fuel – Transportation (99.1%). Includes gas usage for summer camp vans.
- (574) Small Tools & Equipment – Special Events (123.9%). \$2,973.01 vs. \$2,400.00 budget. Includes farmer’s market and other event equipment.
- (574) Professional Services – Youth (68.8%). Includes instructor fees for youth enrichment programs at school district sites.
- (574) Professional Services – Youth Sports (58.2%). Includes instructor payments for summer sports camps.
- (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 (81.0%). Includes facility usage for school district enrichment programs.
- (574) Rentals – Youth Sports (87.5%). Includes revenue share payments for sports programs held at SVSD facilities.
- (574) Other – Youth (88.2%). Includes entertainer and field trip expenses for youth programs.
- (574) Other – Special Events (61.2%). Includes misc. expense for farmers market and other events.
- (575) Salaries & Wages – Seasonal – Si View (72.3%). Over due to increased rental activity.
- (575) Benefits – Seasonal – Si View (90.3%). 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 (95.5%). 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 (66.2%). Over due to increased staff usage.
- (576) Benefits – Seasonal – Aquatics (100.3%). Over due to DRS employee pension contributions and increased staff usage.
- (576) Operating Supplies – Aquatics (59.3%). Includes general supply purchases.
- (576) Maintenance Supplies – Aquatics (55.1%). Includes general maintenance supplies.
- (576) Operating Small Tools & Equipment (159.7%). Includes purchase of ADA handrail and swim platforms.
- (576) Travel (223.9%). Includes AOAP conference and WSIT training travel.
- (576) Repairs & Maintenance – Pool (79.9%). Over due to maintenance closure expenses.
- (576) Miscellaneous Dues/Fees (70.9%). Includes Red Cross certification fees.
- (576) Operating Supplies – Parks (101.5%). Includes general park maintenance supplies attributed to Si View.
- (576) Operating Supplies – Tollgate (75.5%). Includes janitorial supplies and general park maintenance supplies.
- (576) Operating Supplies – Torguson (54.0%). Includes janitorial supplies and general park maintenance supplies.

- (576) Small Tools & Equipment – Si View (130.6%). Includes maintenance equipment purchases.
- (576) Small Tools & Equipment – Tollgate (58.6%). \$1,084.47 vs. \$1,850.00 budget.
- (576) Small Tools & Equipment – Torguson (55.2%). \$1,242.95 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 (96.7%). Includes ongoing maintenance as well as mirror replacement in the social room.
- (576) Repairs & Maintenance – Tollgate (79.3%). Includes park and equipment maintenance.
- (576) Repairs & Maintenance – Torguson (116.2%). Includes park and equipment maintenance.
- (576) Repairs & Maintenance – South Fork Landing (257.0%). Included general maintenance and replacement of hot water heater.
- (576) Repairs & Maintenance – Meadowbrook (109.4%). Includes park and equipment maintenance.
- (576) Rentals/Miscellaneous – Si View (59.8%). Includes maintenance equipment rental.