

<b>VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA</b>		<b>01/21/2025</b>	
		<b>6:30 PM</b>	
		<b>Village Green Community Center, 26159 Dulay Rd NE, Kingston</b>	
<b>Facilitator:</b>	Pat Pearson, Chair	<b>Minutes:</b> Tracy Harris	
<b>Call to Order</b>		<b>Presenter</b>	<b>Est. time</b>
<b>Roll Call</b>			
<b>Approve agenda</b>			
<b>Approve prior meeting minutes</b>			
<b>A. Consent approval - See page 2</b> <b>1. Supplier batches already processed: Dec 19, Jan 9, Jan 16</b> Checks/EFT payments issued <b>2. Processed not yet paid:</b> Petty Cash \$866.37, AMS \$1747.42, Fun Fitness LLC \$400.30, PSE \$20.30 <b>B. Financial Statements – December 2024</b> <b>C. Approving December 2024 payroll: \$2,013.93</b>			
<b>Public Comment</b>		All	Up to 3 min
<b>Unfinished Business</b>			
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 (authorize Chair to sign on behalf of the MPD)		Pat	3 min
Boys & Girls Club MOU with MPD (update)		All	3 min
Forest/trails revitalization update?		Bobbie/David	10 min
Discussion of salary/wages for admin assistants		Marcy	10 min
<b>New Business</b>			
Election of Officers		All	5 min
Resolution about compensation waived		All	5 min
Election District Questionnaire		All	5 min
<b>Public Comment</b>		All	Up to 3 min
<b>Good of the Order</b>		Any	
<b>Adjourn</b>		All	

**Supplier payments:**

**Checks & EFT Payments 12/19/24; Total: \$3375.35**

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Superior Linen Service	Superior Linen Nov 2024	Superior Linen Service	Net 30	SINV-2024-40975	12/10/2024		01/09/2025	0.00	0.00	409.11
Blue Sky Printing	N20469	Blue Sky Printing	Net 30	SINV-2024-41789	12/16/2024		01/15/2025	0.00	0.00	1,143.44
Kitsap County	VG Sewer Nov 2024	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2024-41793	12/16/2024		01/15/2025	0.00	0.00	98.06
Puget Sound Energy	VG PSE main Nov 2024	Puget Sound Energy	Net 30	SINV-2024-41795	12/16/2024		01/15/2025	0.00	0.00	1,450.94
Puget Sound Energy	VG PSE pumphouse Nov 2024	Puget Sound Energy	Net 30	SINV-2024-41802	12/16/2024		01/15/2025	0.00	0.00	20.63
Village Green Metropolitan Park District	VG Petty Cash Nov 16 - Dec 16, 2024	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2024-41806	12/16/2024		01/15/2025	0.00	0.00	253.17

**Checks & EFT Payments 1/9/24; Total: \$11,532.97**

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Red Sage Crafts LLC	2024-1214	Red Sage Crafts LLC	Immediate	SINV-2025-00148	01/02/2025		01/02/2025	0.00	0.00	16.60
Blue Sky Printing	N21226	Blue Sky Printing	Net 30	SINV-2025-00149	01/02/2025		02/01/2025	0.00	0.00	1,143.44
Northwest Construction & Landscape, LLC	23562	Northwest Construction & Landscape, LLC	Net 30	SINV-2025-00150	01/02/2025		02/01/2025	0.00	0.00	1,736.28
Bird Electric Corporation	78262	Bird Electric Corporation	Net 30	SINV-2025-00151	01/02/2025		02/01/2025	0.00	0.00	1,271.09
Kingston Cleaning LLC	1149	Kingston Cleaning LLC	Immediate	SINV-2025-00152	01/02/2025		01/02/2025	0.00	0.00	780.00
Suzanne Hermanson	5	Suzanne Hermanson	Immediate	SINV-2025-00153	01/02/2025		01/02/2025	0.00	0.00	70.00
Jennifer Anne Sletten	111	Jennifer Anne Sletten	Immediate	SINV-2025-00155	01/02/2025		01/02/2025	0.00	0.00	62.00
Kathleen Bullivant	201	Kathleen Bullivant	Immediate	SINV-2025-00156	01/02/2025		01/02/2025	0.00	0.00	1,360.00
Fun Fitness LLC	113	Fun Fitness LLC	Immediate	SINV-2025-00158	01/02/2025		01/02/2025	0.00	0.00	85.50
Fun Fitness LLC	201	Fun Fitness LLC	Immediate	SINV-2025-00159	01/02/2025		01/02/2025	0.00	0.00	222.80
Laura Tetrick	118	Laura Tetrick	Immediate	SINV-2025-00161	01/02/2025		01/02/2025	0.00	0.00	142.40
Superior Linen Service	Dec 2024 Superior Linen	Superior Linen Service	Net 30	SINV-2025-00162	01/02/2025		02/01/2025	0.00	0.00	401.42
Kitsap Public Utility District	031730-000 20241016	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2025-00172	01/02/2025		02/01/2025	0.00	0.00	412.31
Kitsap Public Utility District	031731-000 20241016	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2025-00174	01/02/2025		02/01/2025	0.00	0.00	89.29

Kitsap Public Utility District	018447-000 20241016	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2025-00175	01/02/2025		02/01/2025	0.00	0.00	401.35
Waste Management of WA	7007993-0029-3	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2025-00176	01/02/2025		02/01/2025	0.00	0.00	392.23
Air Management Solutions, LLC	1148288	Air Management Solutions, LLC	Net 30	SINV-2025-00179	01/02/2025		02/01/2025	0.00	0.00	273.00
Dtmicro, Inc.	7828	Dtmicro, Inc.	Net 30	SINV-2025-00230	01/02/2025		02/01/2025	0.00	0.00	200.00
Propane Northwest	1515783097	Propane Northwest	Immediate	SINV-2025-00234	01/02/2025		01/02/2025	0.00	0.00	1,851.26
Isabel Gates	130	Isabel Gates	Immediate	SINV-2025-00908	01/08/2025		01/08/2025	0.00	0.00	252.00
Business Solutions Bookkeeping LLC	18.137	Business Solutions Bookkeeping LLC - Remit-To: 25966 Eagle Ct NW	Net 30	SINV-2025-00913	01/08/2025		02/07/2025	0.00	0.00	370.00

**Checks & EFT Payments 1/16/24; Total: \$4444.39**

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Bird Electric Corporation	78410	Bird Electric Corporation	Net 30	SINV-2025-01215	01/10/2025		02/09/2025	0.00	0.00	1,638.00
Christopher Leibold	501315	Christopher Leibold	Immediate	SINV-2025-01463	01/13/2025		01/13/2025	0.00	0.00	299.59
Kitsap County	VGMPD sewer Dec 2024	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2025-01464	01/13/2025		02/12/2025	0.00	0.00	98.06
WA State Employment Security	VGMPD Q4 2024 Unemployment	WA State Employment Security - Remit-To: UI Tax / Payment Coupons PO Box 84267	Net 30	SINV-2025-01691	01/14/2025		02/13/2025	0.00	0.00	47.04
WA State Dept of Labor & Industries	VGMPD Q4 2024 L&I	WA State Dept of Labor & Industries - Remit-To: WA State Dept of Labor & Industries	Net 30	SINV-2025-01695	01/14/2025		02/13/2025	0.00	0.00	1,285.98
WA State Employment Security	VGMPD Q4 2024 Paid Family Medical Leave	WA State Employment Security - Remit-To: PO Box 84249 Paid Family & Medical	Net 30	SINV-2025-01697	01/14/2025		02/13/2025	0.00	0.00	157.89
WA State Employment Security	VGMPD Q4 2024 WA Cares	WA State Employment Security - Remit-To: WA Cares Fund PO Box 3537	Net 30	SINV-2025-01706	01/14/2025		02/13/2025	0.00	0.00	173.25
Kitsap Tech Support	2175	Kitsap Tech Support	Immediate	SINV-2025-01708	01/14/2025		01/14/2025	0.00	0.00	20.00
Kitsap Tech Support	2204	Kitsap Tech Support	Immediate	SINV-2025-01709	01/14/2025		01/14/2025	0.00	0.00	30.00
Kitsap Tech Support	2242	Kitsap Tech Support	Immediate	SINV-2025-01710	01/14/2025		01/14/2025	0.00	0.00	20.00

**Petty Cash:**

Village Green Metropolitan Park District Petty Cash Reimbursement Request December 13, 2024 - January 16, 2025							
Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Reimbursement amount
12/7/2024	Check	2160	Margot Beeder	Facility Rental: Room Rental Fees	R	-25.00	-25.00
				Not reimbursed last month			
12/13/2024	Check	2161	Lynne Ukich		R	-20.00	-20.00
						-20.00	
12/13/2024	Check	2162	Carol Geissler			-29.67	-29.67
				coffee		29.67	
12/13/2024	Check	2163	Jennifer Leach		R	-485.94	-485.94
				Plants from Kitsap Conservation District		485.94	
12/17/2024	Check	2164	Tracy Harris			-88.00	-88.00
				MPD meeting food		88.00	
12/17/2024	Check	2165	Carol Geissler			-28.37	-28.37
				batteries		28.37	
12/17/2024	Check	2166	Kingston High School			-150.00	-150.00
				canceled due to power outage		-150.00	
12/17/2024	Check	SVCCHRG		Service Charge	R	-23.01	-23.01
						23.01	
01/03/2025	Check	2167	Marcia Jones			-16.38	-16.38
				80% DIF		-13.10	
				20% DIF		-3.28	
01/09/2025	Check	ACH	Key Bank Credit card	December Key Bank CC stmt		-674.58	N/A Reimbursed 1/16/25
				FAST SIGNS - park rules signage		173.54	
				GoTo bill		103.58	
				Gloves		9.81	
				Insight monthly charge		53.51	
				Postage for Priority Mail envelopes		105.60	
				labels and laminating sheets		39.76	
				toner		148.36	
				command strips for soundproofing betw summit and kitchen		15.42	
				Chamber lunch January		25.00	
							\$ (866.37)
				Key Bank Petty Cash Balance 1/16/2025			\$ 3,133.63
				Imprest amount			\$ 4,000.00
				Reimbursement request 1/17/2025			\$ 866.37

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