

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		09/16/2025	
		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: Aug 21, Aug 28, Sep 4, Sep 11 Checks/EFT payments issued 2. Processed not yet paid: Petty cash \$465.45, Public Works \$104.25, Bargreen Ellingson \$578.21, PSE \$553.22 B. Financial Statements – August 2025 C. Approving August 2025 payroll: \$14,820.64			
Public Comment		All	Up to 3 min
Unfinished Business			
Building manager report		Marcy	10 min
VGF-MPD Subcommittee Meeting update		Marcy/Bobbie/David	3 min
Boys & Girls Club MOU with MPD (update)		All	3 min
Forest/trails revitalization update		David	10 min
Public Records Act resolution discussion		All	3 min
Budget Update		David/Bobbie/Marcy	5 min
New Business			
Park bench for Kingston Postmaster – Frank Katy (Kiwanis)		All	5 min
Approval of forest management proposal (John Bornsworth)		Jason/David	5 min
Public Comment		All	Up to 3 min
Good of the Order		Any	
Adjourn		All	

Supplier payments:

Checks & EFT Payments 8/21/25; Total: \$823.80

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Puget Sound Energy	PSE July 2025 (main)	Puget Sound Energy	Net 30	SINV-2025-27060	08/19/2025		09/18/2025	0.00	0.00	800.57
Puget Sound Energy	PSE July 2025 (pumphouse)	Puget Sound Energy	Net 30	SINV-2025-27061	08/19/2025		09/18/2025	0.00	0.00	23.23

Checks & EFT Payments 8/28/25; Total: \$1,640.10

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Propane Northwest	1518490343	Propane Northwest	Immediate	SINV-2025-27570	08/25/2025		08/25/2025	0.00	0.00	1,395.10
Linda M Slothaug	112	Linda M Slothaug	Immediate	SINV-2025-27817	08/26/2025		08/26/2025	0.00	0.00	245.00

Checks & EFT Payments 9/4/25; Total: \$8,629.57

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	N24288	Blue Sky Printing	Net 30	SINV-2025-28340	09/02/2025		10/02/2025	0.00	0.00	1,206.30
Bargreen Ellingson	12055570	Bargreen Ellingson	Immediate	SINV-2025-28344	09/02/2025		09/02/2025	0.00	0.00	261.81
Kitsap Tech Support	2412	Kitsap Tech Support	Immediate	SINV-2025-28347	09/02/2025		09/02/2025	0.00	0.00	60.00
Stanley Steemer Carpet Cleaner	72936	Stanley Steemer Carpet Cleaner	Net 30	SINV-2025-28350	09/02/2025		10/02/2025	0.00	0.00	1,020.36
Jennifer Anne Sletten	119	Jennifer Anne Sletten	Immediate	SINV-2025-28355	09/02/2025		09/02/2025	0.00	0.00	81.00
Northwest Construction & Landscape, LLC	24242	Northwest Construction & Landscape, LLC	Net 30	SINV-2025-28351	09/02/2025		10/02/2025	0.00	0.00	1,736.28
Suzanne Hermanson	113	Suzanne Hermanson	Immediate	SINV-2025-28353	09/02/2025		09/02/2025	0.00	0.00	80.00
Linda M Slothaug	113	Linda M Slothaug	Immediate	SINV-2025-28359	09/02/2025		09/02/2025	0.00	0.00	168.00
Village Green Metropolitan Park District	VGMPD Credit Card Reimbursement Aug 2025	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2025-28386	09/02/2025		10/02/2025	0.00	0.00	3,290.82
Isabel Gates	134	Isabel Gates	Immediate	SINV-2025-28396	09/02/2025		09/02/2025	0.00	0.00	725.00

Checks & EFT Payments 9/11/25; Total: \$3,903.78

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Fun Fitness LLC	117	Fun Fitness LLC	Immediate	SINV-2025-28886	09/08/2025		09/08/2025	0.00	0.00	43.20
Fun Fitness LLC	212	Fun Fitness LLC	Immediate	SINV-2025-28887	09/08/2025		09/08/2025	0.00	0.00	313.60
Red Sage Crafts LLC	2025-0823	Red Sage Crafts LLC	Immediate	SINV-2025-28889	09/08/2025		09/08/2025	0.00	0.00	630.00
Business Solutions Bookkeeping LLC	18.1574	Business Solutions Bookkeeping LLC - Remit-To: 25966 Eagle Ct NW	Net 30	SINV-2025-28890	09/08/2025		10/08/2025	0.00	0.00	367.50
Waste Management of WA	7183995-0029-4	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2025-28892	09/08/2025		10/08/2025	0.00	0.00	490.70
Christopher Leibold	501324	Christopher Leibold	Immediate	SINV-2025-28895	09/08/2025		09/08/2025	0.00	0.00	599.00
Washington State Patrol	I2601125	Washington State Patrol	Net 30	SINV-2025-28896	09/08/2025		10/08/2025	0.00	0.00	11.00
Skyline Communications Inc.	8578	Skyline Communications Inc.	Immediate	SINV-2025-28888	09/08/2025		09/08/2025	0.00	0.00	278.82
Dtmicro, Inc.	8215	Dtmicro, Inc.	Net 30	SINV-2025-28891	09/08/2025		10/08/2025	0.00	0.00	200.00
Laura Tetrick	124	Laura Tetrick	Immediate	SINV-2025-28893	09/08/2025		09/08/2025	0.00	0.00	236.80
Superior Linen Service	Sup Linen August 2025	Superior Linen Service	Net 30	SINV-2025-28894	09/08/2025		10/08/2025	0.00	0.00	733.16

Petty Cash June 14 – July 7, 2025

Village Green Metropolitan Park District							
Check Detail							
August 9-28, 2025							
Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Cash to be reimbursed 8/11/2025
08/12/2025	Check	2248	Simon Davignon			-70.00	-70.00
				Inv 104 for 8/7 Event		-70.00	
08/15/2025	Check	2249	Carol Geissler			-35.98	-35.98
				coffee reimbursement		35.98	
08/22/2025	Check	2250	Simon Davignon			-170.00	-170.00
				Dishwashing and events support		170.00	
08/22/2025	Check	2251	Carol Geissler			-17.49	-17.49
				Coffee		17.49	
08/22/2025	Check	2252	David Traylor			-57.31	-57.31
				Print draft master plan addendum		57.31	
08/22/2025	Check	2253	Tracy Harris			-114.67	-114.67
				Meals for 8/19 meeting		114.67	
To be reimbursed here**							\$ (465.45)
Reconcile to Imprest balance							
Key Bank Petty Cash Balance 8/28/2025							\$ 3,534.55
Imprest balance							\$ 4,000.00
Difference							\$ 465.45
Friday, Sep 05, 2025 03:35:00 PM GMT-7							
**Reimburse again at month-end September after vacations							