

VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS

MEETING MINUTES

Teleconference and In person, 6:15 pm
DATE: Tuesday, September 9, 2025

Commissioners attending: Sarah George, Bob McMahon, Josh Henderson and Keith Prior – Not Present, Hans Van Dusen
Staff attending: Tim Stapleton

| ISSUE | DISCUSSION AND OUTCOME | FOLLOW UP |
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| Call To Order – Review Agenda | Josh Henderson called the meeting to order at 6:15 and reviewed the agenda. | |
| BARC Bidding Opening | <p>Elaine stated that the deadline to submit bids was at 5:00 PM on Sept. 9. They then read pertinent and required information related to the bid opening, inserted below.</p> <p style="text-align: center;">Formal Bid Opening Statement</p> <p>The bid deadline passed at 5:00 p.m. today, <u>9/9/25</u>. No further bids were received after that time. The time has arrived for bids to be open.</p> <p>The bid opening procedure will be in no particular order. Each bid's required information will be recorded on a bid tabulation form, noting any irregularities or missing items, and an announcement will be made of the apparent lowest bidder.</p> <p>The bid tabulation forms will be posted on the Vashon Park District website at www.vashonparks.org. All bids will be available for inspection by appointment at the Vashon Park District office by 5:00 p.m. <u>9/10/25</u>. Any bidder with concerns may be made known now for later resolution or by <u>9/10/25</u>. Any formal protest must be filed in writing no later than 5:00 p.m. <u>9/16/25</u>.</p> <p style="text-align: center;">Estimated engineer range = $\pm 300K \pm 300K$</p> <p>Elaine: The first bid is for \$372,000. They appear to have all of their correct information except for their references. Tim also looked through the bid for their references and confirmed they were not provided.</p> <p>Elaine: The second bid is for \$299,200 and is complete, all required materials are included. There is no board action required at this time.</p> | |

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| Public Comment | No public comments. | |
| Approval of Minutes from August 26, 2025 Meeting | Keith: Move to approve the previous meeting minutes. Bob: Second Pass 4-0 | Motion to approve the 8/26/25 Meeting Minutes Pass 4-0 |
| Approval of Preliminary vouchers; August 21 – September 5, 2025 | Bob: Move to approve the vouchers. Keith: Second Pass 4-0 | Motion to approve the preliminary vouchers Pass 4-0 |
| New Business: Grant Summary | <p>Tim: The grant summary was requested within my first couple of months here, to put together a list of all the known state/county grants for which we may have eligible projects. I thought it would be nice to have this in our records and go through each.</p> <p>Bob: There is nothing on here about matching.</p> <p>Tim: That's correct, Bob. I will update the sheet in the future to include match.</p> <p>Tim: Regarding Parks Capital and Open Space, these are focused on expansion or acquisition of new open space. In the Youth and Amateur Sports grant, programming has recently been ranking really high, over construction. We will want to think about how we either 1. expand access to our programs through this grant to underrepresented groups or 2. how we create a new program with similar goals and try to fund it through this program. Healthy Communities and Parks Fund – I see this as potential partnership grant with youth and family services or the food bank, an organization like that. We can't take the lead on every opportunity but we will want to make sure partner orgs know we are ready to be supportive. On the Aquatic Facilities Grant – We intend to go after this one for the pool, it is up to \$5 million. Open Space River Corridors Grant – there are some partnership opportunities to work on estuary restoration, particularly at Lisabuela.</p> <p>Sarah: Could this be beneficial to the property to the south?</p> <p>Tim: I think so. With the Conservation Futures funding, these grants are for land acquisition focused on conservation and recreation. ALEA – These fund water access facilities. Jensen boathouse was built with this money and we intend to apply again for the Tramp Harbor Dock Project. WWRP Water Access – These are about waterfront recreation and water access. We will apply for Tramp Harbor Dock but I'm not certain of how competitive we will be. WWRP Recreation Local and State Parks – We are eligible for the local parks section. It's pretty broad how this funding can be applied so we will want to have an application in year over year. Youth Athletic Facilities – Same as above, this is pretty broad so it is important to apply year over year. With the LWCF – This is again, applied pretty broadly. We intend to apply to this fund for pool funding. Boating Infrastructure Grant – We have eligible facilities but a specific project is not on my radar. COAF – Again, the funding is applied broadly but currently there is no funding in this program. On WWRP Farmland – This is for farmland conservation. Not exactly our wheelhouse but as development pressures in the county increase, we may find ourselves asked to support a grant from another organization.</p> | |

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| | <p>Tim: Moving on to WWRP Habitat – This is about habitat conservation and restoration. Lisabeula, Fern Cove, Wingehaven are all properties which an eligible project could likely be established. I think we will one day be approached by DNR, or DFW, or the County about restoration at any of those sites and we can easily support that. With our current expertise on staff, I don't think we want to go down the path of planning a project.</p> <p>Lastly before moving on to the 4Culture list of grants, RTP and the NOVA Programs – These are very, very competitive. I would like to write a grant to support our trail maintenance island-wide, on VPD properties. This will be interesting to the horse folks who are represented on the committee that ranks these projects and the hiking community who are also represented on the advisory committee. On the Education and enforcement, it is on here because in the past there have been pushes to expand where these dollars can be applied. We are not eligible but I do want to track it year over year. And finally, 4Culture – We have applied for a lot of grants within these programs over the years. We have seen some success and some areas where we were not that competitive. That said, we should be applying for something within 4Culture each year.</p> <p>Sarah: Thank you. Has Elaine seen this list?</p> <p>Tim: No, not yet. I did ask Elaine to put together a list of grants they have applied for in the past and they are included.</p> <p>Sarah: I'd like to do something to make sure our community knows that we go after these grants.</p> <p>Tim: Historically, I think we have probably been consistent appliers to 3 or 4 of these programs. I agree, the public should know that we are out there doing all we can to bring additional dollars into the community.</p> <p>Sarah: I would also add, if this went out to our partners, we could collect information on some of the potential projects most important to them. If you added an extra column, you could include where you think we could be competitive for another layer of transparency.</p> <p>Tim: Great idea and I'm happy to do it.</p> | |
| Legislative Tour | <p>Tim: On September 24, 2025, from 12:00 p.m. to 4:00 p.m., a meeting with legislative staff will take place. Senator Alvarado, Rep. Thomas, and Rep. Fitzgibbon will be attending, and it would be beneficial if one or two board members could also join. The meeting will begin at Ober Park with introductions and a review of the agenda. A key topic of discussion will be the history of the park district, highlighting its unique status as one of the few locally elected boards on the island. The discussion will also emphasize the board's strong community presence, noting how residents look to them for guidance on recreation, conservation, county communication, and other community-focused issues. Following the initial meeting, the group will travel to the pool. The time spent traveling together is a crucial opportunity for making personal connections, as topics can range from the meeting agenda to whatever is on the radio. This travel time between sites is often the most critical for developing interpersonal relationships.</p> <p>Sarah: I'm happy to attend.</p> <p>Bob: So am I.</p> <p>Keith: I can as well.</p> <p>Tim: We could stagger the participation.</p> <p>After a very brief discussion, Sarah and Bob were identified as the board members to represent the park district on the tour.</p> | |

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| November 11 Meeting on Veteran's Day. | Sarah: I move to change the November 11 th meeting date to November 12 th . Keith: Second. Josh: This will be voted on at the next meeting. | |
| Agenda Items for Next Meeting | Nothing to add. | |
| Adjourn 7:00 pm | Sarah: Motion to adjourn. Bob: Second. Pass: 4-0 | Motion to adjourn. Pass 4-0 |

Minutes by: Tim Stapleton