

## Village Green Metropolitan Park District (VGMPD)

**Date:** 19 March 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 6:32 p.m.
4. **Roll-Call:**
  - a. Attendees: Bobbie Moore (Chair/Comm) Tracy Darlene Harris (Clerk/Comm), Jason Manges (Comm) & Pat Pearson (Comm), Linda Fyfe (Program Coordinator/Manager VGCC)
  - b. Authorized Absence : None
5. **Guests:** Betsy Cooper (VGF President), Walt Elliott (Resident) & Jim & Tina Novotney (Facility users -Pickleball)
6. **Approval of Agenda.** Dated 3/19/19
  - 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 2/19/19
  - 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:** Inquiry about the Pickleball. The temporary tape is coming up and Pickleball Community would like permanent lines installed on the tennis courts. MPD will take a look at the tennis court repairs and consider adding permanent pickleball lines to the tennis court.
9. **Report On Events to Date:**
  - a. Finance
    - a). Operating Cash: \$38,649.69, Petty Cash: \$1566.92 & Investment \$304,887.22 *Approved one item from our petty cash reimburse ment \$8,491.89*
    - b). Bills and Vouchers were signed: See attached Voucher 1, total \$8511.82. Motion to authorize payments by Pat Pearson (Comm), Second by Jason Manges (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
    - c). Voucher #2 \$2682.15, Motion to authorize payments by Pat Pearson (Comm), *12,898.52* Second by Jason Manges (Comm). So ordered approved by Bobbie Moore *Kitsap Propane bid needed tax added* (Chair/Comm).
  - b. Website Update
    1. Minutes of the meeting will be published on the Website.
  - c. Legal
    1. None

d. Correspondence/Information Provided to 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. See report dated 3/19/19
- b. Master Plan: Exercise trail material is starting to arrive. Asphalt still needs to be sealed, previous bids fell thru. Motion to authorize up to \$8000.00 by Superior pending a conservation with Kitsap County was made by Jason Manges (Comm), Second by Pat Pearson (Comm), So ordered by Bobbie Moore (Chair/Comm). (Note: MPD will check with Kitsap County to see if they can do the work, Action: Jason Manges (Comm))
- c. Asphalt: See Master Plan report
- d. Park Security: No report.
- e. Rain Garden: No status.
- f. Pea Patch: No report.
- g. KCAC: Will be shifting meeting to 2<sup>nd</sup> Wed at 6:30 pm.
- h. VGF: Room rental policy no report and tabled until further notice.
- i. Mobile Dental Clinic: No report.
- j. Fundraising: Village Green Foundation Breakfast will be 5/8/19 and the Great Give will be on 4/23/19.
- k. Acoustics: Samples were provided and all acoustics monies donated to the MPD are not eligible for a tax donation. The MPD will check with VGF so see if the funds can go to them for an eligible tax donation. (Action: Bobbie Moore (Chair/Comm))
- l. Exercise Trail: NK Trails will start working on the trails soon pending on weather.
- m. Severe Weather Station: Closes 01 April 2019

**EXECUTIVE SESSION 8:05-8:20**

Discussion during the Executive Session was to select a Provisional/Interim Commissioner.

**(Resumed at 8: 21)** Motion to vote in Bob Warden as the provisional Commissioner to fill a Commissioner vacancy by Jason Manges (Comm), Second by Pat Pearson (Comm), So ordered approved by Bobbie Moore (Chair/Comm)

**11. New Business:**

- a. Resolution #2019-3 Commissioners Declining Pay: Tabled
- b. Sponsorship of Hanging Baskets: Tabled
- c. Volleyball: VGF received a \$500.00 grant from Walmart for outdoor sports equipment.

**12. Any further public comment:** None

**13. Next Meeting Schedule:** 16 April 2019 @ 6:30 p.m. at Village Green Community Center

**14. Open Public Meeting Adjourned By:** Bobbie Moore, (Chair/Comm) 8:35 p.m.

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

# Village Green Metropolitan Park District

## UNPAID BILLS

All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
<i>Bob Lee</i>						
<b>Abdel Artistry &amp; Services</b>						
03/01/2019	Bill	VG-2011902	03/11/2019	7	200.00	200.00 ✓
03/10/2019	Bill		03/20/2019	-2	200.00	200.00 ✓
03/13/2019	Bill		03/23/2019	-5	75.00	75.00 ✓
<b>Total for Abdel Artistry &amp; Services</b>					<b>\$475.00</b>	<b>\$475.00</b>
<b>Air Management Solutions</b>						
(360) 479-6500						
03/01/2019	Bill	0001127893	03/11/2019	7	198.92	198.92
<b>Total for Air Management Solutions</b>					<b>\$198.92</b>	<b>\$198.92</b> ✓
<b>Brem-Air Disposal</b>						
03/01/2019	Bill	5455658-0029-3	03/11/2019	7	209.23	209.23
<b>Total for Brem-Air Disposal</b>					<b>\$209.23</b>	<b>\$209.23</b> ✓
<b>Business Solutions</b>						
03/01/2019	Bill	18.215	03/11/2019	7	367.50	367.50
<b>Total for Business Solutions</b>					<b>\$367.50</b>	<b>\$367.50</b> ✓
<b>DT Micro</b>						
03/15/2019	Bill	4310	03/25/2019	-7	306.00	306.00
<b>Total for DT Micro</b>					<b>\$306.00</b>	<b>\$306.00</b> ✓
<b>Joe Seals</b>						
03/01/2019	Bill		03/31/2019	-13	468.00	468.00
<b>Total for Joe Seals</b>					<b>\$468.00</b>	<b>\$468.00</b> ✓
<b>Kitsap County Public Works</b>						
03/06/2019	Bill		03/16/2019	2	74.28	74.28
<b>Total for Kitsap County Public Works</b>					<b>\$74.28</b>	<b>\$74.28</b> ✓
<b>Kitsap County Treasurer</b>						
01/25/2019	Bill		04/30/2019	-43	473.96	473.96
<b>Total for Kitsap County Treasurer</b>					<b>\$473.96</b>	<b>\$473.96</b> ✓
<b>McClain Landscaping Services</b>						
03/01/2019	Bill	15192	03/11/2019	7	538.65	538.65 ✓
03/01/2019	Bill	15205	03/11/2019	7	416.93	416.93 ✓
<b>Total for McClain Landscaping Services</b>					<b>\$955.58</b>	<b>\$955.58</b>
<b>Nancy Niemi</b>						
03/01/2019	Bill		03/11/2019	7	520.00	520.00
<b>Total for Nancy Niemi</b>					<b>\$520.00</b>	<b>\$520.00</b>
<b>Olympic Printer Resources</b>						
03/01/2019	Bill		03/11/2019	7	94.78	94.78
<b>Total for Olympic Printer Resources</b>					<b>\$94.78</b>	<b>\$94.78</b>
<b>PUD #1 of Kitsap County</b>						
03/01/2019	Bill		03/11/2019	7	202.29	202.29
03/01/2019	Bill		03/11/2019	7	54.94	54.94
02/16/2019	Bill		03/31/2019	-13	222.67	222.67

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Total for PUD #1 of Kitsap County					\$479.90	\$479.90
Puget Sound Energy						
03/12/2019	Bill		04/01/2019	-14	1,116.12	1,116.12
Total for Puget Sound Energy					\$1,116.12	\$1,116.12
Rec1						
03/01/2019	Bill	183480	03/11/2019	7	100.00	100.00
Total for Rec1					\$100.00	\$100.00
Superior Linen Service						
03/04/2019	Bill		03/14/2019	4	161.73	161.73
Total for Superior Linen Service					\$161.73	\$161.73
Village Green Metropolitan Park District						
03/18/2019	Bill		03/28/2019	-10	2,510.87	2,510.87
Total for Village Green Metropolitan Park District					\$2,510.87	\$2,510.87
TOTAL					\$8,511.87	\$8,511.87

1098.49  
 17.63  
 1116.12  
 2490.89  
 19.98  
 8491.89



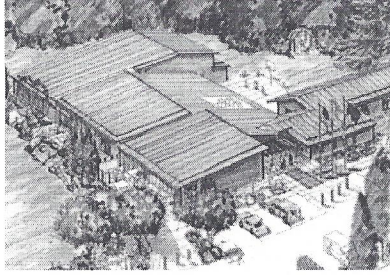
# Village Green Metropolitan Park District

## UNPAID BILLS FOR VOUCHER #2

As of March 19, 2019

DATE	TRANSACTION TYPE	DUE DATE	AMOUNT	OPEN BALANCE	MEMO/DESCRIPTION
Centurylink					
03/19/2019	Bill	03/29/2019	278.08	278.08	
			<b>\$278.08</b>	<b>\$278.08</b>	
<b>Total for Centurylink</b>					
Kitsap Propane					
03/19/2019	Bill	03/29/2019	2,404.07	2,404.07	
			<b>\$2,404.07</b>	<b>\$2,404.07</b>	
<b>Total for Kitsap Propane</b>					
			<b>\$2,682.15</b>	<b>\$2,682.15</b>	
<b>TOTAL</b>					

*2,620.44*  
*Δ = 216.37*  
*2,898.52*



## Village Green Community Center

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

[www.myvillagegreen.org](http://www.myvillagegreen.org)

# MANAGER'S REPORT

presented to the Village Green Metropolitan Park District Commissioners  
March 19, 2019

## PROGRAMS

### Building Usage Statistics for February 2019

Library	3755 – branch closed for snow days
Boys and Girls Club	954
Events/Classes/Meetings	<u>1933</u>

**6642** - not bad for 2 weeks of snow

### VOLUNTEER HOURS: 425

#### Other Social Media Statistics

Constant Contact Mailing List	466
Facebook Page	1,210 LIKES

Our Windows on the World FREE presentation series began with **Antarctica** put on by two of our volunteers who ventured south last fall. The series was created as an intergenerational program bringing adults and children into the same room. Coming up in the series is **WE, THE VOYAGERS**, a film by, and about Polynesian voyagers of Taumako on March 30. Other presentations will take place once a month on different international places and topics, accompanied by food from the countries in the presentations.

Our business hours had been designed for us to close at the same time as the Library (8,6 or 5pm depending on the day). We are now staying open until 7:30 pm on Thursdays to allow for a flood of new late night meetings and to provide an Open Gym time as Mondays have been taken away by the School of Volleyball (Saturday mornings, too). Increased demand might mean that we adjust all our days to close later. We have enough volunteers to cover the additional hours.

## PROPERTY

We'll be meeting with Chad Lyons this week to identify areas that need painting.

There was another propane gas scare. 911 was called. They couldn't find anything. Neither could AMS – our Hvac guy as the propane was noticed in the Boys and Girls Club so I thought it might be a heating leak. Per recommendation by Anna Moore, owner of Mi Sueno catering, I called 3Wire to come out. They came and opened up the grill, the gas range and the convection ovens per my request. I wanted to make sure that all appliances were checked just in case there was more than one at fault.

3Wire found the following:

- The adaptor at the back of the grill was set for Natural Gas vs Propane. (He set it for propane.) As a result of the mis-setting, more propane was being fed into the grill than was necessary and was pooling below the burners. Not a hazardous situation, just a larger pool than needed which might have caused the smell.
- 4 of the burners on the range were leaking propane, so he ordered 6 to replace them all. All six burners have been replaced and there is no longer a leak.
- The top of the two convection ovens was not performing to maximum capacity and it needs a Controller (\$255.56) and a Flame sense rod (\$36.74). Total bill will be \$787.30 plus tax and freight. The bottom oven is working fine. I have not authorized 3Wire to move forward on this yet.

I called Nillsen to see if they would come out to do an estimate. Nillsen does not service commercial appliances and recommended 3Wire.

I contacted the Point Casino to see who they use and they recommended another businesses in Bothell. I've left two voicemails and they haven't responded.

I contacted 3Wire to get a bill from them before tonight's meeting, explaining the month-long delay if we didn't receive it. They said they would email it to me and didn't. I emailed a W9 for their completion as well. The individual I spoke to didn't have access to the numbers and so we still don't know how much we owe 3Wire. They hadn't even started the billing until I called.

*Respectfully submitted,*

Linda Fyfe