

VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS

MEETING MINUTES

Teleconference and In person, 6:15 pm
DATE: Tuesday, June 24, 2025

Commissioners attending: Sarah George, Bob McMahon, and Keith Prior
 Staff attending: Tim Stapleton

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call To Order – Review Agenda	Sarah George called the meeting to order at 6:15 and reviewed the agenda.	
Public Comment	No public comments.	
Approval of Minutes from June 24, 2025 Meeting	Keith: Move to approve the previous meeting minutes. Bob: Second Pass 3-0	Motion to approve the minutes from the previous meeting. Pass 3-0
Financial Report: Preliminary Vouchers through May 7, 2025	Bob: Move to approve the preliminary vouchers. Keith: Second Pass 3-0 Tim: Admin Total income is looking good. We are tracking to be overspent on payroll by \$30k. ED's vacation payment was more than budgeted. That 30k shows up in how we are currently projected to finish the year as well. There will be areas to make that up in our overall budget – so I have no concern today. May is where Elaine's payment hit and also where our overlap ended. As I mentioned during my last financial report, June will tell the story as to how we think we will finish the year. Which I expect to creep back towards our annual budget. Additionally, the 20k for the election will actually hit in 2026, so that is most of it there.	Motion to approve the preliminary budget. Pass 3-0

	<p>Maintenance Running under on payroll about \$20,000. We are looking to be over on our utilities about about \$10,000 so this offsets nicely and our bottom line looks good.</p> <p>Commons Not much to report. We're running about \$4,000 over in payroll but that is because we are having a lot of use, which is a good think. Income won't offset that by 100% but it will help. We will also be paying a bit more on our Commons payment because the invoice for the \$75k+ for 2024 was not sent to us at the end of last year.</p> <p>Bob: So, we are not paying for something we did not receive? Tim: Correct.</p> <p>Programs Revenue is running about \$4,000 ahead. Everything else looks pretty tight.</p> <p>Pool Everything is pretty much bang on at the pool.</p> <p>Pt. Robinson As we reported before, rentals are down across the board globally and we are still feeling that. June/July will probably tell us what the remainder of the year is going to shape up to be.</p>	
<p>Staff Report Pony Club Work Party – Paradise Ridge</p>	<p>Tim: Pony Club and VMIHA hosted an incredibly successful work party at Paradise Ridge on June 22. Sarah: There were 40 volunteers that showed up and I took some great photos. Bob: What was most of the work on? Sarah: There were two parts; addressing trail maintenance backlogs and repairing jumps. VMIHA released funds to hire a contractor to take on the bulk of the backlog. Tim: Thank you, Sarah for your leadership on this, it benefits our maintenance shop greatly. Tim: We learned a lot from this work party about how we can improve outcomes. Things like identifying staging areas for debris in advance, have additional VPD staff onsite, etc. We still have some trees to cut down that are dead and some areas to cut back under and around jumps. Sarah: Also, the cross-country team showed up. It was interesting because over time the users of Paradise Ridge have had to work hard to maintain a good working relationship with VPD. Things are in a really good place. And, I think work parties bring a healthy sense of ownership of the park from the users. Sarah: We want to make sure the CIP is informed by folks that use the parks. I think moving forward is understanding that there is a lot of work people can do as volunteers. For example, one of the parent volunteers is a contractor and</p>	

	<p>was onsite that day repairing various items. They realized they were missing some specific construction lumber they needed and would need to come back another day. It turns out – because the work party ended on Saturday, coming back and getting approval to finish the repairs is a bit cumbersome. Our work party policy should address these types of instances and what board approval looks like for projects exceeding \$2,000.</p> <p>Tim: It is so important to be able to react to opportunities quickly and thoughtfully.</p> <p>Bob: Is this a general policy or specific to the horse park.</p> <p>Tim: It would be applicable to any user group looking to contribute to our park’s maintenance and improvements.</p> <p>Sarah: This is a big question; how do we greenlight projects faster? Our policies should speak to each other and improve upon how we can get work delivered on the ground.</p> <p>Keith: How many user groups would be engaged in onsite work on district properties?</p> <p>Tim: I think many. Where there is a user group attached to a park there is an opportunity to utilize this future policy to address many of our shared needs.</p>	
Unfinished Business: Performance Reviews	Tabled till next meeting.	
New Business: Steven Richmond and Invasive Species	Tabled till next meeting.	
Kiosks	<p>Tim: When we discussed the \$10k in the CIP for kiosks, it came up that it was important that Sarah is involved. My question was is this \$10k intended for the construction of kiosks or to hire a designer to create a style guide, or something like that, for a kiosks.</p> <p>Keith: My recollection is that this came about from a desire to have ‘dog rules’ signage at all of our parks.</p> <p>Sarah: I know at the horse park, there are a few kiosks.</p> <p>Keith: The land trust, as a partner in developing kiosks, is something worth exploring.</p> <p>Tim: Where are the key places or priorities for kiosks?</p> <p>Sarah: I think Point Robinson is a big one, VES, and BARC.</p> <p>Bob: There is one at Jensen and Pt. Robinson.</p> <p>Tim: I’ll focus on those locations.</p> <p>Sarah: On a similar topic, what do you think is a good timeframe to update survey responses?</p> <p>Tim: I think every 2-3 years is perfect.</p> <p>Sarah: On our emailed service, we had about a 10% response rate. What are your thoughts on that?</p> <p>Tim: I think 10% is pretty good for a local park district. I think asking for times at board meetings for our user group to encourage them to push our survey out is the best way to raise that rate. We can also look at raw cell phone data, if it is available, to see where folks are going the most.</p>	
Agenda Items for next meeting	Sarah: Any agenda items for the next meeting?	

Adjourn 7:00 pm	Keith: Motion to adjourn. Bob: Second. Pass: 3-0	Motion to adjourn. Pass 3-0

Minutes by: Tim Stapleton