

Regular Meeting

5:00 PM, December 3, 2025

Location Change: Meeting will be in-person only at
Iron Duck 101 W North Bend Way, North Bend, WA 98045



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 - **Swearing In Commissioner Elect Mark Leen**
6. CONSENT AGENDA
 - A. **Minutes:** November 19, 2025 regular meeting
 - B. **November 1-15, 2025 Payroll:** \$68,169.97 payroll (Direct Deposit); \$19,994.52 payroll taxes; \$8,514.80 PERS retirement; \$142.36 life insurance; \$286.31 LTD; \$2,415.67 ICMA 457; \$370.02 HRA-VEBA
 - C. **Blanket Voucher:** #877
 - D. **Electronic Payments:** \$824.29 & \$9,793.28
 - E. **Fund Transfer:** \$650,000.00 from the General Fund (001) to the Capital Projects Fund (300) with an effective date of 12/01/25. This is a budgeted transfer.
 - F. **Fund Transfer:** \$65,265.65 from the General Fund (001) to the Community Center Interior Debt Service Fund (202) with an effective date of 11/28/25. This is a budgeted transfer.
 - G. **Fund Transfer:** \$20,000.00 from the General Fund (001) to the Equipment Fund (003) with an effective date of 12/01/25. This is a budgeted transfer.
 - H. **Fund Transfer:** \$20,000.00 from the General Fund (001) to the Park Fund (108) with an effective date of 12/01/25. This is a budgeted transfer.
 - I. **MissionSquare 457(b) Retirement Plan Changes**
 - J. **Finance Report**
7. NEW BUSINESS - none
8. OLD BUSINESS - none
9. MEETING ANNOUNCEMENTS AND REMINDERS
 - A. **Board Holiday Gathering**
 - B. **Regular Meeting - CANCELLED**
 - C. **Regular Meeting**
 - D. **Regular Meeting**
 - E. **Snoqualmie Valley Government Association meeting**
10. AGENDA ITEMS FOR NEXT MEETING
11. ADJOURN

December 3, 2025 at 5:15 pm
December 16
January 7, 2026 at 5:00 pm
January 21, 2026 at 5:00 pm
January 28, 2026 at 6:30/7 pm

**AGENDA ITEM NO 6A
Consent Agenda**

To: Board of Commissioners
From: Melissa Pasley, Administrative Support Specialist
Date: December 3, 2025
Subject: November 19, 2025 Action Minutes

5:00 PM – CALLED MEETING TO ORDER

Commissioners Attending: Joselyn, Kelly, Noonan & Raisio

Excused Absence: Commissioner Noble

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** Kelly **SECONDED**

PUBLIC COMMENT: none

PUBLIC HEARING - 2026 Budget

Joselyn opened the hearing at 5:01 pm and called for comment three times. No comment was brought forth. The hearing closed at 5:02 pm.

CONSENT AGENDA

APPROVED AS PRESENTED 4-0

Minutes: November 5, 2025 regular meeting

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

Blanket Vouchers: #875 & #876

Kelly **MOTIONED** Noonan **SECONDED**

NEW BUSINESS

Acceptance of SVT to Edgewick Bridge Repair Project as Complete

Discussion: timeline, grant

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

APPROVED AS PRESENTED 4-0

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

Noonan **MOTIONED** Raisio **SECONDED**

APPROVED AS PRESENTED 4-0

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

Discussion: negotiation timeline
Raisio **MOTIONED** Noonan **SECONDED**
APPROVED AS PRESENTED 4-0

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

Discussion: unknown pipe discovery
Raisio **MOTIONED** Kelly **SECONDED**
APPROVED AS PRESENTED 4-0

Approve Resolution 2025-06. Adopting 2026 District Budget

Discussion: no line item changes have been made since the last meeting
Noonan **MOTIONED** Raisio **SECONDED**
APPROVED AS PRESENTED 4-0

Approve Resolution 2025-07. Authorizing the 2026 Property Tax Levy Increase

Discussion: percentage increase of 0.78298% from the previous year
Raisio **MOTIONED** Noonan **SECONDED**
APPROVED AS PRESENTED 4-0

COMMITTEE AND STAFF REPORTS

Recreation: no comments were made

Operations: capital projects, vandalism, winterization nearing completion

MEETING ANNOUNCEMENTS AND REMINDERS

Snoqualmie Valley Government Association Meeting

November 19, 2025 at 6:30/7 pm

Regular Meeting

December 3, 2025 at 5:00 pm

Board Holiday Gathering

December 3, 2025 at 5:15 pm

Regular Meeting

December 16 CANCELLED

AGENDA ITEMS FOR FUTURE MEETING: swearing in newly elected board member

5:56 PM – ADJOURNMENT

Raisio **MOTIONED** Noonan **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: December 3, 2025
Subject: Payroll

November 1-15, 2025 Payroll:

\$68,169.97 payroll (Direct Deposit); \$19,994.52 payroll taxes; \$8,514.80 PERS retirement; \$142.36 life insurance; \$286.31 LTD; \$2,415.67 ICMA 457; \$370.02 HRA-VEBA

AGENDA ITEM NO 6C & 6D
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: December 3, 2025
Subject: Blanket Voucher & Electronic Payments

Blanket Voucher No. 877

in the amount of \$165,520.58. Checks are scheduled to arrive on 11/26/25 and will be distributed. Please note that this voucher includes a \$97,464.38 construction progress payment on the trail extension and maintenance shop project as well as a \$25,000 transfer to the City of North Bend for the Meadowbrook prairie loop project.

Electronic Payments

- Copier (11/01 to 11/30). \$824.29
- Credit cards. Total of \$9,793.28

AGENDA ITEM NO 6I
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: December 3, 2025
Subject: Approve MissionSquare 457(b) Retirement Plan Changes

Summary of Item:

The District approved the creation of a 457(b) Supplemental Retirement Plan in 2008 to allow District employees to save additional pre-tax dollars beyond their participation in the State PERS Retirement System. Participation in the plan is voluntary and is fully funded with employee payroll contributions.

Staff would like to add Roth Contributions as an option to the plan which would allow for post-tax contributions (tax-free withdrawals in retirement). MissionSquare Retirement requires approval from the Commission to make changes to the plan. The change is administrative only and does not result in any expense to the District.

Staff Recommendation:

Staff recommends approving as presented.

AGENDA ITEM NO 6J
Consent Agenda

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: December 3, 2025

Subject: October 2025 Finance Report Summary

Fund and Cash Balances:

- October 2025 closed with \$3,092,926.42 in the General Fund; \$278,431.08 in the Revenue Stabilization Fund; \$36,737.05 in the Equipment Fund; \$32,884.99 in the Park Fund; \$1,097,974.84 in the Debt Service Fund; \$4,683.17 in the Si View Interior Debt Service Fund; \$2,477,318.24 in the Capital Projects Fund; \$.92 in the 2018 Bond Capital Projects Fund and \$2,166.18 in the Gift Card Fund.
- Actual cash balance of \$7,023,122.89 in the King County Account.

Revenue vs. Expense:

- The general fund (excluding the effects of beginning and ending fund balances) is 89.3% of budgeted revenue and 70.6% of budgeted expense for the year. (Compared with 83% of the budget year).
- The overall net increase (year-to-date) to beginning fund balance is \$768,453.40.

Revenue Commentary:

- Property taxes received for the month were \$990,170.44 (General Fund) and \$445,975.39 (Si View/Tollgate Debt Service Fund).
- Total program and rental revenue for October was \$189,527.06.
- Programs exceeding budget include Community Center Activity Fees (148.8%), Special Events (105.8%), Athletics (89.0%), Health and Wellness (87.9%), Community (144.0%) and Youth Sports (94.9%).
- Rental activity exceeding budget includes Meadowbrook (96.5%), Tollgate Park (109.0%), Torguson Park (150.1%) and South Fork Landing (98.7%).

Expense Commentary:

- (511) Commissioner Fees (98.6%). Includes some 2024 commissioner fees.
- (514) Miscellaneous – Dues/Fees (122.6%). \$429.00 vs \$350.00 budget.
- (518) General Government – Operating Supplies (81.7%). Includes general office supplies, annual tax forms and office water and cooler rental.
- (518) Professional Services – Computer Network Support (91.7%). Running over due to timing of payments and replacement for lost check.
- (518) Communications – Internet (97.3%). 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 – Water/Sewer/Storm/Flood (91.6%). Over due to higher summer usage.
- (518) Public Utility Services – Electric (88.7%). Over due to higher usage.
- (518) Public Utility Services – Natural Gas – Meadowbrook (155.1%). Over due to higher usage.
- (518) Maintenance- District Vehicles (84.4%). Ongoing vehicle maintenance.

- (518) Security Monitoring – Meadowbrook (111.0%). Over due to price increase on annual contract.
- (594) Computer Hardware and Software (83.9%). September included annual renewal of Microsoft software licenses.
- (519) Miscellaneous Dues and Fees (112.7%). 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 (101.1%). Running over due to increased transaction volume.
- (519) Ad Valorem Refunds (124.7%). Trending over due to higher taxpayer refunds.
- (519) King County – Cash Management Fee (84.1%). Over due to higher balances.
- (558) Comp Plan Amendments/Updates (88.2%). Over due to timing of project payments.
- (574) Salaries & Wages – Seasonal – Youth (96.7%). Over due to seasonal summer camp staff usage.
- (574) Salaries & Wages – Seasonal – Special Events (88.0%). Over due to seasonal staff usage for the farmers’ market.
- (574) Salaries & Wages – Seasonal – Community (134.0%). \$2,833.05 vs. \$2,114.60 budget. Includes seasonal staff for community programming.
- (574) Benefits – Youth (127.4%). Over due to DRS employee pension contributions.
- (574) Benefits – Community (93.8%). \$488.50 vs. \$521.01 budget.
- (574) Fuel – Transportation (179.3%). Includes gas usage for summer camp vans.
- (574) Small Tools & Equipment – Special Events (143.0%). \$3,431.38 vs. \$2,400.00 budget. Includes farmer’s market and other event equipment.
- (574) Professional Services – Special Events (83.7%). Includes summer concert performers.
- (574) Professional Services – Athletics (88.2%). Includes instructor payments for summer sports programs and referees/umpires.
- (574) Professional Services – Community (119.9%). Includes instructor payments for community programs.
- (574) Professional Services – Youth Sports (95.3%). Includes instructor payments for summer sports camps.
- (574) Advertising – Youth (86.5%). Over due to additional advertising.
- (574) Advertising – Special Events (91.1%). Over due to seasonal ad placements.
- (574) Rentals – Youth (117.4%). Includes facility usage for school district enrichment programs.
- (574) Rentals – Youth Sports (95.3%). Includes revenue share payments for sports programs held at SVSD facilities.
- (574) Other – Youth (123.8%). Includes entertainer and field trip expenses for youth programs.
- (574) Other – Special Events (154.5%). Includes SNAP/EBT reimbursements for farmer’s market vendors.
- (575) Salaries & Wages – Seasonal – Si View (114.7%). Over due to rental activity and community center coverage.
- (575) Salaries & Wages – Seasonal – Meadowbrook (90.6%). Over due to increased rental activity.
- (575) Benefits – Seasonal – Si View (138.8%). 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 (117.1%). Includes general maintenance expenses for the community center and other campus buildings.
- (575) Repairs & Maintenance – Facilities – Meadowbrook (132.9%). Includes purchase of roof snow guards and replacement/installation doors.
- (575) Other – Meadowbrook (91.2%). Includes Meadowbrook cleaning service.
- (576) Salaries & Wages – Seasonal – Aquatics (99.9%). Over due to increased staff usage.
- (576) Benefits – Seasonal – Aquatics (134.7%). Over due to DRS employee pension contributions and increased staff usage.

- (576) Operating Supplies – Aquatics (98.6%). Includes general supply purchases.
- (576) Operating Small Tools & Equipment (172.1%). Includes purchase of ADA handrail and swim platforms.
- (576) Travel (223.9%). Includes AOAP conference and WSIT training travel.
- (576) Repairs & Maintenance – Pool (96.9%). Over due to maintenance closure expenses.
- (576) Miscellaneous Dues/Fees (82.2%). Includes Red Cross certification fees.
- (576) Salaries & Wages – Seasonal – Parks (99.7%). Includes summer seasonal staff wages.
- (576) Salaries & Wages – Seasonal – Parks (92.6%). Includes summer seasonal staff benefits.
- (576) Operating Supplies – Parks (125.1%). Includes general park maintenance supplies attributed to Si View.
- (576) Operating Supplies – Tollgate (169.7%). Includes janitorial supplies and general park maintenance supplies.
- (576) Operating Supplies – Torguson (101.1%). Includes janitorial supplies and general park maintenance supplies.
- (576) Park Maintenance Fuel (89.2%). Includes fuel for maintenance vehicles and equipment.
- (576) Small Tools & Equipment – Si View (137.0%). Includes maintenance equipment purchases.
- (576) Small Tools & Equipment – South Fork Landing (104.9%). \$776.29 vs. \$740.00 budget.
- (576) Repairs & Maintenance – Si View (109.4%). Includes ongoing maintenance as well as mirror replacement in the social room.
- (576) Repairs & Maintenance – Tollgate (134.8%). Includes park and equipment maintenance.
- (576) Repairs & Maintenance – Torguson (193.1%). Includes park and equipment maintenance.
- (576) Repairs & Maintenance – South Fork Landing (407.6%). Included general maintenance and replacement of hot water heater.
- (576) Repairs & Maintenance – Meadowbrook (140.8%). Includes park and equipment maintenance.