

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		1 17 2023
		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: Tracy Harris, clerk
Attendees:	Excused absences:	
Please read:	Minutes from prior month meeting; Manager's report and Tenant Council meeting notes; Prior month financial statements; Petty cash reimbursement detail	
Roll call		
Convene Regular Monthly meeting		Presenter
Approve agenda; approve prior meeting minutes		Est. time
Report on current financial matters:		Bobbie
A. Consent approval - See page 2		
1. Supplier batches already processed:		
Jan 5 and Jan 12 Checks/EFT payments issued		All
2. Processed not yet paid: VGMPD petty cash reimbursement \$829.36; Employment security premium for 4 Q 2022 \$60.77; FMLA premium for 4Q 2022 \$6.08; L&I premium for 4 Q 2022 \$1,131.09; ArborDynamics \$1,638. DT Micro, \$200.		5 min
See following pages		5 min
B. Approval at January meeting: Any received post 1/13 and prior to 1/17: None		Bobbie
C. Financial Statements – December 2022		
Unfinished Business		
Master planning – grounds maintenance update/biologist's report: Short presentation from Peninsula Environmental re grounds plan approved in November 2022		All
Updated proposal from District resident Joel Schwarcz		20 min
Report from MPD-VGF Task Team – updates only – met January 17		Joel Schwarcz, Bobbie, Jason
Building manager/program coordinator report: Any questions? Update on Severe Weather Shelter agreement		10 min
New phone system - status		Beth, Alan, Bob, or Bobbie
P-patch garden report		20 min
Webinar opportunities		Marcy/Bobbie
Report on State Audit		Bob
New Business		10 min
Resolutions 2023 – 1, Officers, and 2023-2, Waiver of Compensation		??
Adjourn		Bobbie
		5 min
		All

Supplier payments 1 5 2023

Category	Bank Account	Payment Type	Date	Payments	Amount
Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	01/05/2023	4	3,685.79
Supplier Payment	Treasurer's Main account	EFT	01/05/2023	4	5,540.45

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
All Trades Mechanical Inc	54507	All Trades Mechanical Inc	Immediate	SINV-2023-53787	01/03/2023		01/03/2023	0.00	0.00	662.54
Northwest Construction & Landscape, LLC	21403	Northwest Construction & Landscape, LLC	Net 30	SINV-2023-53788	01/03/2023		02/02/2023	0.00	0.00	1,583.40
Northwest Construction & Landscape, LLC	21404	Northwest Construction & Landscape, LLC	Net 30	SINV-2023-53789	01/03/2023		02/02/2023	0.00	0.00	300.31
Northwest Construction & Landscape, LLC	21322	Northwest Construction & Landscape, LLC	Net 30	SINV-2023-63790	01/03/2023		02/02/2023	0.00	0.00	1,337.71
Propane Northwest	1508736605	Propane Northwest	Net 30	SINV-2023-53792	01/03/2023		02/02/2023	0.00	0.00	1,340.31
Port Of Kingston	252267	Port Of Kingston	Net 30	SINV-2023-53795	01/03/2023		02/02/2023	0.00	0.00	300.00
Kitsap Public Utility District	Water Comm Ctr Dec 2022	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2023-53930	01/03/2023		02/02/2023	0.00	0.00	253.76
Kitsap Public Utility District	W Kingston Rd Irrig Dec 2022	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2023-53931	01/03/2023		02/02/2023	0.00	0.00	558.67
Kitsap Public Utility District	Dulay Rd Irrigation Dec 2022	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2023-53932	01/03/2023		02/02/2023	0.00	0.00	376.58
Air Management Solutions, LLC	162359	Air Management Solutions, LLC	Net 30	SINV-2023-53936	01/03/2023		02/02/2023	0.00	0.00	1,749.02
Superior Linen Service	Superior Linen Dec 2022	Superior Linen Service	Net 30	SINV-2023-53937	01/03/2023		02/02/2023	0.00	0.00	467.48
Waste Management of WA	6471700-0029-1	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2023-54013	01/04/2023		02/03/2023	0.00	0.00	296.46

Supplier payments 1 12 2023

Category	Bank Account	Payment Type	Date	Payments	Amount
Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	01/12/2023	3	502.73

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	112	Isabel Gates	Immediate	SINV-2023-53793	01/03/2023		01/03/2023	0.00	0.00	240.00
Kitsap County	Dec 2022 Public Works	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2023-54622	01/09/2023		02/08/2023	0.00	0.00	135.40
CenturyLink	CenturyLink Dec 2022	CenturyLink - Remit-To: Po Box 4300	Net 30	SINV-2023-54757	01/10/2023		02/09/2023	0.00	0.00	127.33

Supplier Payments Submitted Tuesday 2 17 2023

Village Green Metropolitan Park District VGMPD Batch January 2023 #11 Date 1/9/23										
Vendor #	Inv Date	Transaction Type	Invoice #	Due Date	Amount	G/L Date	Spend Category	Voucher Number	Description	
Arbor Dynamics PO Box 557 Indianola, WA 98342	5-01009 1/6/2023	Bill	706	upon rec	\$ 1,638.00 1638.00	1/9/2023	5419	VGMPD Jan 2023 #11	VG Tree Removal	
TOTAL					\$ 1,638.00 1638.00					

Village Green Metropolitan Park District VGMPD Batch January 2023 #13 GL Date 1/12/23										
Vendor #	Inv Date	Transaction Type	Invoice #	Due Date	Amount	G/L Date	Spend Category	Voucher Number	Description	
WA Dept of Employment Security Remit to: UI Tax/ PO Box 84267	189181 1/11/2023	Bill	none	1/31/2023	\$ 60.77	1/12/2023	5311	VGMPD Jan 2023 #13	Q4 Unemployment	
TOTAL					\$ 60.77					

Village Green Metropolitan Park District VGMPD Batch October 2022 #14 GL Date 1/12/23										
Vendor #	Inv Date	Transaction Type	Invoice #	Due Date	Amount	G/L Date	Spend Category	Voucher Number	Description	
WA Dept of Employment Security FMLA Remit to: PO Box 84249 Paid Family & Med	189181 1/11/2023	Bill	none	1/31/2023	\$ 6.08	1/12/2023	5311	VGMPD Jan 2023 #14	Q4 FMLA	
TOTAL					\$ 6.08					

Village Green Metropolitan Park District VGMPD Batch January 2023 #15 GL Date 1/12/23										
Vendor #	Inv Date	Transaction Type	Invoice #	Due Date	Amount	G/L Date	Spend Category	Voucher Number	Description	
WA State Dept of Labor & Industries PO Box 24106 Seattle, WA 98124-8524	6779 1/11/2023	Bill	none	1/31/2023	\$ 1,131.09	1/12/2023	5311	VGMPD Jan 2023 #15	Q4 L & I	
TOTAL					\$ 1,131.09					

Village Green Metropolitan Park District VGMPD Batch January 2023 #16 Date 1/13/23										
Vendor #	Inv Date	Transaction Type	Invoice #	Due Date	Amount	G/L Date	Spend Category	Voucher Number	Description	
Puget Sound Energy PO Box 91269 Bellevue, WA 98009-9269	229313 1/11/2023	Bill	none	1/31/2023	\$ 1,337.06	1/13/2023	5311	VGMPD Jan 2023 #16	VG Electric for Comm Ctr Acct 220009257589	
	229313 1/11/2023	Bill	none	1/31/2023	\$ 18.72	1/13/2023	5311	VGMPD Jan 2023 #16	VG Electric for Pumhouse Acct 200015250281	
TOTAL					\$ 1,355.78					

Village Green Metropolitan Park District VGMPD Batch January 2023 #17 Date 1/13/23										
	Vendor #	Inv Date	Transaction Type	Invoice #	Due Date	Amount	GL Date	Spend Category	Voucher Number	Description
Village Green Community Center 26159 Dulay Road NE Kingston, WA 98346	384588	1/13/2022	Bill	none	1/31/2023	\$ 829.36	1/13/2023	5311	VGMPD Jan 2023 #17	VG Petty Cash
TOTAL						\$ 829.36				

Village Green Metropolitan Park District Check Detail December 17, 2022 - January 12, 2023								
Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Cash to be reimbursed	
12/17/2022	Check	SVCCHRG		Service Charge	R	-7.95	-7.95	
						7.95		
12/31/2022	Check			Deposit in Transit	R	-220.00	Not cash outlay	
						220.00		
01/02/2023	Check	1436	Lorie Dankers			-150.00	-150.00	
				12/17 room rental		-150.00		
01/02/2023	Check	1437	Eric Landeen			-85.00	-85.00	
				class canceled		-68.00		
				20% Baking		-17.00		
01/02/2023	Check	1438	Carol Geissler			-27.98	-27.98	
				volunteer meeting food		27.98		
01/05/2023	Check	Bill pay	Cardmember service	Paid online		-408.43	-408.43	
				Postage to mail budget to Port Orchard		9.90		
				Safeway receipt for volunteer meeting		22.27		
				Kingston Mail & Print Holiday Gift Fair programs		115.84		
				Clock for gym		14.17		
				Two more pedestal sign holders		246.25		
01/06/2023	Check	1439	Juan Hernandez			-150.00	-150.00	
				12/21 Windermere		-150.00		
Total Reimbursement Request								-829.36
Friday, Jan 13, 2023 01:48:42 PM GMT-8								

Plus:

Monthly payment to DT Micro for Wi-fi, \$200