

| | | |
|--|---|---|
| VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA | | 9/21/21 |
| | | 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 regular meeting, Prior month financial statements, Manager's report and Tenant Council meeting; proposals from VGF Board members Betsy Cooper and Dave Wetter; Elevated Adventures business plan | |
| Topic | Presenter | Est. time |
| Roll call; Approve agenda; approve prior meeting minutes | Chair | |
| Report on current financial matters: | | |
| A. Consent approval Voucher batches already submitted: | Bobbie | 5 min |
| Batch Sept #1, \$14,013.50 | | |
| Batch Sept #2, \$ 7,837.36 | | |
| Batch Sept #3, \$ 2,040.84 | All | 5 min |
| B. Separate approval: Batch Sept #4, DT Micro \$200, any others | | |
| submitted by noon on 9/21/21 | | |
| 1. Financial Statements – August 2021 | | |
| Building manager/program coordinator report – any questions from commissioners | Linda Fyfe | 20 min |
| Master planning – grounds maintenance update – including the 'dead zone' (fall project) and the dead-sod area | Jason | 10 min |
| Park security, visibility challenges, ideas for clearing brush | Tabled | 10 min |
| Website and reservations system update | Bob Netzel | 15 min |
| P-patch garden report | None | |
| Webinar opportunities – Brief report on the Homelessness and Legal Issues Webinar attended 8/5/21, possible action items | Bobbie | - |
| Report on split rail fence – segments west of the park drive exit were removed | Report | 2 min |
| Suggestion from District resident Joel Schwarcz: Elevated Adventures | Joel Schwarcz, all | 10 min |
| Plan for Special Meeting 9/28/21, 6:30 PM | All | |
| New Business | | |
| Proposed insert in Community News - November issue, to be published 10/29 | Bobbie | 5 min |
| Payments to VGF – report from MRSC inquiry and further action | Bobbie and all | 10 min |
| Public Comment – please limit comments to 3 minutes | | |
| Adjourn | All | |

VGMPD Batches #1, #2, and #3 September 2021

| Village Green Metropolitan Park District Batch Sept #1 GL Date 9/3/2021 | | | | | | | | |
|--|-----------|------------------|----------------|-----------|---------------------|----------|-----------------|--|
| | Date | Transaction Type | Num | Due Date | Amount | G/L Date | Voucher Number | |
| WM Corporate Services, payment agent PO Box 541065 Los Angeles | 9/1/2021 | Bill | 6110302-0029-3 | 10/1/2021 | 258.70 | 9/3/2021 | VGMPD Sept #1-1 | August Building trash removal |
| | | | | | \$ 258.70 | | | |
| Northwest Construction & Landscape LLC | 8/31/2021 | Bill | 19514 | 9/10/2021 | 1,471.50 | 9/3/2021 | VGMPD Sept #1-2 | August Grounds maintenance contract |
| | | | | | \$ 1,471.50 | | | |
| Northwest Construction & Landscape LLC | 8/31/2021 | Bill | 19275 | 9/10/2021 | 588.60 | 9/3/2021 | VGMPD Sept #1-3 | Clean up planting strips, haul away debris May-21 |
| | | | | | \$ 588.60 | | | |
| Northwest Construction & Landscape LLC | 8/31/2021 | Bill | 19276 | 9/10/2021 | 2,002.34 | 9/3/2021 | VGMPD Sept #1-4 | Irrigation repairs 5/24-5/26, 6/24 |
| | | | | | \$ 2,002.34 | | | |
| Northwest Construction & Landscape LLC | 8/31/2021 | Bill | 19421 | 9/10/2021 | 54.50 | 9/3/2021 | VGMPD Sept #1-5 | Install engraved pavers in courtyard |
| | | | | | \$ 54.50 | | | |
| Superior Linen | 9/3/2021 | Bill | None | 9/3/2021 | 221.12 | 9/3/2021 | VGMPD Sept #1-6 | August linen service |
| | | | | | \$ 221.12 | | | |
| Kingston Community Solar | 7/16/2021 | Bill | 5 | 9/15/2021 | 9,049.24 | 9/3/2021 | VGMPD Sept #1-7 | Final Solar Power bill July 1, 2020-July 21, 2021 |
| | | | | | \$ 9,049.24 | | | |
| Business Solutions Bookkeeping | 9/1/2021 | Bill | 18.711 | 9/1/2021 | \$ 367.50 | 9/3/2021 | VGMPD Sept #1-8 | Bookkeeping Services, August |
| | | | | | \$ 367.50 | | | |
| TOTAL | | | | | \$ 14,013.50 | | | |

STATE OF WASHINGTON - COUNTY OF KITSAP

| Village Green Metropolitan Park District Batch September #2 GL Date 9/9/2021 | | | | | | | | |
|---|-----------|------------------|------|-----------|-------------------|----------|------------------|--------------------------------------|
| | Date | Transaction Type | Num | Due Date | Amount | G/L Date | Voucher Number | |
| Kitsap County Public Works | 9/6/2021 | Bill | None | 9/27/2021 | 96.44 | 9/9/2021 | VGMPD Sept #2-1 | August Sewer |
| | | | | | \$ 96.44 | | | |
| CenturyLink | 9/6/2021 | Bill | None | 9/28/2021 | 371.86 | 9/9/2021 | VGMPD Sept #2-2 | Sept Telephone |
| | | | | | \$ 371.86 | | | |
| Kitsap PUD #1 | 8/16/2021 | Bill | None | 9/30/2021 | \$5,814.46 | 9/9/2021 | VGMPD Sept #2-3a | Park Irrigation 6/16-8/15 |
| | 8/16/2021 | Bill | None | 9/30/2021 | \$ 248.32 | 9/9/2021 | VGMPD Sept #2-3b | Building water 6/16-8/15 |
| | 8/16/2021 | Bill | None | 9/30/2021 | \$1,306.28 | 9/9/2021 | VGMPD Sept #2-3c | Irrigation around building 6/16-8/15 |
| | | | | | \$7,369.06 | | | |
| TOTAL | | | | | \$7,837.36 | | | |

| Village Green Metropolitan Park District Batch Sept #3 GL Date 9/16/2021 | | | | | | | | |
|---|-----------|------------------|-----------|-----------|--------------------|-----------|------------------|--|
| | Date | Transaction Type | Num | Due Date | Amount | G/L Date | Voucher Number | |
| Abdel Artistry & Services | 9/11/2021 | Bill | VG-202109 | 9/28/2021 | 275.00 | 9/16/2021 | VGMPD Sept #3-1 | Kitchen & Shower cleaning 9/11/2021 |
| | | | | | \$ 275.00 | | | |
| Puget Sound Energy | 9/10/2021 | Bill | None | 9/30/2021 | \$ 18.95 | 9/16/2021 | VGMPD Sept #3-2a | Park Electricity 8/9-9/9 |
| | 9/10/2021 | Bill | None | 9/30/2021 | \$ 381.75 | 9/16/2021 | VGMPD Sept #3-2b | Building Electricity 8/9-9/9 |
| | | | | | \$ 400.70 | | | |
| Village Green MPD | 9/10/2021 | Bill | None | 9/30/2021 | \$ 1,079.12 | 9/16/2021 | VGMPD Sept #3-3 | Reimbursement for petty cash 8/13-9/16/21 |
| | | | | | \$ 1,079.12 | | | |
| Peninsula Fire | 9/15/2021 | Bill | 62626 | 9/20/2021 | \$ 286.02 | 9/16/2021 | VGMPD Sept #3-4 | Semi-annual fire suppression system inspection |
| | | | | | \$ 286.02 | | | |
| TOTAL | | | | | \$ 2,040.84 | | | |

STATE OF WASHINGTON - COUNTY OF KITSAP

VGMPD Petty Cash reimbursement detail September 2021

| Village Green Metropolitan Park District | | | | | | | |
|---|------------------|----------|----------------------|---|-----|---------|----------------------|
| Check Detail | | | | | | | |
| August 13 - September 10, 2021 | | | | | | | |
| Date | Transaction Type | Num | Name | Memo/Description | Clr | Amount | Credit to Petty Cash |
| 08/13/2021 | Check | 1255 | Nicole Turner | picnic pavilion damage dep 8/8 | | -50.00 | -50.00 |
| 08/13/2021 | Check | 1256 | Melissa Wheeler | 8/7 picnic pavilion | | -50.00 | -50.00 |
| 08/13/2021 | Check | 1257 | Stephanie Carpenter | 8/5 picnic pavilion | R | -50.00 | -50.00 |
| 08/13/2021 | Check | 1258 | John Strand | 7/31 picnic pavilion | | -50.00 | -50.00 |
| 08/13/2021 | Check | 1259 | Ethel Molina | 8/1 picnic pavilion | R | -50.00 | -50.00 |
| 08/13/2021 | Check | 1260 | Tina Moyer | 8/1 picnic pavilion | | -50.00 | -50.00 |
| 08/13/2021 | Check | 1261 | Stella Dismuke | 7/31 Picnic pavilion | R | -50.00 | -50.00 |
| 08/13/2021 | Check | 1262 | Bobbie Moore | 7/30 Picnic pavilion | | -50.00 | -50.00 |
| 08/16/2021 | Check | SVCC HRG | | Service Charge | R | -7.95 | -7.95 |
| 08/16/2021 | Check | 1263 | Cardmember service | Folded note cards - thank you from VGCC | R | -166.32 | -166.32 |
| | | | | Call bell for front desk | | 124.79 | |
| | | | | Emerging homelessness issues webinar | | 6.53 | |
| 09/10/2021 | Check | 1264 | Moff Interactive | Website updates - remove PO Box from footer | | 35.00 | |
| 09/10/2021 | Check | 1265 | Megan Boxman | Picnic Pavilion damage deposit refund | | -22.50 | -22.50 |
| 09/10/2021 | Check | 1266 | Kimberly Adams | Picnic Pavilion damage deposit refund | | -50.00 | -50.00 |
| 09/10/2021 | Check | 1267 | Christine Weber | Picnic Pavilion damage deposit refund | | -50.00 | -50.00 |
| 09/10/2021 | Check | 1268 | Seanann Card | Picnic Pavilion damage deposit refund | | -50.00 | -50.00 |
| 09/10/2021 | Check | 1269 | Maria Jose Villagran | Picnic Pavilion damage deposit refund | | -50.00 | -50.00 |
| 09/10/2021 | Check | 1270 | Cardmember service | VGMPD meeting food | | -264.59 | -264.59 |
| | | | | VGMPD meeting snacks/drinks | | 54.49 | |
| | | | | postage | | 31.71 | |
| | | | | toner | | 55.00 | |
| | | | | miscellaneous | | 83.92 | |
| | | | | Repaid by Linda 9/11/21 | | 7.23 | |
| | | | | | | 32.24 | 32.24 |
| | | | | | | | -\$1,079.12 |
| Wednesday, Sep 15, 2021 09:43:06 AM GMT-7 | | | | | | | |