

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		02/18/2025	
		6:30 PM	
		Village Green Community Center, 26159 Dulay Rd NE, Kingston	
Facilitator:	Pat Pearson, Chair	Minutes: Tracy Harris	
Call to Order		Presenter	Est. time
Roll Call			
Approve agenda			
Approve prior meeting minutes			
A. Consent approval - See page 2 1. Supplier batches already processed: Jan 23, Feb 6, Feb 13 Checks/EFT payments issued 2. Processed not yet paid: Petty Cash \$888.31, Propane NW \$2416.36			
B. Financial Statements – January 2025			
C. Approving January 2025 payroll: \$11,699.87			
Public Comment		All	Up to 3 min
Unfinished Business			
Report from MPD-VGF Subcommittee		David or Bobbie	10 min
Building manager report		Marcy	10 min
Boundary line adjustment sought for newly acquired Kingston Cares property (Quick claim has been signed; awaiting final documents and payment)		Pat	3 min
Boys & Girls Club MOU with MPD (update)		All	3 min
Forest/trails revitalization update		Bobbie/David	10 min
Pavilion update		Marcy or Jason	5 min
New Business			
Tax letter		Pat	3 min
Security access control system public bid		Jason/Marcy	3 min
Public Comment		All	Up to 3 min
Good of the Order		Any	
Adjourn		All	

Supplier payments:

Checks & EFT Payments 1/23/25; Total: \$4875.84

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Air Management Solutions, LLC	176129	Air Management Solutions, LLC	Net 30	SINV-2025-02376	01/17/2025		02/16/2025	0.00	0.00	1,747.42
Fun Fitness LLC	202	Fun Fitness LLC	Immediate	SINV-2025-02377	01/17/2025		01/17/2025	0.00	0.00	400.30
Village Green Metropolitan Park District	VGMPD Petty Cash Reimb 12/13/24 - 1/16/25	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2025-02378	01/17/2025		02/16/2025	0.00	0.00	866.37
Puget Sound Energy	VG PSE Pumphouse Dec 2024	Puget Sound Energy	Net 30	SINV-2025-02585	01/21/2025		02/20/2025	0.00	0.00	20.30
Port of Kingston	INV-10658	Port of Kingston	Net 30	SINV-2025-02714	01/22/2025		02/21/2025	0.00	0.00	300.00
Puget Sound Energy	PSE main Dec 2024	Puget Sound Energy	Net 30	SINV-2025-02715	01/22/2025		02/21/2025	0.00	0.00	1,541.45

Checks & EFT Payments 2/6/25; Total: \$12,084.09

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Blue Sky Printing	N21567	Blue Sky Printing	Net 30	SINV-2025-03802	02/03/2025		03/05/2025	0.00	0.00	1,197.56
Waste Management of WA	7018050-0029-9	Waste Management of WA - Remit-To: WA Corporate Services Inc PO Box 7400	Net 30	SINV-2025-03804	02/03/2025		03/05/2025	0.00	0.00	287.47
Propane Northwest	1516209860	Propane Northwest	Immediate	SINV-2025-03806	02/03/2025		02/03/2025	0.00	0.00	2,020.03
Crescent Moon Catering LLC	1735	Crescent Moon Catering LLC	Immediate	SINV-2025-03808	02/03/2025		02/03/2025	0.00	0.00	371.58
Peninsula Fire Inc	74786	Peninsula Fire Inc	Net 30	SINV-2025-03826	02/03/2025		03/05/2025	0.00	0.00	633.25
Kitsap Tech Support	2258	Kitsap Tech Support	Immediate	SINV-2025-03827	02/03/2025		02/03/2025	0.00	0.00	40.00
Northwest Construction & Landscape, LLC	23632	Northwest Construction & Landscape, LLC	Net 30	SINV-2025-03828	02/03/2025		03/05/2025	0.00	0.00	1,736.28
Fun Fitness LLC	203	Fun Fitness LLC	Immediate	SINV-2025-03832	02/03/2025		02/03/2025	0.00	0.00	243.20
Suzanne Hermanson	6	Suzanne Hermanson	Immediate	SINV-2025-03835	02/03/2025		02/03/2025	0.00	0.00	80.00
Jennifer Anne Sletten	112	Jennifer Anne Sletten	Immediate	SINV-2025-03836	02/03/2025		02/03/2025	0.00	0.00	96.00
Frog Rock Media LLC	1566	Frog Rock Media LLC	Immediate	SINV-2025-03838	02/03/2025		02/03/2025	0.00	0.00	585.00
Superior Linen Service	VG Linens Jan 2025	Superior Linen Service	Net 30	SINV-2025-04089	02/04/2025		03/06/2025	0.00	0.00	516.13
Air Management Solutions, LLC	1148561	Air Management Solutions, LLC	Net 30	SINV-2025-04090	02/04/2025		03/06/2025	0.00	0.00	611.52

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Dtmicro, Inc.	7885	Dtmicro, Inc.	Net 30	SINV-2025-04091	02/04/2025		03/06/2025	0.00	0.00	200.00
Business Solutions Bookkeeping LLC	18.1393	Business Solutions Bookkeeping LLC - Remit-To: 25966 Eagle Ct NW	Net 30	SINV-2025-04092	02/04/2025		03/06/2025	0.00	0.00	370.00
Isabel Gates	131	Isabel Gates	Immediate	SINV-2025-04093	02/04/2025		02/04/2025	0.00	0.00	884.00
Village Green Metropolitan Park District	VGMPD Credit Card Reimbursement Feb 2025	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2025-04105	02/04/2025		03/06/2025	0.00	0.00	2,212.07

Checks & EFT Payments 2/13/25; Total: \$6,295.93

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Waste Management of WA	7029157-0029-9	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2025-04822	02/11/2025		03/13/2025	0.00	0.00	487.49
LONG Building Technologies, Inc.	SRVCE0009176	LONG Building Technologies, Inc.	Immediate	SINV-2025-04825	02/11/2025		02/11/2025	0.00	0.00	3,455.09
Linda M Slothaug	100	Linda M Slothaug	Immediate	SINV-2025-04979	02/12/2025		02/12/2025	0.00	0.00	581.00
Puget Sound Energy	PSE Jan 2025 Comm Ctr	Puget Sound Energy	Net 30	SINV-2025-05018	02/12/2025		03/14/2025	0.00	0.00	1,647.25
Puget Sound Energy	PSE Jan 2025 Pumphouse	Puget Sound Energy	Net 30	SINV-2025-05019	02/12/2025		03/14/2025	0.00	0.00	20.85

Petty Cash:

Village Green Metropolitan Park District						
Check Detail						
January 17 - February 10, 2025						
Date	Num	Name	Memo/Description	Clr	Amount	Cash to be reimbursed
01/17/2025	2168	Chris Leibold		R	-87.36	-87.36
			Split Rail		87.36	
01/17/2025	2169	Judy Rice		R	-13.98	-13.98
			food for 12/19 volunteer meeting		13.98	
01/24/2025	2170	Carol Geissler			-45.67	-45.67
			reimburse coffee		45.67	
01/24/2025	2171	Veronica Deraleau			-100.00	-100.00
			Coffee Cantata		-100.00	
01/24/2025	2172	Derek Sellers			-100.00	-100.00
			Coffee Cantata		-100.00	
01/24/2025	2173	Robert Wise			-100.00	-100.00
			Coffee Cantata		-100.00	
01/24/2025	2174	Tracy Harris			-79.54	-79.54
			1/21 meeting snacks/food		79.54	
01/29/2025	2175	Michelle Amicucci			-65.00	-65.00
			80% Baking		-52.00	
			20% Baking		-13.00	
01/29/2025	2176	Marcy Kispert			-77.34	-77.34
			January Staff Lunch		77.34	
01/31/2025	SVCCHRG		Service Charge	R	-24.68	-24.68
					24.68	
02/06/2025	ACH	Key Bank Credit card	January credit card		-2,212.07	Reimbursed 2/10
			Go To bill		103.79	
			Costco - laptop for L Lenz plus .99 m'ship		563.35	
			Volunteer appreciation - down payment for caterer		200.00	
			Insight subscription		53.51	
			Gloves		8.68	
			Toner		87.61	
			Senior lunch - flowers		23.00	
			Volunteer meeting and CPR training		50.38	
			Postage for Priority envelopes		123.75	
			Signage for parking lot - surveillance		204.80	
			Moff interactive		97.00	
			Chamber lunch - February		25.00	
			Postage - roll of stamps		73.00	
			Command strips for TV		9.58	
			Shelving for admin ass't		39.30	
			Replace AED battery		206.39	
			Email renewals		182.93	
			L&L		160.00	
02/10/2025	2177	Kevin Miles			-39.00	-39.00
			refund gym rental		-39.00	
02/10/2025	2178	Laura Miller Newman			-65.00	-65.00
			80% Baking		-52.00	
			20% Baking		-13.00	
02/10/2025	2179	Washington State Patrol			-11.00	-11.00
					11.00	
02/10/2025	2180	Chris Leibold			-96.12	-96.12
			Multipurpose room paint		96.12	
	2167	Marcia Jones	Add back check voided after reimbursement request made in January			16.38
						\$ (888.31)
			Key Bank Petty Cash Balance 2/10/25			\$ 3,111.69
			Imprest balance			\$ 4,000.00
			Reimbursement request 2/14/2025			\$ 888.31