

# VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS

## MEETING MINUTES

Teleconference and In person, 6:30 pm  
**DATE: Wednesday, November 12, 2025**

Commissioners attending: Sarah George, Bob McMahon, Hans Van Dusen, Josh Henderson and Keith Prior  
 Commissioner(s) not in attendance:  
 Staff attending: Tim Stapleton

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
<b>Call To Order – Review Agenda</b>	Sarah George called the meeting to order at 6:30 and reviewed the agenda. Sarah added a discussion related to the ED review process.	
<b>Public Comment</b>	No public comments.	
<b>Approval of Minutes from October 28, 2025 Meeting and Preliminary Vouchers from October 24 – November 7, 2025</b>	<b>Keith: Move to approve the previous meeting minutes.</b> <b>Bob: Second</b> <b>Pass 5-0</b>	<b>Motion to approve the Meeting Minutes and Accept Vouchers</b> <b>Pass 5-0</b>
<b>Old Business:</b> CIP Draft	Tim reviewed the CIP Draft linked <a href="#">here</a> .  Tim: The BARC project is underway and will be completed in CY 2026. The contractor is underway and we are effectively communicating with the users through social media and onsite signage. Hans: What is the cash commitment? Tim: It is 100% grant funding and the match is supported through volunteers. Hans: Please add the bathroom project at BARC to the CIP. Tim: The pickleball courts are here in case a location/opportunity is identified in 2026. This would be a grant. Moving on to the furnace and insulation at Fisher. The building is not ready for a heater and our staff can make envelope improvements in 2026. That said, we should still apply for a grant. Moving on to the furnace replacement at Ober, that budget number comes from Vashon Heating and Air.	

Josh: There is another provider on the island, Colvos Mechanical. Can you check with them for a quote as well, Tim?  
Tim: Yes.  
Tim: The shade sail is still listed in the CIP but it is expensive.  
Josh: Part of our mission to promote health and wellness, perhaps there is an educational opportunity at Ober related to sunscreen use and hydration.  
Hans: I do not see shade sails as a priority. I'm fine with removing it from the CIP.  
Bob: I can support that.  
The board agreed that it was not a priority and it was removed from the CIP.  
Tim: Bob and I are meeting with Innova and we will have budget numbers for the pool soon. For now, we believe it will be under \$5,000,000. I will know more information in the coming weeks. On QA bathroom renovation, we will make those improvements in 2026. At Point Robinson, I am proposing \$30,000 to paint the lighthouse which will serve as match for the other improvements listed in the CIP. We should be able to make the repairs to the lighthouse to get it reopened in 2026.  
Sarah: Do we have an updated agreement signed with the Coast Guard.  
Tim: We do not. Our old agreement is still in effect. There are areas in which the Coast Guard is requesting additional support from us and I have not dedicated energy towards that until folks at the Coast Guard start engaging with us on everything else.  
Josh: Perhaps this \$30,000 investment in the lighthouse can be used as leverage to bring them to the table.  
Tim: I will do that.  
Tim: On the Tramp Harbor dock, we will be applying for the same suite of grants.  
Hans: On the invasives remediation line, I think that should be combined with the forest management line and titled "Forest Health."  
Sarah: I see, because ultimately whether it is a thinning or an invasives species, both are forest health?  
Tim: I think so and it seems like a good idea to me.  
The board discussed the Vashon Adventure proposal at length and decided to keep it in the CIP for further discussion. It is linked [here](#). The board directed Tim to consider ongoing equipment replacement costs and expand beyond the soft cost P&L he provided.  
Tim: The mower, pickup, and storage boxes all support our staff's current needs in facing aging equipment. Storage is a premium on the island and we are running out of space.  
Josh: Have you looked at hybrid options for the rec truck?  
Tim: Yes, but what we need is a much larger truck bed. With a hybrid, we aren't seeing that.  
Josh: Also, \$40,000 is a lot for a truck. Should we be thinking about used options? And reducing this to something like \$25,000?  
Hans: Sounds good.  
Tim: I think that is a great idea and I will make the changes for the next drafts.  
Hans: Can you also add a contingency of \$100k starting in 2027, then \$50k for 2028 and 2029?  
Tim: Yes.

<p><b>Old Business:</b> 2026 Budget Draft</p>	<p>Tim: We are showing a 1% increase over how we think we are going to end in 2025. That needs corrected on this sheet. The King County levy is estimated to be about \$100,000 and is reflected in the admin budget. On other revenue, I have applied a 5% increase to reflect user fees increasing. Cash flow looks good in this budget – there are the same timing related dips we see each year.</p> <p>Hans: We just created major changes to this with the contingency fund.</p> <p>Tim: Correct, on the next draft I will just show the dip dropping lower and we can discuss the impacts.</p> <p>Hans: Can you add assumptions, particularly the jump in revenue in 2028? Also, can you call the KC levy revenue something that better distinguishes it from the Vashon levy?</p> <p>Tim: Yes.</p> <p>Tim then began a discussion on the expenses. The board decided to table that discussion to make time for a discussion about the ED review processes. Tim and the board discussed the admin and maintenance expenses and identified some semantic changes and textual errors to correct prior to moving to the ED Review Processes.</p>	
<p><b>Old Business:</b> ED Review Process</p>	<p>Sarah: We want to survey more than just the top three of your reports. That will give us a more informed look at your performance.</p> <p>Josh: Would you add the maintenance staff as well?</p> <p>Tim: I work with the maintenance team as often as I do with Derek at the pool.</p> <p>Josh and Tim discussed the technical aspect of sharing the surveys.</p> <p>The board then discussed whether the surveys should be anonymous, non-anonymous, or optional.</p>	
<p><b>Agenda Items for next meeting</b></p>	<p>None were added.</p>	
<p><b>Adjourn</b> <b>8:00 pm</b></p>	<p><b>Josh: Motion to adjourn.</b> <b>Hans: Second.</b> <b>Pass: 5-0</b></p>	<p><b>Motion to adjourn.</b> <b>Pass 5-0</b></p>

Minutes by: Tim Stapleton