

# Finance Committee Meeting Minutes

## Valley Regional Fire Authority



Meeting Date: April 8, 2025  
Time: 5:00 p.m.  
Location: 1101 D St NE, Auburn, WA 98002

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### I. CALL TO ORDER, 5:00 P.M., Hybrid @ VRFA Station 31 and Zoom:

Chair Osborn called the VRFA Finance Committee Regular Meeting to order at 5:01 p.m.

Members present included Chair Osborn, Member Backus, and Member Garberding.

Staff members present included Deputy Chief Tim Day, Deputy Chief Rick Olson, and Clerk of the Committee ProTem Kaitlin Scott.

### II. AGENDA MODIFICATIONS

There were no agenda modifications.

### III. APPROVAL OF MINUTES

#### A. Minutes

The minutes of March 11, 2025 Regular Meeting were reviewed.

There being no questions or discussion, Member Garberding moved, and Member Backus seconded to approve the Minutes of the March 11, 2025 meeting.

**MOTION CARRIED UNANIMOUSLY 3 - 0**

### IV. CONSENT ITEMS

#### A. Vouchers

##### 1. Claims

Check numbers 212639 through 212705 in the amount of \$842,837.70 and electronic payments in the amount of \$128,805.03 totaling \$971,642.73 dated April 9, 2025.

##### 2. Payroll

Payroll electronic deposit transmissions in the amount of \$2,414,874.19 for the period covering March 1, 2025, to March 31, 2025.

There being no further discussion or questions regarding Claims or Payroll, Member Garberding moved, and Member Backus seconded to approve and move to the full Board, the Claims and Payroll.

**MOTION CARRIED UNANIMOUSLY 3 - 0**

### V. RESOLUTIONS & MOTIONS

#### A. Station 36 Bid Award & Contract

DC Day stated the bid process for Station 36 followed all applicable public works laws and was managed by VRFA staff, legal counsel, and its architectural firm, TCA. Bid documents were released on February 18, 2025, with bids opened on March 25 after pre-bid meetings and four issued addenda. Nine bids were received, and the two lowest bidders submitted required supplemental materials within 48

hours for evaluation. After a thorough review, Swinerton Builders was determined to be the lowest responsible bidder for the project.

There being no questions or discussion, Member Backus moved, and Member Garberding seconded to approve and move to the full Board the recommendation to award the Station 36 contract to the lowest bidder and authorize Fire Chief Thompson to execute the contract.

**MOTION CARRIED UNANIMOUSLY 3 - 0**

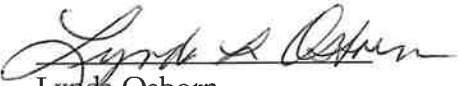
**VI. INFORMATION/DISCUSSION**

There was no information or discussion.

**VII. ADJOURNMENT**

There being no further business for the Committee, the meeting was adjourned at 5:06 p.m.

Dated this 13<sup>th</sup> day of May 2025.

  
Lynda Osborn  
Chair

  
Stefanie Harper  
Clerk of the Board