



PARKS & PUBLIC WORKS COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES SEPTEMBER 16, 2025

This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.

CALL TO ORDER – CM Cotton called the meeting to order at 5:02 pm.

Committee Members: Councilmembers Bryan Holloway and Catherine Cotton were present. It was moved by CM Holloway to excuse CM Benson, which passed unanimously.

City Staff:

Mike Chambless, City Administrator; Dena Burke, City Attorney; Phil Bennett, Deputy Parks & Public Works Director; Drew Bouta, Finance Director; Deana Dean, City Clerk; Dylan Gamble, CIP Manager; Don Harris, Fleet and Facilities Superintendent; Andrew Vining, Project Engineer; Janna Walker, Budget Manager; Jen Hughes, Deputy Finance Director; and Jimmie Betts, IT Support.

AGENDA APPROVAL – The agenda was approved as amended adding a standing discussion item on the BP Pump Station progress.

PUBLIC COMMENTS – There were no public comments.

MINUTES

1. The minutes dated September 3, 2025, were approved as presented.

AGENDA BILLS

2. **AB25-082:** Purchase of three (3) new vehicles for Water & Stormwater Divisions. Introduction by Deputy Parks & Public Works Director Phil Bennett. Committee questions followed. Additional information provided by CIP Manager Dylan Gamble. This item is approved to move forward at the September 22, 2025, City Council meeting on the consent agenda.
3. **AB25-085:** Kimball Creek Lift Station Change Order and Project Update. Introduction and presentation by Project Engineer Andrew Vining.

CM Benson appeared at 5:13 pm.

Topics covered include WRF Phase 3 schedule updates, design criteria, construction – mechanical & bypass pumping, construction – electrical, and new improvements. Committee questions and comments followed. This item is approved to move forward at the September 22, 2025, City Council meeting on the non-consent agenda.

DISCUSSION

4. **ADD ON:** BP Pump Station Update provided by Finance Director Drew Bouta and Project Engineer Andrew Vining. Deposit has been received, and the contract has been executed. Committee questions followed.

5. Director Reports. Deputy Parks & Public Works Director Phil Bennett provided an update on staffing which included the hiring of an Administrative Specialist and Parks Superintendent. They are currently recruiting for the Parks Lead. In-house project updates included Snoqualmie Parkway walking trail, and fixing of Snoqualmie Falls 2 and 3 on Ridge Street. Update on Reclaimed Water Reservoir on Ridge Street provided by Project Engineer Andrew Vining.

Green Snoqualmie Day is Saturday October 4, 2025.

City Administrator Chambless spoke to delinquent utility notices being sent out due to the utility billing payment processor transition in May 2025. Finance Director Drew Bouta provided additional information.

ADJOURNMENT - The meeting was adjourned at 5:45 pm.

Minutes prepared by Deana Dean, City Clerk.

Recorded meeting audio is available on the city website after the meeting.

Minutes approved at the October 7, 2025, Parks & Public Works Committee Meeting.