

# Regular Meeting

**5:00 PM, January 21, 2026**

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

**Teams Meeting Information:** Meeting ID: 269 395 814 717 07 | Passcode: eo2zr9mj



**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 - **Introduction of New Hire Josiah Stoddard (Verhei)**
6. CONSENT AGENDA
  - A. **Minutes:** January 7, 2026 regular meeting
  - B. **January 1-15, 2026 Payroll:** \$65,209.39 payroll (Direct Deposit); \$19,650.47 payroll taxes; \$8,679.83 PERS retirement; \$142.36 life insurance; \$285.93 LTD; \$2,648.16 ICMA 457; \$423.30 HRA-VEBA
  - C. **Blanket Vouchers:** #881 & #882
  - D. **Electronic Payment:** \$10,770.33
  - E. **December Recreation Report**
7. NEW BUSINESS
  - A. **Approve Proposal from Pivotal Construction for COP #6 Admin Building Temporary Power in the Amount of \$28,247.15**
  - B. **Accept Bid for Torguson Park Batting Cages from Reaper Construction Inc. in the Amount of \$177,000.00**
  - C. **Approve Proposal from Kassel & Associates for COP #6 Maintenance Shop, Over Excavation, Import and Place Structural Fill Per Geotech Requirements in the Amount of \$84,727.00**
  - D. **Resolution 2026-01. A Resolution of the Si View Metropolitan Park District Naming the Newly Acquired Park "Riders Park"**
8. OLD BUSINESS - none
9. COMMITTEE AND STAFF REPORTS
  - A. **Recreation** (January Report)
  - B. **Finance**
  - C. **Operations**
10. MEETING ANNOUNCEMENTS AND REMINDERS
  - A. **Snoqualmie Valley Government Association meeting**
  - B. **Park Planning Open House (community center)**
  - C. **Regular Meeting**
  - D. **Regular Meeting**

**January 28, 2026 at 6:30/7 pm**  
**January 29, 2026 at 6:30 – 8 pm**  
**February 4, 2026 at 5:00 pm**  
**February 18, 2026 at 5:00 pm**
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:** January 21, 2026  
**Subject:** January 7, 2026 Action Minutes

**5:03 PM – CALLED MEETING TO ORDER**

**Commissioners Attending:** Kelly, Leen, Noonan, Raisio & Swade  
**Staff Attending:** Travis Stombaugh Executive Director, Kyle Braun Operations Manager, Minna Rudd Recreation Manager and Melissa Pasley Administrative Support Specialist

**APPROVAL OF AGENDA**

**APPROVED AS AMENDED 5-0**

**Discussion:** Leen requested Tabling item 6C, Accepting Bid for Torguson Batting Cages. Pasley noted date correction new business 6A.

Leen **MOTIONED** Raisio **SECONDED**

**PUBLIC COMMENT:** none

**CONSENT AGENDA**

**APPROVED AS PRESENTED 5-0**

**Minutes:** December 3, 2025 regular meeting

**November 16-30, 2025 Payroll:** \$69,711.64 payroll (Direct Deposit); \$20,497.13 payroll taxes; \$8,865.60 PERS retirement; \$142.54 life insurance; \$286.03 LTD; \$2,485.67 ICMA 457; \$423.34 HRA-VEBA

**December 1-15, 2025 Payroll:** \$66,470.75 payroll (Direct Deposit); \$18,751.03 payroll taxes; \$8,554.01 PERS retirement; \$142.36 life insurance; \$285.93 LTD; \$2,485.67 ICMA 457; \$3,310.50 HRA-VEBA

**December 16-31, 2025 Payroll:** \$61,791.23 payroll (Direct Deposit); \$18,460.78 payroll taxes; \$8,299.23 PERS retirement; \$142.54 life insurance; \$286.03 LTD; \$2,485.67 ICMA 457; \$423.34 HRA-VEBA

**Blanket Vouchers:** #878, #879 & #880

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

**NEW BUSINESS**

**Appoint a New President, Clerk of the Board and Select Committee Assignments for 2026 Calendar Year**

Leen **MOTIONED to Appoint Kelly as President** Raisio **SECONDED**

**APPROVED AS PRESENTED 5-0**

Leen **MOTIONED to Appoint Raisio as Clerk** Kelly **SECONDED**

**APPROVED AS PRESENTED 5-0**

**Administrative Committee:** Kelly & Raisio  
**Program and Operations Committees:** Ad Hoc

**Approve Proposal from Helix Design Group for Additional Construction Administration Services for the Si View Admin Building in the amount of \$15,615**

**Discussion:** additional services for site visits covering the construction completion extension through December 2025.

Leen **MOTIONED** Raisio **SECONDED**

**APPROVED AS PRESENTED 5-0**

**TABLED** - Accept Bid for Torguson Park Batting Cages from Reaper Construction Inc. in the Amount of \$193,107.00

**COMMITTEE AND STAFF REPORTS**

**Director's:** topics included naming newest acquired park and 2026 board retreat.

**MEETING ANNOUNCEMENTS AND REMINDERS**

<b>Regular Meeting</b>	<b>January 21, 2026 at 5:00 pm</b>
<b>Snoqualmie Valley Government Association meeting</b>	<b>January 28, 2026 at 6:30/7 pm</b>
<b>Regular Meeting</b>	<b>February 4, 2026 at 5:00 pm</b>
<b>Regular Meeting</b>	<b>February 18, 2026 at 5:00 pm</b>

**AGENDA ITEMS FOR FUTURE MEETING:** naming newest park

**5:40 PM – ADJOURNMENT**

Raisio **MOTIONED** Leen **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:** January 21, 2026  
**Subject:** Payroll

**January 1-15, 2026 Payroll:**

\$65,209.39 payroll (Direct Deposit); \$19,650.47 payroll taxes; \$8,679.83 PERS retirement; \$142.36 life insurance; \$285.93 LTD; \$2,648.16 ICMA 457; \$423.30 HRA-VEBA

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

**To:** Board of Commissioners  
**From:** Scott Loos, Finance & HR Manager  
**Date:** January 21, 2026  
**Subject:** Blanket Vouchers & Electronic Payment

**Blanket Voucher No. 881**

in the amount of \$83,587.64 for your review. The check is scheduled to arrive on 01/16/26 will be distributed. Please note that this is payment for the PSE electrical facilities connection for the Si View Admin Building project.

**Blanket Voucher No. 882**

in the amount of \$307,974.46 for your review. Checks are scheduled to arrive and be distributed on 01/22/26. Please note that this voucher includes: \$111,340.00 for 2026 AWC RMSA annual risk assessment; and \$145,193.99 construction progress payment on the trail extension and maintenance shop project.

**Electronic Payment**

- credit card accounts in the amount of \$10,770.33

**AGENDA ITEM NO 6E**  
**Consent Agenda**

**To:** Board of Commissioners  
**From:** Minna Rudd, Recreation Manager  
**Date:** January 21, 2026  
**Subject:** December Recreation Team Report – prepared 12/5/2025

**Program Enrollment**

- **Fall Session (as of Dec 1):**
  - **Land-Based Programs:** 3,472 enrollments by 2,040 individuals across 310 activities. 65% of registrations are from district residents.
  - **Aquatics:** 1,558 enrollments by 733 individuals. 61% of registrations are from district residents.
- **Winter Registration:**
  - **Land-Based Programs:** Opens December 5. 312 activity options are available for the January–April session.
  - **Aquatics:** Opens December 12.

**Staffing Update**

- The **Recreation Coordinator – Sports and Special Interest** position is currently open. The Recreation Supervisor is covering essential duties until the position is filled.

**Family Programs** (Parent-Child, Indoor Playground)

- **Indoor Playground** averaged 39 visitors per day in November, compared to 40 last year. Most participants are opting for daily drop-in rather than monthly enrollment. A registration change to better support this trend will take effect in January.

**Youth Programs** (School Care, Enrichment, Camps, Teens)

- **Winter Enrichment Classes** will be offered at NBE and OES. FCE classes are on hold due to space limitations. Since the guide was printed, Spanish at NBE and Drama at OES have been added.
- **School Care Enrollment** remains stable. Monthly after-care openings are available at FCE and NBE; daily care openings are available at FCE and OES.
- **Teen Nights** averaged 23 participants per event this fall. NERF War and Swimming were the most popular. No events are scheduled for December.
- **Youth Council** is planning a charity bingo event at the library. October’s SOCKtober drive collected 295 pairs of socks for Reclaim!
- **Teen Super Sitters** saw increased interest, with 17 students participating, up 6 from last year.

**Community Programs** (Special Interest, Cultural Arts, Specialized Recreation)

- **Specialized Recreation** had 13 participants complete a fun fall season. Enrollment remains at capacity. The **Special Peoples Holiday Cruise** will take place again this year, though attendance will be smaller due to a scheduling conflict with another event.

### Outdoor Programs (Hiking, Biking)

- The **first season of adult field trips** was canceled due to low enrollment. This program replaced adult hikes, which also struggled. A new selection of activities will be offered in the winter session.

### Athletics (Youth & Adult Sports, Open Gym)

- Reporting will resume once the coordinator position is filled.

### Adult Programs (Health & Wellness, Special Interest, Dance)

- Reporting will resume once the coordinator position is filled.

### Events

- **November Family Fun Night** featured entertainer Alex Zerbe with a comedy show.
  - 2025 Attendance:
    - Online registrations: 190
    - Actual event day attendance: 120
  - This follows a similar trend to November 2024, when the Magic Show featuring *Zero and Somebuddy* had 226 online registrations and 125 actual event day attendees.
  - Alex Zerbe's performance fee was \$800, exceeding the budgeted amount of \$400. The overage was covered using surplus income from 2025 sponsorships that exceeded budget expectations for the Farmers Market and Summer Concerts.

### Aquatics (Swim lessons, water safety programs)

- **Session H** is typically the slowest due to holidays and school events.
- **Session A** registration opens December 12 at 7:00 AM for residents and 12:00 PM for non-residents.
- **Special Needs Students** receive priority for private lesson registration, regardless of residency.
- A **survey** is being developed for homeschool families to assess preferred times for swim lessons and public swim.
- **Intro to Swim Class** (ages 5½–14) is designed for students with fear or discomfort in water. Enrollment is low for Session H but stronger in Sessions F and G. The class will be re-evaluated during the winter session.
- **Staffing:** 5 new staff are in training for swim instruction and lifeguarding.
- **Facility Schedule Updates:**
  - **Dec 22 – Jan 4:** Special holiday schedule
  - **Jan 5:** Winter schedule begins
  - **Feb 15 – Feb 22:** Pool closed for annual maintenance

### Facility Rentals

Facility	Category	Nov 2024	Nov 2025
<b>Meadowbrook</b>	Private Rentals	6	4
	Si View Classes	19	16
	Si View Camps	0	0
	Partner Use	3	2
	Education Programs	2	1
<b>South Fork Landing</b>	Private Rentals	1	1
	League Rentals	2	2
	Si View Camps	0	0
<b>Picnic Shelters</b>	Private Rentals	2	2
<b>Pool</b>	Private Rentals	7	8

<b>Community Center</b> Private Rentals	27	22
<b>Tollgate Farmhouse</b> Private Rentals	3	4

#### **Leases Expiring in 2026**

- **Tennant Trailhead Park:** Kiosk – through 2026
- **Tollgate Farm Park:** Kitchen Garden – through 2025; Farmstand – through March 2026; CSA Space – through March 2026
- **South Fork Landing Park:** ProShop – through September 2026; General Store – through February 2026; Parking Area – through March 2026

**AGENDA ITEM NO 7A**  
**New Business**

**To:** Board of Commissioners

**From:** Kyle Braun, Operations Manager

**Date:** January 21, 2026

**Subject:** Approve Proposal from Pivotal Construction for COP #6 Admin Building Temporary Power in the Amount of \$28,247.15

**Summary of Item:**

See attached proposal from Pivotal Construction.

The admin building was unable to obtain temporary construction power in a way that met the project schedule or was financially feasible. For context, a viable temporary power connection costs approximately \$30,000, plus ongoing monthly power charges. This change covers temporary power provided through a generator rental and associated fuel, which is the owner's responsibility, per the contract documents.

**Staff Recommendation:**

Staff recommends approving as presented.

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

**To:** Board of Commissioners

**From:** Kyle Braun, Operations Manager

**Date:** January 21, 2026

**Subject:** Accept Bid for Torguson Park Batting Cages from Reaper Construction Inc. in the Amount of \$177,000.00

**Summary of Item:**

See attached bids for the project.

The project was advertised for bid on November 27, 2025, with contractor solicitations issued through the Washington State MRSC Small Works Roster for firms qualified in this scope of work. A total of 45 contractors were contacted. Bids were opened on December 18, 2025, at 2:00 p.m. Five bids were received, and Reaper Construction Inc. submitted the lowest responsible bid in the amount of \$177,000.00.

Project funding is primarily provided by the Snoqualmie Valley Little League, supplemented by a \$25,000 contribution from Si View in lieu of 2025 sports field use fees, and an additional \$75,000 contribution from the City of North Bend.

**Staff Recommendation:**

Staff recommends approving as presented.

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

**To:** Board of Commissioners

**From:** Kyle Braun, Operations Manager

**Date:** January 21, 2026

**Subject:** Approve Proposal from Kassel & Associates for COP #6 Maintenance Shop, Over Excavation, Import and Place Structural Fill Per Geotech Requirements in the Amount of \$84,727.00

**Summary of Item:**

See attached rough order of magnitude (ROM) from Kassel & Associates Inc.

During site excavation, it was discovered that there is a significant amount (~350 CY) of unsuitable topsoil within the building foundation that could not meet compaction requirements for the project. Under the direction from our geotechnical engineer, he advised us to over excavate to suitable subgrade and then place structural fill and compact back to finish subgrade. Unfortunately, this is not uncommon in North Bend and other projects we have done.

The ROM provided is an estimate of what we anticipate is needed, we don't have final numbers until this portion is complete, so we are requesting the estimate amount be approved at this time. Our hope is we will come in under this estimate amount.

**Staff Recommendation:**

Staff recommends approving as presented.

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

**To:** Board of Commissioners

**From:** Travis Stombaugh, Executive Director

**Date:** January 21, 2026

**Subject:** Resolution 2026-01. A Resolution of the Si View Metropolitan Park District Naming the Newly Acquired Park “Riders Park”

**Summary of Item:**

In early 2024 the District began discussions with the Snoqualmie Valley Riding club about receiving the club donating their property to the District to create a new public park. The land was then donated to and accepted by the District in June of 2024.

Staff originally started working with the Snoqualmie Tribe about naming the new park. The idea was initially well received but then stalled out after a few months and then the Tribe no longer showed an interest in participating.

As time went on reference to the new park by staff took on many different names, but slowly over time staff stuck with Riders Park.

Riders Park eludes to the history and character of the facility. The resolution will formally provide a name to the park which is necessary to identify the facility and programming in the future.

**Staff Recommendation:**

Approve and file.

**AGENDA ITEM NO 9A**  
**Staff Report**

**To:** Board of Commissioners  
**From:** Minna Rudd, Recreation Manager  
**Date:** January 21, 2026  
**Subject:** Recreation Team Report January 2025 - *prepared 1/07/26*

**Program Enrollment**

- **Winter Enrollment for January-April programs as of Jan 7:**
  - **Land-Based Programs:** 878 enrollments by 612 individuals across 218 activities. 69% of participants are district residents.
  - **Aquatics:** 548 enrollments (39 waitlisted) by 524 individuals in session A. 66% of participants are district residents.
- **Next Registration for Aquatics:** Session B (priority registration session) – Feb 13 7:00AM for students enrolled in prior session, 12:00PM open enrollment

**Staffing Update**

- The **Recreation Coordinator – Sports and Special Interest** position is currently open. The Recreation Supervisor is covering essential duties until the position is filled.

**Program Highlights**

**Family Programs** (Parent-Child, Indoor Playground)

- **Indoor Playground** restarted on January 5th in the gym. A simplified registration process was introduced, allowing families to select individual dates to attend. On the opening day, we saw 42 children participating with their caregivers.
- **Music, Story & Sensory Play** classes by Erin begin the first week of January. The two January sessions are currently 50% filled, and enrollment will remain open through the first day of class for this parent-child activity.

**Youth Programs** (School Care, Enrichment, Camps, Teens)

- **After-School Enrichment** registration is open for FCE (1 class), NBE (4 classes), and OES (2 classes). Winter offerings are limited due to reduced space availability at FCE.
- **School Care Enrollment** remains steady at 129 overall registrations. We've received a few inquiries recently that may fill the remaining openings at NBE (3 slots available), and FCE (slots available).
- **K-5 Winter Break Camp** operated for 5 days during the school break at Meadowbrook Farm, with an average attendance of 18 students per day. Three dates were canceled due to low enrollment.
- Planned **Teen Activities** this month include a trip to a trampoline park, day of ice skating and a teen night swim.
- **Youth Council** is planning a charity bingo event at the library in February (date TBD).

### **Community Programs** (Special Interest, Cultural Arts, Specialized Recreation)

- **Specialized Recreation** had a three-week mini session in December to keep participants engaged. Winter session starts next week, enrollment is currently at 8, additional signups are anticipated by program start date.
- **Youth Dance**, while still working on building a following, grew 20% in the Fall compared to last year. Eight of the 16 classes offered reached minimum enrollment. In the winter session, new weeklong dance camps are offered during school breaks.

### **Outdoor Programs** (Hiking, Biking)

- **New Skateboarding lessons** successfully launched in late December. Classes are offered on weekends as well as an after-school enrichment class.

### **Adult Programs** (Health & Wellness, Special Interest, Dance)

- **Adult Dance** finished the year strong. Line dancing enrollment nearly doubled in the Fall session compared to last year, the newly introduced Zumba class has built a weekly following, and the Bollywood Fitness class went for the first time in December with 6 students. Zumba instructor also added a workshop for beginners that was well attended.

### **Events**

- **Sponsorship community impact:** In 2025 we hosted a total of 30 events that served 27,451 visitors from all around our community. These events were supported by 8 sponsors, 3 grant programs and 21 in-kind donors, totaling \$20,375 in contributions that helped us create meaningful experiences for thousands of community members and strengthen local partnerships. We are currently soliciting 2026 sponsors.
- **January Family Game Night** theme is Bingo and Board Games. To date, 27 total registrants, estimating 100 attendees for the event on Jan 23<sup>rd</sup>.
- **2026 Farmers Market** vendor applications are now open, 16 vendors have submitted to date, estimating 80 applications by closing date of April 30.

### **Aquatics** (Swim lessons, water safety programs)

- **Session A** registration began December 12. This is one of the 3 open registration periods. Combined enrollment for group and private lessons is currently 548 (39 waitlisted) in 190 classes. In comparison, the same session in 2025 had 562 enrollments in 163 classes.
- **American Red Cross** released program updates in December for the First Aid/CPR/AED program. Staff are updating materials and trainings.
- **Upcoming training courses** include the Water Safety Instructor course February 24-28, and Lifeguard Instructor/Instructor Trainer recertification course February 13.
- **Staffing:** 3 new staff are in training for swim instruction and lifeguarding. 2 new staff have completed their shadow guarding and instructing and will begin instructing and guarding on their own. All 2025 reviews have been completed for part-time staff.
- **Facility schedule updates:**
  - January 19 – pool closed for Martin Luther King Jr Day
  - February 15 – 22 – pool closed for annual maintenance.

## Facility Rentals

Facility	Category	Dec 2024	Dec 2025
<b>Meadowbrook</b>	Private Rentals	4	2
	Si View Classes	20	16
	Si View Camps	6	5
	Partner Use	4	3
	Education Programs	0	0
<b>South Fork Landing</b>	Private Rentals	0	0
	League Rentals	0	0
	Si View Camps	0	0
<b>Picnic Shelters</b>	Private Rentals	0	0
<b>Pool</b>	Private Rentals	11	1
<b>Community Center</b>	Private Rentals	18	10
<b>Tollgate Farmhouse</b>	Private Rentals	0	0

## Current Leases

- **Tennant Trailhead Park:** Kiosk – through 2026
- **Tollgate Farm Park:** Barn – through 2029; Trailer Space – through 2028; Pasture – through 2029; Kitchen Garden – through 2026; Crop Field – through 2030; Farmstand – through March 2026; CSA Space – through March 2026
- **South Fork Landing Park:** ProShop – through September 2026; General Store – through February 2026; Parking Area – through March 2026

**AGENDA ITEM NO 9B**  
**Staff Report**

**To:** Board of Commissioners  
**From:** Scott Loos, Finance & HR Manager  
**Date:** January 21, 2026  
**Subject:** November 2025 Finance Report Summary

Fund and Cash Balances:

- November 2025 closed with \$2,976,636.59 in the General Fund; \$279,268.98 in the Revenue Stabilization Fund; \$36,847.61 in the Equipment Fund; \$32,983.96 in the Park Fund; \$1,143,972.96 in the Debt Service Fund; \$69,966.00 in the Si View Interior Debt Service Fund; \$1,995,406.67 in the Capital Projects Fund; and \$2,222.70 in the Gift Card Fund.
- Actual cash balance of \$6,537,305.47 in the King County Account.

Revenue vs. Expense:

- The general fund (excluding the effects of beginning and ending fund balances) is 94.5% of budgeted revenue and 77.8% of budgeted expense for the year. (Compared with 92% of the budget year).
- The overall net increase (year-to-date) to beginning fund balance is \$652,163.57.

Revenue Commentary:

- Property taxes received for the month were \$98,525.24 (General Fund) and \$43,651.66 (Si View/Tollgate Debt Service Fund).
- Total program and rental revenue for November was \$143,660.49.
- Programs exceeding budget include Community Center Activity Fees (175.1%), Special Events (106.8%), Community (149.4%) and Youth Sports (99.9%).
- Rental activity exceeding budget includes Field (101.2%), Meadowbrook (98.1%), Tollgate Park (119.7%), Torguson Park (186.4%) and South Fork Landing (107.6%).

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) Professional Services – Computer Network Support (100.8%). Running over due to timing of payments and the state charging tax on IT services.
- (518) Communications – Internet (106.5%). 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 (101.0%). Over due to higher summer usage.
- (518) Public Utility Services – Electric (105.3%). Over due to higher usage.
- (518) Public Utility Services – Natural Gas – Meadowbrook (172.5%). Over due to higher usage.
- (518) Maintenance- District Vehicles (93.0%). Ongoing vehicle maintenance.
- (518) Security Monitoring – Meadowbrook (111.0%). Over due to price increase on annual contract.
- (519) Miscellaneous Dues and Fees (117.7%). 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 (110.5%). Running over due to increased transaction volume.
- (519) Ad Valorem Refunds (134.5%). Trending over due to higher taxpayer refunds.
- (519) King County – Cash Management Fee (93.5%). Over due to higher balances.
- (574) Salaries & Wages – Seasonal – Youth (102.9%). Over due to seasonal summer camp staff usage.
- (574) Salaries & Wages – Seasonal – Special Events (92.7%). Over due to seasonal staff usage for the farmers’ market.
- (574) Salaries & Wages – Seasonal – Community (162.6%). \$3,437.68 vs. \$2,114.60 budget. Includes seasonal staff for community programming.
- (574) Benefits – Youth (130.1%). Over due to DRS employee pension contributions.
- (574) Benefits – Community (102.6%). \$534.75 vs. \$521.01 budget.
- (574) Supplies – Special Events (102.6%). Includes supplies for farmer’s market and holiday events.
- (574) Fuel – Transportation (179.3%). Includes gas usage for summer camp vans.
- (574) Small Tools & Equipment – Special Events (128.5%). \$3,083.27 vs. \$2,400.00 budget. Includes farmer’s market and other event equipment.
- (574) Professional Services – Community (130.7%). Includes instructor payments for community bases programs.
- (574) Professional Services – Youth Sports (108.1%). Includes instructor payments for youth sports camps as well as youth basketball referee fees.
- (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 (124.8%). 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 (127.4%). Over due to rental activity and community center coverage.
- (575) Salaries & Wages – Seasonal – Meadowbrook (99.8%). Over due to increased rental activity.
- (575) Benefits – Seasonal – Si View (145.3%). Includes payment of Q4 2024 payroll taxes.
- (575) Small Tools & Equipment – Meadowbrook (133.6%). Includes the purchase of door mats for the interpretive center.
- (575) Repairs & Maintenance – Facilities – Si View (127.8%). 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.
- (576) Salaries & Wages – Seasonal – Aquatics (110.4%). Over due to increased staff usage.
- (576) Benefits – Seasonal – Aquatics (139.8%). Over due to DRS employee pension contributions and increased staff usage.
- (576) Operating Supplies – Aquatics (100.5%). Includes general supply purchases.
- (576) Operating Small Tools & Equipment (173.9%). Includes purchase of ADA handrail and swim platforms.
- (576) Travel (223.9%). Includes AOAP conference and WSIT training travel.
- (576) Repairs & Maintenance – Pool (97.5%). Over due to maintenance closure expenses.
- (576) Salaries & Wages – Seasonal – Parks (104.4%). Includes summer seasonal staff wages.
- (576) Benefits – Seasonal – Parks (95.1%). Includes summer seasonal staff benefits.
- (576) Operating Supplies – Parks (126.3%). Includes general park maintenance supplies attributed to Si View.
- (576) Operating Supplies – Tollgate (173.1%). Includes janitorial supplies and general park maintenance supplies.

- (576) Operating Supplies – Torguson (102.1%). Includes janitorial supplies and general park maintenance supplies.
- (576) Park Maintenance Fuel (96.4%). Includes fuel for maintenance vehicles and equipment.
- (576) Small Tools & Equipment – Si View (139.2%). Includes maintenance equipment purchases.
- (576) Small Tools & Equipment – South Fork Landing (106.1%). \$785.00 vs. \$740.00 budget.
- (576) Repairs & Maintenance – Si View (124.8%). Includes ongoing maintenance as well as mirror replacement in the social room.
- (576) Repairs & Maintenance – Tollgate (136.7%). Includes park and equipment maintenance.
- (576) Repairs & Maintenance – Torguson (198.7%). Includes park and equipment maintenance.
- (576) Repairs & Maintenance – South Fork Landing (410.1%). Included general maintenance and replacement of hot water heater.
- (576) Repairs & Maintenance – Meadowbrook (141.8%). Includes park and equipment maintenance.

**AGENDA ITEM NO 9C**  
**Staff Report**

**To: Board of Commissioners**

**From: Kyle Braun, Operations Manager**

**Date: January 21, 2026**

**Subject: Operations Report**

**Capital Projects**

- **Admin Building** – Construction Contract has been signed with PSE, we will know hopefully this week when that work will be schedule this will then set the remaining schedule for the building final, and project occupancy date. Conservatively, we are hoping by the end of March we will move in. Optimistically the end of February.
- **Maintenance Shop** – Project progressing, site demolition is complete, PSE undergrounding is in progress with conduits being laid last week. Comcast has pulled wire and should be wrapped up with primaries this week. Stormwater structures are being installed. We have encountered a significant amount of unsuitable soil on the site which has resulted in over-excavation and backfill. The aim is to pour footing next week.

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

- Winter shut down for pool is scheduled mid-winter break. We will be doing paint touch up, deep cleaning, and minor repairs to pool interior.
- Zipline woodchips have been replenished. We had some minor repairs on the zipline playground that has been completed.
- The maintenance shop has required construction access for the utility companies, which have damaged some of the turf along the paths, which will be repaired before spring/summer busy season.
- Winter shut down for CC when smoothly, we refinished floors, repainted all rooms, painted permanent pickleball lines, and deep cleaned entire facility.
- We are working on putting our winter task list together for the community center.
- Ongoing fall/winter storm clean-up is underway.

**Tollgate Farm Park**

- Planning for new autolocking doors at North Bend Way restroom buildings.
- Fencing has been repaired from flooding.
- Coordination with City for the future 202 shared use pathway is ongoing. Projected start date is April.
- Farmhouse repainting is scheduled for spring, when weather allows.
- Gravel trails will be repaired and replenished in the next couple of months.
- Cows are moving back in soon.

**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 shutdown went smoothly, we were able to deep clean, paint, and do minor repairs for upcoming busy season.

### **Torguson Park**

- Planning is underway for infield mix installation hopefully this month we will be bringing in 200+ yards of material to all of our fields.
- All restrooms are now closed for winter. Field 6 restrooms will reopen once doors have been replaced and automatic locks are installed.
- We will be installing cameras near Field 6 restroom and areas throughout the park where we have vandalism hot spots.
- Ongoing winter storm clean up.

### **South Fork Landing Park**

- We are planning on the removal of approximately 40 dead trees throughout the property in the next month. Park will be closed for a day and cleanup is expected to take up to two weeks.
- Planning for the South Fork Landing swimming and paddle pond is also underway

### **Riders Park**

- The building received significant damage from the flood, but all things considered the may damage was just drywall, which we have already demoed, and dried out the structure. We plan to have this repaired for the upcoming spring and summer sessions.
- Master planning for the park is underway with the next public meeting/open house scheduled for January 29<sup>th</sup> at 6:30 at the Community Center.

### **Tennant Trailhead Park**

- Ongoing trail clearing and maintenance.
- Parking along Ribary has become a hot spot for derelict RV's. We have been working with the city and SPD to mitigate the issue.
- We have also had some unhouse camping in the parking lot and using the restroom for illicit activities. We are working with SPD to mitigate the ongoing issue.