

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA			11/18/2025	
			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: Oct 23, Nov 6 2. Processed not yet paid: \$610.11 WM, \$682.50 AMS, \$104.25 Public Works, \$106 Kitsap Law Group, \$1522.72 Propane NW, \$4481.40 Peak Software, \$1592.85 Petty Cash B. Financial Statements – October 2025 C. Approving October 2025 payroll: \$12,992.31				
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 (Master Plan addendum)			David	10 min
Public Records Act resolution discussion			All	3 min
Retail sale tax update			Marcy	3 min
2026 budget approval resolution			Bobbie	3 min
New Business				
Approval of landscape repairs/replacements			All	5 min
Proposal for Marcy title update from “manager” to “director”			Marcy	5 min
Preliminary election results			Pat	10 min
Public Comment			All	Up to 3 min
Good of the Order			Any	
Adjourn			All	

Supplier payments:

Checks & EFT Payments 10/23/25; Total: \$8,214.24

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Northwest Construction & Landscape, LLC	24329	Northwest Construction & Landscape, LLC	Net 30	SINV-2025-33945	10/17/2025		11/16/2025	0.00	0.00	518.71
Jaymarc AV	9543	Jaymarc AV	Net 30	SINV-2025-34129	10/20/2025		11/19/2025	0.00	0.00	1,115.20
Village Green Metropolitan Park District	VGMPD Petty Cash Aug 29-Sep10 2025	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2025-34131	10/20/2025		11/19/2025	0.00	0.00	785.10
Kelsan	1498527	Kelsan	Immediate	SINV-2025-34223	10/21/2025		10/21/2025	0.00	0.00	5,795.23

Checks & EFT Payments 11/6/25; Total: \$18,871.07

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	7216013-0029-7	Waste Management of WA - Remit-To: WA Corporate Services Inc PO Box 7400	Net 30	SINV-2025-35635	11/04/2025		12/04/2025	0.00	0.00	301.52
Blue Sky Printing	N25134	Blue Sky Printing	Net 30	SINV-2025-35664	11/04/2025		12/04/2025	0.00	0.00	113.37
Skyline Communications Inc.	8775	Skyline Communications Inc.	Immediate	SINV-2025-35663	11/04/2025		11/04/2025	0.00	0.00	819.00
Blue Sky Printing	N25150	Blue Sky Printing	Net 30	SINV-2025-35670	11/04/2025		12/04/2025	0.00	0.00	1,206.30
Kitsap Tech Support	2473	Kitsap Tech Support	Immediate	SINV-2025-35671	11/04/2025		11/04/2025	0.00	0.00	160.00
Isabel Gates	136	Isabel Gates	Immediate	SINV-2025-35667	11/04/2025		11/04/2025	0.00	0.00	720.00
Cornerstone Cleaning	22487	Cornerstone Cleaning	Immediate	SINV-2025-35673	11/04/2025		11/04/2025	0.00	0.00	1,657.66
Kitsap Public Utility District	031730-000 20250816	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2025-35674	11/04/2025		12/04/2025	0.00	0.00	500.91
Kitsap Public Utility District	031731-000 20250816	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2025-35676	11/04/2025		12/04/2025	0.00	0.00	1,921.46
Kitsap Public Utility District	018447-000 20250816	Kitsap Public Utility District - Remit-To: PO Box 1989	Net 30	SINV-2025-35685	11/04/2025		12/04/2025	0.00	0.00	3,464.70
Kingston Cleaning LLC	1221	Kingston Cleaning LLC	Immediate	SINV-2025-35693	11/04/2025		11/04/2025	0.00	0.00	700.00
Business Solutions Bookkeeping LLC	18.1635	Business Solutions Bookkeeping LLC - Remit-To: 2491 N Mount Juliet	Net 30	SINV-2025-35698	11/04/2025		12/04/2025	0.00	0.00	367.50
Superior Linen Service	Sup Linen Oct 2025	Superior Linen Service	Net 30	SINV-2025-35700	11/04/2025		12/04/2025	0.00	0.00	898.72

Frog Rock Media LLC	1569	Frog Rock Media LLC	Immediate	SINV-2025-35687	11/04/2025		11/04/2025	0.00	0.00	585.00
Northwest Construction & Landscape, LLC	24443	Northwest Construction & Landscape, LLC	Net 30	SINV-2025-35691	11/04/2025		12/04/2025	0.00	0.00	1,736.28
Washington State Patrol	12602379	Washington State Patrol	Net 30	SINV-2025-35697	11/04/2025		12/04/2025	0.00	0.00	22.00
Christopher Leibold	501326	Christopher Leibold	Immediate	SINV-2025-35707	11/04/2025		11/04/2025	0.00	0.00	414.36
Village Green Metropolitan Park District	VGMPD Oct 2025 cc reimbursement	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2025-35848	11/05/2025		12/05/2025	0.00	0.00	1,313.49
Fun Fitness LLC	119	Fun Fitness LLC	Immediate	SINV-2025-35879	11/05/2025		11/05/2025	0.00	0.00	194.40
Kathleen Bullivant	206	Kathleen Bullivant	Immediate	SINV-2025-35888	11/05/2025		11/05/2025	0.00	0.00	594.00
Laura Tetrick	126	Laura Tetrick	Immediate	SINV-2025-35889	11/05/2025		11/05/2025	0.00	0.00	54.40
Dtmicro, Inc.	8298	Dtmicro, Inc.	Net 30	SINV-2025-35878	11/05/2025		12/05/2025	0.00	0.00	200.00
Fun Fitness LLC	215	Fun Fitness LLC	Immediate	SINV-2025-35881	11/05/2025		11/05/2025	0.00	0.00	336.00
Suzanne Hermanson	115	Suzanne Hermanson	Immediate	SINV-2025-35882	11/05/2025		11/05/2025	0.00	0.00	310.00
Jennifer Anne Sletten	121	Jennifer Anne Sletten	Immediate	SINV-2025-35885	11/05/2025		11/05/2025	0.00	0.00	112.00
Linda M Slothaug	116	Linda M Slothaug	Immediate	SINV-2025-35887	11/05/2025		11/05/2025	0.00	0.00	168.00

Petty Cash September 11 – November 7, 2025

Village Green Metropolitan Park District								
Check Detail								
September 11 - November 7, 2025								
	Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Cash Reimbursed
Key Bank Petty Cash	09/27/2025	Check	2259	Devin Pipkin		R	-150.00	-150.00
							-150.00	
	09/27/2025	Check	2260	Erin Davignon*		R	-42.98	-42.98
					shower head replacement		37.99	
					wall putty		4.99	
	09/27/2025	Check	2261	Tina Carlson		R	-30.00	-30.00
					80% Baking		-24.00	
					20% Baking		-6.00	
	09/27/2025	Check	2262	Simon Davignon		R	-40.00	-40.00
					Inv #107		-40.00	
	09/30/2025	Check				R	-23.76	-23.76
							23.76	
	10/01/2025	Check	ACH	Key Bank Credit card	CC statement 9/1-9/30	R	-2,486.05	Reimbursed 10/1
					Dessert for volunteer event Town & Country		64.95	
					L7L monthly rent		120.00	
					Lumber for bridge repair		1,000.00	
					Go to monthly billing		103.75	
					Monthly billing		55.69	
					Balance on lumber bill for bridge repair		824.27	
					Volunteer monthly meeting - Safeway		48.64	
					Shower room supplies - soaps		48.02	
					Staff meeting 9/24/25 - Cup & Muffin		75.66	
					Chamber lunch October		25.00	
					L&L monthly billing - October		120.00	
					Miscellaneous credits		-26.13	
					Shower room soap dispenser		26.20	
	10/10/2025	Check	2263	Simon Davignon		R	-60.00	-60.00
					Inv #108		-60.00	
	10/10/2025	Check	2264	Marcy Kispert		R	-39.38	-39.38
					coffee		39.38	
	10/18/2025	Check	2265	Simon Davignon		R	-30.00	-30.00
					Inv #109		-30.00	
	10/18/2025	Check	2266	Port Gamble S'Kallam Tribe			-600.00	-600.00
					Port Gamble S'Kallam Tribe		-600.00	
	10/27/2025	Check	2267	Brandy Steir	Event 10/11		-150.00	-150.00
							-150.00	
	10/27/2025	Check	2268	Simon Davignon	Dishwashing 10/18		-50.00	-50.00
							50.00	
	10/27/2025	Check	2269	Carol Geissler	Decaf folgers		-35.98	-35.98
							35.98	

	10/27/2025	Check	2270	Tracy Harris	Measls 10/21		-129.56	-129.56
							129.56	
	10/27/2025	Check	2271	Sara Neese	Canceled holiday fair		-50.00	-50.00
							-50.00	
	10/27/2025	Check	2272	Port of Kingston	Fuel 10/23/25		-36.10	-36.10
							36.10	
	10/31/2025	Check				R	-25.09	-25.09
							25.09	
	11/04/2025	Check		Key Bank Credit card			-1,313.49	Reimbursed 11/5
							103.97	
					Domain hosting one year		156.99	
					Insight pest solutions subscription		55.69	
					Monthly volunteer meeting - food, Safeway		51.82	
					Amazon marketplace 10/20		43.64	
					Training through Real World Training Dallas		764.35	
					Staff lunch		130.95	
					Postage - USPS 10/29		6.08	
	11/07/2025	Check	2273	Kamala Heath			-50.00	-50.00
					HGF 2025		-50.00	
	11/07/2025	Check	2274	Harriet Walton			-50.00	-50.00
					HGF 2025		-50.00	
								-1,592.85
				Key Bank petty cash balance 11/7/2025				\$ 2,407.15
				Imprest balance petty cash account				\$ 4,000.00
				Difference = amount to be reimbursed today				\$ 1,592.85

Thursday, Nov 13, 2025 07:59:29 PM GMT-8