

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		3/17/2026	
		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: Feb 19, Feb 26, Mar 5			
B. 2. Processed not yet paid: Petty cash \$644.13			
C. Financial Statements – February 2026			
D. Approving February 2026 payroll: \$13,290.87			
Public Comment		All	Up to 3 min
Unfinished Business			
Building director report/ VGF and FOTVG updates		Marcy	10 min
Forest/trails revitalization update (Master Plan addendum)		David	10 min
RCO Applicant Resolution		Bobbie	5 min
Master Plan spreadsheet update		Jason	10 min
Opportunity: Has 2 Adirondack chairs (from Cleo's landing) – offering to give them to the VGMPD.		Susan Rodgers	3 min
Reminder: PDC F-1 Report is due April 15		Pat	2 min
Tennis Court repairs		All	10 min
New Business			
Open government training curriculum		Pat	3 min
		Stan Mack	3 min
Public Comment		All	Up to 3 min
Good of the Order		Any	
Adjourn		All	

Supplier payments:

Checks & EFT Payments 2/19/26; Total: \$3,515.17

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Isabel Gates	141	Isabel Gates	Immediate	SINV-2026-05302	02/17/2026		02/17/2026	0.00	0.00	405.00
Waste Management of WA	7291588-0029-6	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2026-05293	02/17/2026		03/19/2026	0.00	0.00	697.39
Kitsap County	Public Works Jan 2026	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2026-05294	02/17/2026		03/19/2026	0.00	0.00	109.72
Village Green Metropolitan Park District	VGMPD Petty Cash Jan 7 - Feb 12 2026	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2026-05295	02/17/2026		03/19/2026	0.00	0.00	1,271.71
Jennifer Anne Sletten	124	Jennifer Anne Sletten	Immediate	SINV-2026-05491	02/18/2026		02/18/2026	0.00	0.00	68.67
Linda M Slothaug	121	Linda M Slothaug	Immediate	SINV-2026-05492	02/18/2026		02/18/2026	0.00	0.00	296.49
Fun Fitness LLC	124	Fun Fitness LLC	Immediate	SINV-2026-05493	02/18/2026		02/18/2026	0.00	0.00	12.37
Fun Fitness LLC	220	Fun Fitness LLC	Immediate	SINV-2026-05494	02/18/2026		02/18/2026	0.00	0.00	203.82
Hallie Kazda	301	Hallie Kazda	Immediate	SINV-2026-05495	02/18/2026		02/18/2026	0.00	0.00	450.00

Checks & EFT Payments 2/26/26; Total: \$2,079.79

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 January 2026 (main)	Puget Sound Energy	Net 30	SINV-2026-06024	02/24/2026		03/26/2026	0.00	0.00	2,068.07
Puget Sound Energy	PSE January 2026 (pumphouse)	Puget Sound Energy	Net 30	SINV-2026-06025	02/24/2026		03/26/2026	0.00	0.00	11.72

Checks & EFT Payments 3/5/26; Total: \$18,186.38

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	2026-0131REV	Red Sage Crafts LLC	Immediate	SINV-2026-06795	03/03/2026		03/03/2026	0.00	0.00	266.00
Peninsula Environmental Group	4054	Peninsula Environmental Group	Immediate	SINV-2026-06796	03/03/2026		03/03/2026	0.00	0.00	4,500.00
Kitsap Tech Support	2559	Kitsap Tech Support	Immediate	SINV-2026-06797	03/03/2026		03/03/2026	0.00	0.00	100.00
Isabel Gates	142	Isabel Gates	Immediate	SINV-2026-06798	03/03/2026		03/03/2026	0.00	0.00	420.00
Blue Sky Printing	N26563	Blue Sky Printing	Net 30	SINV-2026-06799	03/03/2026		04/02/2026	0.00	0.00	1,206.30
A&R Solar	21805	A&R Solar	Immediate	SINV-2026-06807	03/03/2026		03/03/2026	0.00	0.00	600.60
Washington State Patrol	I2604930	Washington State Patrol	Net 30	SINV-2026-06811	03/03/2026		04/02/2026	0.00	0.00	22.00
Business Solutions Bookkeeping LLC	18.1775	Business Solutions Bookkeeping LLC - Remit-To: 2491 N Mount Juliet	Net 30	SINV-2026-06813	03/03/2026		04/02/2026	0.00	0.00	432.50
Northwest Construction & Landscape, LLC	24720	Northwest Construction & Landscape, LLC	Net 30	SINV-2026-06800	03/03/2026		04/02/2026	0.00	0.00	1,736.28
Propane Northwest	152099187	Propane Northwest	Immediate	SINV-2026-06804	03/03/2026		03/03/2026	0.00	0.00	1,350.15
Isabel Gates	143	Isabel Gates	Immediate	SINV-2026-06809	03/03/2026		03/03/2026	0.00	0.00	360.00
Air Management Solutions, LLC	117747	Air Management Solutions, LLC	Net 30	SINV-2026-06950	03/04/2026		04/03/2026	0.00	0.00	1,747.42
Christopher Leibold	501330	Christopher Leibold	Immediate	SINV-2026-06951	03/04/2026		03/04/2026	0.00	0.00	1,029.05
Superior Linen Service	Superior Linen, February, 2026	Superior Linen Service	Net 30	SINV-2026-06952	03/04/2026		04/03/2026	0.00	0.00	392.97
Village Green Metropolitan Park District	VGMPD Feb 2026 Credit Card Reimbursement	Village Green Metropolitan Park District - Remit-To: 26159 Dulay Road Ne Kingston Wa	Net 30	SINV-2026-06956	03/04/2026		04/03/2026	0.00	0.00	2,165.74
Kitsap County	Kitsap Public Works March 2026	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2026-07004	03/04/2026		04/03/2026	0.00	0.00	109.72
Kitsap Public Utility District	031730-000 20251216	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2026-06994	03/04/2026		04/03/2026	0.00	0.00	486.35
Kitsap Public Utility District	031731-000 20251216	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2026-06997	03/04/2026		04/03/2026	0.00	0.00	91.69
Kitsap Public Utility District	018447-000 20251216	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2026-07002	03/04/2026		04/03/2026	0.00	0.00	429.61
Red Sage Crafts LLC	102-022826	Red Sage Crafts LLC	Immediate	SINV-2026-07013	03/04/2026		03/04/2026	0.00	0.00	360.00
Kitsap Lactation Birth and Babies PLLC	5	Kitsap Lactation Birth and Babies PLLC	Immediate	SINV-2026-07019	03/04/2026		03/04/2026	0.00	0.00	60.00
Kitsap Lactation Birth and Babies PLLC	6	Kitsap Lactation Birth and Babies PLLC	Immediate	SINV-2026-07023	03/04/2026		03/04/2026	0.00	0.00	120.00
Dtmicro, Inc.	8488	Dtmicro, Inc.	Net 30	SINV-2026-07029	03/04/2026		04/03/2026	0.00	0.00	200.00

Petty Cash

Village Green Metropolitan Park District							
Check Detail - Key Bank Petty Cash							
February 13 - March 13, 2026							
Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Cash Reimbursement
02/19/2026	Check	2303	Margaret Gretchen Lordon			-81.90	-81.90
				Baking		-80.00	
						-15.00	
						-8.90	
02/28/2026	Check				R	-145.69	-145.69
						145.69	
03/03/2026	Check	ACH		Due 3/13 reimb. 3/12		-2,165.74	Reimbursed 3/11
				Chamber of Commerce luncheon February 2025		25.00	
				Staff lunch 2/4/26		35.17	
				Playground swing repair		55.67	
				?? Builders First		314.91	
				GoTo bill 2/1		103.44	
				Color cartridges - ink jet		272.99	
				One month subscription		55.69	
				Chamber of Commerce luncheon March		25.00	
				L&L - One moth		120.00	
				New telephone		89.60	
				A&L Topsoil - 3/4 minus black basalt 38.22 +1.53		39.75	
				Volunteer meeting Febraru		42.68	
				Playground parts replace those wearing thin		209.47	
				Name plates for commissioners		58.92	
				shower room supplies		77.42	
				Sugar		22.40	
				Part for repair of oven hood		470.56	
				Creamer		46.11	
				for monthly meeting - food		34.23	
				Sandwiches for monthly meeting		66.73	
03/05/2026	Check	2304	Korinne Henry			-118.00	-118.00
						-118.00	
03/05/2026	Check	2305	Friends of Village Green	Jeff Hays garden plot		-60.00	-60.00
						-60.00	
03/11/2026	Check	2306	Michael Miller			-155.65	-155.65
						-200.00	
				kitchen rentals		44.35	
03/11/2026	Check	2307	Erin Davignon*			-49.67	-49.67
				coffee and candy		49.67	
03/11/2026	Check	2308	Port of Kingston			-33.22	-33.22
						33.22	
				Reimbursement request here			\$ (644.13)
				Reconcile petty cash balance			
				Key Bank Petty Cash balance 3/12/2026			\$ 2,461.84
				Last reimbursement check ooutstanding			\$ (1,271.71)
				= Adjusted petty cash balance			\$ 1,190.13
				Add back Credit card reimbursed 3/11			\$ 2,165.74
				=Petty cash balance today			\$ 3,355.87
				Petty cash imprest balance			\$ 4,000.00
				To be reimbursed today			\$ 644.13
				Thursday, Mar 12, 2026 02:00:09 PM GMT-7			