

# Regular Meeting

## 5:00 PM, May 6, 2026

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

**Teams Meeting Information:** Meeting ID: 275 424 910 412 873 | Passcode: eW2SA2Dw



**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 Recreation Coordinator (Special Events) Maddy Primack**
6. CONSENT AGENDA
  - A. **Minutes:** April 15, 2026 regular meeting
  - B. **April 1-15, 2026 Payroll:** \$71,160.76 payroll (Direct Deposit); \$20,832.68 payroll taxes; \$8,936.18 PERS retirement; \$143.38 life insurance; \$279.42 LTD; \$2,864.16 ICMA 457; \$478.35 HRA-VEBA
  - C. **Blanket Vouchers:** #889
  - D. **Electronic Payment** \$16,003.29
7. NEW BUSINESS - none
8. OLD BUSINESS - none
9. COMMITTEE AND STAFF REPORTS
  - A. **Finance**
  - B. **Directors**
  - C. **Snoqualmie Valley Aquatic Coalition Meeting**
10. MEETING ANNOUNCEMENTS AND REMINDERS
  - A. **Regular Meeting**
  - B. **Snoqualmie Valley Government Association Meeting** (*North Bend*)
  - C. **Tentative Workshop Meeting**

**May 20, 2026 at 5:00 pm**  
**May 27, 2026 at 6:30/7 pm**  
**June 17, 2026, 2 pm-5 pm**
11. AGENDA ITEMS FOR NEXT MEETING
12. ADJOURN

**AGENDA ITEM NO 5A  
Consent Agenda**

**To:** Board of Commissioners  
**From:** Melissa Pasley, Administrative Support Specialist  
**Date:** May 6, 2026  
**Subject:** April 15, 2026 Action Minutes

**5:00 PM – CALLED MEETING TO ORDER**

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

**APPROVAL OF AGENDA**

**APPROVED AS PRESENTED 5-0**

Leen **MOTIONED**

Raisio **SECONDED**

**PUBLIC COMMENT:** none

**CONSENT AGENDA**

**APPROVED AS PRESENTED 5-0**

**Minutes:** April 1, 2026 regular meeting

**March 16-31, 2026 Payroll:** \$73,605.43 payroll (Direct Deposit); \$21,451.53 payroll taxes; \$9,129.86 PERS retirement; \$149.32 life insurance; \$307.48 LTD; \$2,864.16 ICMA 457; \$481.84 HRA-VEBA

**Blanket Vouchers:** #888

Raisio **MOTIONED**

Swade **SECONDED**

**NEW BUSINESS**

**Approve Resolution 2026-02: Recreation and Conservation Office Grant Applicant Authorization for South Fork Landing Development**

**Discussion:** application process and responsible parties.

Raisio **MOTIONED**

Leen **SECONDED**

**APPROVED AS PRESENTED 5-0**

**Approve Proposal from Pivotal Construction for COP #8 Admin Building for Additional Crushed Surface Base Course and Placement in the Amount of \$22,984.72**

**Discussion:** restoring grade to specified subgrade elevation prior to paving.

Raisio **MOTIONED**

Leen **SECONDED**

**APPROVED AS PRESENTED 5-0**

**COMMITTEE AND STAFF REPORTS**

**Recreation:** topics included spring/summer registration, daddy/daughter dance event and programming.  
**Operations:** capital projects, planned meeting with Sheriff, increasing graffiti, disc golf course maintenance. A shoulder mower was very kindly donated by the City of North Bend to the Park District.

MEETING ANNOUNCEMENTS AND REMINDERS

<b>Snoqualmie Valley Aquatic Coalition Meeting</b> <i>(Kelly)</i>	<b>April 29, 2026 from 2:30-4 pm</b>
<b>Regular Meeting</b>	<b>May 6, 2026 at 5:00 pm</b>
<b>Regular Meeting</b>	<b>May 20, 2026 at 5:00 pm</b>
<b>Snoqualmie Valley Government Association Meeting</b> <i>(North Bend)</i>	<b>May 27, 2026 at 6:30/7 pm</b>
<b>Tentative Workshop Meeting</b>	<b>June 17, 2026, 2 pm-5 pm</b>

**AGENDA ITEMS FOR FUTURE MEETING:** none mentioned

**6:04 PM – ADJOURNMENT**

**APPROVED AS PRESENTED 5-0**

*Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist*

**AGENDA ITEM NO 5B**  
**Consent Agenda**

**To:** Board of Commissioners  
**From:** Scott Loos, Finance & HR Manager  
**Date:** May 6, 2026  
**Subject:** Payroll

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

\$71,160.76 payroll (Direct Deposit); \$20,832.68 payroll taxes; \$8,936.18 PERS retirement; \$143.38 life insurance; \$279.42 LTD; \$2,864.16 ICMA 457; \$478.35 HRA-VEBA

**AGENDA ITEM NO 5C & 5D**  
**Consent Agenda**

**To: Board of Commissioners**

**From: Scott Loos, Finance & HR Manager**

**Date: May 6, 2026**

**Subject: Blanket Voucher & Electronic Payment**

**Blanket Voucher No. 889**

in the amount of \$76,339.43. Checks are scheduled to arrive on 04/29/26 and will be distributed.

**Electronic Payment**

Credit Card Account \$16,003.29.

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

**To:** Board of Commissioners

**From:** Scott Loos, Finance & HR Manager

**Date:** May 6, 2026

**Subject:** March 2026 Finance Report Summary

Fund and Cash Balances:

- March 2026 closed with \$1,735,521.58 in the General Fund; \$283,061.01 in the Revenue Stabilization Fund; \$37,417.56 in the Equipment Fund; \$31,709.21 in the Park Fund; \$382,954.39 in the Debt Service Fund; \$40.53 in the Si View Interior Debt Service Fund; \$1,037,688.78 in the Capital Projects Fund (300); \$8.46 in the Capital Projects Fund (301); and \$2,252.87 in the Gift Card Fund.
- Actual cash balance of \$3,510,654.39 in the King County Account.

Revenue vs. Expense:

- The general fund (excluding the effects of beginning and ending fund balances) is at 10.8% of budgeted revenue and 21.6% of budgeted expense for the year. (Compared with 25% of the budget year).
- The overall net decrease (year-to-date) to beginning fund balance is (\$605,827.25). The deficit will continue to increase until the spring tax collection.

Revenue Commentary:

- Property taxes received for the month were \$81,043.55 (General Fund) and \$34,581.56 (Si View/Tollgate Debt Service Fund).
- Total program and rental revenue for March was \$134,786.43.
- Programs exceeding budget include Community Center Activity Fees (33.8%), Cultural Arts (25.5%) and Health and Wellness (27.8%).
- Rental activity exceeding budget include Community Center (30.7%), and Tennant Trailhead Park (82.0%).

Expense Commentary:

- (511) Commissioner's Fees (26.2%). Includes December payments.
- (511) Miscellaneous (58.2%). \$348.95 vs. \$600.00 budget. Includes December commission meeting expense.
- (511) Election Costs (85.3%). Includes fall 2025 election expense.
- (513) Training – Tuition (39.6%). \$435.69 vs. \$1,100.00 budget.
- (514) Miscellaneous – Dues/Fees (85.4%). \$299.00 vs. \$350.00 budget.
- (514) State Audit (27.8%). Include 2024 audit fees.
- (518) General Government – Operating Supplies (41.0%). Includes general office supplies.
- (518) Excise Taxes (27.1%). Includes Q4 2025 B&O and leasehold excise taxes.
- (518) Professional Services – Computer Network Support (27.3%). Payments now include sales tax.
- (518) Communications – Postage (33.9%). Includes mailing of recreation guides.
- (518) Communications – Telephone (33.1%). Includes desk and cell phones.
- (518) Communications – Internet – Meadowbrook (33.0%). Over due to timing of payments.

- (518) Insurance – General Liability (100.0%). Reflects full payment of 2026 AWC RMSA insurance assessment.
- (518) Public Utility Services – Water/Sewer/Storm/Flood (31.3%). Running over due to rate increase.
- (518) Public Utility Services – Electric (40.5%). Over due to seasonal usage.
- (518) Public Utility Services – Natural Gas (33.5%). Over due to seasonal usage.
- (518) Public Utility Services – Water – South Fork (31.4%). Over due to usage and rate increase.
- (518) Public Utility Services – Natural Gas – Meadowbrook (28.2%). Over due to seasonal usage.
- (518) Public Utility Services – Water/Sewer/Storm/Flood – Meadowbrook (29.7%). Over due to usage and rate increase.
- (518) Security Monitoring (57.8%). Includes alarm and fire monitoring system at the new admin building.
- (594) Computer Hardware & Software (45.9%). Includes 2026 contract renewal of Springbrook software and monthly fees for DASH registration and NOVAtime software.
- (519) Miscellaneous Dues and Fees (55.0%). Includes payment of 2026 AWC membership assessments, NRPA agency dues and background check fees. Also includes King County SWM and Noxious Weed charges.
- (519) Credit Card Fees (27.4%). Over due to transaction volume.
- (558) Contract Services – Planner/Comprehensive Plan (97.1%). Reflects ongoing billings for Riders Park.
- (558) Research (89.7%). Over due to timing of payments.
- (574) Salaries & Wages – Seasonal – Community (32.5%). Includes seasonal staff support for community programming.
- (574) Benefits – Community (40.3%). \$211.21 vs. \$523.90 budget.
- (574) Professional Services – Cultural Arts (27.8%). Includes youth dance and art programs.
- (574) Advertising – Youth (27.2%), Special Events (79.5%), Health and Wellness (82.1%), Community (25.3%), and Outdoor (43.5%) over due to annual pre-payment of online advertising.
- (574) Rentals – Youth (40.8%). Includes revenue share payments for programs held in SVSD facilities.
- (574) Other – Special Events (21.5%). Includes farmer’s market conference fees.
- (575) Salaries & Wages – Seasonal – Si View (35.5%). Includes building supervisor staff for rental activity.
- (575) Benefits – Seasonal – Si View (36.1%). Includes payment of Q4 2025 payroll taxes.
- (575) Supplies – Si View (25.0%). Includes maintenance and janitorial supplies.
- (575) Professional Services – South Fork Maintenance (33.3%). Over due to timing of payments.
- (575) Repairs & Maintenance – Facilities – Si View (49.3%). Includes annual fire system inspection.
- (575) Repairs & Maintenance – Facilities – Meadowbrook (37.0%). Includes interpretive center maintenance supplies.
- (575) Repairs & Maintenance – Facilities – Riders Park (28.1%). Includes maintenance supplies.
- (576) Benefits – Seasonal – Aquatics (22.9%). Includes payment of Q4 2025 payroll taxes.
- (576) Operating Supplies – Aquatics (31.2%). Includes program supplies.
- (576) Operating Small Tools & Equipment – Aquatics (33.1%). Includes program small tools.
- (576) Travel (68.0%). Includes travel expense to AOAP conference.
- (576) Advertising – Aquatics (65.3%). Includes pre-payment of online advertising.
- (576) Training - Tuition (66.9%). Includes AOAP conference and WRPA conference fees.
- (576) Operating Supplies – Tennant Trailhead Park (31.3%). Includes janitorial supplies.
- (576) Small Tools & Equipment – Tollgate (276.3%). Includes purchase of picnic tables which will be reimbursed by the city.
- (576) Small Tools & Equipment – Torguson (37.4%). \$1,046.80 vs. \$2,800.00 budget.
- (576) Small Tools & Equipment – South Fork Landing (48.0%). \$1,103.89 vs. \$2,300.00 budget.
- (576) Small Tools & Equipment – Tennant Trailhead (79.4%). \$555.45 vs. \$700.00 budget.

- (576) Small Tools & Equipment – Riders Park (44.1%). \$485.13 vs. \$1,100 budget.
- (576) Professional Services – Grounds Maintenance (62.5%). Includes tree removal at SFL.
- (576) Repairs & Maintenance – South Fork Landing (84.0%). Includes general maintenance.
- (576) Repairs & Maintenance – Riders Park (50.1%). Included general maintenance.