

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		12/21/21	
		6:30 PM	
		Village Green Community Center, 26159 Dulay Rd NE, Kingston	
Meeting called by:	MPD Commissioners	Regular monthly meeting to be conducted in person with video conference option.	
Facilitator:	Bobbie Moore, Chair	Note taker: Bob Netzel, filling in for Tracy Harris, clerk	
Attendees:	Excused absences: Tracy Harris, clerk		
Please read:	Minutes from prior regular meeting, Manager's report and Tenant Council meeting; Prior month financial statements to be issued by Mon 12/20.		
Topic	Presenter	Est. time	
Roll call; Approve agenda; approve prior meeting minutes	Chair		
Report on current financial matters:			
A. Consent approval Voucher batches already submitted: Batch Nov #5, Sound Publishing only, \$1,090.40, processed 11/19/21 Batch Dec #1, \$1,874.13 Batch Dec #2, \$2,763.88 Batch Dec #3, \$8,207.60	Bobbie	5 min	
B. Separate approval: Batch Dec #4, \$6,125.86 Batch #5, Isabel Gates for cooking classes (\$704 + \$160), any others submitted by 12/27	All	5 min	
C. Vouchers submitted after 12/27 will be January business			
1. Financial Statements – November 2021			
Initial Public Comment – please limit comments to 3 minutes	Guests	Unknown	
Unfinished Business			
Report from MPD-VGF Task Team	Bob, Bobbie, Alan, Beth	10 min	
Building manager/program coordinator report – any questions from commissioners	Linda Fyfe	20 min	
Master planning – grounds maintenance update –	Work done in December	10 min	
Park security, visibility challenges, ideas for clearing brush: Progress report	Pat Pearson	10 min	
Website and reservations system update	Bob Netzel	10 min	
P-patch garden report	None		
Webinar opportunities – Update only	Bobbie	-	
Updated proposal from District resident Joel Schwarcz: Elevated Adventures	Joel Schwarcz, all	10 min	
New Business			
Job description for Center/Property Manager – preliminary discussion about posting the job	All		
Public Comment – please limit comments to 3 minutes			
Adjourn	All		

Village Green Metropolitan Park District VGMPD Batch Nov #5 GL Date 11/19/2021								
	Date	Transaction Type	Num	Due Date	Amount	G/L Date	Voucher Number	
Sound Publishing, Inc.	11/19/2021	Bill	Ad number 2608630	11/30/2021	1,090.40	11/19/2021	VGMPD Nov #5-1	Kingston Community News Preprint insert
					\$ 1,090.40			
TOTAL					\$ 1,090.40			
STATE OF WASHINGTON – COUNTY OF KITSAP I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED, OR THE LABOR PERFORMED AS DESCRIBED HEREIN, AND THAT THE CLAIM IS A JUST, DUE, AND UNPAID OBLIGATION AGAINST THE COUNTY OF KITSAP, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.								
Approved by: <i>Bobbie Moore</i>				DATE <u>11/19/2021</u>				

Village Green Metropolitan Park District Batch Dec #1 GL Date 12/3/2021								
	Date	Transaction Type	Num	Due Date	Amount	G/L Date	Voucher Number	
Northwest Construction & Landscape LLC	11/30/2021	Bill	Various	12/10/2021	7,656.95	12/3/2021	VGMPD Dec #1-1	November Grounds maintenance, leafblowing, irrigation repair, deposit on estimate #5957
					\$ 7,656.95			
Superior Linen	11/29/2021	Bill	None	12/6/2021	294.49	12/3/2021	VGMPD Dec #1-2	November linen service
					\$ 294.49			
Air Management Solutions LLC	11/16/2021	Bill	1137356	11/16/2021	\$ 256.16	12/3/2021	VGMPD Dec #1-3	Repair HP#16, library
					\$ 256.16			
TOTAL					\$ 8,207.60			
STATE OF WASHINGTON – COUNTY OF KITSAP								

Village Green Metropolitan Park District Batch December #2 GL Date 12/5/2021								
	Date	Transaction Type	Num	Due Date	Amount	G/L Date	Voucher Number	
WM Corporate Services, payment agent PO Box 541065 Los Angeles	12/1/2021	Bill	6176598-0029-7	12/31/2021	274.89	12/5/2021	VGMPD Dec #2-1	November Building trash removal
					\$ 274.89			
Northwest Construction & Landscape LLC	11/19/2021	Bill	19825	11/19/2021	\$ 218.00	12/5/2021	VGMPD Dec#2-2	Blow-out irrigation system in park
					\$ 218.00			
Business Solutions Bookkeeping	12/1/2021	Bill	18.757	12/31/2021	\$ 367.50	12/5/2021	VGMPD Dec #2-3	Bookkeeping Services, December
					\$ 367.50			
David Wetter	12/5/2021	Bill	None	12/10/2021	\$ 1,903.29	12/5/2021	VGMPD Dec #2-4	Reimbursement for park maintenance expenditures
					\$ 1,903.29			
TOTAL					\$ 2,763.68			
STATE OF WASHINGTON – COUNTY OF KITSAP								

Village Green Metropolitan Park District								
Batch Dec #3 GL Date 12/13/2021								
	Date	Transaction Type	Num	Due Date	Amount	GL Date	Voucher Number	
Village Green MPD	12/12/2021	Bill	None	12/27/2021	1,407.85	12/13/2021	VGMPD Dec #3-1	Petty cash reimbursement 11/13-12/3/2021
					\$ 1,407.85			
CenturyLink	12/8/2021	Bill	None	12/27/2021	370.04	12/13/2021	VGMPD Dec #3-2	CenturyLink December
					\$ 370.04			
Kitsap County Public Works	12/3/2021	Bill	None	12/27/2021	\$ 96.44	12/13/2021	VGMPD Dec #3-3	Community Center Sewer, November
					\$ 96.44			
TOTAL					\$ 1,874.13			

Note corrected type

Village Green Metropolitan Park District							
Check Detail							
November 13 - December 3, 2021							
	Date	Transaction Type	Num	Name	Memo/Description	Amount	Cash Outlay
Petty cash account							
	11/15/2021	Check	SVCC HRG		Service Charge	-7.95	-7.95
						7.95	
	11/17/2021	Check	1290	Celestra Ketenci		-10.00	-10.00
					Refund of Parents/Child Movement Class - Class Canceled, had punches left	-2.00	
					Refund of Parents/Child Movement Class - Class Canceled, had punches left	-8.00	
	11/19/2021	Check	1292	Village Green Foundation		-20.00	-20.00
					DIF pass purchased on Visa for Susan Hildebrandt	-20.00	
	11/24/2021	Check	1291	Isabel Gates	Cooking classes - instructor portion as detailed	-440.43	-440.43
						-440.43	
	11/30/2021	Check	1294	Penny Wymer		-45.00	-45.00
					Refund for HGF2021 due to illness	-45.00	
	12/03/2021	Check	1295	Village Green Foundation		-20.00	-20.00
					\$20 punch pass on Visa	-20.00	
	12/03/2021	Check	1296	Moff Interactive		-26.15	-26.15
					invoice 7499	26.15	
	12/03/2021	Check	1297	Dave Wetter	Voided	0.00	0.00
					misc items including mower repair, topsoil, etc	0.00	
	12/03/2021	Check	1298	Peggy Birnel		-150.00	-150.00
					Summit room rental	-150.00	
	12/03/2021	Check	1299	Teri Fichera		-186.00	-186.00
					11/23 banquet hall	-150.00	
					11/23 did not use some table linens	-36.00	
	12/03/2021	Check	1300	Cardmember service		-502.12	-502.12
					certified mail	11.25	
					Brother cartridge - black toner	83.91	
					Avery labels	27.93	
					HP Toner	332.09	
					coffee	46.94	
Total to be reimbursed							-1,407.65

Sunday, Dec 12, 2021 11:49:55 AM GMT-8

Village Green Metropolitan Park District
 VGMPD Batch Dec #4 GL Date 12/20/2021

	Date	Transaction Type	Num	Due Date	Amount	G/L Date	Voucher Number	
Abdel Artistry & Services	12/13/2021	Bill	VG-202112	12/27/2021	325.00	12/20/2021	VGMPD Dec #4-1	Cleaning Kitchen and Shower 12/13/2021
					\$ 325.00			
Management Solutions LLC	12/15/2021	Bill	1137625	12/15/2021	256.16	12/20/2021	VGMPD Dec #4-2	Repair Unit FC7 Kitchen not cooling
					\$ 256.16			
DT Micro	12/15/2021	Bill	5983	12/26/2021	200.00	12/20/2021	VGMPD Dec #4-3	Nov Wi-fi service
					\$ 200.00			
Northwest Construction & Landscaping LLC	12/15/2021	Bill	19959	12/15/2021	3,999.26	12/20/2021	VGMPD Dec #4-4	Tree replacement per contract - balance due
					\$ 3,999.26			
Puget Sound Energy	12/13/2021	Bil	None	1/4/2022	18.88	12/20/2021		
					1,326.56	12/20/2021		
					\$ 1,345.44	12/20/2021	VGMPD Dec #4-5	Electricity, pumphouse + building, 11/9-12/10
TOTAL					\$ 6,125.86			
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