

# VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS MEETING MINUTES

Teleconference and In person, 6:30 pm  
DATE: Tuesday, October 28, 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.	
<b>Public Comment</b>	Marie Browne, the Vashon Park District accountant, attended the meeting and spoke to their relationship and work the the District over the years.	
<b>Approval of Minutes from October 14, 2025 Meeting and Preliminary Vouchers – October 10, 2025 through October 24, 2025</b>	<b>Keith: Move to approve the previous meeting minutes and the vouchers.</b> <b>Hans: Second</b> <b>Pass 5-0</b>	<b>Motion to approve the Meeting Minutes and Accept Vouchers</b> <b>Pass 5-0</b>
<b>Financial Report</b>	Tim provided the following financial report. Also linked <a href="#">here</a> . <b>Admin:</b> <ul style="list-style-type: none"> <li>• Revenue – Total revenue is about \$20,000 under projections. I believe this is because our September levy dollars were lower than expected. We also have not seen the large deposit from tax payments we see in October as of 10/23/2025. This may simply mean that KC is a bit slower in processing these payments than in years past. I have no reason to believe we will not meet our revenue projections.</li> <li>• Considering the ED Payout, payroll is right where we expect it to be.</li> <li>• We are about \$6k over in Computers/Tech Services because of our upgrade to DaySmart from RecPro.</li> <li>• Line-by-line we are doing pretty well, the last one I will call out is the Property and Other Taxes line. That was slightly underbudgeted and we should finish about \$7,000 over on that line item.</li> </ul>	

- Overall, the net on the Admin budget looks good.

**Maintenance:**

- On revenue, we look good. Like last month, we lost some of the ground we made up here in August and are running about \$3800 under on our annual revenue forecast.

- Payroll looks great.

- Something of note is that we have had no extraordinary maintenance needs this year, knock on wood.

This means that the expense line item for this is running \$20,000 under budget. That said, it is there to cover extraordinary things and extraordinary things do happen, like Fern Cove's septic going down.

There is also a \$30,000 line item allocated for field dressing at VES that we will not get to until Q1/Q2 of next year, so that will carry over. In addition, our guys do a really good job of making due with what they have. Of our tools and equipment budget (\$10,000) – we have spent \$0. As reported last month, we will be spending this.

- We are high on utilities (\$11,000) but have that more than that covered in savings elsewhere.

**Commons:**

- Revenue is running low for the year but only by \$5,000. It is unlikely we will make that all up but we should make some.

- Overall expenses are over by \$51,000. This is because we basically had \$55,000 in payments for the commons agreement that were not budgeted.

- Our overall district budget will accommodate this.

**Programming:**

- As reported last month and the month before, total revenue is up \$5000, so good news.

- Personnel expenses look good. Only about \$1000 over.

- Professional fees, which go out to pay for bands, guest speakers, etc. is about \$15,000 over. This over expenditure will not increase. Overall budget is \$15,000 underspent.

**Pool:**

- Like last month, not a lot to report. The pool budget continues to be really tight. We've been creeping up on payroll and that overage is about \$5,000 now. However, I expect it to come down and get close to level through the late fall months.

- The bubble is up and some of those expenses will trickle into the books at next months report. There were some unexpected expenses but nothing shocking. Overall, we are underspent by \$2,000 on this budget.

**Point Robinson:**

- As before, revenue is running under projection by \$20k. Otherwise we look solid across the board at Pt. Robinson. During the June report I stated that we may not finish in the black this year but, we had a great July and a decent August & September. I am currently projecting a \$12k net positive.

**Fern Cove:**

- As before, revenue is running under projections due to not renting or having a caretaker in place. The caretaker is working out great. I recommend we extend the arrangement for a full year. The eyes and ears on the sight are very valuable. Plus, should we want to convert portion of the property that includes the house from RCO restrictions on revenue, that process may take up to a year.

Hans: Do you know why the projections on the taxes were under?

	<p>Tim: I do not but it's a small amount of money in the overall budget.  Keith: Is cash flow still running low.  Tim: Now, we received our October levy deposits and cash flow is great.  Hans: In the future, not today, I would like to discuss returning Fern Cove to a vacation rental versus the caretaker agreement. <i>Hans then gave notes on ways to improve the report formatting.</i></p>	
<p><b>New Business:</b>  Draft VPD Priorities</p>	<p>Tim presented the updated 2026 VPD Priorities linked <a href="#">here</a>.  Hans: We are applying for grants for the pool?  Tim: Yes and seeking direct appropriations.  Hans: With pickleball, can you make that language a bit more generic.  Tim: Yes.  Keith: King County has completed an excellent assessment of the watersheds in the area. We will want to review those documents in considering possible locations for pickleball.  Hans: Do we need a maintenance plan for the Point Robinson properties?  Tim: I think we know what the most important is right now and a maintenance plan would not offer much at this time.  Bob: There must be a list of work someplace, right?  Sarah: In our agreement with the US Coast Guard, do we outline whom is responsible for what?  Bob: The Coast Guard pretty much leaves it all up to us.  Josh: We are not saying we are going to toss out the engineering report, so what do you consider in prioritizing investments at Point Robinson.  Tim: Beautification, revenue generation, and protection of the resource – not in that order, necessarily.  Josh: We also must start considering the fact that these buildings are at risk due to sea level rise.</p>	
<p><b>Complete ED Review</b></p>	<p>Tim reviewed the executive director performance plan.  Tim: I have taken the feedback portion and put it into a survey for the ease of board use.  Hans: Since the review portions of the surveys are for different groups; the board, your staff, and the foundation president, will you create three different surveys.  Tim: Yes.  Josh: Tim created a different version of what I did last year, thank you.  Hans: Are we evaluating Tim with five responses or combining ours?  Josh: I would rather give my feedback to Tim and not have it combined with others.  Hans: I completely understand that.  Josh: I think feedback gives people an opportunity to grow. If only one of us has a specific piece of feedback, I don't want it lost in a combined message.  Sarah: I get quite literal on some of these. Some of these questions I may not have insight into and others I may not be able to answer entirely. In the survey, we will be able to skip questions and/or add general comment.  Josh: Yes.</p>	

<b>Remaining Agenda Items.</b>	Tim briefly reviewed the CIP. Due to timing, the CIP discussion and remaining agenda items were tabled to the next meeting.	
<b>Agenda Items for next meeting</b>	None were added.	
<b>Adjourn 8:00 pm</b>	<b>Hans: Motion to adjourn. Josh: Second. Pass: 5-0</b>	

Minutes by: Tim Stapleton