

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		1/20/2026	
		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: Dec 18, Dec 31, Jan 8, Jan 15 2. Processed not yet paid: Petty cash \$626.67			
B. Financial Statements – December 2025			
C. Approving December 2025 payroll: \$13,503.66			
Public Comment		All	Up to 3 min
Unfinished Business			
Building manager report/ VGF and FOTVG updates		Marcy	10 min
Forest/trails revitalization update (Master Plan addendum)		David	10 min
Master Plan spreadsheet update		Jason	10 min
New Business			
Swearing in of Commissioners (Kat Notary)		Tracy/David	10 min
Election of Chair, Vice Chair, Recording Secretary		All	5 min
Resolution about compensation waived		All	5 min
Review Brian's hours for PERS eligibility		Marcy	5 min
Motion for job title change – Marcy Kispert		All	5 min
Public Comment		All	Up to 3 min
Good of the Order		Any	
Adjourn		All	

Supplier payments:

Checks & EFT Payments 12/18/25; Total: \$3,673.00

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 (main) Nov 2025	Puget Sound Energy	Net 30	SINV-2025-40126	12/12/2025		01/11/2026	0.00	0.00	1,851.24
Village Green Metropolitan Park District	VGMPD Petty Cash Nov 8-Dec 5 2025	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2025-40128	12/12/2025		01/11/2026	0.00	0.00	1,154.02
Zero Waste USA	794034	Zero Waste USA - Remit-To: Zero Waste Usa	Net 30	SINV-2025-40129	12/12/2025		01/11/2026	0.00	0.00	235.94
Puget Sound Energy	PSE (pumphouse) Nov 2025	Puget Sound Energy	Net 30	SINV-2025-40127	12/12/2025		01/11/2026	0.00	0.00	11.38
Collins Tek LLC	522	Collins Tek LLC	Immediate	SINV-2025-40647	12/16/2025		12/16/2025	0.00	0.00	420.42

Checks & EFT Payments 12/31/25; Total: \$12,185.61

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Linda M Slothaug	118	Linda M Slothaug	Immediate	SINV-2025-40921	12/18/2025		12/18/2025	0.00	0.00	338.94
Fun Fitness LLC	121	Fun Fitness LLC	Immediate	SINV-2025-40923	12/18/2025		12/18/2025	0.00	0.00	45.33
Fun Fitness LLC	217	Fun Fitness LLC	Immediate	SINV-2025-40922	12/18/2025		12/18/2025	0.00	0.00	315.41
Kitsap Tech Support	2517	Kitsap Tech Support	Immediate	SINV-2025-41054	12/22/2025		12/22/2025	0.00	0.00	20.00
Northwest Construction & Landscape, LLC	24584	Northwest Construction & Landscape, LLC	Net 30	SINV-2025-41457	12/24/2025		01/23/2026	0.00	0.00	1,736.28
Propane Northwest	1519917625	Propane Northwest	Immediate	SINV-2025-41459	12/24/2025		12/24/2025	0.00	0.00	1,402.02
Red Sage Crafts LLC	2025-1213	Red Sage Crafts LLC	Immediate	SINV-2025-41461	12/24/2025		12/24/2025	0.00	0.00	308.00
Jennifer Anne Sletten	122	Jennifer Anne Sletten	Immediate	SINV-2025-41588	12/26/2025		12/26/2025	0.00	0.00	144.22
Suzanne Hermanson	116	Suzanne Hermanson	Immediate	SINV-2025-41589	12/26/2025		12/26/2025	0.00	0.00	604.79
Friends of the Village Green	1	Friends of the Village Green	Immediate	SINV-2025-41586	12/26/2025		12/26/2025	0.00	0.00	7,270.62

Checks & EFT Payments 1/8/25; Total: \$7456.86

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	N25886	Blue Sky Printing	Net 30	SINV-2026-00368	01/05/2026		02/04/2026	0.00	0.00	1,206.30
Kitsap Public Utility District	031730-000 20251016	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2026-00370	01/05/2026		02/04/2026	0.00	0.00	502.52
Kitsap Public Utility District	031731-000 20251016	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2026-00371	01/05/2026		02/04/2026	0.00	0.00	91.69
Kitsap Public Utility District	018447-000 20251016	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2026-00372	01/05/2026		02/04/2026	0.00	0.00	442.55
Superior Linen Service	Sup Linen Dec 2025	Superior Linen Service	Net 30	SINV-2026-00373	01/05/2026		02/04/2026	0.00	0.00	457.29
Business Solutions Bookkeeping LLC	18.1716	Business Solutions Bookkeeping LLC - Remit-To: 2491 N Mount Juliet	Net 30	SINV-2026-00399	01/05/2026		02/04/2026	0.00	0.00	432.50
Christopher Leibold	501328	Christopher Leibold	Immediate	SINV-2026-00401	01/05/2026		01/05/2026	0.00	0.00	1,101.96
Kingston Cleaning LLC	1254	Kingston Cleaning LLC	Immediate	SINV-2026-00545	01/06/2026		01/06/2026	0.00	0.00	780.00
Dtmicro, Inc.	8391	Dtmicro, Inc.	Net 30	SINV-2026-00542	01/06/2026		02/05/2026	0.00	0.00	200.00
Village Green Metropolitan Park District	VGMPD CC reimbursement Dec 2025	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2026-00551	01/06/2026		02/05/2026	0.00	0.00	604.05
Bird Electric Corporation	82283	Bird Electric Corporation	Net 30	SINV-2026-00591	01/06/2026		02/05/2026	0.00	0.00	1,638.00

Checks & EFT Payments 1/15/25; Total: \$5173.86

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	7270633-0029-5	Waste Management of WA - Remit-To: Wm Corporate Services Inc - Wm Of Wa Inc	Net 30	SINV-2026-01218	01/12/2026		02/11/2026	0.00	0.00	609.04
Kitsap County	Public Works Dec 2025	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2026-01215	01/12/2026		02/11/2026	0.00	0.00	104.25
Isabel Gates	139	Isabel Gates	Immediate	SINV-2026-01216	01/12/2026		01/12/2026	0.00	0.00	420.00
Puget Sound Energy	PSE Dec 2025 (main)	Puget Sound Energy	Net 30	SINV-2026-01556	01/13/2026		02/12/2026	0.00	0.00	1,929.30
Puget Sound Energy	PSE Dec 2025 (pumphouse)	Puget Sound Energy	Net 30	SINV-2026-01557	01/13/2026		02/12/2026	0.00	0.00	11.60
WA State Dept of Labor & Industries	VGMPD Q4 2025 L&I	WA State Dept of Labor & Industries - Remit-To: WA State Dept of Labor & Industries	Net 30	SINV-2026-01558	01/13/2026		02/12/2026	0.00	0.00	1,408.09
WA State Employment Security	VGMPD Q4 2025 Unemployment	WA State Employment Security - Remit-To: UI Tax / Payment Coupons PO Box 84267	Net 30	SINV-2026-01560	01/13/2026		02/12/2026	0.00	0.00	78.76
WA State Employment Security	VGMPD Q4 2025 Paid Family Med Leave	WA State Employment Security - Remit-To: PO Box 84249 Paid Family & Medical	Net 30	SINV-2026-01561	01/13/2026		02/12/2026	0.00	0.00	325.71
WA State Employment Security	VGMPD Q4 2025 WA Cares Fund	WA State Employment Security - Remit-To: WA Cares Fund PO Box 3537	Net 30	SINV-2026-01569	01/13/2026		02/12/2026	0.00	0.00	287.11

Petty Cash

Village Green Metropolitan Park District							
Check Detail							
December 6, 2025 - January 6, 2026							
Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Cash reimbursement request
12/12/2025	Check	2288	Simon Davignon			-75.00	-75.00
				Inv 114 and 115		-75.00	
12/12/2025	Check	2289		Voided - Replace Ck 2284	R	0.00	0.00
						0.00	
12/19/2025	Check	2290	Tracy Harris		R	-141.95	-141.95
				MPD Meeting on 12/16		141.95	
12/19/2025	Check	2291	Erin Davignon*			-94.54	-94.54
				flowers for Senior lunch and half and half		94.54	
12/19/2025	Check	2292	Carol Geissler			-63.96	-63.96
				coffee		63.96	
12/26/2025	Check	2293	Simon Davignon			-30.00	-30.00
				Inv 116		-30.00	
12/26/2025	Check	2294	Isabel Gates*			-93.06	-93.06
				1/2 mixer repair		93.06	
12/30/2025	Check	2295	Mason Liu			0.00	0.00
				Void - name incorrect			
				replace check 2289 - customer name spelled incorrectly		-84.00	
12/30/2025	Check	2296	Cody Robles			-104.00	-104.00
				refund room reservation		-104.00	
12/31/2025	Check	SVCCH RG			R	-24.16	-24.16
				Service Charge		24.16	
01/06/2026	Check	ACH	Key Bank Credit card			-604.05	N/A reimbursed 1/8
				CC Pmt made 1/6			
				L&L - monthly rental		120.00	
				Shower supplies - Amazon		27.84	
				Home Depot Laser Level		54.62	
				Go To monthly bill		103.97	
				Wall putty for art shows		9.76	
				Insight Pest solutions		55.69	
				Disposal of tires from VG property		115.65	
				Disposal of tires from VG property		42.00	
				Personnel committee with VG Manager		74.52	
							-626.67
				Key Bank Petty Cash balance 1/14/2026			2,769.28
				Petty cash imprest balance			4,000.00
				Difference			1,230.72
				Less cc reimbursed not yet received			604.05
				Reimbursement request here			626.67
Wednesday, Jan 14, 2026 08:24:01 PM GMT-8							