

Village Green Metropolitan Park District (VGMPD)

Date: 15 Jan 2019

1. **Location of Meeting:** Village Green Community Center, Kingston WA 98346
2. **Type of Meeting:** Regular Monthly Meeting
3. **Meeting Called to Order By:** Bobbie Moore (Chair/Comm) at 6:35 p.m.
4. **Roll-Call:**
 - a. Attendees: Bobbie Moore (Chair/Comm) Pat Pearson (Comm), Jason Manges (Comm); Linda Fyfe (Program Coordinator/Manager VGCC)
 - b. Authorized Absence: Tracy Harris (Comm/Clerk) & Jim Moore (Comm)
5. **Guest:** Don Desnoyers, resident
6. **Approval of Agenda.** Dated 1/15/19
 - a. Recommended for approval: Pat Pearson (Comm)
 - b. Second Approval by: Jason Manges (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
7. **Meeting Minutes:** Dated 12/18/18.
 - a. Recommended for approval: Pat Pearson (Comm).
 - b. Second Approval by Jason Manges (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
8. **Public Comment:** None
9. **Report On Events to Date:**
 - a. Finance
 - a). Operating Cash: \$58,741.92, Petty Cash: \$2,149.19 & Investment \$303,714.41 We verified that as per our December motion, \$20,000 had been moved back from our primary Treasurer's account to our investment account.
 - b). Bills and Vouchers were signed: See attached Voucher #1: Total \$16,792.73. Motion to authorize payment by Pat Pearson (Comm). Second by Jason Manges (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
 - c) Voucher #2: \$1,768.11, Motion to authorize payments by Pat Pearson (Comm). Second by Jason Manges (Comm). So ordered approved by Bobbie Moore (Chair/Comm). We noted that the of \$660 for volunteer gift cards from Henery Hardware in Kingston was ultimately paid from petty cash in January; our newly acquired District credit card had been used for the purchase and the bill had to be paid before the County Accounts Payable schedule would have permitted. December's Voucher #1 was duly adjusted.
 - b. Website Update
 1. Minutes of the meeting are posted after approval on the Website.
 2. Photos of all types are now being used to keep the site refreshed. Leslie Linkkila and Michele Laboda are coordinating input to the site and connection to the Village Green Foundation site.
 - c. Legal
 1. None
 - d. Correspondence/to or from the Public:

- 1. None
- e. MPD Report for MPD Commissioners
 - 1. None
- f. Project Architectural Plans
 - 1. No report

10. Unfinished Business:

- a. Building Manager Report: Linda Fyfe (MVGCC) provided an update in the Bldg. Manager Report.
- b. Master Plan: Asphalt sealing is delayed until the Spring. Exercise trail awaits approval of the route by Steve Heacock of Kitsap County Dept of Community Development.
- c. Fundraising: Kitsap Great Give is April 23 this year, the day before the planned fundraising breakfast. Consideration is being given to May 8 for the breakfast. A total of \$50,000 has been paid by Boys & Girls Clubs of Snohomish County toward their \$75,000 pledge.
- d. Park Security: No report.
- e. Rain Garden: No status.
- f. Pea Patch: No report.
- g. KCAC: February's meeting will seek approval of members to shift the meeting date to the 2nd Wednesday at 6:30 from the 1st Wednesday at 7 PM.
- h. Tennis Courts: Added to the 2019 budget.
- i. VGF: Room rental policy tabled.
- j. Mobile Dental Clinic: No report.
- k. Public Records Officer: No report

11. New Business:

- a. Motion to approve position description for office assistant position. Pat Pearson (Comm), with a second from Jason Manges (Comm). Passed unanimously, no abstentions.
- b. Resolution 2019-1: Officers named. Bobbie Moore is Chair and Tracy Harris is Clerk. Pat Pearson (Comm), with a second from Jason Manges (Comm). Passed unanimously, no abstentions.
- c. Resolution 2019-2 Increasing petty cash limit from \$1,000 to \$2,000 Pat Pearson (Comm), with a second from Jason Manges (Comm). Passed unanimously, no abstentions.
- d. Baskets: Tabled until next meeting

12. Any further public comment: None

13. Next Meeting Schedule: 19 February 2019@ 6:30 p.m. at Village Green Community Center

14. Open Public Meeting Adjourned By: Bobbie Moore, (Chair/Comm) 7:50 p.m.

Summary of Minutes Taken By: Linda Fyfe, Building manager; Bobbie Moore (Comm).

Village Green Metropolitan Park District

UNPAID BILLS JANUARY 15, 2019

All Dates

DATE	NUM	AMOUNT
Air Management Solutions (360) 479-6500		1,661.16
01/02/2019	0000134574	\$1,661.16
Total for Air Management Solutions		
Bird Electric Corp		210.00
01/01/2019	68869	\$210.00
Total for Bird Electric Corp		
Brem-Air Disposal		209.66
01/01/2019	5417097-0029-1	240.15
02/01/2019		\$449.81
Total for Brem-Air Disposal		
Business Solutions		367.50
01/31/2019	18.180	\$367.50
Total for Business Solutions		
DT Micro		306.00
01/15/2019		\$306.00
Total for DT Micro		
McClain Landscaping Services		734.85
01/01/2019	15061	\$734.85
Total for McClain Landscaping Services		
Olympic Printer Resources		73.08
01/01/2019	2018-4129	\$73.08
Total for Olympic Printer Resources		
PUD #1 of Kitsap County		189.68
01/01/2019		223.93
01/01/2019		856.05
01/01/2019		\$1,269.66
Total for PUD #1 of Kitsap County		
Puget Sound Energy		1,285.68
01/09/2019		\$1,285.68
Total for Puget Sound Energy		
Rec1		100.00
01/01/2019	181669	\$100.00
Total for Rec1		
Superior Linen Service		193.79
01/01/2019	1.19	\$193.79
Total for Superior Linen Service		
Village Green Foundation		9,000.00
01/01/2019	2017-009	\$9,000.00
Total for Village Green Foundation		
WA State Auditor		1,141.20
01/10/2019		

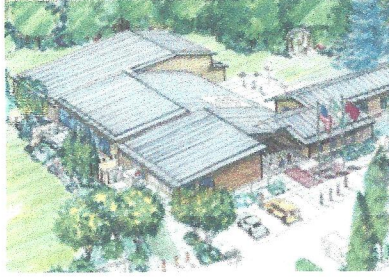
DATE	NUM	AMOUNT
Total for WA State Auditor		\$1,141.20
TOTAL		\$16,792.73

Village Green Metropolitan Park District

UNPAID BILLS FOR VOUCHER #2

As of January 15, 2019

DATE	TRANSACTION TYPE	DUE DATE	AMOUNT	OPEN BALANCE	MEMO/DESCRIPTION
Abdel Artistry & Services					
01/15/2019	Bill	01/25/2019	200.00	200.00	
Total for Abdel Artistry & Services			\$200.00	\$200.00	
Centurylink					
01/15/2019	Bill	01/25/2019	275.00	275.00	
Total for Centurylink			\$275.00	\$275.00	
Kitsap County Public Works					
01/15/2019	Bill	01/25/2019	72.12	72.12	
Total for Kitsap County Public Works			\$72.12	\$72.12	
Nancy Niemi					
01/15/2019	Bill	01/25/2019	449.28	449.28	
Total for Nancy Niemi			\$449.28	\$449.28	
Village Green Metropolitan Park District					
01/15/2019	Bill	01/25/2019	771.71	771.71	
Total for Village Green Metropolitan Park District			\$771.71	\$771.71	
TOTAL			\$1,768.11	\$1,768.11	



Village Green Community Center

PO Box 1792, 26159 Dulay Road NE
Kingston, WA 98346

www.myvillagegreen.org

MANAGER'S NOVEMBER REPORT

presented to the Village Green Metropolitan Park District Commissioners
January 15, 2019

PROGRAMS

Building Usage Statistics for November 2018

Library	3565
Boys and Girls Club	1170
Events/Classes/Meetings	<u>2102</u>

6837

VOLUNTEER HOURS: 425

Other Social Media Statistics

Constant Contact Mailing List	407
Facebook Page	1,161 LIKES

The year is gearing up with new programs and services. We're adding a new Zumba Class to join our list of drop-in exercise classes. The word SENIOR is being dropped from the exercise classes to make them all more inclusive. Attendance is growing once again in the exercise classes. Line Dancing had 24 people last week. It is a FREE class and has been going on since the first week of May, 2016.

We have 39 volunteers working the front desk. New volunteers are signing up regularly. Once we hire an office assistant, there'll be a change in the shifts and location of where this person will work. The spare office will have to be shared by Leslie who is the Foundation's contractor for Adult Programs.

The Community Meals in December and January attracted 100 people per meal. It is a popular event which is being attended by those who don't just need a free meal. Cash donations added up to \$347 in January. Hosts this time were KCYC, the employees of the Port of Kingston and Kingston Ale House.

A cookie company is renting our kitchen twice a week for three months.

PROPERTY

The Gym door: The part for the door has arrived and Dave will be installing.

There was a leak below the dishwasher so I called Swift. He fixed two separate leaks and the bill arrived today.

- o Sat - person escorted out; wellness check
- o Mon Gunshots

Respectfully submitted,

Linda Fyfe