

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		12/16/2025
		6:30 PM
Village Green Community Center, 26159 Dulay Rd NE, Kingston		
Facilitator:	Pat Pearson, Chair	Minutes: Tracy Harris
Call to Order		Presenter
Roll Call		
Approve agenda		
Approve prior meeting minutes		
A. Consent approval - See page 2 1. Supplier batches already processed: Nov 20, Dec 4, Dec 11 2. Processed not yet paid: PSE \$1862.62, Petty Cash \$1154.02, Collins Tek \$420.42		
B. Financial Statements – November 2025		
C. Approving November 2025 payroll: \$13,374.07		
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)	Bobbie	3 min
Forest/trails revitalization update (Master Plan addendum)	David	10 min
Public Records Act resolution discussion	All	3 min
Proposal for Marcy title update from “manager” to “director”	Marcy	5 min
Executive Session RCW 42.30.110 (g) Review the performance of a public employee: Marcy Kispert	All	5 min
Return to regular session		
New Business		
none		
Public Comment	All	Up to 3 min
Good of the Order	Any	
Adjourn	All	

Supplier payments:

Checks & EFT Payments 11/20/25; Total: \$12,006.92

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Air Management Solutions, LLC	116871	Air Management Solutions, LLC	Net 30	SINV-2025-37295	11/18/2025		12/18/2025	0.00	0.00	682.50
Waste Management of WA	7227479-0029-7	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2025-37294	11/18/2025		12/18/2025	0.00	0.00	610.11
Kitsap County	Public Works Oct 2025	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2025-37296	11/18/2025		12/18/2025	0.00	0.00	104.25
Kitsap Law Group	27184	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2025-37299	11/18/2025		12/18/2025	0.00	0.00	106.00
Propane Northwest	1519379154	Propane Northwest	Immediate	SINV-2025-37301	11/18/2025		11/18/2025	0.00	0.00	1,522.72
Peak Software Systems Inc	29218	Peak Software Systems Inc	Net 30	SINV-2025-37304	11/18/2025		12/18/2025	0.00	0.00	4,481.40
Village Green Metropolitan Park District	VG petty cash reimb Sep 11 - Nov 7 2025	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2025-37306	11/18/2025		12/18/2025	0.00	0.00	1,592.85
Red Sage Crafts LLC	2025-1018	Red Sage Crafts LLC	Immediate	SINV-2025-37488	11/19/2025		11/19/2025	0.00	0.00	192.00
Ecolab Inc	6355853188	Ecolab Inc	Net 30	SINV-2025-37489	11/19/2025		12/19/2025	0.00	0.00	354.81
Puget Sound Energy	PSE (pumphouse) Oct 2025	Puget Sound Energy	Net 30	SINV-2025-37491	11/19/2025		12/19/2025	0.00	0.00	11.54
Puget Sound Energy	PSE (main) Oct 2025	Puget Sound Energy	Net 30	SINV-2025-37490	11/19/2025		12/19/2025	0.00	0.00	1,748.74
Isabel Gates	137	Isabel Gates	Immediate	SINV-2025-37492	11/19/2025		11/19/2025	0.00	0.00	600.00

Checks & EFT Payments 12/4/25; Total: \$4,990.18

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	2025-1115	Red Sage Crafts LLC	Immediate	SINV-2025-38694	12/02/2025		12/02/2025	0.00	0.00	192.00
Northwest Construction & Landscape, LLC	24505	Northwest Construction & Landscape, LLC	Net 30	SINV-2025-38699	12/02/2025		01/01/2026	0.00	0.00	1,736.28
Superior Linen Service	Sup Linen November 2025	Superior Linen Service	Net 30	SINV-2025-38700	12/02/2025		01/01/2026	0.00	0.00	763.65
Blue Sky Printing	N25559	Blue Sky Printing	Net 30	SINV-2025-38695	12/02/2025		01/01/2026	0.00	0.00	1,206.30
Kitsap Tech Support	2488	Kitsap Tech Support	Immediate	SINV-2025-38697	12/02/2025		12/02/2025	0.00	0.00	110.00
Business Solutions Bookkeeping LLC	18.1661	Business Solutions Bookkeeping LLC - Remit-To: 2491 N Mount Juliet	Net 30	SINV-2025-38698	12/02/2025		01/01/2026	0.00	0.00	367.50
Linda M Slothaug	117	Linda M Slothaug	Immediate	SINV-2025-38706	12/02/2025		12/02/2025	0.00	0.00	204.75
Kathleen Bullivant	207	Kathleen Bullivant	Immediate	SINV-2025-38708	12/02/2025		12/02/2025	0.00	0.00	81.00
Fun Fitness LLC	120	Fun Fitness LLC	Immediate	SINV-2025-38702	12/02/2025		12/02/2025	0.00	0.00	49.50
Fun Fitness LLC	216	Fun Fitness LLC	Immediate	SINV-2025-38704	12/02/2025		12/02/2025	0.00	0.00	248.80
Laura Tetrick	127	Laura Tetrick	Immediate	SINV-2025-38705	12/02/2025		12/02/2025	0.00	0.00	30.40

Checks & EFT Payments 12/11/25; Total: \$7,739.03

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	82080	Bird Electric Corporation	Net 30	SINV-2025-39593	12/09/2025		01/08/2026	0.00	0.00	2,638.48
Dtmicro, Inc.	8344	Dtmicro, Inc.	Net 30	SINV-2025-39589	12/09/2025		01/08/2026	0.00	0.00	200.00
Christopher Leibold	501327	Christopher Leibold	Immediate	SINV-2025-39591	12/09/2025		12/09/2025	0.00	0.00	826.25
Waste Management of WA	7248635-0029-9	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2025-39596	12/09/2025		01/08/2026	0.00	0.00	614.90
Kitsap Law Group	27611	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2025-39597	12/09/2025		01/08/2026	0.00	0.00	53.00
Kitsap County	Public Works Nov 2025	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2025-39598	12/09/2025		01/08/2026	0.00	0.00	104.25
Village Green Metropolitan Park District	VGMPD cc reimb Nov 2025	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2025-39599	12/09/2025		01/08/2026	0.00	0.00	1,588.93
Mountain View Plumbing	4287	Mountain View Plumbing	Immediate	SINV-2025-39712	12/10/2025		12/10/2025	0.00	0.00	489.22
Isabel Gates	138	Isabel Gates	Immediate	SINV-2025-39711	12/10/2025		12/10/2025	0.00	0.00	1,224.00

Petty Cash

Village Green Metropolitan Park District							
Check Detail							
November 8 - December 5, 2025							
Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Cash to be reimbursed
11/15/2025	Check	2275	Ethan Davignon			-70.00	-70.00
				Inv 202		-70.00	
11/21/2025	Check	2276	Emily Kispert			-40.00	-40.00
				11/8 Setup		40.00	
11/21/2025	Check	2277	Riley Niuman			-40.00	-40.00
				11/8 Setup for event Inv # 204		40.00	
11/21/2025	Check	2278	Simon Davignon			-70.00	-70.00
				event support and dishwashing, Inv #111		-70.00	
11/21/2025	Check	2279	Tracey Kellogg			-50.00	-50.00
				HGF 2025		-50.00	
11/21/2025	Check	2280	Brian Urbain			-34.36	-34.36
				Masking tape		34.36	
11/21/2025	Check	2281	Tracy Harris			-86.22	-86.22
				MPD meeting 11/18		86.22	
11/28/2025	Check	2282	Simon Davignon			-30.00	-30.00
				Event Nov 19		-30.00	
11/28/2025	Check	2283	Erin Davignon*			-81.32	-81.32
				staff lunch 11/26		81.32	
11/28/2025	Check				R	-23.56 23.56	-23.56
12/03/2025	Check	ACH	Key Bank Credit card	CC payment 12/3/2025		-1,588.93	N/A reimbursed 12/11

				Postage for mailing A/P checks to VG	122.19	
				Step stool for men's bathroom	14.19	
				Copy paper	58.95	
				For making floor directional arrows	6.78	
				Creamers - kitchen	36.99	
				Monthly toilet rental	120.00	
				Monthly phone bill - GoTo	103.97	
				Insight monthly subscription	55.69	
				Chamber luncheon 11/13	25.00	
				Zoom subscription one year	349.22	
				Postage to mail budget paperwork	7.20	
				November volunteer meeting	43.82	
				Quickbooks training - live help	54.60	
				For shower - travel sizes	75.33	
				Essence of the Thymes deposit for 2026	515.00	
12/05/2025	Check	2284	Alex Liu		-84.00	-84.00
					-84.00	
12/05/2025	Check	2285	Jennifer Leach		-374.56	-374.56
				Native Plants for forest	374.56	
12/05/2025	Check	2286	Cian Cheetham		-120.00	-120.00
				community room	-120.00	
12/05/2025	Check	2287	Simon Davignon		-50.00	-50.00
				Dec 1 Event	-50.00	
				Total to be reimbursed in December	-\$1,154.02	
				Reconciling petty cash balance 12/11/2025	\$1,257.05	
				Imprest balance	\$4,000.00	
				Difference	\$2,742.95	
				Less Dec cc reimbursement not yet recorded	-\$1,588.93	
				= Reimbursement amount	\$1,154.02	
				Thursday, Dec 11, 2025 11:13:37 AM GMT-8		