

VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS MEETING MINUTES

Teleconference and In person, 6:15 pm
DATE: December 9, 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
Executive Session	The meeting was called to order and entered Executive Session to discuss the annual performance review of the Executive Director.	
Call To Order – Review Agenda	Sarah George called the meeting to regular order and reviewed the agenda.	
Public Comment	No public comments.	
Approval of Minutes from November 25, 2025 Meeting and Preliminary Vouchers from November 19 – December 4, 2025	Bob: Move to approve the previous meeting minutes. Keith: Second Pass 5-0	Motion to approve the Meeting Minutes and Accept Vouchers Pass 5-0
Old Business: Vashon Adventures	Tim Stapleton presented a consolidated view of the Vashon Adventures possible acquisition. Tim: We are projected to operate at an annual net loss of \$4,000 to \$8,000 as a service provision. The proposed operational schedule limits business to Thursday through Sunday due to low revenue potential on other days and temporarily pares back water sport tours in 2026 and 2027 to allow staff to learn the business. Revenue projections include a conservative estimate of \$6,500 for paddle camps while discontinuing away rentals and removing King County camping revenue previously handled by the current owner. The budget accounts for wages for two staff members, software transition costs, and a conservative full equipment replacement plan by 2029, while legal, accounting, and concession fees have been removed. The \$50,000 acquisition cost covers high-quality equipment and I recommend we use 2026 for training and development before potential expansion in 2027.	

	<p>Keith: I'm assuming they have already checked their rates against their competitors, correct?</p> <p>Tim: Yes. The market analysis appeared complete. The current owner only takes payment at the end of the season. This acquisition comes with a golf cart and other equipment. We have a goal to increase island resident participation from the current 15% to between 35% and 40% over the first few years by focusing on camps and local marketing. The intent is to transition the operation from a profit-based business to a service model provided by the Park District while maintaining financial discipline.</p> <p>Bob: If we think it is an important service to the community then I don't feel too bad about 10-15 thousand dollars being spent to provide the service.</p> <p>Keith: The Burton constituents may have concerns about traffic increases. I did receive complaints when this service at Jensen started.</p> <p>Sarah: I worked at the Kayak rental facility when I was 27. The point being, the facility has been up and running for a few years.</p> <p>Josh: We do hear traffic complaints from the public. I remember hearing concerns about the traffic regarding the troll installation. It is definitely a balance to strike.</p> <p>Hans: If you all think it is a good idea, I'm supportive of trying this out and seeing how it goes. The opportunity here is program expansions, serve the community in a slightly different way, and maintain a good asset. There are financial risks, as I have said before. The other risk is staffing, but it is also going to take additional support from current staff.</p>	
<p>Old Business: Budget Items</p>	<p>Tim: Regarding the CIP, as we discussed at the last meeting, we recommend postponing purchasing a recreation program truck and, instead, fund a lumber package to upgrade the ramps indoors at BARC. Other than that, there are no changes to this draft of the CIP.</p> <p>Hans: Is it helpful to put, "apply for grant," at all of the locations on the CIP in which we plan to apply for a grant.</p> <p>Tim: I will do that.</p> <p>Tim then went through</p> <p>Hans: You are going to tweak the O&M and CIP based on these additional discussions and provide us an updated and final, approved budget sheet at the next meeting.</p> <p>Hans: Can you also tighten up the language throughout the draft so, when we look at it in the future, we can easily understand these decisions we made?</p> <p>Tim: Yes. In addition, the other changes are also highlighted.</p>	
<p>Old Business: 2027 User Fees</p>	<p>Tim: As we discussed at the last meeting, I have rounded the 2027 rate increases out to end in an amount more commonly expressed. For instance, instead of ending with .07 cents on a rate, I rounded it down.</p> <p>Sarah: Ok, we have some motions to vote on.</p> <ol style="list-style-type: none"> 1. Move to adopt the CIP with the edits discussed at the 11/25/2025 and 12/9/2025 Board meeting with. <ol style="list-style-type: none"> i. Brought by Hans, second by Keith. ii. All voted in favor at 12/9/2025 Board meeting. 2. Move to adopt the 2026 budget with the edits discussed at the 11/25/2025 and 12/9/2025 Board meeting. 	<p>Motions to adopt the budget, CIP, and set 2027 rates. All Pass 5-0</p>

	<ul style="list-style-type: none"> i. Brought by Hans, second by Keith. ii. All voted in favor at 12/9/2025 Board meeting. <p>3. Move to keep the lodging and pool rates flat, and adopt the increases presented for 2027 User Fees as presented at the 11/25/2025 meeting with rounding as deemed appropriate by the Executive Director.</p> <ul style="list-style-type: none"> i. Brought by Hans, second by Bob. ii. All voted in favor at 12/9/2025 Board meeting. 	
Agenda Items for next meeting	<p>Josh: For the next meeting, we need to select new officers.</p> <p>Hans: We need to add board/staff communication policy review. We can throw that on whenever, it does not have to be January. Do you think the solar thing should be part of the weatherization plan?</p> <p>Tim: If I could push this out to March, then yes, I could work that in. However, I think we need a separate solar plan that is stand alone.</p> <p>Hans: That works for me.</p> <p>Hans: Also, can you put something together for us related to a grant strategy. Specifically, stating what we are going to be applying for.</p> <p>Hans: Lastly, can you add a Commons Committee update and attach a final budget to the next meeting packet? We do not need budget as a discussion.</p> <p>Tim: Will do.</p>	
Adjourn 8:00 pm	<p>Josh: Motion to adjourn.</p> <p>Hans: Second.</p> <p>Pass: 5-0</p>	Motion to adjourn. Pass 5-0

Minutes by: Tim Stapleton