

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		03/18/2025	
		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: Mar 6, Mar 13 Checks/EFT payments issued 2. Processed not yet paid: Petty Cash \$658.27, PSE \$1561.59, Propane NW \$1383.00 B. Financial Statements – February 2025 C. Approving February 2025 payroll: \$13,755.10			
Public Comment		All	Up to 3 min
Unfinished Business			
Report from MPD-VGF Subcommittee		David/Bobbie/Marcy	10 min
Building manager report		Marcy	10 min
Boys & Girls Club MOU with MPD (update)		All	3 min
Forest/trails revitalization update (landscape architect)		David	10 min
Pavilion update		Marcy	5 min
Security access control system public bid		Marcy	3 min
New Business			
Kiwanis statue/musical instruments in the park		All	3 min
Public Comment		All	Up to 3 min
Good of the Order		Any	
Adjourn		All	

Supplier payments:

Checks & EFT Payments 3/6/25; Total: \$9772.52

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Isabel Gates	132	Isabel Gates	Immediate	SINV-2025-06854	03/03/2025		03/03/2025	0.00	0.00	536.00
Kitsap Tech Support	2274	Kitsap Tech Support	Immediate	SINV-2025-06856	03/03/2025		03/03/2025	0.00	0.00	10.00
Suzanne Hermanson	7	Suzanne Hermanson	Immediate	SINV-2025-06857	03/03/2025		03/03/2025	0.00	0.00	345.00
Jennifer Anne Sletten	113	Jennifer Anne Sletten	Immediate	SINV-2025-06859	03/03/2025		03/03/2025	0.00	0.00	111.00
Linda M Slothaug	101	Linda M Slothaug	Immediate	SINV-2025-06862	03/03/2025		03/03/2025	0.00	0.00	290.00
Fun Fitness LLC	204	Fun Fitness LLC	Immediate	SINV-2025-06864	03/03/2025		03/03/2025	0.00	0.00	160.00
Laura Tetrick	119	Laura Tetrick	Immediate	SINV-2025-06866	03/03/2025		03/03/2025	0.00	0.00	161.60
Northwest Construction & Landscape, LLC	23699	Northwest Construction & Landscape, LLC	Net 30	SINV-2025-06868	03/03/2025		04/02/2025	0.00	0.00	1,736.28
Dtmicro, Inc.	7933	Dtmicro, Inc.	Net 30	SINV-2025-07150	03/04/2025		04/03/2025	0.00	0.00	200.00
Business Solutions Bookkeeping LLC	18.1411	Business Solutions Bookkeeping LLC - Remit-To: 25966 Eagle Ct NW	Net 30	SINV-2025-07152	03/04/2025		04/03/2025	0.00	0.00	370.00
Red Sage Crafts LLC	2025-0222	Red Sage Crafts LLC	Immediate	SINV-2025-07153	03/04/2025		03/04/2025	0.00	0.00	96.00
Kitsap Public Utility District	031730-000 20241216	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2025-07154	03/04/2025		04/03/2025	0.00	0.00	412.31
Kitsap Public Utility District	031731-000 20241216	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2025-07155	03/04/2025		04/03/2025	0.00	0.00	87.75
Kitsap Public Utility District	018447-000 20241216	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2025-07156	03/04/2025		04/03/2025	0.00	0.00	351.94
Superior Linen Service	Sup Linen February 2024	Superior Linen Service	Net 30	SINV-2025-07158	03/04/2025		04/03/2025	0.00	0.00	799.28
Kathleen Bullivant	202	Kathleen Bullivant	Immediate	SINV-2025-07159	03/04/2025		03/04/2025	0.00	0.00	909.00
Waste Management of WA	7053057-0029-0	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2025-07161	03/04/2025		04/03/2025	0.00	0.00	487.35
Village Green Metropolitan Park District	VGMPD Credit Card Reimbursement Mar 2025	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2025-07163	03/04/2025		04/03/2025	0.00	0.00	1,106.45
Blue Sky Printing	N21962	Blue Sky Printing	Net 30	SINV-2025-07328	03/05/2025		04/04/2025	0.00	0.00	1,197.56
Christopher Leibold	501316	Christopher Leibold	Immediate	SINV-2025-07329	03/05/2025		03/05/2025	0.00	0.00	405.00

Checks & EFT Payments 3/13/25; Total: \$12,561.25

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
EEL Construction Inc	378	EEL Construction Inc	Immediate	SINV-2025-07495	03/06/2025		03/06/2025	0.00	0.00	10,000.00
Kitsap County	Public Works Feb 2025	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2025-07852	03/10/2025		04/09/2025	0.00	0.00	104.25
Roots Tree & Property Services LLC	INV0155	Roots Tree & Property Services LLC	Immediate	SINV-2025-07862	03/10/2025		03/10/2025	0.00	0.00	2,457.00

Village Green Metropolitan Park District							
Check Detail							
February 11 - March 12, 2025							
Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Reimburse
02/11/2025	Check	SVCCHRG		Service Charge	R	-23.28	-23.28
						23.28	
02/17/2025	Check	2181	Sandra Hulstrom		R	-78.00	-78.00
						-78.00	
02/17/2025	Check	2182	Chris Leibold		R	-42.01	-42.01
				paint for gym		42.01	
02/17/2025	Check	2183	Carol Geissler		R	-28.33	-28.33
				coffee filters, kitchen tongs		28.33	
02/21/2025	Check	2184	Tracy Harris		R	-72.24	-72.24
				Food for MPD meeting on 2/18		72.24	
02/28/2025	Check	2185	Jennifer Leach			-224.41	-224.41
				yard signs for Forest resoration		224.41	
03/03/2025	Check	2186	Village Green Foundation			-120.00	-120.00
				Garden plots		-120.00	
03/03/2025	Check	2187	Margaret Lemay			-30.00	-30.00
						-30.00	
03/03/2025	Check	2188	Simon Davignon			-40.00	-40.00
				3/1 Event - dishwashing		40.00	
03/06/2025	Check	ACH	Key Bank Credit card	February credit card		-1,106.45	N/A Reimbursed
				Constant contact subscription		430.42	
				Monthly billing GoToConnect		103.79	
				Cleaning supplies for Windermere carpet		10.07	
				Insight Pest Control monthly		53.51	
				Hardware for viewing front desk moniotros		185.61	
				Display placards for lobby		34.39	
				Shampoo for shower		24.01	
				Safeway for volunteers meeting		44.11	
				Moff Interactive - Feb-Mar ???		97.00	
				Postage - Priority mail USPS 941 forms		10.10	
				Chamber lunch - March		25.00	
				Printer paper		52.41	
				Display placards for lobby - being returned		36.03	
				Total here			-658.27
				Key Bank petty cash balance 3/12/2025			\$ 2,235.28
				Imprest balance			\$ 4,000.00
							\$ 1,764.72
				Less Credit card pmt not yet reimbursed - in transit			\$ 1,106.45
				Reimbursement amount			\$ 658.27