

## Regular Meeting

**5:00 PM, November 19, 2025**

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

**Teams Meeting Information:** Meeting ID: 231 227 813 387 49 | Passcode: YP395Wc7



**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. PUBLIC HEARING – **2026 Budget**
6. CONSENT AGENDA
  - A. **Minutes:** November 5, 2025 regular meeting
  - B. **October 16-31, 2025 Payroll:** \$69,000.61 payroll (Direct Deposit); \$20,473.21 payroll taxes; \$8,557.01 PERS retirement; \$142.54 life insurance; \$286.42 LTD; \$2,415.67 ICMA 457; \$370.02 HRA-VEBA
  - C. **Blanket Vouchers:** #875 & #876
7. NEW BUSINESS
  - A. **Acceptance of SVT to Edgewick Bridge Repair Project as Complete**
  - B. **Approve Change Order Proposal from Pivotal Construction for Admin Building Telecom, PCCO #1 in the Amount of \$4,566.07**
  - C. **Approve Change Order Proposal from Pivotal Construction for the Admin Building, Utility Alignment Adjustment, for PCO #1 in the Amount of \$17,682.66**
  - D. **Approve Proposal from Kassel & Associates, Inc. for Maintenance Shop and Trail Extension Project, Dumpster and Sanitary Sewer Change in the amount of \$11,394.00**
  - E. **Approve Resolution 2025-06. Adopting 2026 District Budget**
  - F. **Approve Resolution 2025-07. Authorizing the 2026 Property Tax Levy Increase**
8. OLD BUSINESS - none
9. COMMITTEE AND STAFF REPORTS
  - A. **Recreation**
  - B. **Operations**
10. MEETING ANNOUNCEMENTS AND REMINDERS
  - A. **Snoqualmie Valley Government Association Meeting**
  - B. **Regular Meeting**
  - C. **Board Holiday Gathering**
  - D. **Regular Meeting - CANCELLED**

**November 19, 2025 at 6:30/7 pm**  
**December 3, 2025 at 5:00 pm**  
**December 3, 2025 at 5:15 pm**  
**December 16**
11. AGENDA ITEMS FOR NEXT MEETING
12. ADJOURN

**AGENDA ITEM NO 6A  
Consent Agenda**

**To:** Board of Commissioners  
**From:** Melissa Pasley, Administrative Support Specialist  
**Date:** November 19, 2025  
**Subject:** November 5, 2025 Action Minutes

**5:01 PM – CALLED MEETING TO ORDER**

**Commissioners Attending:** Joselyn, Noble, Noonan & Raisio

**Excused Absence:** Commissioner Kelly

**Staff Attending:** Travis Stombaugh Executive Director, Kyle Braun Operations Manager, Scott Loos Finance & HR Manager and Melissa Pasley Administrative Support Specialist

**APPROVAL OF AGENDA**

**APPROVED AS PRESENTED 4-0**

Raisio **MOTIONED**

Noble **SECONDED**

**PUBLIC COMMENT:** none

**CONSENT AGENDA**

**APPROVED AS PRESENTED 4-0**

**Minutes:** October 15, 2025 regular meeting

**October 1-15, 2025 Payroll:** \$67,959.40 payroll (Direct Deposit); \$20,228.43 payroll taxes; \$8,599.76 PERS retirement; \$152.04 life insurance; \$286.31 LTD; \$2,315.67 ICMA 457; \$370.02 HRA-VEBA

**Blanket Vouchers:** #873 & #874

**Electronic Payment:** \$14,980.45

Noble **MOTIONED**

Noonan **SECONDED**

**NEW BUSINESS**

**Approve Proposal from Esherick Homsey Dodge and Davis to Update the Community Pool Schematic Design and Provide a New Cost Estimate in the Amount of \$23,050.00**

Noble **MOTIONED**

Raisio **SECONDED**

**APPROVED AS PRESENTED 4-0**

**Resolution 2025-05. Adopting 2026 Compensation and Benefit Plan**

**Discussion:** setting benefit cap, PERS match rate declined

Noble **MOTIONED**

Raisio **SECONDED**

**APPROVED AS PRESENTED 3-1 (Noonan)**

**Review 2026 Budget Draft**

**Discussion:** draft reviewed, final draft to be presented to the board next meeting.

**COMMITTEE AND STAFF REPORTS**

**Finance** September month end numbers

**MEETING ANNOUNCEMENTS AND REMINDERS**

**RSVP deadline**, for the SVGA meeting below

**Regular Meeting**

**Snoqualmie Valley Government Association Meeting (Raisio)**

**Regular Meeting**

**Board Holiday Gathering (*following the regular meeting*)**

**Regular Meeting**

**November 12th**

**November 19, 2025 at 5:00 pm**

**November 19, 2025 at 6:30/7 pm**

**December 3, 2025 at 5:00 pm**

**December 3, 2025**

**December 16th is CANCELLED**

**AGENDA ITEMS FOR FUTURE MEETING:** 2026 Budget

**5:57 PM – ADJOURNMENT**

Raisio **MOTIONED**

Noble **SECONDED**

**APPROVED AS PRESENTED 4-0**

*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:** November 19, 2025  
**Subject:** Payroll

**October 16-31, 2025 Payroll:**

\$69,000.61 payroll (Direct Deposit); \$20,473.21 payroll taxes; \$8,557.01 PERS retirement; \$142.54 life insurance; \$286.42 LTD; \$2,415.67 ICMA 457; \$370.02 HRA-VEBA

**AGENDA ITEM NO 6C**  
**Consent Agenda**

**To:** Board of Commissioners  
**From:** Scott Loos, Finance & HR Manager  
**Date:** November 19, 2025  
**Subject:** Blanket Vouchers

**Blanket Voucher No. 875**

in the amount of \$394,592.33. Checks are due to arrive on 11/12/25 and will be distributed. This voucher includes a \$343,490.82 construction progress payment for the Si View Admin Building project.

**Blanket Voucher No. 876**

in the amount of \$.92. Checks are due to arrive on 11/12/25 and will be dispersed. Please note that this voucher pays out a slight balance remaining in the 301 fund due to accrued interest after KC fees.

**AGENDA ITEM NO 7A**  
**Consent Agenda**

**To:** Board of Commissioners  
**From:** Kyle Braun, Operations Manager  
**Date:** November 19, 2025  
**Subject:** Acceptance of SVT to Edgewick Bridge Repair Project as Complete

**Summary of Item:**

Edgewick to SVT trail connection bridge repair project is now complete and ready for final acceptance by the commission.

The project came in under budget.

**Staff Recommendation:**

Staff recommends approving as presented.

**AGENDA ITEM NO 7B**  
**New Business**

**To:** Board of Commissioners

**From:** Kyle Braun, Operations Manager

**Date:** November 19, 2025

**Subject:** Approve Change Order Proposal from Pivotal Construction for Admin Building, Telecom, PCCO #1 in the Amount of \$4,566.07

**Summary of Item:**

See attached proposal from Pivotal Construction.

The admin building that is currently under construction is at the point where telecom cable needs to be installed for building internet, and phone systems. This was not included in the original bid because the architect assumed our IT consultant would perform this scope of work.

**Staff Recommendation:**

Staff recommends approving as presented.

**AGENDA ITEM NO 7C**  
**New Business**

**To:** Board of Commissioners

**From:** Kyle Braun, Operations Manager

**Date:** November 19, 2025

**Subject:** Approve Change Order Proposal from Pivotal Construction for the Admin Building, Utility Alignment Adjustment, for PCO #1 in the Amount of \$17,682.66

**Summary of Item:**

Attached is a change order proposal from Pivotal Construction in the amount of \$17,682.66. This reflects a reduction from the original request of \$68,270.97, which was reviewed and rejected by the commission at its May 7, 2025, meeting.

Early in the project, the contractor began clearing and staking the designated limits. During a review of the City-approved plans, Si View staff identified that a large tree on 5th Street would be removed as part of the utility tie-in for sewer and water. To preserve this significant tree, Si View directed the contractor to adjust the alignment of the utility connection.

The contractor reported that this change caused delays and submitted a change order to account for the impact. Following negotiations and the removal of several cost items—including charges for the project manager, foreman, and superintendent—Si View and the contractor preliminarily agreed to the revised amount presented for commission consideration.

**Staff Recommendation:**

Staff recommends approving.

**AGENDA ITEM NO 7D**  
**New Business**

**To:** Board of Commissioners

**From:** Kyle Braun, Operations Manager

**Date:** November 19, 2025

**Subject:** Approve Proposal from Kassel & Associates, Inc. for Maintenance Shop and Trail Extension Project, Dumpster and Sanitary Sewer Change in the amount of \$11,394.00

**Summary of Item:**

See attached proposal from Kassel & Associates Inc.

During initial site grading it was discovered that the existing sanitary sewer line from the North Annex was located directly under the new maintenance shop building. This change is for replacing the existing concrete sewer line with ductile iron, so it can remain in the same location. During this change we also relocated the trash enclosure to be more hidden within the development, this allowed us to eliminate a new sanitary sewer line for the trash enclosure and tie into the replaced north annex line.

**Staff Recommendation:**

Staff recommends approving as presented.

**AGENDA ITEM NO 7E**  
**New Business**

**To:** Board of Commissioners

**From:** Travis Stombaugh, Executive Director

**Date:** November 19, 2025

**Subject:** Resolution 2025-06. Adopting the 2026 District Budget

**Summary of Item:**

The MPD's fiscal year runs from January 1<sup>st</sup> to December 31<sup>st</sup>. The District has advertised in a paper of local distribution and held a public hearing on November 19<sup>th</sup>, 2025 for the purpose of public input and discussion and in accordance with Washington State Law.

Staff has implemented all previous approvals and requests approved by the Board at the meeting of November 5<sup>th</sup>.

**Staff Recommendation:**

Approve as presented.

**AGENDA ITEM NO 7F**  
**New Business**

**To:** Board of Commissioners

**From:** Travis Stombaugh, Executive Director

**Date:** November 19, 2025

**Subject:** Resolution 2025-07. Authorizing the 2026 Property Tax Levy Increase

**Summary of Item:**

In accordance with state law each year the District must approve a resolution setting the property tax levy for the next fiscal year. The resolution includes the property tax revenue total needed to sustain operations for the 2026 fiscal year.

The resolution authorizes an increase in the regular property tax levy for 2026 in the amount of \$19,170 which is a percentage increase of 0.78298% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property.

The proposed levy rate in the current draft budget is approximately \$0.36 per \$1000 assessed value compared to \$0.38 in 2025.

**Staff Recommendation:**

Approve and File.

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

**To:** Board of Commissioners  
**From:** Minna Rudd, Recreation Manager  
**Date:** November 19, 2025  
**Subject:** Recreation Team Report November 2025 - prepared 11/07/25

Fall session enrollment for land-based programs as of Nov 7 is at 2,766 by 1,643 individuals across 302 activities. 59% of registrations are by district residents. Current aquatics enrollment is 537 by 515 individuals. 61% of registration are by district residents.

Winter registration for all land-based programs opens December 5<sup>th</sup> and December 12<sup>th</sup> for aquatics. Winter activity guide arrives in local mailboxes around Thanksgiving.

Our recreation team will experience staffing changes this month, as we welcome new aquatics recreation coordinator Josiah Stoddard to our full-time staff. We'll also be saying goodbye to sports coordinator Tyler Burnett who has accepted a coordinator role with City of Redmond.

**Youth Programs:** Combined after school enrollment is currently 84 and before care 29. Several families have switched from monthly enrollment to the daily option this month. Enrichment classes are in progress; total of 65 students are enrolled at the three program sites. For the winter session, enrichment classes will not be offered at FCE due to lack of space.

**Community Programs:** *Indoor playground* saw an average of 35 visitors per day in October with a total of 285 visits over 8 play dates. *Specialized Recreation Program* has a new lead staff, Tiffany, who has been shadowing Merle for the last few classes of the season. She has received a warm welcome to the program with movies, dinner and crafts together with participants. *Special interest programs* such as Super Sitters, Polite Kids and Robot U are all scheduled for this month. Recently added Art for Tots classes have been a popular caregiver-child activity as has the Music, Story and Sensory Play program. Both provide opportunities for caregivers and toddlers to meet new friends in the community.

**Teen Programs:** In October our Teen Night had a Halloween themed party. This month the activity is NERF War. Youth Council had a terrific October with students getting service hours helping at Torguson pump track event, Si View Spooktacular, OAKtober, and our own SOCKtober event.

**Outdoor Programs:** Torguson Park Pump Track work party was fantastic, with over 30 people showing up to help. We scraped away overgrown grass and weeds, raked away rocks and debris, and reshaped several berms. A great end to the trail work party season and we look forward to getting more community members out to events in the early spring.

Fall walking programs end the week of Thanksgiving and resume in February. Walking club has averaged 6 weekly participants and stroller striders 3.

**Youth Sports:** K-2 basketball league games launched November 1<sup>st</sup> for the 335 players. 3-12 grade registration remains open for the season that begins after the holidays. Outdoor youth sport clinics have wrapped up for the

season, as more activities are offered indoors. Youth volleyball classes have been successful and growing, as a result a new youth volleyball league will be offered starting March.

**Adult Programs:** The recently added Friday night pickleball league has been well attended, and similarly open gym times have been busy. The winter session will have additional times for open gym to meet this demand while outdoor weather is less reliable for court use.

**Special Events:** The Great Si View Spooktacular had total attendance of 607 including family members of the 212 registered participants. 38 volunteers contributed 135 volunteer hours. Local businesses provided \$1700 in sponsorship and \$450 worth in-kind donations. Next Family Fun event is a comedy show – A Zaniac Christmas – by Alex Zerbe. Anticipating a large attendance as this is one of our most popular entertainers. The December Holiday Bazaar includes 44 artisan vendors, and local entertainment by six performance groups.

**Field Rentals:** Soccer is the last rental group of the season, with last field use scheduled mid-month. Process of closing out all rental for the year is in progress.

**Facility Rentals:**

<b>Meadowbrook</b>	<b>24 - Oct</b>	<b>25 - Oct</b>	<b>Picnic Shelter</b>	<b>24 - Oct</b>	<b>25 - Oct</b>
Private Rentals	7	11	Private Rentals	1	6
Si View Classes	26	18			
Si View Camps	0	0	<b>Pool</b>	<b>24 - Oct</b>	<b>25 - Oct</b>
Unpaid Meetings	3	2	Private Rentals	7	2
Education Programs	2	5			
			<b>Community Center</b>	<b>24 - Oct</b>	<b>25 - Oct</b>
<b>South Fork Landing</b>	<b>24 - Oct</b>	<b>25 - Oct</b>	Private Rentals	27	13
Private Rentals	2	2			
League Rentals	4	4	<b>Tollgate Farmhouse</b>	<b>24 - Oct</b>	<b>25 - Oct</b>
Si View Camps	0	0	Private Rentals	0	3

**Current Leases:**

- Tennant Trailhead Park: Kiosk – through 2026
- 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

**Aquatics:** Session G enrollment is 485 for group lessons (31 waitlisted), and 48 for private lessons (2 on waitlists). Registration for session H begins November 24, 7AM for currently enrolled students and 12PM for general public. Drop-in schedules have holiday modifications; updates are posted online. Annual pool maintenance closure is scheduled for mid-winter break, week of February 16.

Staffing is improving, with new full-time coordinator starting the week of Nov 17. Four recent hires have completed the lifeguard training course and begun swim instructor and lifeguard shadowing. Hiring is ongoing in preparation for the departure of the 10 high school seniors who we have on staff. November staff training is focused on swim lessons.

**AGENDA ITEM NO 8B**  
**Staff Report**

**To: Board of Commissioners**  
**From: Kyle Braun, Operations Manager**  
**Date: November 19, 2025**  
**Subject: Operations Report**

**Capital Projects**

- **Admin Building** – Construction behind schedule, but not a major concern. Interior work is wrapping up and site work is under way. Roof scheduled to go on this week, siding is nearly completed. Landscape is scheduled to start next week. PSE still critical path. We should hopefully have firm dates very soon.
- **Maintenance Shop** – Project progressing, site demolition is complete, PSE undergrounding is in progress with conduits being laid last week. Backfill should be taking place this week, then concrete footings and sewer lines after that.

**Si View Community Center, Pool, and Park**

- Mowing is wrapped up for season
- Irrigation has been winterized at all parks.
- Planning for winter shut down is underway.
- We are working on putting our winter task list together for the community center.
- Ongoing fall clean-up is underway.

**Tollgate Farm Park**

- Fall clean-up is underway.
- City sewer project is about wrapped up in the main portion of the park. Crews are still working on the east side of 202 and will be for the next year.

**Meadowbrook Farm**

- We continue mowing and pushing blackberry growth back to the tree line. Our ground conditions have limited access to many areas.
- Interpretive Center will be closed January 12<sup>th</sup>-16<sup>th</sup> for interior repairs and renovation.

**Torguson Park**

- Volunteer work on the Torguson Park climbing wall has been completed. Summary of accomplishments:
  - Over 15 volunteers participated on average 1 day a week for 4 months. For a total of 183 volunteer hours.
  - All old broken bolt-ins were removed.
  - Approximately 450 new backer plates were installed.
  - Over 200 new handholds were installed.

- Planning is underway for infield mix installation this winter, along with potential installation of 70-foot bases to support expanded softball programming.
- Quad restrooms are now closed for winter.

### **South Fork Landing Park**

- There is a new groundskeeper at South Fork Landing Park, he has been doing a fantastic job so far. He has exceeded our expectations.
- One of the old cistern wells near the Proshop was filled in last Thursday.
- Disc golf course restrooms have been winterized and shut down for the season.

### **Riders Park**

- We have had problems with people breaking windows. Two game cameras were installed to monitor site activity.

### **Tennant Trailhead Park**

- Ongoing trail clearing and maintenance.
- Pedestrian plaza was pressure washed.