

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		11/21/2023	
		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:	Bob Netzel, Chair	Note taker: Tracy Harris, clerk	
Attendees:	none		
Please read:	Minutes from prior month meeting; Manager's report; Prior month financial statements; Petty cash reimbursement detail		
Roll call			
Convene Regular Monthly meeting		Presenter	Est. time
Approve agenda; approve prior meeting minutes			
Report on current financial matters:		Bobbie	5 min
A. Consent approval - See page 2			
1. Supplier batches already processed: Nov 2, Nov 9, Nov 16 Checks/EFT payments issued		All	5 min
2. Processed not yet paid: Petty cash \$3211.18, Peak Software Systems (Sportsman POS) \$4155, and Kitsap Lactation Birth & Babies (partnership) \$140			5 min
B. Approval at November meeting: Any received post 11/14:		All	
C. Financial Statements – October 2023			
D. Approving October 2023 payroll			
Unfinished Business			
Budget planning – including Q&A		Bob/Bobbie	30 min
Master planning – grounds maintenance update/biologist's report: Update		Jason, All	20 min
Report from MPD-VGF Task Team – updates only		Beth, Jet, Bob, or Bobbie	10 min
Building manager/program coordinator report: Any questions?		Marcy	10 min
Public Comment – 3 minutes allowed		Public	3 min
Update on Severe Weather Shelter agreement		Bobbie	5 min
New Business			
Adjourn		All	

Supplier payments:

Checks & EFT Payments 11/2/23; Total: \$38,624.58

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Kingston Cleaning LLC	1075	Kingston Cleaning LLC	Immediate	SINV-2023-88833	10/27/2023		10/27/2023	0.00	0.00	700.00
Air Management Solutions, LLC	1143990	Air Management Solutions, LLC	Net 30	SINV-2023-88834	10/27/2023		11/26/2023	0.00	0.00	726.19
Bird Electric Corporation	75466	Bird Electric Corporation	Net 30	SINV-2023-88838	10/27/2023		11/26/2023	0.00	0.00	256.62
Waste Management of WA	6684748-0029-3	Waste Management of WA - Remit-To: WA Corporate Services Inc PO Box 7400	Net 30	SINV-2023-88840	10/27/2023		11/26/2023	0.00	0.00	278.54
Northwest Tree Service	13	Northwest Tree Service	Net 30	SINV-2023-88843	10/27/2023		11/26/2023	0.00	0.00	30,576.00
Frog Rock Media LLC	1177	Frog Rock Media LLC	Immediate	SINV-2023-88845	10/27/2023		10/27/2023	0.00	0.00	595.00
Superior Linen Service	VG linen service Oct 2023	Superior Linen Service	Net 30	SINV-2023-89068	10/31/2023		11/30/2023	0.00	0.00	231.76
Kitsap Public Utility District	KPUD Aug - Oct 2023 Dulay Irrig	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2023-89092	10/31/2023		11/30/2023	0.00	0.00	825.56
Kitsap Public Utility District	KPUD Aug - Oct 2023 W Kingston Irrig	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2023-89094	10/31/2023		11/30/2023	0.00	0.00	3,739.92
Kitsap Public Utility District	KPUD Aug - Oct 2023 Community Ctr	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2023-89096	10/31/2023		11/30/2023	0.00	0.00	345.34
Waste Management of WA	6695253-0029-1	Waste Management of WA - Remit-To: Wm Corporate Services Inc - Wm Of Wa Inc	Net 30	SINV-2023-89097	10/31/2023		11/30/2023	0.00	0.00	349.65

Checks & EFT Payments 11/9/23; Total: \$763.19

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Kitsap County	Public Works Oct 2023	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2023-89451	11/03/2023		12/03/2023	0.00	0.00	92.24
GoTo Technologies USA, Inc.	7102403137	GoTo Technologies USA, Inc.	Immediate	SINV-2023-89452	11/03/2023		11/03/2023	0.00	0.00	103.45
Dtmicro, Inc.	7106	Dtmicro, Inc.	Net 30	SINV-2023-89454	11/03/2023		12/03/2023	0.00	0.00	200.00
Business Solutions Bookkeeping LLC	18.1097	Business Solutions Bookkeeping LLC - Remit-To: 25966 Eagle Ct NW	Net 30	SINV-2023-90158	11/08/2023		12/08/2023	0.00	0.00	367.50

Checks & EFT Payments 11/16/23; Total: \$3,349.67

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	117	Isabel Gates	Immediate	SINV-2023-90511	11/09/2023		11/09/2023	0.00	0.00	368.00
Collins Tek LLC	183	Collins Tek LLC	Immediate	SINV-2023-90816	11/14/2023		11/14/2023	0.00	0.00	191.10
Swift Plumbing & Heating, Inc.	56860	Swift Plumbing & Heating, Inc.	Net 30	SINV-2023-90817	11/14/2023		12/14/2023	0.00	0.00	1,854.90
Puget Sound Energy	PSE Main Oct 2023	Puget Sound Energy	Net 30	SINV-2023-90819	11/14/2023		12/14/2023	0.00	0.00	916.97
Puget Sound Energy	PSE Pumphouse Oct 2023	Puget Sound Energy	Net 30	SINV-2023-90822	11/14/2023		12/14/2023	0.00	0.00	18.70

Village Green Metropolitan Park District						
Check Detail						
October 14 - November 17, 2023						
Date	Transaction Type	Num	Name	Memo/Description	Amount	Cash to be reimbursed
10/27/2023	Check	2037	Fun Fitness LLC		-95.00	-95.00
				Barre - Betsy Cooper Pass	-95.00	
10/27/2023	Check	2038	Dr Jill Paisley		-29.00	-29.00
				10/13 Mary Mumford	-29.00	
10/27/2023	Check	2039	Tania Issa		-150.00	0
				replacement of check #268	-150.00	
10/27/2023	Check	2040	Katrina Carlisle		-50.00	-50.00
				HGF 2023	-50.00	
11/01/2023	Check	2041	College Success Foundation	Replace Ck 280	-150.00	0
					-150.00	
11/01/2023	Check	2042	Kingston-NK Rotary Foundation	Replace ck #348	-50.00	0
					-50.00	
11/01/2023	Check	2043	Vitalize Kitsap	Replace Ck #378	-50.00	0
					-50.00	
11/01/2023	Check	2044	Christine Duran	Was Havellana Repl Ck# 378	-50.00	0
					-50.00	
11/01/2023	Check	2045	John Strand	Replace Ck #1258	-50.00	0
					-50.00	
11/02/2023	Check	Online	Key Bank Credit card	CC transactions 10/1-10/31	-1,895.94	-1,895.94
				Robison visit for pipe repair 10/21/23	913.15	
				Chamber lunch 11/2/2023	20.00	
				Domain protection	30.49	
				Trash bins; keyhole plugs; shower supplies	85.06	
				Replace portable speaker stolen	141.95	
				4 card tables for bridge - reimbursed by them	244.52	
				Toner for HP printer	218.39	
				Insight Pest Control - establish regular billing	74.26	
				New lapel mics and rechargeable mics	124.47	
				Pizza for budget hearing meeting	43.65	
11/03/2023	Check	2046	Krysten Wooster		-50.00	-50.00
				10/28 Pavilion	-50.00	
11/03/2023	Check	2047	Washington State Patrol		-22.00	-22.00

Village Green Metropolitan Park District						
Check Detail						
October 14 - November 17, 2023						
					22.00	
11/03/2023	Check	2048	Village Green Foundation		-20.00	-20.00
				Sueann Hopper	-20.00	
11/03/2023	Check	2049	Fun Fitness LLC		-95.00	-95.00
				Barre - Hopper	-95.00	
11/03/2023	Check	2050	Elan Financial Services		-200.25	-200.25
				Constant Contact	200.25	
11/10/2023	Check	2051	Dr Jill Paisley		-58.00	-58.00
				Herstad Breathworks	-58.00	
11/10/2023	Check	2052	Fun Fitness LLC		-190.00	-190.00
				Havard and Crane Barre passes	-190.00	
11/10/2023	Check	2053	Richard Gordon Elementary School		-100.00	0.00
				replacement of check 1091 from July 16 2019	-100.00	
11/10/2023	Check	2054	Port of Kingston		-33.25	-33.25
				Inv 24895 - fuel	33.25	
11/10/2023	Check	2055	Anthony Woelke		-150.00	-150.00
				11/4 event	-150.00	
11/17/2023	Check	2056	Kitsap Tech Support		-100.00	-100.00
				October Classes - 10 attendees	-100.00	
11/17/2023	Check	2057	Erin Davignon		-29.74	-29.74
				Volunteer meeting - Nov	29.74	
11/17/2023	Check	2058	Village Green Foundation		-40.00	-40.00
				Shea and Jones DIF cards	-40.00	
11/17/2023	Check	2059	Dr Jill Paisley		-58.00	-58.00
				Sharron and Duncan Clark	-58.00	
11/17/2023	Check	2060	Fun Fitness LLC		-95.00	-95.00
				Rochelle Jackman	-95.00	
Total to be reimbursed			Replacement checks were reimbursed when first issued			-3,211.18

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