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| VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA | | 9 20 2022 |
| | | 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 month meeting; Manager's report and Tenant Council meeting; Prior month financial statements | |
| Topic | Presenter | Est. time |
| Roll call; Approve agenda; approve prior meeting minutes | Chair | |
| Report on current financial matters: | Bobbie | 5 min |
| A. Consent approval - See page 2 | | |
| 1. Supplier batches already processed: | | |
| September 8 & 15 Checks/EFT payments issued | All | 5 min |
| 2. Processed not yet paid: DT Micro, VGMPD petty cash reimbursement, Abdel, PSE, CenturyLink | | 5 min |
| B. Approval at September meeting: Any received post 9/16 | Bobbie | |
| C. Financial Statements – August 2022 | | |
| Unfinished Business | | |
| Approve new musical instruments: Following up on last year's discussion | Commissioners | 10 minutes |
| Updated proposal from District resident Joel Schwarcz | Joel Schwarcz, Bobbie, Jason | 10 min |
| Report from MPD-VGF Task Team – updates only – meeting 9/27 Discuss VGF relationship with P-Patch garden, possible changes | Beth, Alan, Bob, or Bobbie | 10 min |
| Building manager/program coordinator report Discuss approaches to room rental rates for 2023 | Marcy, Commissioners | 25 min |
| Discuss District participation in state's retirement system: Consider Resolution | Commissioners | 20 minutes |
| Master planning – grounds maintenance update | Jason | 10 min |
| New phone system | Bob | 10 min |
| Park security, visibility challenges, ideas for clearing brush, progress rept | No report | |
| P-patch garden report | See above | 10 min |
| Webinar opportunities | Bobbie | |
| Proposed Village Green Stewardship Group Charter –update | All | 5 minutes |
| New Business | | |
| Budget hearing for October meeting: Meet at 6 PM? | All | |
| e-mail migration | All | |
| Adjourn | All | |

Checks and EFT payments 9 8 2022

| Payee | Payment Terms | Document Number | Invoice Date | Discount Date | Due Date | Discount Taken | Withheld Tax Amount | Amount to Pay | Currency | | |
|---|---------------------|--|--------------|-----------------|------------|----------------|---------------------|---------------|----------|----------|-----|
| Superior Linen Service | Immediate | SINV-2022-41175 | 09/01/2022 | | 09/01/2022 | 0.00 | 0.00 | 460.13 | USD | | |
| Waste Management of WA | 16-51823-13002 | Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc | Net 30 | SINV-2022-41177 | 09/01/2022 | | 10/01/2022 | 0.00 | 0.00 | 281.29 | USD |
| Northwest Construction & Landscape, LLC | 20914 | Northwest Construction & Landscape, LLC | Immediate | SINV-2022-41178 | 09/01/2022 | | 09/01/2022 | 0.00 | 0.00 | 1,583.40 | USD |
| Kitsap County | Public Works 092022 | Kitsap County - Remit-To: KC Public Works Sewer Payments | Net 30 | SINV-2022-41453 | 09/06/2022 | | 10/06/2022 | 0.00 | 0.00 | 135.40 | USD |
| Business Solutions Bookkeeping LLC | 18,899 | Business Solutions Bookkeeping LLC - Remit-To: 25266 Eagle Ct NW | Immediate | SINV-2022-41456 | 09/06/2022 | | 09/06/2022 | 0.00 | 0.00 | 367.50 | USD |

Checks and EFT payments 9 15 22

| Payee | Payment Terms | Document Number | Invoice Date | Discount Date | Due Date | Discount Taken | Withheld Tax Amount | Amount to Pay | Currency |
|--|---------------|-----------------|--------------|---------------|------------|----------------|---------------------|---------------|----------|
| Kitsap Public Utility District - Remit-To: PO Box 1989 | Net 30 | SINV-2022-41944 | 09/09/2022 | | 10/09/2022 | 0.00 | 0.00 | 1,621.17 | USD |
| Kitsap Public Utility District - Remit-To: PO Box 1989 | Net 30 | SINV-2022-41945 | 09/09/2022 | | 10/09/2022 | 0.00 | 0.00 | 267.28 | USD |
| Kitsap Public Utility District - Remit-To: PO Box 1989 | Net 30 | SINV-2022-41946 | 09/09/2022 | | 10/09/2022 | 0.00 | 0.00 | 3,394.77 | USD |

Batches #10, 11, 12, 13, 14, 15, 16

| Village Green Metropolitan Park District VGMPD Batch September 2022 #10 GL Date 9/14/22 | | | | | | | | | | |
|--|----------|------------------|-----------|-----------|------------------|-----------|----------------|---------------------|-------------|--|
| Vendor # | Inv Date | Transaction Type | Invoice # | Due Date | Amount | GL Date | Spend Category | Voucher Number | Description | |
| CenturyLink PO Box 4300 Carol Stream, IL 60187-4300 | 9/8/2022 | BE | none | 9/27/2022 | \$ 381.80 | 9/14/2022 | 5311 | VGMPD Sept 2022 #10 | VG Phone | |
| TOTAL | | | | | \$ 381.80 | | | | | |

| Village Green Metropolitan Park District VGMPD Batch September 2022 #11 GL Date 9/14/22 | | | | | | | | | | |
|--|-----------|------------------|-----------|-----------|------------------|-----------|----------------|---------------------|-------------|--|
| Vendor # | Inv Date | Transaction Type | Invoice # | Due Date | Amount | GL Date | Spend Category | Voucher Number | Description | |
| DTMicro, Inc. PO Box 3665 Silverdale, WA 98383 | 9/15/2022 | BE | 6400 | 9/30/2022 | \$ 200.00 | 9/14/2022 | 5311 | VGMPD Sept 2022 #11 | VG Internet | |
| TOTAL | | | | | \$ 200.00 | | | | | |

| Village Green Metropolitan Park District | | | | | | | | | | |
|---|----------|------------------|-----------|----------|-----------------|----------|----------------|----------------|---------------------|-----------------------|
| VGMPD Batch September 2022 #12 GL Date 9/16/22 | | | | | | | | | | |
| Vendor # | Inv Date | Transaction Type | Invoice # | Due Date | Amount | GL Date | Spend Category | Voucher Number | Description | |
| Puget Sound Energy PO Box 91269 Bellevue, WA 98009-9269 | 229313 | 9/12/2022 | Bill | none | 9/30/2022 | \$ 18.48 | 9/16/2022 | 5311 | VGMPD Sept 2022 #12 | VG Electric Pumphouse |
| TOTAL | | | | | \$ 18.48 | | | | | |

| Village Green Metropolitan Park District | | | | | | | | | | |
|---|----------|------------------|-----------|----------|------------------|-----------|----------------|----------------|---------------------|-------------|
| VGMPD Batch September 2022 #13 GL Date 9/16/22 | | | | | | | | | | |
| Vendor # | Inv Date | Transaction Type | Invoice # | Due Date | Amount | GL Date | Spend Category | Voucher Number | Description | |
| Puget Sound Energy PO Box 91269 Bellevue, WA 98009-9269 | 229313 | 9/12/2022 | Bill | none | 9/30/2022 | \$ 364.92 | 9/16/2022 | 5311 | VGMPD Sept 2022 #13 | VG Electric |
| TOTAL | | | | | \$ 364.92 | | | | | |

| Village Green Metropolitan Park District | | | | | | | | | | |
|--|----------|------------------|-----------|----------|--------------------|-------------|----------------|----------------|---------------------|---------------|
| VGMPD Batch September 2022 #14 GL Date 9/19/22 | | | | | | | | | | |
| Vendor # | Inv Date | Transaction Type | Invoice # | Due Date | Amount | GL Date | Spend Category | Voucher Number | Description | |
| Petty Cash | 384588 | 9/15/2022 | Bill | none | 9/30/2022 | \$ 2,339.48 | 9/19/2022 | 5311 | VGMPD Sept 2022 #14 | VG Petty Cash |
| TOTAL | | | | | \$ 2,339.48 | | | | | |

| Village Green Metropolitan Park District | | | | | | | | | | |
|---|----------|------------------|-----------|----------|--------------------|-------------|----------------|----------------|---------------------|------------------------------|
| VGMPD Batch September 2022 #15 GL Date 9/19/22 | | | | | | | | | | |
| Vendor # | Inv Date | Transaction Type | Invoice # | Due Date | Amount | GL Date | Spend Category | Voucher Number | Description | |
| Johnny Tsunami 9435 Provoost Rd. NW, Ste 202 Silverdale, WA 98383 | 5-00807 | 9/15/2022 | Bill | 17072 | 9/30/2022 | \$ 1,066.81 | 9/19/2022 | 5311 | VGMPD Sept 2022 #15 | VG Gutters, Awnings, Windows |
| TOTAL | | | | | \$ 1,066.81 | | | | | |

| Village Green Metropolitan Park District | | | | | | | | | | |
|---|----------|------------------|-----------|-----------|------------------|-----------|----------------|----------------|---------------------|---------------------|
| VGMPD Batch September 2022 #16 GL Date 9/19/22 | | | | | | | | | | |
| Vendor # | Inv Date | Transaction Type | Invoice # | Due Date | Amount | GL Date | Spend Category | Voucher Number | Description | |
| Abdel 26150 Duley Rd NE #108 Kingston, WA 98346 | 412809 | 9/18/2022 | Bill | VG-202209 | 9/30/2022 | \$ 325.00 | 9/19/2022 | 5419 | VGMPD Sept 2022 #16 | VG Kitchen Cleaning |
| TOTAL | | | | | \$ 325.00 | | | | | |

Petty cash detail - 2 pages

| Village Green Metropolitan Park District | | | | | | | |
|--|------------------|---------------|------------------------------------|---|-----|---------|-----------------------|
| Check Detail | | | | | | | |
| August 17 - September 15, 2022 | | | | | | | |
| Date | Transaction Type | Num | Name | Memo/Description | Clr | Amount | Reimbursement request |
| 08/17/2022 | Check | Bank transfer | Cardmember service | Coffee | R | -877.00 | -877.00 |
| | | | | Coffee | | 31.98 | |
| | | | | K-cups , 136 | | 63.49 | |
| | | | | Kitchen window clings | | 61.13 | |
| | | | | Two chamber lunches July | | 60.00 | |
| | | | | Builders Supply 11 new keys | | 177.41 | |
| | | | | K-cup holder 43.67 | | 43.67 | |
| | | | | Name badge for Marcy | | 23.17 | |
| | | | | Postage - mail towel to Audrey ??? | | 9.25 | |
| | | | | Color toner - yellow | | 132.00 | |
| | | | | shelving for reception area | | 61.13 | |
| | | | | Toner for color printer - black | | 95.56 | |
| | | | | Toner for BW printer - black | | 92.03 | |
| | | | | plastic tea bag organizer | | 16.37 | |
| | | | | Repair supplies for wall | | 9.81 | |
| 08/17/2022 | Check | SVCCHRG | | Service Charge | R | -7.95 | -7.95 |
| | | | | | | 7.95 | |
| 08/19/2022 | Check | 1378 | Kitsap PC | PC repair | R | -163.50 | -163.50 |
| | | | | | | 163.50 | |
| 08/19/2022 | Check | 1379 | Jason Manges | lawn maintenance supplies | | -109.87 | -109.87 |
| | | | | | | 109.87 | |
| 08/19/2022 | Check | 1380 | Kitsap Immigrant Assistance Center | Summit lounge reservation - canceled | | -100.00 | -100.00 |
| | | | | | | -100.00 | |
| 08/19/2022 | Check | 1381 | Andrea Chymiy | 7/25 Wind and Blue | | -150.00 | -150.00 |
| | | | | | | -150.00 | |
| 08/19/2022 | Check | 1382 | Marcy Kispert | acrylic sign holders and beverage dispenser | R | -47.66 | -47.66 |
| | | | | | | 47.66 | |
| 08/19/2022 | Check | 1383 | Greg Relaford | 7/31 Pavilion | R | -50.00 | -50.00 |
| | | | | | | -50.00 | |
| 08/19/2022 | Check | 1384 | Robin Jones | 7/17 Pavilion | | -50.00 | -50.00 |
| | | | | | | -50.00 | |
| 08/19/2022 | Check | 1385 | Chris Garrison | Not transferred - no petty cash reimb 8/14 Pavilion | R | -50.00 | 0 |
| | | | | | | -50.00 | |
| 08/19/2022 | Check | 1386 | Amy Sutton | Not transferred - no petty cash reimb 7/28 Pavilion | | -50.00 | 0 |
| | | | | | | -50.00 | |
| 08/19/2022 | Check | 1387 | Village Green Foundation | Not transferred - no petty cash reimb DIF Card | R | -20.00 | 0 |
| | | | | | | -20.00 | |
| 08/19/2022 | Check | 1388 | Shannon Horner | Not transferred - no petty cash reimb 9/24 - cancelled under Lynda Homan | | -150.00 | 0 |
| | | | | | | -150.00 | |
| 08/26/2022 | Check | 1389 | Dream Maker Edu | Refund of damage deposit from 2021 | R | -150.00 | -150.00 |
| | | | | | | -150.00 | |
| 08/26/2022 | Check | 1390 | Monica Men Pestle and Palm | Voided | R | 0.00 | 0 |

| Village Green Metropolitan Park District | | | | | | | |
|--|------------------|------|----------------------------|---|-----|---------|-----------------------|
| Check Detail | | | | | | | |
| August 17 - September 15, 2022 | | | | | | | |
| Date | Transaction Type | Num | Name | Memo/Description | Cir | Amount | Reimbursement request |
| | | | | | | 0.00 | |
| 08/26/2022 | Check | 1391 | Monica Men Pestle and Palm | | R | -150.00 | -150.00 |
| | | | | refund of 2021 damage deposit | | -150.00 | |
| 08/26/2022 | Check | 1392 | Marisa Hurley | | | -170.00 | -170.00 |
| | | | | 8/20 Wind and Blue | | -150.00 | |
| | | | | coffee service cancelled | | 20.00 | |
| 08/26/2022 | Check | 1393 | Alexandra Harkins | | | -50.00 | -50.00 |
| | | | | 8/21 pavilion | | -50.00 | |
| 08/26/2022 | Check | 1394 | Wolfe PTO | | | -50.00 | -50.00 |
| | | | | pavilion refund - replaces check#1361 (Name change) | | -50.00 | |
| 08/26/2022 | Check | 1395 | Kitsap PC | | R | -163.50 | -163.50 |
| | | | | PC work on manager computer | | 163.50 | |
| 09/06/2022 | Check | 1396 | Larry Johnson | | | -50.00 | -50.00 |
| | | | | 8/27 Pavilion damage deposit refund | | -50.00 | |
| | | | | | | | -2,339.48 |
| Saturday, Sep 17, 2022 12:04:31 PM GMT-7 | | | | | | | |