

Regular Meeting

5:00 PM, October 1, 2025

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

Teams Meeting Information: Meeting ID: 238 169 688 841 8 | Passcode: z5Xd7Cp9



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. PRESENTATION - **NRPA Conference Report given by Tyler Burnett**
6. CONSENT AGENDA
 - A. **Minutes:** September 17, 2025 regular meeting
 - B. **September 1-15, 2025 Payroll:** \$69,708.16 payroll (Direct Deposit); \$20,788.33 payroll taxes; \$8,560.30 PERS retirement; \$136.81 life insurance; \$260.34 LTD; \$2,315.67 ICMA 457; \$370.02 HRA-VEBA
 - C. **Blanket Voucher:** #870 & #871
7. NEW BUSINESS
 - A. **Accept Proposal for Third Party Inspection and Materials Testing for the Si View Maintenance Shop and Trail Extension from Materials Testing & Consulting, Inc. in the Amount of \$13,319.00**
 - B. **Approve Resolution 2025-04. A Resolution of the Si View Metropolitan Park District Creating the Snoqualmie Valley Aquatics Collaborative, A Working Group Supporting and Making Recommendations For the Creation of a New Community Aquatic Facility Serving the Snoqualmie Valley**
8. OLD BUSINESS - none
9. COMMITTEE AND STAFF REPORTS
 - A. **Finance**
 - B. **Directors**
 - C. **Snoqualmie Valley Government Association**
10. MEETING ANNOUNCEMENTS AND REMINDERS
 - A. **Regular Meeting**
 - B. **Administrative Committee Meeting**
11. AGENDA ITEMS FOR NEXT MEETING
12. ADJOURN

October 15, 2025 at 5:00 pm
TBD

AGENDA ITEM NO 6A
Consent Agenda

To: Board of Commissioners
From: Melissa Pasley, Administrative Support Specialist
Date: October 1, 2025
Subject: September 17, 2025 Action Minutes

5:00 PM – CALLED MEETING TO ORDER

Commissioners Attending: Joselyn, Kelly, Noble & Raisio

Excused Tardiness: Commissioner 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 4-0

Noble **MOTIONED**

Kelly **SECONDED**

PUBLIC COMMENT: Kate Leen, North Bend resident and member of the Snoqualmie Valley Aquatics Collaborative, *Commissioner Noonan arrived at 5:05*, presented an overview of the collaborative culmination of the SVAC goals and gave an update on the resident increases in multiple neighborhoods.

CONSENT AGENDA

APPROVED AS PRESENTED 5-0

Minutes: September 3, 2025 regular meeting

August 16-31, 2025 Payroll: \$78,728.58 payroll (Direct Deposit); \$22,621.01 payroll taxes; \$8,703.23 PERS retirement; \$140.74 life insurance; \$286.80 LTD; \$2,315.67 ICMA 457; \$422.88 HRA-VEBA

Blanket Voucher: #869

Kelly **MOTIONED**

Noble **SECONDED**

NEW BUSINESS

Discussion of Snoqualmie Valley Aquatics Collaborative Report

The Board expressed appreciation for the support and data provided within the SVAC Final Report and Recommendations to the park district. Jim Mayhew, resident of Snoqualmie encouraged the board to keep the collaborative outreach moving forward.

COMMITTEE AND STAFF REPORTS

Recreation fall aquatics registration numbers increased by 600 in two weeks, National Recreation & Parks Association Conference attendance, teen night and AED classes.

Operations capital project updates, general maintenance, volunteers making strides on the Torguson rock wall rehabilitation project, future community park meeting and SFL caretaker candidates.

MEETING ANNOUNCEMENTS AND REMINDERS

**Snoqualmie Valley Government Association Meeting in Duvall – Raisio
Regular Meeting**

**September 24, at 6:30/7 pm
October 1, 2025 at 5:00 pm**

AGENDA ITEMS FOR FUTURE MEETING: SVAC Resolution

6:21 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 6B
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: October 1, 2025
Subject: Payroll

September 1-15, 2025 Payroll:

\$69,708.16 payroll (Direct Deposit); \$20,788.33 payroll taxes; \$8,560.30 PERS retirement; \$136.81 life insurance; \$260.34 LTD; \$2,315.67 ICMA 457; \$370.02 HRA-VEBA

AGENDA ITEM NO 6C
Consent Agenda

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: October 1, 2025

Subject: Blanket Voucher

Blanket Voucher No. 870

in the amount of \$93,675.52. Checks are scheduled to arrive on 10/01/25 and will be distributed.

Blanket Voucher No. 871

in the amount of \$92.27. Checks are scheduled to arrive on 10/01/25 and will be distributed.

AGENDA ITEM NO 7A
New Business

To: Board of Commissioners

From: Kyle Braun, Operations Manager

Date: October 1, 2025

Subject: Accept Proposal for Third Party Inspection and Materials Testing for the Si View Maintenance Shop and Trail Extension from Materials Testing & Consulting, Inc. in the Amount of \$13,319.00

Summary of Item:

See attached bid from Materials Testing & Consulting, Inc.

Four firms were requested to provide a bid for third party inspection and materials testing as required by the City of North Bend clear and grade permit conditions. Materials Testing & Consulting, Inc. was one of two firms to provide a proposal. Their proposal was the lowest while meeting all the requirements for the project.

Staff Recommendation:

Staff recommends approving as presented.

AGENDA ITEM NO 7B
New Business

To: Board of Commissioners

From: Travis Stombaugh, Executive Director

Date: October 1, 2025

Subject: **Approve Resolution 2025-04. A Resolution of the Si View Metropolitan Park District Creating the Snoqualmie Valley Aquatics Collaborative, A Working Group Supporting and Making Recommendations For the Creation of a New Community Aquatic Facility Serving the Snoqualmie Valley**

Summary of Item:

See attached Resolution.

This resolution will repeal and replace the original Resolution 2024-04 which established the Snoqualmie Valley Aquatics Collaborative (SVAC). The changes to the original resolution are minor and include extending the timeline for the SVAC to meet and work together.

The original resolution summary below still holds true.

There is an established and defensible need for aquatic programming and facilities in the Snoqualmie Valley. The current infrastructure is lacking in its ability to satisfy the current and future need as well as provide the desired level of service to our residents.

The District has, through the guidance of defensible community data and industry best practices, pursued a new aquatics facility without success. This process has been over the course of the last 6-7 years and mostly done as a stand-alone agency. The District has reached out during this process, but mostly to an unwilling partner.

Through this resolution we hope to expand our knowledge, utilize more available resources and become more inclusive in our progress toward achieving a community desired goal. We hope to invite local elected officials representing Snoqualmie Valley local governments and local organization representatives to come together as a working group to provide insight, strategy and reality to bring a new proposal for an aquatics facility forward to the public.

Staff Recommendation:

Approve as presented.

AGENDA ITEM NO 9A
Staff Report

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: October 1, 2025

Subject: August 2025 Finance Report Summary

Fund and Cash Balances:

- August 2025 closed with \$2,302,241.79 in the General Fund; \$276,430.89 in the Revenue Stabilization Fund; \$22,077.30 in the Equipment Fund; \$32,648.75 in the Park Fund; \$636,873.14 in the Debt Service Fund; \$4,645.26 in the Si View Interior Debt Service Fund; \$3,274,774.21 in the Capital Projects Fund; \$2,450.43 in the Capital Projects 2018 Bond Fund; and \$2,188.37 in the Gift Card Fund.
- Actual cash balance of \$6,554,330.14 in the King County Account.

Revenue vs. Expense:

- The general fund (excluding the effects of beginning and ending fund balances) is 60.6% of budgeted revenue and 58.1% of budgeted expense for the year. (Compared with 67% of the budget year).
- The overall net decrease (year-to-date) to beginning fund balance is (\$22,231.23).

Revenue Commentary:

- Property taxes received for the month were \$12,509.29 (General Fund) and \$5,142.65 (Si View/Tollgate Debt Service Fund).
- Total program and rental revenue for August was \$241,207.78.
- Programs exceeding budget include Community Center Activity Fees (114.4%), Youth (68.4%), Special Events (78.4%), Athletics (86.5%), Health and Wellness (67.2%), Community (130.1%) and Youth Sports (69.4%).
- Rental activity exceeding budget includes Meadowbrook (76.3%), Torguson Park (131.3%) and South Fork Landing (76.7%).

Expense Commentary:

- (511) Commissioner Fees (77.5%). Includes some 2024 commissioner fees.
- (514) Miscellaneous – Dues/Fees (75.4%). \$264.00 vs \$350.00 budget.
- (518) General Government – Operating Supplies (70.6%). Includes general office supplies, annual tax forms and office water and cooler rental.
- (518) Professional Services – Computer Network Support (75.0%). Running over due to timing of payments and replacement for lost check.
- (518) Communications – Telephone (66.6%). Includes December 2024 telephone expense.
- (518) Communications – Internet (79.0%). Includes early termination fee for cancellation of service at SFL.
- (518) Insurance – General Liability (100.0%). Reflects full payment of 2025 AWC RMSA insurance assessment.
- (518) Public Utility Services – Electric (70.9%). Over due to higher usage.
- (518) Public Utility Services – Natural Gas – Meadowbrook (139.9%). Over due to higher usage.
- (518) Maintenance- District Vehicles (68.2%). Ongoing vehicle maintenance.

- (519) Miscellaneous Dues and Fees (109.8%). 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 (77.0%). Running over due to increased transaction volume.
- (519) Ad Valorem Refunds (80.8%). Trending over due to higher taxpayer refunds.
- (558) Comp Plan Amendments/Updates (79.9%). Over due to timing of project payments.
- (574) Salaries & Wages – Seasonal – Youth (79.2%). Over due to seasonal summer camp staff usage.
- (574) Salaries & Wages – Seasonal – Special Events (78.1%). Over due to seasonal staff usage for the farmers' market.
- (574) Salaries & Wages – Seasonal – Community (110.0%). \$2,326.46 vs. \$2,114.60 budget. Includes seasonal staff for community programming.
- (574) Benefits – Youth (90.3%). 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 (141.8%). Includes gas usage for summer camp vans.
- (574) Small Tools & Equipment – Special Events (132.2%). \$3,173.73 vs. \$2,400.00 budget. Includes farmer's market and other event equipment.
- (574) Professional Services – Youth (71.5%). Includes instructor fees for youth enrichment programs at school district sites.
- (574) Professional Services – Special Events (78.0%). Includes summer concert performers.
- (574) Professional Services – Community (101.8%). Includes instructor payments for community programs.
- (574) Professional Services – Youth Sports (80.3%). Includes instructor payments for summer sports camps.
- (574) Advertising – Youth (74.7%) and Special Events (91.1%) are over due to seasonal ad placements.
- (574) Rentals – Youth (117.4%). Includes facility usage for school district enrichment programs.
- (574) Rentals – Youth Sports (94.5%). Includes revenue share payments for sports programs held at SVSD facilities.
- (574) Other – Youth (111.3%). Includes entertainer and field trip expenses for youth programs.
- (574) Other – Special Events (132.4%). Includes SNAP/EBT reimbursements for farmer's market vendors.
- (575) Salaries & Wages – Seasonal – Si View (88.0%). Over due to rental activity and community center coverage.
- (575) Benefits – Seasonal – Si View (100.1%). Includes payment of Q4 2024 payroll taxes.
- (575) Small Tools & Equipment – Meadowbrook (119.7%). Includes the purchase of door mats for the interpretive center.
- (575) Repairs & Maintenance – Facilities – Si View (97.2%). 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 (80.6%). Over due to increased staff usage.
- (576) Benefits – Seasonal – Aquatics (107.7%). Over due to DRS employee pension contributions and increased staff usage.
- (576) Operating Supplies – Aquatics (69.4%). Includes general supply purchases.
- (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 (80.0%). Over due to maintenance closure expenses.
- (576) Miscellaneous Dues/Fees (78.5%). Includes Red Cross certification fees.

- (576) Training/Tuition (74.9%). Includes AOAP conference fees and excel training.
- (576) Operating Supplies – Parks (106.7%). Includes general park maintenance supplies attributed to Si View.
- (576) Operating Supplies – Tollgate (90.9%). Includes janitorial supplies and general park maintenance supplies.
- (576) Operating Supplies – Torguson (67.1%). Includes janitorial supplies and general park maintenance supplies.
- (576) Small Tools & Equipment – Si View (134.3%). Includes maintenance equipment purchases.
- (576) Small Tools & Equipment – South Fork Landing (94.8%). \$701.51 vs. \$740.00 budget.
- (576) Repairs & Maintenance – Si View (104.0%). Includes ongoing maintenance as well as mirror replacement in the social room.
- (576) Repairs & Maintenance – Tollgate (83.2%). Includes park and equipment maintenance.
- (576) Repairs & Maintenance – Torguson (130.7%). Includes park and equipment maintenance.
- (576) Repairs & Maintenance – South Fork Landing (378.3%). Included general maintenance and replacement of hot water heater.
- (576) Repairs & Maintenance – Meadowbrook (115.1%). Includes park and equipment maintenance.