

# VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS

## MEETING MINUTES

Teleconference and In person, 6:15 pm  
**DATE: Tuesday, June 10, 2025**

Commissioners attending: Bob McMahon, Hans Van Dusen, Josh Henderson and Keith Prior  
 Staff attending: Tim Stapleton

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
<b>Call To Order – Review Agenda</b>	Josh Henderson called the meeting to order at 6:15 and reviewed the agenda.	
<b>Public Comment</b>	The Vice President of the Vashon Island Soccer Club attended to learn more about what is going on in the parks.	
<b>Approval of Minutes from June 10, 2025 Meeting</b>	<b>Keith: Move to approve the previous meeting minutes.</b> <b>Hans: Second</b> <b>Pass 4-0</b>	<b>Motion to approve the 6/10/25 Meeting Minutes</b> <b>Pass 4-0</b>
<b>Financial Report: Preliminary Vouchers through June 6, 2025</b>	Tim: The payroll vouchers are double because at the last meeting we forgot to move to approve them. So, here they are again.  <b>Bob: Move to approve the preliminary vouchers and financial report.</b> <b>Hans: Second</b> <b>Pass 4-0</b>	<b>Motion to approve the preliminary vouchers and financial report.</b> <b>Pass 4-0</b>
<b>Paradise Ridge Work Party Discussion</b>	Tim: This is to start a discussion and gauge board interest in developing a policy related to this work. I am bringing this up because I plan to dedicate staff time towards the development of a user group centered volunteer work party policy. Why is this a priority? I have found that work parties are enjoyable, widely desired by user groups closely related to a park or recreational activity, and broadly used across jurisdictions to both supplement maintenance work and build comradery between the jurisdiction and stakeholders.	<b>Motion to suspend the rules</b> <b>Pass 5-0</b>

	<p>There is a Paradise Ridge work party on June 22 – which we are able to support through our current tools. It includes trail widening within its current footprint. Typical volunteer maintenance work, nothing out of the ordinary. This is because the Pony Club, and other supporting user groups, are working with their insurance provider to guarantee coverage for the volunteers and release VPD of liability. In essence, I am treating this as a pilot.</p> <p>We currently have 4 possible mechanisms or tools for approving volunteer work on our parks.</p> <ul style="list-style-type: none"> <li>▪ A VPD Community Volunteer Waiver (if we are hosting)</li> <li>▪ A user agreement which can be used to support this work as an “event”</li> <li>▪ A volunteer packet largely focused on sport coaching and supporting those types of events.</li> <li>▪ A brief User/Conserver Agreement policy.</li> </ul> <p>Some areas for improvement in the tools I mentioned include L&amp;I and liability issues related to whether the Park District is hosting the work party or a user group is hosting the work party. The policy would define the distinction and which is most appropriate for the district. Most importantly: we need to identify what we require from a user to implement a work party. These include things like – scope of work, safety plan, emergency action plan, approval processes, change orders, VPD day-of contacts, etc. I know these items can be heavy lifts to build initially but are easy to duplicate</p> <p>Bob: Would each user group have a plan they would follow from that point on, or what they need a plan for each event?  Tim: The policy would answer that question.  Josh: You said initially that there are legal questions to address, is that correct?  Tim: Yes. We need to define whether VPD is leading a work party or not, when, or why. Then create the tools we need to operationalize that work.  Hans: You may want to chat with the Land Trust about how they manage this type of work.  Tim: Great idea, thanks. I will do that.</p>	<p><b>Motion to approve \$1875 to pay for the dunk dank</b>  <b>Pass 5-0</b></p>
<p><b>Unfinished Business: ED Maximum accrual of vacation leave</b></p>	<p>Josh: We are ready to act on this policy by voting. Are there any additional thoughts?  Hans: I am ready to vote.</p> <p><b>Josh: Move to amend the leave policy document as presented.</b>  <b>Keith: Second</b>  <b>All voted in favor.</b>  <b>4-0</b></p>	<p><b>Motion to amend the leave policy document as presented.</b>  <b>Pass 4-0</b></p>
<p><b>New Business: Resolution delegating ED as Auditing Officer</b></p>	<p>Tim: King County requires the Board to pass a resolution delegating the Executive Director as an Auditing Officer. In your packet is a resolution. It is the exact same language as the one the Board previously passed for Elaine.  Hans: This is the exact same item we discussed at last meeting, correct? It just needs this resolution passed?  Tim: Yes  <b>Bob: Move to suspend the rules.</b>  <b>Hans: Second</b>  <b>All voted in favor.</b>  <b>4-0</b></p>	<p><b>Motion to suspend the rules.</b>  <b>Pass 4-0</b></p>

	<p><b>Hans: Move to approve the resolution contained in the board packet, Resolution 24-04.02.</b></p> <p><b>Keith: Second</b></p> <p><b>All voted in favor.</b></p> <p><b>4-0</b></p>	<p><b>Motion to approve the resolution contained in the board packet, Resolution 24-04.02.</b></p> <p><b>Pass 4-0</b></p>
<p><b>Review 2025 Priorities</b></p>	<p>Tim: Our team has been looking at these objectives as part of our end of year Board report, so this update is timely.</p> <p>Tim then provided updates for each of the objectives in the 2025 Priorities Report located at <a href="https://files.ecatholic.com/3014/documents/2025/6/2025%20Priorities%20Report.pdf?t=1749245278000">https://files.ecatholic.com/3014/documents/2025/6/2025%20Priorities%20Report.pdf?t=1749245278000</a> or by emailing <a href="mailto:tstapleton@vashonparks.org">tstapleton@vashonparks.org</a> and requesting the document.</p> <p>Tim: Is the funding for kiosks to construct actual kiosks or to do something like, create a style guide that we follow for all of our future sign updates?</p> <p>Hans: I believe it was for actual signage. We have spoken generally about providing more educational signage at the parks.</p> <p>Josh: Do you think our kiosks need design support?</p> <p>Tim: The question popped in my head because \$10,000 will not build a lot of kiosks.</p> <p>Josh: I think Sarah will want to weigh in on this.</p> <p>Tim: I will put it on our next agenda.</p> <p>Tim: Regarding invasive species, Steven Richmond is interested in sharing their thoughts with the board at the next meeting. We have identified areas in Burton Acres that are great candidates for spending some of the funds allocated for invasive species work.</p> <p>Josh: It is also very important to do this work collaboratively with our park neighbors.</p> <p>Tim: Thank you, I agree.</p> <p>Josh: We need an invasive species management plan to make sure we are spending the district's dollars in a way that prioritizes the most impactful work.</p> <p>Hans: Yes, something high level that is within our staff capabilities.</p> <p>Tim: On the electric truck, I do not believe we have enough money in the budget to purchase a new electric vehicle – nor do I think we can get something functional to replace a 1-ton pickup truck considering how we use them.</p> <p>Bob: We should be looking into this but we do have to keep in mind that charging infrastructure needs put in place in conjunction with any purchase.</p> <p>Hans: Regarding increasing the awareness of what we offer, Eric has done a good job this year in expanding our communication reach. What is sometimes lost is promoting ongoing activities. We learned this after a survey we sent</p>	

	<p>out about 3 years ago when we discovered many people were surprised to learn for the first time about all our current offerings.</p> <p>Tim: I will discuss this with Eric and appreciate the feedback.</p> <p>Hans: For solar and weatherization, we need to focus some energy towards identifying external funding sources for these types of upgrades.</p> <p>Tim: I will ask Civic Forge for some help on this.</p>	
<b>Performance Review Metrics and Templates</b>	<p>Tim: This is my attempt to merge the tool I have used in the past for performance review with current tools in place at the Park District. I would like to walk you through the document.</p> <p>Bob: Please, go ahead.</p> <p>Tim then walked the Board through the process laid out in the document.</p> <p>Tim: Included in the document are draft ideas for key results for the executive director. I have provided a few but know there will be updates based on your input. Once we finalize this document as a template, I will train our supervisors on implementing this as the tool for performance management at VPD.</p> <p>Keith: Will the performance surveys be templates?</p> <p>Tim: Yes.</p> <p>Josh: I like this document and appreciate your work. It is important that your board and your management team are providing feedback.</p> <p>Tim: Great idea, thank you.</p> <p>Hans: The template looks great. On the content, I think adding additional items related to budget management and fiscal health needs incorporated.</p> <p>Tim: I will work on that.</p> <p>Josh: You can also take the key results and objectives and put them into a survey. There are areas where things are duplicative and cleaning that up will be helpful.</p> <p>Tim: Thank you, Josh. I will do that for the Board's review.</p> <p>Hans: Can you go back and incorporate some of the feedback you heard today and then we will look at it again at our next meeting?</p> <p>Tim: Yes, I will do that. Thank you.</p>	
<b>Agenda Items for next meeting</b>	<p>Josh: Any items to add for future meetings?</p>	
<b>Adjourn 7:45 pm</b>	<p><b>Keith: Motion to adjourn.</b></p> <p><b>Josh: Second.</b></p> <p><b>Pass: 5-0</b></p>	<p><b>Motion to adjourn.</b></p> <p><b>Pass 5-0</b></p>

Minutes by: Tim Stapleton