



Vashon Park District
Meeting of Board of Commissioners
Public Meeting – April 14, 2026 – 7:00 p.m.
Via ZOOM and In Ober Admin Building
17130 Vashon Hwy SW
Join Zoom Meeting
<https://zoom.us/j/95100928814>
Meeting ID: 951 0092 8814
1-253-215-8782

Agenda for April 14, 2026

Time (PM)	Topic	Activity	Presenter
7:00	Call to Order	A	Abby
7:03	Review Agenda	I	Abby
7:05	Public Comment	D	Abby
7:08	Approval of Minutes: March 24, 2026	A	Abby
7:10	Approval of Preliminary Vouchers: March 18, 2026 – April 3, 2026	A	Abby
7:15	Old Business Policy Discussion - #2500 District Policies	A	Abby
7:45	New Business Solar Plan Section of Weatherization/Electrification Plan Debrief from Commons Committee Meeting	D	Tim
8:30	Agenda Items for Future Meetings Dog Leash Sign Update Invasive Strategy Lighthouse Tours Belle Baldwin Property	D	Abby
8:35	Adjourn	A	Abby

D = Discuss

I = Inform

A = Action Required

VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS

MEETING MINUTES

Teleconference and In person, 7:00 pm
DATE: March 24, 2026

Commissioners attending: Bob McMahon, Hans Van Dusen, Josh Henderson and Abby Antonelis.
 Commissioner(s) not in attendance: Sarah George
 Staff attending: Tim Stapleton

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call To Order – Review Agenda	Abby Antonelis called the meeting to regular order and reviewed the agenda.	
Executive Session	The board entered executive session to discuss performance of Park District staff. The board returned to regular session on schedule.	
Public Comment	No public comments.	
Approval of Minutes from March 10, 2026 Meeting and Preliminary Vouchers from March 7, 2026 – March 18, 2026	Josh: I have a couple of items to amend in the minutes. The first is that I am listed as “attending” and I did not. The second is that in the Dog Leash Policy Discussion, you are missing the word “are” after the first word in Bob’s comment. The third is that you indicate that we adjourned with a 5-0 vote and it was actually a 4-0 vote. Tim: My apologies, I will make those corrections. Josh: Move to approve the previous meeting minutes as amended and accept vouchers. Hans: Second Pass 4-0	Motion to approve the Meeting Minutes and Accept Vouchers Pass 4-0
Old Business Marie Bradly – Inspiration Point	Tim presented the board with the motion on the table from the previous meeting. Motion: Move to approve Phase 2 of the project at Inspiration Point. Brought by Bob McMahon Second by Hans Van Dusen Pass 4-0	Move to approve Phase 2 of the project at Inspiration Point. Pass 4-0

New Business Financial Report	Tim Presented the following budget report. Total Budget Notes: • Expenses – By the end of February we are tracking to spend \$34,373 under budget. Like last month, there is nothing specific to point to for this explanation as it is likely due to the fact that a lot of our expenses are blended across months for budgeting purposes. February is also historically a light month on the expenditure side of things and increases as the weather improves. Total expenses for February were \$174,954. • Revenue – We are tracking \$12,176 above budget through February. We received a \$2000 donation for the production of our Activity Guide. In March/April, we are also expecting a donation to support our sport programming. • Cash Flow – We ended the month with \$496,075 in cash reserves. • Other: We are early in budget analysis and look good across the board. There is not a lot to report as we are tracking closely to our 2026 budget projections. Admin: • Revenue – We are running pretty close to projections on this front. No significant developments to report. • Payroll, Contractors, and Related expenses are tracking as expected. • Other expenses: There are no significant deviations from our projections to report other than the activity guide expense hit in February and was budgeted for April. This will not impact our forecast. Maintenance: • Revenue – We are tracking very closely to budget and expecting to finish the year with a revenue total of \$29,000. • Payroll, Contractors, and Related expenses are tracking as expected. • Other expenses: Utilities ran a little higher in February than January which matched what I experienced at my home. Commons: • Revenue – As I said last month, January was a bit slow but as we predicted, we caught up in February. We have no reason to believe we will not finish close to the \$26,000 revenue budget. • Payroll, Contractors, and Related expenses tracked a little higher than is reflected in the budget but historically balances out March through September. We have accounted for this in our total payroll budget for this expense category. • Other expenses: Not a lot to report. As another reminder, we should see the Commons payments in June and December, which will represent 99% of our “other” expenses. Programming: • Revenue – With our Jan and Feb donations, we are running over projection on revenue by about \$10,000. • Payroll, Contractors, and Related expenses are tracking lower than expected but will pick up in the spring/summer. • Other expenses: There are no significant deviations from our projections to report this early in the Programming budget.	Vote will occur at next board meeting.
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	Pool: • Revenue – This is tracking to be right on the button, finishing the year at \$113,390. • Payroll, Contractors, and Related expenses are tracking as expected. • Other expenses: Like all of last year, this budget runs very tight with only one major increase to report. The pool saw a doubling in utility cost. I believe this is due to a late payment and have sought confirmation from our accounting team. Point Robinson: • Revenue – We had another good month and expect our revenue to finish at or over our projection of \$120,994. • Payroll, Contractors, and Related expenses are tracking as expected. • Other expenses: Nothing to report Fern Cove: • Revenue – Caretaker fees were paid. • Utilities: February utilities came in at \$369. • RCO Update: RCO’s Compliance Division Director, Kyle Guzlas, and I met on 3/18 for an hour in which I laid out our case for why their action requiring us to end daily use rentals was inappropriate. By the end of the meeting, Mr. Guzlas agreed that RCO should not have conducted any enforcement action and that the daily rental use was compliant with our agreement. The next step is for Mr. Guzlas to consult with the Director of RCO, Megan Duffy, and come back to me with any follow up questions or concerns. Josh: Can you tell us more about what has changed in the approach or RCO’s thinking related to this? Tim: Yes. The compliance officer you started the action against us was using the policies and laws of today and applying them to this 30 + year old project. What they should have been considering were the policies of the day and the agreement between RCO and VPD. Hans: This is good news. Thank you for digging into it. Tim: There is still a long way to go. Again, the RCO Director makes the final decision but it is a good sign that RCO’s Compliance Director and myself are on the same page. Abby: Do you have a timeline for a resolution? Tim: I do not. I am anticipating several months of back and forth on the topic.	
Policy Discussion - #2500 District Policies	Tim presented the current policy #2500 District Policies to the board: <i>All policies of the District shall be assembled in the Vashon Park District Policy Manual, maintained in the District office by the Board Secretary and/or the Executive Director. All District policies may be reviewed and modified as needed but no later than every 4 years to reflect changes in District processes and procedures; changes in employee processes and need; changes in community and/or user needs; and changes in guiding RCWs and law. All District policies shall be adopted by resolution.</i> Tim: We have discussed getting all of our policies online. Is that still a desired outcome for the board? Hans: I think it is, yes. Bob: You mentioned wanting to get them in a better condition before posting them all online. Is that underway? Tim: Yes, it is. Tim: With Policy #2500, something for the board to consider may be clarifying who is responsible, the Board Secretary or the Executive Director? I would think the ED. Josh: I think it would be best if both shared the responsibility. This could be done by removing the “or” in “and/or.”	

	Abby: I agree with that. I also think we need to move to “as-needed” language when it comes to reviewing the policies. It probably made sense when the Board was formed but with all the policies we have today, I don’t think it does. The board agreed with the idea to moving to an “as-needed” based policy. The board then discussed a process for the ED, or other Board Members, to bring a new policy or policy update forward. That consists of working directly with the Board Secretary and Executive Director to develop a proposal to present to the board. Tim: I can create a draft policy that incorporates those ideas into Policy #2500 for the next board meeting. The board agreed that Tim should work with the Board Secretary to develop a policy revision for the board to consider.	
Agenda Items for next meeting	No items were added to future agendas.	
Adjourn 8:30 pm	Josh: Motion to adjourn. Hans: Second. Pass: 4-0	Motion to adjourn. Pass 4-0

Minutes by: Tim Stapleton

Report generated by



Vashon Park District
PO Box 1608
Vashon, WA 98070

Payroll Journal Report

Date Range: 03/18/2026 - 04/04/2026
Report Created On: 04/03/2026

Payroll Journal Summary by Department

Per Department Summary for 03/18/2026 - 04/04/2026

Department	Earnings			Employee Taxes		Employer Taxes		Net Pay
	Description	Hours	Total	Description	Amount	Description	Amount	
(None)	Regular	1479.48	\$58,097.17	Federal Income Tax	\$5,866.42	Social Security	\$349.16	\$48,261.28
	Overtime	4.18	\$183.56	Social Security	\$349.16	Medicare	\$872.83	
	Time Off	32.00	\$1,088.32	Medicare	\$872.83	WA SUI	\$64.03	
	Sick	45.75	\$1,461.52	WA Family and Medical Leave Insurance (Employee)	\$493.05	WA EAF	\$17.91	
	Personal Day	8.00	\$253.28	Washington Long-Term Care Insurance	\$354.29	Total	\$1,303.93	
	Gross	--	\$61,083.85	Total	\$7,935.75			
Maintenance	Regular	172.50	\$9,039.00	Federal Income Tax	\$1,139.24	Medicare	\$130.64	\$7,127.78
	Gross	--	\$9,039.00	Medicare	\$130.64	WA SUI	\$10.58	
				WA Family and Medical Leave Insurance (Employee)	\$72.96	WA EAF	\$2.72	
				Washington Long-Term Care Insurance	\$52.42	Total	\$143.94	
				Total	\$1,395.26			
Vashon Pool	Regular	694.80	\$19,095.25	Federal Income Tax	\$2,545.44	Social Security	\$523.31	\$21,069.39
	Time Off	169.25	\$6,420.35	Social Security	\$523.31	Medicare	\$372.54	
	Sick	6.00	\$227.60	Medicare	\$372.54	WA EAF	\$7.66	
	Gross	--	\$25,743.20	WA Family and Medical Leave Insurance (Employee)	\$207.78	WA SUI	\$57.20	
				Washington Long-Term Care Insurance	\$149.30	Total	\$960.71	
				Total	\$3,798.37			
Payroll Totals	Regular	2346.78	\$86,231.42	Federal Income Tax	\$9,551.10	Social Security	\$872.47	\$76,458.45
	Overtime	4.18	\$183.56	Social Security	\$872.47	Medicare	\$1,376.01	
	Time Off	201.25	\$7,508.67	Medicare	\$1,376.01	WA SUI	\$131.81	
	Sick	51.75	\$1,689.12	WA Family and Medical Leave Insurance (Employee)	\$773.79	WA EAF	\$28.29	
	Personal Day	8.00	\$253.28	Washington Long-Term Care Insurance	\$556.01	WA SUI (company tax)	\$0.08	
	Gross	--	\$95,866.05	Total	\$13,129.38	WA EAF (company tax)	-\$0.04	
						Total	\$2,408.62	

Check Detail Report

Vashon Park District

March 18-April 3, 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1001 King County General 2969						
03/18/2026	Bill Payment (Check)	5185-	Aquatic Specialty Services, Inc.		Uncleared	-743.49
03/18/2026	Bill Payment (Check)	5185-	Aquatic Specialty Services, Inc.			-743.49
03/18/2026	Bill Payment (Check)	5186-	Crystal Springs		Uncleared	-102.30
03/18/2026	Bill Payment (Check)	5186-	Crystal Springs			-102.30
03/18/2026	Bill Payment (Check)	5187-	MacDonald-Miller	33701	Uncleared	-656.67
03/18/2026	Bill Payment (Check)	5187-	MacDonald-Miller			-656.67
03/18/2026	Bill Payment (Check)	5188-	Pacific Office Automation	85F957	Uncleared	-440.38
03/18/2026	Bill Payment (Check)	5188-	Pacific Office Automation			-440.38
03/18/2026	Bill Payment (Check)	5189-	Sound Publishing, Inc.	83009754	Uncleared	-82.25
03/18/2026	Bill Payment (Check)	5189-	Sound Publishing, Inc.			-82.25
03/18/2026	Bill Payment (Check)	5190-	United Site Services, Inc		Uncleared	-3,986.78
03/18/2026	Bill Payment (Check)	5190-	United Site Services, Inc			-3,986.78
03/18/2026	Bill Payment (Check)	5191-	WA State Health Care Authority (PEBB)	900 C98	Uncleared	-
03/18/2026	Bill Payment (Check)	5191-	WA State Health Care Authority (PEBB)			12,861.27
03/18/2026	Bill Payment (Check)	5191-	WA State Health Care Authority (PEBB)			-
03/18/2026	Bill Payment (Check)	5192-	Water District 19	79000	Uncleared	12,861.27
03/18/2026	Bill Payment (Check)	5192-	Water District 19			-910.60
03/18/2026	Bill Payment (Check)	5192-	Water District 19			-910.60
03/18/2026	Bill Payment (Check)	5193-	Williams Heating, Inc. (Gas)	329120	Uncleared	-147.62
03/18/2026	Bill Payment (Check)	5193-	Williams Heating, Inc. (Gas)			-147.62
03/24/2026	Expense		WA State Dept of Retirement Systems		Uncleared	-250.00
03/24/2026	Expense		WA State Dept of Retirement Systems	3/20 payroll	Uncleared	-250.00
03/25/2026	Expense	Ex Feb 2026	WA Dept of Revenue		Uncleared	-1,293.38
03/25/2026	Expense	Ex Feb 2026	WA Dept of Revenue		Uncleared	-1,293.38
04/01/2026	Bill Payment (Check)	5205-	Comcast	8498 30 099 0006922	Uncleared	-150.12
04/01/2026	Bill Payment (Check)	5205-	Comcast			-150.12
04/01/2026	Bill Payment (Check)	5206-	Puget Sound Energy		Uncleared	-
04/01/2026	Bill Payment (Check)	5206-	Puget Sound Energy			21,918.38
04/01/2026	Bill Payment (Check)	5206-	Puget Sound Energy			-
04/01/2026	Bill Payment (Check)	5207-	Westside Water	7000	Uncleared	21,918.38
04/01/2026	Bill Payment (Check)	5207-	Westside Water			-104.07
04/01/2026	Bill Payment (Check)	5207-	Westside Water			-104.07
1025 US Bank Imprest 4874						
03/19/2026	Expense	112-8614588-1547463	Amazon	Hubdoc - https://app.hubdoc.com/document/900911962 - INV112-8614588-1547463	Cleared	-236.14
03/19/2026	Expense	112-8614588-1547463	Amazon	Amazon - 112-8614588-1547463		236.14
03/23/2026	Bill Payment (Check)		United Site Services, Inc		Cleared	-1,246.00
03/23/2026	Bill Payment (Check)		United Site Services, Inc			-1,246.00
03/23/2026	Bill Payment (Check)		United Site Services, Inc		Cleared	-384.00
03/23/2026	Bill Payment (Check)		United Site Services, Inc			-384.00
03/23/2026	Bill Payment (Check)		United Site Services, Inc		Cleared	-162.00
03/23/2026	Bill Payment (Check)		United Site Services, Inc			-162.00

Check Detail Report

Vashon Park District

March 18-April 3, 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
03/23/2026	Bill Payment (Check)		United Site Services, Inc		Cleared	-663.76
03/23/2026	Bill Payment (Check)		United Site Services, Inc			-663.76
03/27/2026	Expense		Washington State Ferries	Debit Purchase -visa Wsferries-fauntlseattle Wa XX/XX Card 6098	Cleared	-25.70
03/27/2026	Expense		Washington State Ferries	Debit Purchase -visa Wsferries-fauntlseattle Wa XX/XX Card 6098		25.70
03/28/2026	Expense	10001479889907	Intuit	Hubdoc - https://app.hubdoc.com/document/900912610 - INV10001479889907	Cleared	-55.54
03/28/2026	Expense	10001479889907	Intuit	Intuit Quickbooks - 10001479889907		55.54

Policy #: 2500	
Approval Date:	Last Revision Date:

All policies of the District shall be assembled online and accessible through the Park District website, as well as physically in the Vashon Park District Policy Manual located at the District office. ~~Policies are,~~ maintained ~~in the District office~~ by the Board Secretary and ~~/or~~ the Executive Director.

All District policies may be reviewed and modified as ~~needed but no later than every 4 years~~ needed to reflect changes in District processes and procedures; changes in employee processes and need; changes in community and/or user needs; ~~and~~ changes in guiding RCWs and law; and changes deemed necessary by the Board of Commissioners. All District policies shall be adopted by resolution or by motion in a regular or special Board meeting. Policy changes during special meetings must be named in the Agenda for the special meeting.

The Board Secretary and the Executive Director are responsible for drafting updates to current policy; drafting new policy; receiving policy recommendations from other Board members, staff, or members of the public; and presenting new policy, or updates to current policy, to the Board during a scheduled meeting.

Clean version:

All policies of the District shall be assembled online and accessible through the Park District website, as well as physically in the Vashon Park District Policy Manual located at the District office. Policies are maintained by the Board Secretary and the Executive Director.

All District policies may be reviewed and modified as needed to reflect changes in District processes and procedures; changes in employee processes and need; changes in community and/or user needs; changes in guiding RCWs and law; and changes deemed necessary by the Board of Commissioners. All District policies shall be adopted by resolution or by motion in a regular or special Board meeting. Policy changes during special meetings must be named in the Agenda for the special meeting.

The Board Secretary and the Executive Director are responsible for drafting updates to current policy; drafting new policy; receiving policy recommendations from other Board members, staff, or members of the public; and presenting new policy, or updates to current policy, to the Board during a scheduled meeting.

NOTE FOR BOARD DISCUSSION: Our capital funding strategy for the Weatherization, Electrification, and Solarization plan prioritizes upgrades in that specific order. As detailed in the earlier sections of our plan, we must address the building envelope and system efficiency through weatherization and electrification before focusing on power generation. To maintain this focus, this strategy treats solarization as an opportunistic, grant-funded strategy. This approach allows us to pursue solar build-outs as specific funding arises without diverting capital from our decarbonization and electrification priorities. However, it remains crucial that each phase of the total plan accounts for future solar integration to ensure long-term success.

9.0 Solar Opportunities

Building on the "envelope-first" philosophy, this section outlines integration of Photovoltaic (PV) systems. By first reducing the base energy load through weatherization, the District can maximize the percentage of building load and space needed to install adequate systems.

9.1 Solar Feasibility Study (FY 2027)

Before hardware is purchased, a professional assessment is necessary for both Ober Park and the Fisher Building to ensure long-term ROI and structural safety.

- **Structural Integrity Analysis:** Evaluation of the roof at Ober Park and the metal roof at Fisher to ensure they can support the load of a PV system. Generally speaking, most roofs are capable of handling this increased load as technological advances have reduced PV system weight over the past several years.
 - **Solar Exposure & Shading:** Modeling to account for the tree canopy at Ober Park and the Fisher Pond location. Both locations have some tree coverage and should be assessed.
 - **Load Profiling:** Being sure to include in the load profile analysis any new electrical demand post-electrification, including the dual 5-ton heat pumps at Ober Park and upgrades at Fisher.
 - **Interconnection Assessment:** Coordinating with the utility to verify that the upgraded electrical panels can handle two-way power flow.
-

9.2 Implementation Strategy: Phased

Fisher Maintenance Building (After feasibility, when grant-funding is awarded)

- **Configuration:** A roof-mounted, or other array identified during the Feasibility Phase, designed to power/support the new ductless mini-split and support Level 2 EV charging for maintenance vehicles.
- **Timing:** Should grant funding be available, this installation could coincide with the electrical service upgrade to 400A. *Otherwise, this could be completed as part of a stand-alone solarization plan starting in 2030.*

Ober Park (After feasibility, when grant-funding is awarded)

- **Configuration:** This will likely be a larger array sized to offset the cooling and heating loads of the centralized heat pump system and the EV charging station.

9.3 Financial & Solar Effectiveness

Integrating solar during the other phases of the strategy creates a multiplier of benefit effect on every dollar previously spent:

Action	Impact on Solar Effectiveness
Weatherization	Reduces energy waste, meaning more solar power goes toward active use rather than escaping through drafts.
HVAC Electrification	Transitions the buildings to electricity, allowing a single solar array to power/support the entire facility's climate control.
EV Infrastructure	Solar generation during daylight hours coincides with peak charging times for District vehicles not in use.

9.4 Next Steps

While the feasibility study begins in 2027, the Electrification upgrades must include solar ready specifications:

- **Panel Space:** Ensure the new 400A service at Fisher and upgraded panels at Ober include dedicated space for PV inverters.

- **Conduit Runs:** During the weatherization of any walls and roofs, pre-install empty conduits from the roof to the electrical room to avoid disturbing newly sealed envelopes in later years, where required.
-

10.0 Funding & Grant Strategy

The District's strategy is to prioritize weatherization and electrification as the first steps, while concurrently attempting to utilize grants to fund the solar portions.

- **Grant Dependency:** Solar investments are dependent on securing external grant funding.
- **Opportunities:** The District's grant strategy identifies opportunities to support plan implementation during capital investment periods for weatherization/electrification. This strategy has the benefit of those capital investments acting as grant match.
- **Direct Pay Provisions:** The District will explore federal/state direct pay (Elective Pay) options that allow tax-exempt entities to receive payments for clean energy installations.
- **Strategic Plan Alignment:** Grant applications will focus on programs that support Vashon Park District's Strategic Plan, specifically Goal 6: Leading with Environmental Stewardship.

DRAFT Commons Committee Minutes Thursday 4.2.2026

In attendance:

Martha Woodard, Tim Stapleton, Hans Van Dusen, Jo Moccia, Mark Frey, David Hackett, Robin Miller Thomas

On Zoom: David Hackett

Public comments:

There were no public comments.

Identify Potential At-Large Member for Consideration

Tim presented a list of individuals that he thought would make excellent At-Large representatives. They included Robin McGonegil, Terry Vanderwall, Caleb Smith, Lindsey Gay, Alex Craighead, and Noah Roselander. The latter two not being associated with an active, formal sport league.

Robin Miller also recommended Maria, the Senior Center Director.

David Hackett stated that he was open to having someone else who is a bit more active with one of the sport leagues take his place and recommended Bob Hennessey as an At-Large representative.

The board then discussed the current makeup of the board. The current makeup is as follows:

1. Representative of VISD governing board – Martha Woodard
2. Representative of VPD governing board – Hans Van Dusen
1. VISD Superintendent – Jo Moccia
2. VPD Executive Director – Tim Stapleton
3. (1) Representative appointed by the VISD Superintendent – Mark Frey
4. (1) Representative from VPD user groups appointed by the VPD Executive Director – David Hackett
5. (1) At-large representative jointly appointed by the co-chairs - Unfilled

The board discussed the desire to have an At-Large member that represents groups outside of sport-leagues. Hans agreed to contact Bob, Maria, Noah, and Alex to discuss their interest in serving on the committee.

Review of Annual VPD payment

Tim and Jo agreed that the payment is up-to-date and would be reviewed for its increase in the next few months.

Updates from Respective Maintenance Leads for Next Quarter

Mark informed the committee that they had planned to have a gymnasium closed for maintenance during spring break but moved away from that plan.

Tim informed the committee that Mark, Greg Allison, and himself would be getting together soon to discuss ongoing maintenance needs, opportunities, and concerns.

Commons Agreement FAQ

Tim presented an FAQ for the Interlocal Agreement that he plans to post on the Vashon Park District website. It focuses on addresses common questions and needs.

Jo informed that some of the contact information will need to be updated as new staff at the School District is brought on board.

Tim encouraged everyone to take their time and provide comment as needed.

David pointed out that the governance portion should be updated to provide a clearer picture of who specifically is on the Commons Committee.

Share Any Availability Changes for 2Q26

Nothing to report.

Any Other Coordination Items In Need of Committee Discussion

Jo highlighted that the District's are in communication regarding upcoming levies and opportunities to work together. There are a series of meetings already scheduled to dig deeper into these opportunities.

Tim moved to adjourn. Second by Jo. All voted in favor.