



**Vashon Park District**  
**Meeting of Board of Commissioners**  
**Executive Session – 7:00 p.m. – 7:35 p.m.**  
**Public Meeting – March 24, 2026 – 7:35 p.m.**  
**Via ZOOM and In Ober Admin Building**  
**17130 Vashon Hwy SW**  
**Join Zoom Meeting**  
<https://zoom.us/j/98230351427>  
**Meeting ID: 982 3035 1427**  
**1-253-215-8782**

### Agenda for March 24, 2026

Time (PM)	Topic	Activity	Presenter
7:00	<b>Call to Order</b>	A	Abby
7:01	<b>Executive Session to discuss performance of Park District staff</b>		
7:35	<b>Review Agenda</b>	I	Abby
7:37	<b>Public Comment</b>	D	Abby
7:40	<b>Approval of Minutes:</b> March 10, 2026	A	Abby
7:45	<b>Approval of Preliminary Vouchers:</b> March 7, 2026 – March 18, 2026	A	Abby
7:50	<b>Old Business</b> Marie Bradley – Inspiration Point  <b>Motion: Move to approve Phase 2 of project at Inspiration Point</b> <i>Brought by Bob McMahon</i> <i>Seconded by Hans Van Dusen</i>	A	Abby
8:00	<b>New Business</b> Financial Report Policy Discussion - #2500 District Policies	D D D	Tim
8:45	<b>Agenda Items for Future Meetings</b> Solar Plan Section of Weatherization/Electrification Plan Dog Leash Sign Update Invasive Strategy Belle Baldwin Property Lighthouse Tours	D	Abby
8:50	<b>Adjourn</b>	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 10, 2026

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

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
<b>Call To Order – Review Agenda</b>	Abby Antonelis called the meeting to regular order and reviewed the agenda.	
<b>Public Comment</b>	No public comments.	
<b>Approval of Minutes from February 24, 2026 Meeting and Preliminary Vouchers from February 13, 2026 – March 6, 2026</b>	<b>Sarah: Move to approve the previous meeting minutes and accept vouchers.</b> <b>Hans: Second</b> <b>Pass 4-0</b>	<b>Motion to approve the Meeting Minutes and Accept Vouchers</b> <b>Pass 4-0</b>
<b>Old Business</b> Pool Project Update	Tim presented the updated pool project communication piece (linked <a href="#">here</a> ) based on comments from the previous board meeting. Tim: I also need to update our funding chart and add more specific information related to the funding agencies in the graph. Hans: Perhaps you can show a range of funding versus the precise dollar amounts? Tim: Yes, I can make that update.	
VPD Priorities Final Review	Tim presented the final priorities document linked <a href="#">here</a> . Hans: This is good work, thank you for getting this completed. Sarah: Yes, thank you. No additional comments were provided as this document was discussed thoroughly at the previous board meeting.	

<p><b>New Business</b> Marie Bradley – Inspiration Point</p>	<p>Marie Bradley presented on the importance and values of moving forward with Phase 2 of the view-clearing work at Inspiration Point. Information is linked <a href="#">here</a>.</p> <p><b>Bob: Move to approve Phase 2 of project at Inspiration Point.</b></p> <p><b>Hans: Second</b></p>	<p><b>Vote will occur at next board meeting.</b></p>
<p>Policy Review Plan</p>	<p>Tim presented a plan to review all of the organizational policies over the next 18 months. The strategy is linked <a href="#">here</a>.</p> <p>Sarah: How often do we need to review our policies?</p> <p>Tim: Current policy requires that occurs every 4 years. There are no specific requirements for what that must look like.</p> <p>Bob: When I started on the board, another board member and I reviewed all of them and made some updates. I do not recall if Elaine was involved or not.</p> <p>Tim: Did changes then come to the board?</p> <p>Bob: I am not sure.</p> <p>Hans: Something to think about is getting all of these policies online.</p> <p>Sarah: That would be nice. I know the policies are in physical form now, but perhaps you can work on scanning them all in and sharing a link?</p> <p>Tim: Yes, I can do that.</p> <p>Hans: I'm not sure we should bite off this much of a review process. Perhaps we start with the policy that requires them to be reviewed in the first place?</p> <p>Abby: Yes, it would be great to have them all accessible digitally on our website.</p> <p>Bob: Yes, I think we need to get that done.</p> <p>Tim: Some of them will need to be retyped or formatted in a more presentable way. That is something I can work on.</p> <p>Abby: What do you think, Tim? Do you agree we could simply start with the policy that directs us to review them and discuss what this process should look like.</p> <p>Bob: It could be that you review them for any legal compliance issues first.</p> <p>Hans: I think we start with this first one and see if that leads to a better direction. For me, reviewing them all is not a top priority. We are functioning.</p> <p>Tim: I could also maintain this schedule and as I have changes that I recommend, I can bring those to the board for consideration.</p> <p>Abby: Yes, maybe something like that will be what we decide. Let's start with the policy to review policies.</p> <p>Tim: I will have it on the next agenda.</p>	
<p>Dog Leash Policy Discussion</p>	<p>The board discussed the current dog leash policy.</p> <p>Bob: There places this is not working well, like Jensen. We are having a compliance issue with some members of our community.</p> <p>The board then discussed sign options and requested that the ED develop an option for new signage that is more focused on telling why leash policies exist.</p>	
<p><b>Agenda Items for next meeting</b></p>	<p>The following items were added to future agendas: Belle Baldwin Property Use Conversion and Lighthouse Tours</p>	

<b>Adjourn</b> <b>8:20 pm</b>	<b>Sarah: Motion to adjourn.</b> <b>Hans: Second.</b> <b>Pass: 5-0</b>	<b>Motion to adjourn.</b> <b>Pass 4-0</b>
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Minutes by: Tim Stapleton

# Check Detail Report

Vashon Park District

March 7-18, 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1001 King County General 2969						
38632						
03/09/2026	Bill Payment (Check)	5145-	CalPortland Company Inc	1007914	Uncleared	-125.30
03/09/2026	Bill Payment (Check)	5145-	CalPortland Company Inc			-125.30
38633						
03/09/2026	Bill Payment (Check)	5146-	Marie Browne Business Management Services		Uncleared	-2,500.00
03/09/2026	Bill Payment (Check)	5146-	Marie Browne Business Management Services			-2,500.00
38634						
03/09/2026	Bill Payment (Check)	5147-	Vashon Adventures LLC		Uncleared	-
						50,000.00
03/09/2026	Bill Payment (Check)	5147-	Vashon Adventures LLC			-
						50,000.00
38696						
03/10/2026	Expense		WA State Dept of Retirement Systems		Uncleared	-250.00
03/10/2026	Expense		WA State Dept of Retirement Systems	3/5 payroll	Uncleared	-250.00
38697						
03/11/2026	Bill Payment (Check)	5149-	Amerigas		Uncleared	-289.21
03/11/2026	Bill Payment (Check)	5149-	Amerigas			-289.21
38698						
03/11/2026	Bill Payment (Check)	5150-	ASCAP		Uncleared	-460.17
03/11/2026	Bill Payment (Check)	5150-	ASCAP			-460.17
38699						
03/11/2026	Bill Payment (Check)	5151-	Bozco Construction LLC		Uncleared	-
						98,931.60
03/11/2026	Bill Payment (Check)	5151-	Bozco Construction LLC			-
						98,931.60
38700						
03/11/2026	Bill Payment (Check)	5152-	King County Treasury		Uncleared	-5,431.33
03/11/2026	Bill Payment (Check)	5152-	King County Treasury			-5,431.33
38701						
03/11/2026	Bill Payment (Check)	5153-	Vashon Disposal Co.	2111-32170360, 32170362, 32695266	Uncleared	-1,034.90
03/11/2026	Bill Payment (Check)	5153-	Vashon Disposal Co.			-1,034.90
38702						
03/11/2026	Bill Payment (Check)	5154-	Williams Heating, Inc. (Gas)	329120	Uncleared	-956.06
03/11/2026	Bill Payment (Check)	5154-	Williams Heating, Inc. (Gas)			-956.06
38703						
03/11/2026	Bill Payment (Check)	5155-	Williams Heating, Inc. (Oil)	329130	Uncleared	-817.97
03/11/2026	Bill Payment (Check)	5155-	Williams Heating, Inc. (Oil)			-817.97
38704						
03/11/2026	Bill Payment (Check)	5156-	WRPA		Uncleared	-1,737.25
03/11/2026	Bill Payment (Check)	5156-	WRPA			-1,737.25

# Check Detail Report

Vashon Park District

March 7-18, 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
38722						
03/13/2026	Expense		WA State Dept of Retirement Systems		Uncleared	-8,575.95
03/13/2026	Expense		WA State Dept of Retirement Systems	PERS Payment	Uncleared	-8,575.95
38734						
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
38735						
03/18/2026	Bill Payment (Check)	5186-	Crystal Springs		Uncleared	-102.30
03/18/2026	Bill Payment (Check)	5186-	Crystal Springs			-102.30
38736						
03/18/2026	Bill Payment (Check)	5187-	MacDonald-Miller	33701	Uncleared	-656.67
03/18/2026	Bill Payment (Check)	5187-	MacDonald-Miller			-656.67
38737						
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
38738						
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
38739						
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
38740						
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)	5191-	WA State Health Care Authority (PEBB)			12,861.27
38741						
03/18/2026	Bill Payment (Check)	5192-	Water District 19	79000	Uncleared	-910.60
03/18/2026	Bill Payment (Check)	5192-	Water District 19			-910.60
38742						
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
1025 US Bank Imprest 4874						
38749						
03/10/2026	Expense		Adobe	Recurring Debit Purchase Adobe Inc San Jose Ca XX/XX Card 6098	Cleared	-219.93
03/10/2026	Expense		Adobe	Recurring Debit Purchase Adobe Inc San Jose Ca XX/XX Card 6098		219.93

# Inspiration Point Next Phase of Work Proposal - November 2025

## Background:

- Inspiration Point is a Vashon Park District (VPD) property located along Vashon Highway south of the town of Burton. It is a 0.9-acre viewpoint overlooking Quartermaster Harbor, Dockton, Mt. Rainier and the East Passage from 381 feet above sea level. For many years, there was a much-admired panoramic view from the site. However, over the years, the trees downhill have grown up to obscure the view.
- In March of 2023, the members of the Southend Community Club worked as volunteers to weed and clean up the forested and planting areas within the park. Huge improvements were made, and VPD hired a forester to work on the trees downhill and open up view corridors. The Vashon Park District provided project oversight to remove the lower limbs of the fir and maple trees, and top some maples, madronas, dogwoods, and willows.
- The Vashon Parks Foundation (VPF) raised funds to supplement those earmarked for this project by the VPD. The Park District committed to pay for view clearing costs of \$15,500 above \$4500 already raised by the community and Foundation as of November 6, 2024.
- Last fall (2024) VPD completed the first phase of Inspiration Point View Restoration.
- It was decided by the VPD board that because a total restoration of the original 180-degree view of Quartermaster Harbor from inspiration Point would be incredibly challenging physically and excessively expensive, the creation of narrow view corridors to the three points of interest would be more feasible from both operational and financial standpoints.
- The three points of interest:
  1. View to the north (Burton Peninsula) – a fairly narrow corridor through the trees beginning on the north side of the parking area. It included the removal of the large maple and limbing of a few of the firs in the area. The trunks of the firs near the parking area were cleaned up by removing dead branches and short remnants of branches that have broken off in the past.
  2. View to the east (Dockton) – another narrow corridor (narrower than the Burton slot). The corridor begins at a point on the edge of the parking lot roughly twenty south of the Burton corridor. Opening up this view was mostly accomplished by limbing of firs.
  3. View toward Mount Rainier – another corridor through the trees, beginning at the stone wall on the south side of the parking area. It required removal of a large patch of willows and hazelnut bushes plus selective limbing of firs. It is the widest of the view corridors and includes Mount Rainier (over the top of Maury Island) and some of south Quartermaster Harbor.
- Phase one of the view restoration was on Mike Urban `s land – not VPD property.
- The contractors, Bryan Novotny charged VPD \$2000/day for the work for 11 days of work. Including tax, this totaled \$23,936.

- Bryan did an excellent job and was very responsive to Park district’s needs and requests. The Foundation has received very positive feedback and appreciation from the community about the phase one improvements.
- Since the initial clearing was completed in December of 2024, the Vashon Parks Foundation was awarded a **King County 4Culture grant** of \$14,900. With this grant, the Vashon Park District and Foundation will install four interpretive panels designed by Bruce Haulman, island historian, and Sandra Noel, explaining the history of the views. The grant is only for historical and cultural signage, not for clearing the view. *(See attached for a sample of what signs will look like.)*

## Desired Scope of Work for Phase 2

For the next phase of view restoration, the South End Community Group would like to open up the three viewpoints even more so that the views actually show what the 4Culture grant signs will describe.

1. Widen the Burton peninsula view. Estimate one day of work.
2. Expand the view towards Mt. Rainier by topping madronas. This would also showcase Maury Island better. Estimate one day of work.
3. The most limited view is toward Tacoma. Limbing fir trees will provide a view of the East Channel and also widen the viewing area of Mt Rainier. Estimate 3 days of work

### Expected Outcomes:

- The public will be able to see more fully what is described on the interpretive panels. Visitors will see what is meant by “roadside attraction ahead.”
- Less ongoing maintenance because limbs will be removed.
- Viewers can see the tall ships when they come in each year.

### Estimated Cost of Phase 2

- Expanding the three corridors as described above will require a minimum of 5 days of work.
- Bryan Novotny has confirmed his rate is (\$2200/day)
- Estimate phase two total cost is \$would be \$ 11,000 (5 days @ \$2200/day)
- **Note:** The foundation currently has \$250 left in the Inspiration Point account

## Fundraising Strategies

- Fundraising is being driven by an enthusiastic and committed the South End Community Group led by their leader, Marie Bradley. They are confident they can raise 100% of the Phase 2 funds. There is no request for funds from the Vashon Park District at this time.
- The South End Group would like to begin fundraising as soon as possible to take advantage of year-end donations. The Vashon Parks Foundation will accept, track, and monitor all funds donated and support community outreach and communication through its website.
- Fund raising strategies include:
  - **Beachcomber articles.** Leverage/publicize the Foundation's **4Culture grant** award with an article in the Beachcomber. Bruce Haulman & Marie Bradley have an article ready to go about winning the 4Culture grant. The article raises community awareness of the Inspiration Point project, and the last paragraph asks for donations. *(See attached article)*
  - Solicit the **Vashon Garden Club** for donations. The garden designed and installed the original landscaping. Marie attended one of their meetings last year informing them about the project. They seemed interested in supporting future work.
  - **Voice of Vashon** spots will tell the community about the 4Culture grant and Phase 2 of the project.
  - **Make cards** with a photo of Inspiration Point to sell like those made by Ray Pfortner for Tramp Harbor. "Because You Inspire Me" on the front and inside message would say "A donation in your name has been given to the Vashon Parks Foundation in the amount of X for the Inspiration Point project." The cards would be promoted on social media to use as Christmas gifts.
  - **Create fliers, posters, and brochures** with QR specifically about the Inspiration Point project. Windermere has already designed a poster at the request of the South End Group. *(See attached.)*
  - **Post the Inspiration Point fact sheet** at Inspiration Point. *(See attached.)*
  - **Commitment of potential donors** who have promised to donate once Phase 2 is approved, e.g., Marie Bradiley \$1000, Wendy Gage, Keith Prior, and Candy McCulloch.
  - Progress reports and updates on **Vashon Park Foundation's website.**
  - Vashon Park Foundation will participate in Washington Gives and **December's Give Big campaign** soliciting donations for VPD projects including Inspiration Point.

## Next Steps

- VPF Board approval
- VPD Exec Director approval
- VPD Board approval
- Begin fundraising before year-end 2025.



**Vashon Park District**  
**Meeting of Board of Commissioners**  
**March 24, 2026 – 7:00 p.m.**

Executive Director Budget Notes:

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.

**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.

2026 Budget																
	2026 Budget	January	February	March	April	May	June	July	August	September	October	November	December	2026 Projected EOY	Difference from Budget	% change
<b>Beginning Cash</b>	<b>\$ 711,929</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>\$ 589,313</b>		
<b>Revenue</b>																
Levy	\$ 1,984,380	\$ 8,494	\$ 43,223	\$ 115,256	\$ 728,583	\$ 183,514	\$ 18,721	\$ 5,280	\$ 7,457	\$ 33,917	\$ 674,700	\$ 147,538	\$ 25,250	\$ 1,991,933	\$ 7,553	0.4%
Admin	\$ 142,855	\$ 3,006	\$ 4,631	\$ 6,606	\$ 38,060	\$ 6,606	\$ 6,606	\$ 7,106	\$ 6,781	\$ 6,606	\$ 38,060	\$ 6,606	\$ 6,606	\$ 137,280	\$ (5,575)	-3.9%
Parks & Facilities Maintenance	\$ 25,920	\$ 609	\$ 4,024	\$ 1,700	\$ 2,500	\$ 1,400	\$ 400	\$ 5,800	\$ 5,600	\$ 3,600	\$ 1,000	\$ 1,160	\$ 1,160	\$ 28,953	\$ 3,033	11.7%
Commons	\$ 26,160	\$ 1,077	\$ 4,429	\$ 2,180	\$ 2,180	\$ 2,180	\$ 2,180	\$ 2,180	\$ 2,180	\$ 2,180	\$ 2,180	\$ 2,180	\$ 2,180	\$ 27,306	\$ 1,146	4.4%
Programs, Classes & Camps	\$ 25,483	\$ 6,226	\$ 2,547	\$ 2,688	\$ 4,200	\$ 1,170	\$ 1,540	\$ 297	\$ 488	\$ 1,585	\$ 3,700	\$ 4,300	\$ 4,500	\$ 33,242	\$ 7,759	30.4%
Pool	\$ 113,400	\$ 12,204	\$ 2,386	\$ 7,800	\$ 11,400	\$ 7,800	\$ 7,800	\$ 16,800	\$ 17,300	\$ 7,800	\$ 7,500	\$ 7,300	\$ 7,300	\$ 113,390	\$ (10)	0.0%
Point Robinson	\$ 120,994	\$ 9,505	\$ 13,585	\$ 11,812	\$ 6,412	\$ 8,612	\$ 3,812	\$ 26,848	\$ 6,799	\$ 7,921	\$ 10,493	\$ 7,637	\$ 6,062	\$ 119,498	\$ (1,496)	-1.2%
Fern Cove	\$ 28,800	\$ 2,283	\$ 2,283	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 28,566	\$ (234)	-0.8%
CIP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ 2,467,992</b>	<b>\$ 43,404</b>	<b>\$ 77,108</b>	<b>\$ 150,442</b>	<b>\$ 795,735</b>	<b>\$ 213,682</b>	<b>\$ 43,459</b>	<b>\$ 66,711</b>	<b>\$ 49,005</b>	<b>\$ 66,009</b>	<b>\$ 740,033</b>	<b>\$ 179,121</b>	<b>\$ 55,458</b>	<b>\$ 2,480,168</b>	<b>\$ 12,176</b>	<b>0.5%</b>
<b>Expenses</b>																
Admin (includes RFAs)	\$ 582,357	\$ 28,728	\$ 37,297	\$ 36,496	\$ 37,561	\$ 40,061	\$ 39,061	\$ 33,061	\$ 155,596	\$ 37,561	\$ 35,096	\$ 35,096	\$ 53,556	\$ 569,170	\$ (13,187)	-2.3%
Parks & Facilities Maintenance	\$ 727,985	\$ 56,243	\$ 51,341	\$ 56,093	\$ 59,118	\$ 57,333	\$ 67,168	\$ 58,643	\$ 65,700	\$ 62,125	\$ 56,643	\$ 56,093	\$ 56,093	\$ 702,593	\$ (25,392)	-3.5%
Commons	\$ 185,862	\$ 9,506	\$ 10,127	\$ 8,294	\$ 8,294	\$ 8,294	\$ 51,461	\$ 8,294	\$ 8,294	\$ 8,294	\$ 8,294	\$ 8,294	\$ 51,461	\$ 188,907	\$ 3,045	1.6%
Programs, Classes & Camps	\$ 336,526	\$ 20,659	\$ 22,694	\$ 23,491	\$ 24,063	\$ 24,991	\$ 29,591	\$ 36,141	\$ 33,891	\$ 37,791	\$ 22,791	\$ 26,995	\$ 26,995	\$ 330,093	\$ (6,433)	-1.9%
Pool	\$ 445,791	\$ 37,374	\$ 41,858	\$ 38,748	\$ 40,848	\$ 37,860	\$ 35,748	\$ 37,273	\$ 36,048	\$ 36,542	\$ 36,348	\$ 36,503	\$ 36,003	\$ 451,153	\$ 5,362	1.2%
Point Robinson	\$ 120,397	\$ 8,474	\$ 11,268	\$ 8,722	\$ 9,188	\$ 9,177	\$ 18,198	\$ 9,190	\$ 9,117	\$ 9,307	\$ 10,077	\$ 9,307	\$ 9,807	\$ 121,832	\$ 1,435	1.2%
Fern Cove	\$ 5,000	\$ 428	\$ 369	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,797	\$ 797	15.9%
CIP	\$ 196,500	\$ -	\$ -	\$ -	\$ -	\$ 47,500	\$ 45,000	\$ 80,000	\$ -	\$ -	\$ -	\$ 24,000	\$ -	\$ 196,500	\$ -	0.0%
<b>Total</b>	<b>\$ 2,600,418</b>	<b>\$ 161,412</b>	<b>\$ 174,954</b>	<b>\$ 171,844</b>	<b>\$ 179,072</b>	<b>\$ 230,216</b>	<b>\$ 286,227</b>	<b>\$ 262,602</b>	<b>\$ 308,646</b>	<b>\$ 191,620</b>	<b>\$ 169,249</b>	<b>\$ 196,288</b>	<b>\$ 233,915</b>	<b>\$ 2,566,045</b>	<b>\$ (34,373)</b>	<b>-1.3%</b>
<b>Net Operations</b>																
Admin	\$ (439,502)	\$ (25,722)	\$ (32,666)	\$ (29,890)	\$ 499	\$ (33,455)	\$ (32,455)	\$ (25,955)	\$ (148,815)	\$ (30,955)	\$ 2,964	\$ (28,490)	\$ (46,950)	\$ (431,890)	\$ 7,612	-1.7%
Parks & Facilities Maintenance	\$ (702,065)	\$ (55,634)	\$ (47,317)	\$ (54,393)	\$ (56,618)	\$ (55,933)	\$ (66,768)	\$ (52,843)	\$ (60,100)	\$ (58,525)	\$ (55,643)	\$ (54,933)	\$ (54,933)	\$ (673,640)	\$ 28,425	-4.0%
Commons	\$ (159,702)	\$ (8,429)	\$ (5,698)	\$ (6,114)	\$ (6,114)	\$ (6,114)	\$ (49,281)	\$ (6,114)	\$ (6,114)	\$ (6,114)	\$ (6,114)	\$ (6,114)	\$ (49,281)	\$ (161,601)	\$ (1,899)	1.2%
Programs, Classes & Camps	\$ (311,043)	\$ (14,433)	\$ (20,147)	\$ (20,803)	\$ (19,863)	\$ (23,821)	\$ (28,051)	\$ (35,844)	\$ (33,403)	\$ (36,206)	\$ (19,091)	\$ (22,695)	\$ (22,495)	\$ (296,851)	\$ 14,192	-4.6%
Pool	\$ (332,391)	\$ (25,170)	\$ (39,472)	\$ (30,948)	\$ (29,448)	\$ (30,060)	\$ (27,948)	\$ (20,473)	\$ (18,748)	\$ (28,742)	\$ (28,848)	\$ (29,203)	\$ (28,703)	\$ (337,763)	\$ (5,372)	1.6%
Point Robinson	\$ 597	\$ 1,031	\$ 2,317	\$ 3,090	\$ (2,776)	\$ (565)	\$ (14,386)	\$ 17,658	\$ (2,318)	\$ (1,386)	\$ 416	\$ (1,670)	\$ (3,745)	\$ (2,334)	\$ (2,931)	-491.0%
Fern Cove	\$ 23,800	\$ 1,855	\$ 1,914	\$ 2,400	\$ 2,400	\$ (2,600)	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 22,769	\$ (1,031)	-4.3%
CIP	\$ (196,500)	\$ -	\$ -	\$ -	\$ -	\$ (47,500)	\$ (45,000)	\$ (80,000)	\$ -	\$ -	\$ -	\$ (24,000)	\$ -	\$ (196,500)	\$ -	0.0%
<b>Net</b>	<b>\$ (132,426)</b>	<b>\$ (118,008)</b>	<b>\$ (97,846)</b>	<b>\$ (21,402)</b>	<b>\$ 616,663</b>	<b>\$ (16,534)</b>	<b>\$ (242,768)</b>	<b>\$ (195,891)</b>	<b>\$ (259,641)</b>	<b>\$ (125,611)</b>	<b>\$ 570,784</b>	<b>\$ (17,167)</b>	<b>\$ (178,457)</b>	<b>\$ (85,877)</b>	<b>\$ 46,549</b>	<b>-35.2%</b>
<b>Ending Cash Balance</b>	<b>\$ 579,503</b>	<b>\$ 593,921</b>	<b>\$ 496,075</b>	<b>\$ 474,673</b>	<b>\$ 1,091,336</b>	<b>\$ 1,074,802</b>	<b>\$ 832,035</b>	<b>\$ 636,144</b>	<b>\$ 376,503</b>	<b>\$ 250,892</b>	<b>\$ 821,676</b>	<b>\$ 804,509</b>	<b>\$ 626,052</b>	<b>\$ 626,052</b>	<b>\$ 46,549</b>	<b>8.0%</b>

# Balance Sheet

Vashon Park District

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
Current Assets	
Bank Accounts	
1000 Cash	\$6,190.39
10000 Clearing Account	0.00
1001 King County General 2969	388,360.87
1021 US Bank CC 4825	-9,960.25
1023 CC Clearing Account	0.00
1024 US Bank Payroll 3561	0.00
1025 US Bank Imprest 4874	29,709.45
1030 Petty Cash Front Desk Ober	350.00
1045 Petty Cash Pool	400.00
<b>Total for 1000 Cash</b>	<b>\$415,050.46</b>
<b>Total for Bank Accounts</b>	<b>\$415,050.46</b>
Accounts Receivable	
11000 Accounts Receivable	561.29
<b>Total for Accounts Receivable</b>	<b>\$561.29</b>
Other Current Assets	
12000 Undeposited Funds	0.00
1210 Levy Receivable	\$0.00
1211 Levy Receivable Current Year	2,034,188.81
1212 Levy Receivable Prior Years	45,069.84
<b>Total for 1210 Levy Receivable</b>	<b>\$2,079,258.65</b>
1400 Other	
1401 Prepaid Insurance	0.00
1402 Prepaid Medical	0.00
1410 Employee Advances	0.00
1420 Suspense	0.00
<b>Total for 1400 Other</b>	<b>\$0.00</b>
Uncategorized Asset	0.00
<b>Total for Other Current Assets</b>	<b>\$2,079,258.65</b>
<b>Total for Current Assets</b>	<b>\$2,494,870.40</b>
Fixed Assets	
1501 Leased Trucks	90,322.20
1502 Leased Tractor	42,000.00
<b>Total for Fixed Assets</b>	<b>\$132,322.20</b>
<b>Total for Assets</b>	<b>\$2,627,192.60</b>

# Balance Sheet

Vashon Park District

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 Accounts Payable	0.00
<b>Total for Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
2120 Sales Tax Payable	694.09
2200 Payroll Liabilities	\$0.01
2240 State Unemployment Payable	0.00
2250 L & I Payable	0.00
2270 Garnishments Payable	0.00
2281 PERS Payable	4,312.33
2282 Deferred Compensation Program Payable	0.00
<b>Total for 2200 Payroll Liabilities</b>	<b>\$4,312.34</b>
2201 Net Pay Payable	0.00
2340 Medical Insurance	0.00
2405 Deferred Revenue, Levy	2,079,258.65
2500 Other Current Liabilities	\$0.00
2570 Deposits	
2571 Lodging	0.00
2572 Key and Equipment	476.50
2573 Misc Deposits	308.45
<b>Total for 2570 Deposits</b>	<b>\$784.95</b>
<b>Total for 2500 Other Current Liabilities</b>	<b>\$784.95</b>
Washington State Department of Revenue Payable	0.00
<b>Total for Other Current Liabilities</b>	<b>\$2,085,050.03</b>
<b>Total for Current Liabilities</b>	<b>\$2,085,050.03</b>
Long-term Liabilities	
2811 Vacation Leave Payable	11,845.90
<b>Total for Long-term Liabilities</b>	<b>\$11,845.90</b>
<b>Total for Liabilities</b>	<b>\$2,096,895.93</b>
Equity	
3000 Opening Balance Equity	0.00
3500 Restricted Special	\$0.00
3502 Agren Forestry	9,074.09
<b>Total for 3500 Restricted Special</b>	<b>\$9,074.09</b>
3800 RFA	3,949.47
3801 RFA Swim4All	0.00
3802 RFA Basketball	1,737.16
3803 RFA Episcopal Church Swim	-448.90
3804 RFA Sailing Camp	582.50
32000 Unrestricted Net Assets	849,009.96

# Balance Sheet

Vashon Park District

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Net Income	-333,607.61
<b>Total for Equity</b>	<b>\$530,296.67</b>
<b>Total for Liabilities and Equity</b>	<b>\$2,627,192.60</b>

# Check Detail Report

Vashon Park District

February 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1001 King County General 2969						
38484						
02/10/2026	Expense		WA State Dept of Retirement Systems		Reconciled	-250.00
02/10/2026	Expense		WA State Dept of Retirement Systems	2/5 payroll	Uncleared	-250.00
38474						
02/11/2026	Bill Payment (Check)	5092-	Aquatic Specialty Services, Inc.		Reconciled	-332.15
02/11/2026	Bill Payment (Check)	5092-	Aquatic Specialty Services, Inc.			-332.15
38475						
02/11/2026	Bill Payment (Check)	5093-	CalPortland Company Inc	1007914	Reconciled	-95.89
02/11/2026	Bill Payment (Check)	5093-	CalPortland Company Inc			-95.89
38476						
02/11/2026	Bill Payment (Check)	5094-	Orkin, Inc.	27712381 (FC) 27748317 27752428	Reconciled	-312.26
02/11/2026	Bill Payment (Check)	5094-	Orkin, Inc.			-312.26
38477						
02/11/2026	Bill Payment (Check)	5095-	Puget Sound Energy		Reconciled	-
						20,413.63
02/11/2026	Bill Payment (Check)	5095-	Puget Sound Energy			-
						20,413.63
38478						
02/11/2026	Bill Payment (Check)	5096-	Sound Publishing, Inc.	83009754	Reconciled	-781.75
02/11/2026	Bill Payment (Check)	5096-	Sound Publishing, Inc.			-781.75
38479						
02/11/2026	Bill Payment (Check)	5097-	United Site Services, Inc		Reconciled	-2,814.78
02/11/2026	Bill Payment (Check)	5097-	United Site Services, Inc			-2,814.78
38485						
02/13/2026	Expense		WA State Dept of Retirement Systems		Reconciled	-8,992.55
02/13/2026	Expense		WA State Dept of Retirement Systems	PERS Payment	Uncleared	-8,992.55
38570						
02/23/2026	Bill Payment (Check)	5144-	Bozco Construction LLC		Reconciled	-
						35,864.40
02/23/2026	Bill Payment (Check)	5144-	Bozco Construction LLC			-
						35,864.40
38549						
02/25/2026	Bill Payment (Check)	5109-	Alliant Insurance Services INC		Reconciled	-1,910.00
02/25/2026	Bill Payment (Check)	5109-	Alliant Insurance Services INC			-1,910.00
38550						
02/25/2026	Bill Payment (Check)	5110-	Aquatic Specialty Services, Inc.		Reconciled	-2,885.77
02/25/2026	Bill Payment (Check)	5110-	Aquatic Specialty Services, Inc.			-2,885.77
38551						
02/25/2026	Bill Payment (Check)	5111-	Barney Gill		Reconciled	-675.00
02/25/2026	Bill Payment (Check)	5111-	Barney Gill			-675.00
38552						
02/25/2026	Bill Payment (Check)	5112-	BMI		Reconciled	-452.09
02/25/2026	Bill Payment (Check)	5112-	BMI			-452.09

# Check Detail Report

Vashon Park District

February 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
38553						
02/25/2026	Bill Payment (Check)	5113-	Burton Water Company	696, 820	Reconciled	-421.00
02/25/2026	Bill Payment (Check)	5113-	Burton Water Company			-421.00
38554						
02/25/2026	Bill Payment (Check)	5114-	CalPortland Company Inc	1007914	Reconciled	-538.74
02/25/2026	Bill Payment (Check)	5114-	CalPortland Company Inc			-538.74
38555						
02/25/2026	Bill Payment (Check)	5115-	Daily Journal of Commerce Inc		Reconciled	-165.00
02/25/2026	Bill Payment (Check)	5115-	Daily Journal of Commerce Inc			-165.00
38556						
02/25/2026	Bill Payment (Check)	5116-	First Student, Inc.	2348370	Reconciled	-4,018.74
02/25/2026	Bill Payment (Check)	5116-	First Student, Inc.			-4,018.74
38557						
02/25/2026	Bill Payment (Check)	5117-	Innova Architects Inc		Reconciled	-4,658.02
02/25/2026	Bill Payment (Check)	5117-	Innova Architects Inc			-4,658.02
38558						
02/25/2026	Bill Payment (Check)	5118-	Island Lumber, Inc		Reconciled	-786.15
02/25/2026	Bill Payment (Check)	5118-	Island Lumber, Inc			-786.15
38559						
02/25/2026	Bill Payment (Check)	5119-	Marie Browne Business Management Services		Reconciled	-5,047.58
02/25/2026	Bill Payment (Check)	5119-	Marie Browne Business Management Services			-5,047.58
38560						
02/25/2026	Bill Payment (Check)	5120-	Pacific Office Automation	85F957	Reconciled	-440.38
02/25/2026	Bill Payment (Check)	5120-	Pacific Office Automation			-440.38
38561						
02/25/2026	Bill Payment (Check)	5121-	RLI Surety - Seattle	Bond No. LSM0784363	Reconciled	-175.00
02/25/2026	Bill Payment (Check)	5121-	RLI Surety - Seattle			-175.00
38562						
02/25/2026	Bill Payment (Check)	5122-	Sol Zero LLC		Reconciled	-1,000.00
02/25/2026	Bill Payment (Check)	5122-	Sol Zero LLC			-1,000.00
38563						
02/25/2026	Bill Payment (Check)	5123-	United Site Services, Inc		Reconciled	-2,215.40
02/25/2026	Bill Payment (Check)	5123-	United Site Services, Inc			-2,215.40
38564						
02/25/2026	Bill Payment (Check)	5124-	Vashon Disposal Co.	2111-32170360, 32170362, 32695266	Reconciled	-1,204.51
02/25/2026	Bill Payment (Check)	5124-	Vashon Disposal Co.			-1,204.51
38565						
02/25/2026	Bill Payment (Check)	5125-	Vashon Thriftway		Reconciled	-85.38
02/25/2026	Bill Payment (Check)	5125-	Vashon Thriftway			-85.38
38566						
02/25/2026	Bill Payment (Check)	5126-	WA State Health Care Authority (PEBB)	900 C98	Reconciled	-
02/25/2026	Bill Payment (Check)	5126-	WA State Health Care Authority (PEBB)			12,861.27
						-
						12,861.27

# Check Detail Report

Vashon Park District

February 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
38567						
02/25/2026	Bill Payment (Check)	5127-	Williams Heating, Inc. (Oil)	329130	Reconciled	-1,168.68
02/25/2026	Bill Payment (Check)	5127-	Williams Heating, Inc. (Oil)			-1,168.68
38572						
02/25/2026	Expense	Ex Jan 2026	WA Dept of Revenue		Uncleared	-2,663.15
02/25/2026	Expense	Ex Jan 2026	WA Dept of Revenue		Uncleared	-2,543.42
02/25/2026	Expense	Ex Jan 2026	WA Dept of Revenue			119.73
38575						
02/25/2026	Expense		WA State Dept of Retirement Systems		Reconciled	-250.00
02/25/2026	Expense		WA State Dept of Retirement Systems	2/20 payroll	Uncleared	-250.00
38645						
02/25/2026	Bill Payment (Check)	5148-	Williams Heating, Inc. (Gas)	329120	Reconciled	-1,347.69
02/25/2026	Bill Payment (Check)	5148-	Williams Heating, Inc. (Gas)			-1,347.69
1021 US Bank CC 4825						
38466						
02/03/2026	Expense		US Bank	Electronic Withdrawal Merchant Bankcd	Uncleared	-577.03
02/03/2026	Expense		US Bank	Electronic Withdrawal Merchant Bankcd		577.03
38625						
02/10/2026	Expense		VRBO	Electronic Withdrawal Vrbo	Cleared	-330.60
02/10/2026	Expense		VRBO	Leis-QA		880.00
02/10/2026	Expense		VRBO	Mink-QA		-1,222.00
02/10/2026	Expense		VRBO	Electronic Withdrawal Vrbo		-11.40
38626						
02/13/2026	Expense		US Bank	Analysis Service Charge	Cleared	-224.98
02/13/2026	Expense		US Bank	Analysis Service Charge		224.98
38623						
02/24/2026	Expense		VRBO	Electronic Withdrawal Vrbo	Cleared	-836.12
02/24/2026	Expense		VRBO	Roberts-QA		-865.00
02/24/2026	Expense		VRBO	Electronic Withdrawal Vrbo		-28.88
1025 US Bank Imprest 4874						
38534						
02/03/2026	Expense	020326	Minuteman Press	Hubdoc - <a href="https://app.hubdoc.com/document/870682711">https://app.hubdoc.com/document/870682711</a> - INV020326	Uncleared	-8,973.53
02/03/2026	Expense	020326	Minuteman Press	Minuteman Press - 020326		8,973.53
38535						
02/03/2026	Expense		Stickermule	Hubdoc - <a href="https://app.hubdoc.com/document/870682678">https://app.hubdoc.com/document/870682678</a>	Cleared	-142.66
02/03/2026	Expense		Stickermule	Sticker Mule - 870682678		142.66
38652						
02/04/2026	Expense		Washington State Ferries	Hubdoc - <a href="https://app.hubdoc.com/document/880691796">https://app.hubdoc.com/document/880691796</a>	Cleared	-24.95
02/04/2026	Expense		Washington State Ferries	Washington State Ferries - 880691796		24.95
38541						
02/05/2026	Expense	INV340615941	Zoom	Hubdoc - <a href="https://app.hubdoc.com/document/870682520">https://app.hubdoc.com/document/870682520</a> - INVINV340615941	Cleared	-18.50
02/05/2026	Expense	INV340615941	Zoom	Zoom Video Communications - INV340615941		18.50
38507						
02/08/2026	Expense		Amazon	Debit Purchase -visa Amazon Mark* MXXamazon.com/mwa XX/XX Card 6098	Cleared	-125.30
02/08/2026	Expense		Amazon	Debit Purchase -visa Amazon Mark* MXXamazon.com/mwa XX/XX Card 6098		125.30
38491						
02/09/2026	Expense	WH22298906	Home Depot	Hubdoc - <a href="https://app.hubdoc.com/document/874508844">https://app.hubdoc.com/document/874508844</a> - INVWH22298906	Cleared	-4.38
02/09/2026	Expense	WH22298906	Home Depot	Home Depot - WH22298906		4.38

# Check Detail Report

Vashon Park District

February 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
38496						
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098	Cleared	-162.00
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098		162.00
38497						
02/09/2026	Expense		Orkin, Inc.	Debit Purchase -visa Orkin Llc XXX XXX-XXX-XXXXga XX/XX Card 3318	Cleared	-121.64
02/09/2026	Expense		Orkin, Inc.	Debit Purchase -visa Orkin Llc XXX XXX-XXX-XXXXga XX/XX Card 3318		121.64
38498						
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098	Cleared	-658.00
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098		658.00
38499						
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098	Cleared	-134.00
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098		134.00
38500						
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098	Cleared	-392.16
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098		392.16
38501						
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098	Cleared	-70.00
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098		70.00
38502						
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098	Cleared	-384.00
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098		384.00
38503						
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098	Cleared	-162.00
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098		162.00
38504						
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098	Cleared	-663.76
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098		663.76
38505						
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098	Cleared	-380.00
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098		380.00
38506						
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098	Cleared	-127.00
02/09/2026	Expense		United Site Services, Inc	Debit Purchase -visa United Site Servwww.unitedsima XX/XX Card 6098		127.00
38492						
02/10/2026	Expense	AE03830500263CUS	Adobe	Hubdoc - <a href="https://app.hubdoc.com/document/874508824">https://app.hubdoc.com/document/874508824</a> - INVAE03830500263CUS	Cleared	-219.93
02/10/2026	Expense	AE03830500263CUS	Adobe	Adobe - AE03830500263CUS		219.93
38583						
02/15/2026	Expense		Adobe	Recurring Debit Purchase Adobe Inc XXX-XXXXXXX Ca XX/XX Card 6098	Cleared	-10.88
02/15/2026	Expense		Adobe	Recurring Debit Purchase Adobe Inc XXX-XXXXXXX Ca XX/XX Card 6098		10.88
38585						
02/17/2026	Expense		Home Depot	Hubdoc - <a href="https://app.hubdoc.com/document/880691837">https://app.hubdoc.com/document/880691837</a>	Cleared	-0.64
02/17/2026	Expense		Home Depot	Home Depot - 880691837		0.64

# Check Detail Report

Vashon Park District

February 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
38751						
02/21/2026	Expense		LinkedIn	Recurring Debit Purchase LinkedInprea *XXXXX-XXXXXXX Ca XX/XX Card 6098	Cleared	-32.66
02/21/2026	Expense		LinkedIn	Recurring Debit Purchase LinkedInprea *XXXXX-XXXXXXX Ca XX/XX Card 6098		32.66
38586						
02/23/2026	Expense		Dog Waste Depot	Hubdoc - <a href="https://app.hubdoc.com/document/880691554">https://app.hubdoc.com/document/880691554</a>	Cleared	-279.98
02/23/2026	Expense		Dog Waste Depot	Dog Waste Depot - 880691554		279.98
38721						
02/24/2026	Expense	100106378	Walter Kidde Portable Equipment	Hubdoc - <a href="https://app.hubdoc.com/document/879922472">https://app.hubdoc.com/document/879922472</a> - INV100106378	Cleared	-100.74
02/24/2026	Expense	100106378	Walter Kidde Portable Equipment	Walter Kidde Portable Equipment - 100106378		100.74
38750						
02/24/2026	Expense		Canva	Recurring Debit Purchase Canva* IXXXXX-XXcanva.com De XX/XX Card 6098	Cleared	-12.99
02/24/2026	Expense		Canva	Recurring Debit Purchase Canva* IXXXXX-XXcanva.com De XX/XX Card 6098		12.99
1024 US Bank Payroll 3561						
38486						
02/02/2026	Expense		Gusto-v		Reconciled	-570.64
02/02/2026	Expense		Gusto-v	Gusto fee		570.64

## Payroll Journal Report

Date Range: 02/01/2026 - 02/28/2026  
 Report Created On: 03/19/2026

### Payroll Journal Summary by Department

Per Department Summary for 02/01/2026 - 02/28/2026

Department	Earnings			Employee Taxes		Employer Taxes		Net Pay
	Description	Hours	Total	Description	Amount	Description	Amount	
(None)	Regular	1337.65	\$52,136.23	Federal Income Tax	\$5,618.45	Social Security	\$361.08	\$47,244.75
	Overtime	8.60	\$437.19	Social Security	\$361.08	Medicare	\$852.99	
	Paid Holidays	62.00	\$2,517.35	Medicare	\$852.99	WA EAF	\$17.15	
	Time Off	40.00	\$1,488.81	Washington Long-Term Care Insurance	\$346.36	WA SUI	\$365.98	
	Sick	63.00	\$2,528.75	WA Family and Medical Leave Insurance (Employee)	\$482.00	Total	\$1,597.20	
	Personal Day	19.00	\$606.93	Total	\$7,660.88			
	Gross	--	\$59,715.26					
Maintenance	Regular	156.50	\$8,200.60	Federal Income Tax	\$1,139.24	Medicare	\$130.64	\$7,127.78
	Paid Holidays	8.00	\$419.20	Medicare	\$130.64	WA SUI	\$57.84	
	Time Off	8.00	\$419.20	WA Family and Medical Leave Insurance (Employee)	\$72.96	WA EAF	\$2.72	
	Gross	--	\$9,039.00	Washington Long-Term Care Insurance	\$52.42	Total	\$191.20	
				Total	\$1,395.26			
Vashon Pool	Regular	712.42	\$18,773.13	Federal Income Tax	\$1,308.84	Social Security	\$603.50	\$17,405.30
	Overtime	27.01	\$877.79	Social Security	\$603.50	Medicare	\$300.23	
	Paid Holidays	14.00	\$486.35	Medicare	\$300.23	WA EAF	\$6.07	
	Time Off	3.00	\$91.44	Washington Long-Term Care Insurance	\$120.44	WA SUI	\$129.47	
	Sick	15.75	\$537.83	WA Family and Medical Leave Insurance (Employee)	\$167.62	Total	\$1,039.27	
	Personal Day			Total	\$2,500.63			
	Gross	--	\$20,766.54					
<b>Payroll Totals</b>	Regular	2206.58	\$79,109.96	Federal Income Tax	\$8,066.53	Social Security	\$964.58	\$71,777.83
	Overtime	35.61	\$1,314.98	Social Security	\$964.58	Medicare	\$1,283.86	
	Paid Holidays	84.00	\$3,422.90	Medicare	\$1,283.86	WA EAF	\$25.94	
	Time Off	51.00	\$1,999.45	WA Family and Medical Leave Insurance (Employee)	\$722.58	WA SUI	\$553.29	
	Sick	78.75	\$3,066.58	Washington Long-Term Care Insurance	\$519.22	Total	\$2,827.67	
	Personal Day	19.00	\$606.93	Total	\$11,556.77			
	Gross	--	\$89,520.80					

## Current Policy 2500

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.

### Possible Items for Discussion:

- **Digital Accessibility:** Transitioning from a physical manual maintained in the District office to something online.
- **Accountability:** Clarifying exact ownership of the manual by removing the "and/or" between the Board Secretary and Executive Director.
- **Review Timelines:** Moving away from a blanket 4-year review deadline to something else. There are not legal requirements that set a mandatory review period.
- **Revision Workflow:** Defining the specific steps for how policies are modified before being finally adopted by resolution.
- **Record Keeping:** Establishing an archiving process to preserve historical policies once a policy is modified.

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### Possible Questions for the Board to Ask Itself

- **Ownership:** Who holds ultimate accountability if a legally required update is missed or the 4-year deadline passes?
- **Transparency:** Is it important that a community member easily access the policy manual outside of the physical District office?
- **Risk:** Do certain operational policies need faster updates than the maximum 4-year window?
- **Compliance:** How do we track changes in guiding RCWs and law?
- **Process:** Should a policy update process be incorporated into policy?