

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		04/15/2025	
		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: Apr 3, Apr 10 Checks/EFT payments issued 2. Processed not yet paid: Petty Cash \$834.94			
B. Financial Statements – March 2025			
C. Approving March 2025 payroll: \$12,390.40			
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		Marcy	3 min
New Business			
Public Comment		All	Up to 3 min
Good of the Order		Any	
Adjourn		All	

Supplier payments:

Checks & EFT Payments 4/3/25; Total: \$18,744.47

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	2025-0322	Red Sage Crafts LLC	Immediate	SINV-2025-10423	04/01/2025		04/01/2025	0.00	0.00	224.00
Kitsap Tech Support	2296	Kitsap Tech Support	Immediate	SINV-2025-10424	04/01/2025		04/01/2025	0.00	0.00	40.00
Jennifer Anne Sletten	114	Jennifer Anne Sletten	Immediate	SINV-2025-10425	04/01/2025		04/01/2025	0.00	0.00	107.00
Linda M Slothaug	103	Linda M Slothaug	Immediate	SINV-2025-10426	04/01/2025		04/01/2025	0.00	0.00	336.00
Suzanne Hermanson	108	Suzanne Hermanson	Immediate	SINV-2025-10427	04/01/2025		04/01/2025	0.00	0.00	270.00
Kathleen Bullivant	203	Kathleen Bullivant	Immediate	SINV-2025-10428	04/01/2025		04/01/2025	0.00	0.00	639.00
Fun Fitness LLC	205	Fun Fitness LLC	Immediate	SINV-2025-10430	04/01/2025		04/01/2025	0.00	0.00	232.00
Laura Tetric	120	Laura Tetric	Immediate	SINV-2025-10431	04/01/2025		04/01/2025	0.00	0.00	163.20
Superior Linen Service	Superior Linen March 2025	Superior Linen Service	Net 30	SINV-2025-10432	04/01/2025		05/01/2025	0.00	0.00	587.76
Blue Sky Printing	N22332	Blue Sky Printing	Net 30	SINV-2025-10433	04/01/2025		05/01/2025	0.00	0.00	1,206.30
Northwest Construction & Landscape, LLC	23794	Northwest Construction & Landscape, LLC	Net 30	SINV-2025-10435	04/01/2025		05/01/2025	0.00	0.00	1,736.28
Waste Management of WA	7075300-0029-8	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2025-10436	04/01/2025		05/01/2025	0.00	0.00	503.30
Business Solutions Bookkeeping LLC	18.1438	Business Solutions Bookkeeping LLC - Remit-To: 25966 Eagle Ct NW	Net 30	SINV-2025-10571	04/01/2025		05/01/2025	0.00	0.00	367.50
Northwest Construction & Landscape, LLC	23789	Northwest Construction & Landscape, LLC	Net 30	SINV-2025-10573	04/01/2025		05/01/2025	0.00	0.00	1,089.27
Christopher Leibold	501317	Christopher Leibold	Immediate	SINV-2025-10574	04/01/2025		04/01/2025	0.00	0.00	420.00
EEL Construction Inc	378	EEL Construction Inc	Immediate	SINV-2025-10576	04/01/2025		04/01/2025	0.00	0.00	10,000.00
Village Green Metropolitan Park District	VGMPD Credit Card Reimbursement March 2025	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2025-10579	04/01/2025		05/01/2025	0.00	0.00	822.86

Checks & EFT Payments 4/10/25; Total: \$3778.85

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.	7982	Dtmicro, Inc.	Net 30	SINV-2025-11281	04/07/2025		05/07/2025	0.00	0.00	200.00
Air Management Solutions, LLC	177485	Air Management Solutions, LLC	Net 30	SINV-2025-11283	04/07/2025		05/07/2025	0.00	0.00	1,747.42
Kitsap County	KC Public Works March 2025	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2025-11284	04/07/2025		05/07/2025	0.00	0.00	104.25
Bird Electric Corporation	81255	Bird Electric Corporation	Net 30	SINV-2025-11287	04/07/2025		05/07/2025	0.00	0.00	671.58
Isabel Gates	133	Isabel Gates	Immediate	SINV-2025-11288	04/07/2025		04/07/2025	0.00	0.00	728.00
Air Management Solutions, LLC	1748	Air Management Solutions, LLC	Net 30	SINV-2025-11289	04/07/2025		05/07/2025	0.00	0.00	327.60

Village Green Metropolitan Park District							
Key Bank Petty Cash Check Detail							
March 13 - April 9, 2025							
Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Cash to be Reimbursed
03/14/2025	Check	2189	Carol Geissler		R	-46.37	-46.37
				coffee		46.37	
03/14/2025	Check	2190	Village Green Foundation		R	-120.00	-120.00
				2 garden plots		-120.00	
03/15/2025	Check	2191	Kingston-North Kitsap Rotary	Refund damage deposit for 3/1 event		-150.00	-150.00
						-150.00	
03/15/2025	Check	2192	Tracy Harris			-56.45	-56.45
				Food for MPD meeting 3/18/2025		56.45	
03/28/2025	Check	2193	Reed Blanchard			-3.00	-3.00
				accidentally charged for shower credit...		-3.00	
03/28/2025	Check	2194	Simon Davignon	Dishwashing		-120.00	-120.00
				3/22 and 3/29		120.00	
03/28/2025	Check	2195	Port of Kingston			-12.40	-12.40
				INV 11955		12.40	
03/28/2025	Check	2196	Richard Kennedy			-6.66	-6.66
				refund 2 of 3 punches		-6.66	
03/28/2025	Check	2197	Brian Urbain			-220.00	-220.00
				after hours event work		220.00	
03/31/2025	Check	SVCCH RG		Service Charge	R	-25.06	-25.06
						25.06	
04/01/2025	Check	ACH	Key Bank Credit card	CC 3/31/25		-822.86	N/A Reimbursed 4/1/25
				L&L February billing		120.00	
				Creamer for kitchen 384		31.49	
				Monthly bill		103.79	
				March April Chamber lunch		25.00	
				Insight pest solutions Monthly bill		53.51	
				Shower supplies		48.02	
				Flowers for senior lunch 4/2		32.73	
				Food for volunteer meeting		51.32	
				Moff Interactive		97.00	
				L&L March		120.00	
				Webinar for Bobbie - annual report		140.00	
04/04/2025	Check	2198	Catarina Antonio			-75.00	-75.00
				Partial damage deposit refund charged \$25 for late departure and \$50 for major spot cleanup, 2 hrs work by staff		-75.00	
				Total here to be reimbursed			-834.94
				Key Bank Petty cash balance 4/10/25			2,342.20
				Imprest balance			4,000.00
				Difference			1,657.80
				Less Check for 4/1 cc reimbursement cut today to be deposited			-822.86
				To be reimbursed to restore imprest balance			834.94

Thursday, Apr 10, 2025 11:54:16 AM GMT-7