

Village Green Metropolitan Park District (VGMPD)

Date: 19 September 2019

1. **Location of Meeting:** Village Green Community Center, Kingston WA 98346
2. **Type Meeting:** Regular Monthly Meeting
3. **Meeting Called to Order by:** Bobbie Moore (Chair/Comm) at 6:30 p.m.
4. **Roll-Call:**
 - a. Attendees: Bobbie Moore (Chair/Comm) Tracy Darlene Harris (Clerk/Comm), Pearson (Comm), Bob Warden (Comm) & Linda Fyfe (Program Coordinator/Manager VGCC)
 - b. Excused Absence: Jason Manges (Comm)
5. **Guests:** Don Desnoyer, & Betsy Cooper (VGF)
6. **Approval of Agenda.** Dated 9/19/19 (Amended)
 - a. Recommended for approval: Bob Warden (Comm)
 - b. Second Approval by: Pat Pearson (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
7. **Meeting Minutes:** Dated 8/20/19
 - a. Recommended for approval: Pat Pearson (Comm)
 - b. Second Approval by: Bob Warden (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: \$39,894.95, Petty Cash: \$3419.51 & Investment \$307,870.94
 - b). Bills and Vouchers signed: See attached Voucher 1, total \$12,404.41. Motion to authorize payments by Pat Pearson (Comm), Second by Bob Warden (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
 - c). Voucher #2 \$300.00, Motion to authorize payments by Pat Pearson (Comm), Second by Bob Warden (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
 - b. Website Update
 1. Minutes of the meeting published on the Website and improvements will be upcoming.
 2. Websites for the MPD and VGF will need to be independent from each other to lessen confusion. Still looking into how there could be one 'landing' page for both entities.
 - c. Legal – None

- d. Correspondence/Information Provided to Public: - None
- e. MPD Report for MPD Commissioners - None
- f. Project Architectural Plans - None

10. Unfinished Business:

- a. Building Manager Report: Linda Fyfe (MVGCC) provided an update on the Bldg (See attached). Lots of upcoming events planned for the next few months.
- b. Master Plan: No updated report on the exercise trail.
- c. Volunteer Recognition: Potential recognition will be at the Downpour for the volunteers, The budget amount is \$500.00, Bobbie Moore (Chair/Comm) will take for action.
- d. Park Security: Bob Warden (Comm) will investigate the potential to have the Extension Service take a look at the possibility of helping with the rain garden and other services for improvements. Also, Pat Pearson (Comm) will research the extent of required stream buffer as we seek to remove brush to prevent future encampments; County Social Services did visit and reinforced staff understanding of how to handle debris associated with any encampments.
- e. Rain Garden: No status.
- f. Pea Patch: The growing season is almost ending. Clean up will start to prep for Spring. Looking for help with some security lighting and/or cameras.
- g. KCAC: The next open house is 19 Sept 2019 at the Village Green, 4-7.
- h. Room Rental Policy: A review of the rental policy will be conducted as part of our 2020 budgeting process. Linda Fyfe is taking the review for action and will have something for Commissioners to review in October.
- i. Mobile Dental Clinic: No report.
- j. Fundraising: Ladle of Love Event 22 Nov 2019 – an Empty Bowl-style event, to raise funds for Village Green Foundation programs and purposes.
- k. Columbia Bank: All signatures have been updated
- l. Rotary Bench: The commemorating bench for Comm Moore has arrived and assembly and concrete pad pour will be scheduled.

11. New Business:

- a. Resolution 2019-3: Tabled until next meeting
- b. Preliminary Budget Meeting 15 Oct 2019, at 6:00 pm

12. Any further public comment: None

13. Next Meeting Schedule: 15 October 2019 @ 6:30 p.m. at Village Green Community Center, immediately following our budget hearing.

14. Open Public Meeting Adjourned by: Bobbie Moore, (Chair/Comm) 8:02 p.m.

Summary of Minutes Taken by: Tracy Darlene Harris, (Comm/Clerk)

Village Green Metropolitan Park District

UNPAID BILLS

As of September 17, 2019

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Air Management Solutions						
(360) 479-6500						
08/19/2019	Bill	0001128301	09/01/2019	14	54.74	54.74
Total for Air Management Solutions					\$54.74	\$54.74
Brem-Air Disposal						
09/01/2019	Bill	5577114-0029-0	09/11/2019	4	230.23	230.23
Total for Brem-Air Disposal					\$230.23	\$230.23
Business Solutions						
09/01/2019	Bill		09/11/2019	4	367.50	367.50
Total for Business Solutions					\$367.50	\$367.50
Centurylink						
09/17/2019	Bill	Acct 450507209	09/30/2019	-15	285.82	285.82
Total for Centurylink					\$285.82	\$285.82
DT Micro						
09/15/2019	Bill	Sept	10/31/2019	-46	306.00	306.00
Total for DT Micro					\$306.00	\$306.00
Kitsap County Public Works						
09/06/2019	Bill		09/16/2019	-1	74.28	74.28
Total for Kitsap County Public Works					\$74.28	\$74.28
McClain Landscaping Services						
09/01/2019	Bill	15734	09/30/2019	-15	970.10	970.10
Total for McClain Landscaping Services					\$970.10	\$970.10
Olympic Printer Resources						
09/10/2019	Bill	2019-2769	09/20/2019	-5	94.78	94.78
Total for Olympic Printer Resources					\$94.78	\$94.78
PUD #1 of Kitsap County						
09/01/2019	Bill		09/11/2019	4	235.69	235.69
09/01/2019	Bill		09/11/2019	4	2,592.12	2,592.12
09/01/2019	Bill		09/11/2019	4	4,726.67	4,726.67
Total for PUD #1 of Kitsap County					\$7,554.48	\$7,554.48
Puget Sound Energy						
09/17/2019	Bill	9/11/19 Bldg	09/30/2019	-15	525.81	525.81
09/17/2019	Bill	9/11 Park	09/30/2019	-15	17.93	17.93
Total for Puget Sound Energy					\$543.74	\$543.74
Rec1						
09/01/2019	Bill	191126	09/30/2019	-15	100.00	100.00
Total for Rec1					\$100.00	\$100.00
Superior Linen Service						
09/03/2019	Bill	9/3/19	09/30/2019	-15	308.23	308.23
Total for Superior Linen Service					\$308.23	\$308.23
TOTAL					\$10,889.90	\$10,889.90

Village Green Metropolitan Park District
Check Detail Petty cash reimbursement
August 17 - September 13, 2019

Date	Transaction Type	Num	Name	Memo/Description	Amount	Credit petty cash
08/22/2019	Check	1107	Dahlia Malin	Event 8/17/19	-150.00 -150.00	-150.00
08/29/2019	Check	1108	Stephens Neighborhood	Pavilion rental 8/17/19	-50.00 -50.00	-50.00 ✓
08/29/2019	Check	1109	Wendy Gurney	Pavilion 8/24/19	-50.00 -50.00	-50.00 ✓
08/29/2019	Check	1110	Rose Roberts	Pavilion 8/25/19	-50.00 -50.00	-50.00 ✓
08/29/2019	Check	1111	Shannon King	Pavilion 8/26	-50.00 -50.00	-50.00 ✓
08/29/2019	Check	1112	The Maples Owners Association	Community Room 8/27	-150.00 -150.00	-150.00 ✓
08/31/2019	Check	SVCC HRG		Service Charge	-7.95 7.95	-7.95 ✓
09/13/2019	Check	1113	Carol Geissler	Half & Half; coffee 8/28/19	-18.97 18.97	-18.97 ✓
09/13/2019	Check	1114	Earl Thurston	Glue; pencil sharpener	-28.21 28.21	-28.21 ✓
09/13/2019	Check	1115	Virginia Bell	Pavilion 8/29/19	-50.00 -50.00	-50.00 ✓
09/13/2019	Check	1116	Paws of Bainbridge Island	Pavilion 9/7/19	-50.00 -50.00	-50.00 ✓
09/13/2019	Check	1117	Jennifer LaPorte	Pavilion 9/8/19	-50.00 -50.00	-50.00 ✓
09/13/2019	Check	1118	Alicia Watson	Pavilion 9/8/19	-50.00 -50.00	-50.00 ✓
09/13/2019	Check	1119	Linda Fyfe	Slug hunt auction license	-10.00 10.00	-10.00 ✓
09/13/2019	Check	1120	Greater Kingston Kiwanis	Pavilion 9/6 and banquet hall 9/7 - Salmon Slam	-200.00 -200.00	-200.00 ✓
09/13/2019	Check	1121	Gina Roof	Pavilion 9/15, canceled	-50.00 -50.00	-50.00 ✓
09/13/2019	Check	1122	Carol Franco	Reimburse - dolly/cart	-175.11 175.11	-175.11 ✓

09/13/2019	Check	1123	Void		0.00	
				Voided check	0.00	
09/13/2019	Check	1124	Cardmember service		-324.27	-324.27 ✓
				Chamber lunch - L Fyfe	18.00	✓
				Chamber of commerce annual membership	95.00	✓
				Hayneedle purchase folding cart, reimbursed by Kiwanis	81.22	✓
				Wristbands	130.05	✓
						-1,514.51
Saturday, Sep 14, 2019 06:02:32 PM GMT-7						

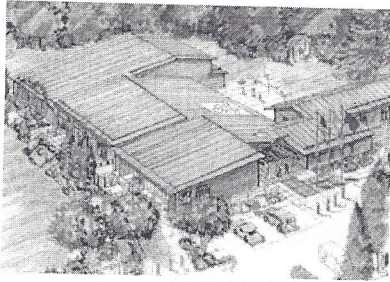
DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
09/13/2019	Bill		09/23/2019	-8	1,514.51	1,514.51
Total for Village Green Metropolitan Park District					\$1,514.51 ✓	\$1,514.51
DTAL					\$12,404.41	\$12,404.41

Village Green Metropolitan Park District

UNPAID BILLS VOUCHER #2 FOR 9 1 19

As of September 17, 2019

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Abdel Artistry & Services				
09/17/2019	Bill		09/27/2019	300.00
Total for Abdel Artistry & Services				\$300.00 ✓
TOTAL				\$300.00



Village Green Community Center

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

www.myvillagegreen.org

MANAGER'S REPORT

presented to the Village Green Metropolitan Park District Commissioners
September 17, 2019

PROGRAMS

Building Usage Statistics for August 2019

Library	5170
Boys and Girls Club	1475
Events/Classes/Meetings	<u>2595</u>

9340

VOLUNTEER HOURS: 425

Other Social Media Statistics

Constant Contact Mailing List	490
Facebook Page	1,260 LIKES

The Kingston Slug Hunt took place on Saturday, August 17. We estimate approximately 200 participants when you could all members of families who participated. There were 210 decorated clay slugs to be freed from captivity at the Village Green, upon the payment of medallions found in the wild. 265 Licenses were sold. There was a Children's Festival run by Erin Davignon. Bubbles, books (KRL), painting of slugs (BGC), face painting (Freda Haas) and Caring Clowns International (Don Hill).

New classes are coming up on the schedule: **Canning, Movement Meditation** and **Music Jam Sessions** as led by Josh Rawlings, a local Grammy-nominee, who is also a BGC parent. Josh is bringing his professional musician friends to the Village Green three times in October to jam with anyone else who wants to join in. He'd like to encourage kids as well as adults to join in an not be intimidated by the process.

PROPERTY

Air Unit FC-6 failed – heating/cooling of the kitchen. Went through the standard re-boot procedures and then contact Ken Duncan at ATS. He could not reboot remotely, either and determined that there is no power going to the furnace. Air Management Solutions,

Our HVAC service provider found that there was a door open up in the mezzanine that messed up the air circulation. They reset the latch on the door and reset the unit to start back up again.

There was a break in the irrigation line on the north end of the building outside from the library. McClain's Landscaping was informed and those repairs were made. They also asked about the removal of dead plants and I gave them the go-ahead to remove them.

Two power outages required the rebooting of the security computer and the computers that run the digital displays in the building. The lightening storm on Sept 7 resulted in a blown thermostat in the lobby – don't know if it was directly related, but it was a coincidence if not. I was unable to manually boot the system from the end. Ken Duncan, ATS, attempted to reboot at his end but discovered that the thermostat itself was blown. The system detected 110 degree air in the lobby area and was blowing 54 degree air to cool it down. ATS sent out a technician, feeling that ATS, our HVAC service provider would not be able to reset the thermostat. Final bill: \$330.00

Respectfully submitted,
Linda Fyfe