

<b>VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA</b>		<b>2 21 2023</b>
		<b>6:30 PM</b>
		<b>Village Green Community Center, 26159 Dulay Rd NE, Kingston</b>
<b>Meeting called by:</b>	<b>MPD Commissioners</b>	<b>Regular monthly meeting to be conducted in person with video conference option.</b>
<b>Facilitator:</b>	Bobbie Moore, Chair	<b>Note taker: Tracy Harris, clerk</b>
<b>Attendees:</b>	Excused absences: Jason Manges, commissioner	
<b>Please read:</b>	Minutes from prior month meeting; Manager's report and Tenant Council meeting notes; Prior month financial statements; Petty cash reimbursement detail	
<b>Roll call</b>		
<b>Convene Regular Monthly meeting</b>		<b>Presenter</b>
<b>Approve agenda; approve prior meeting minutes</b>		<b>Est. time</b>
Take up tabled Resolution 2023-1, Officers. Accept nominations for a 2023 Commission Chair. Given nomination and vote, pass the baton.		All
<b>Report on current financial matters:</b>		Bobbie
A. <b>Consent approval - See page 2</b>		
<b>1. Supplier batches already processed:</b>		
<b>Feb 2, Feb 9, Feb 16</b> Checks/EFT payments issued - pages 2 & 3		All
<b>2. Processed 2/21 not yet paid – approve today:</b> VGMPD petty cash reimbursement \$1,622.60; DT Micro, \$200; WA State Auditor's Office, \$2,089.80. NW Acoustics \$10,000		5 min
B. <b>Financial Statements – January 2023</b>		Bobbie
<b>Unfinished Business</b>		
Master planning – grounds maintenance update/biologist's report: Update		None
Updated proposal from District resident Joel Schwarcz		Joel Schwarcz, Bobbie, Jason
Report from MPD-VGF Task Team – updates only – met today		Beth, Alan, Bob, or Bobbie
Building manager/program coordinator report: Any questions? Update on Severe Weather Shelter agreement		Marcy/Bobbie
New phone system – status: complete. Transitioned to cell service for the two Fire Riser Room lines. Will cancel CenturyLink altogether		Bob
P-patch garden report – see Marcy's report		0
Webinar opportunities		Bobbie
<b>New Business</b>		
Presentation from Kingston Cares		Stan Mack, all
Paid holidays planning for 2023 and 2024		Marcy, all
<b>Adjourn</b>		All

**Supplier payments 2/2/2023, Total: \$2,799.98. Checks: \$2,003.59, EFT \$796.39**

Bank Account	Bank Account Details			
	Payment Type	Payment Count	Inbound	Outbound
Treasurer's Main account	EFT	3	0.00	796.39
Kitsap County Claims Fund Warrant Account	Check	4	0.00	2,003.59

**EFT payments:** Isabel Gates \$144.00, instructor's share of class fees; Business Solutions \$367.50, Jan bill; Superior Linen \$284.89

**Paper checks: Total \$2,003.59**

Warrant Number	Cost Centers	Payment	Invoices		Payment Payee	Date	Warrant Amount
			SINV	Memo			
3846672	Village Green Metropolitan Park District	Supplier Payment: Kitsap Law Group - Remit-To: Kitsap Law Group: 02/02/2023	Supplier Invoice: SINV-2023-57158	VG Lawyer	Kitsap Law Group - Remit-To: Kitsap Law Group	02/02/2023	189.00
3846673	Village Green Metropolitan Park District	Supplier Payment: Propane Northwest: 02/02/2023	Supplier Invoice: SINV-2023-57350	VG Propane	Propane Northwest	02/02/2023	1,194.30
3846674	Village Green Metropolitan Park District	Supplier Payment: Waste Management of WA - Remit-To: Wa Corporate Services Inc: 02/02/2023	Supplier Invoice: SINV-2023-57351 Supplier Invoice: SINV-2023-57157	VG Propane VG Waste for W. Kingston Rd	Waste Management of WA - Remit-To: Wa Corporate Services Inc	02/02/2023	273.51
3846675	Village Green Metropolitan Park District	Supplier Payment: Waste Management of WA - Remit-To: Wm Corporate Services Inc - Wm Of Wa Inc: 02/02/2023	Supplier Invoice: SINV-2023-57160	VG Waste for Comm Ctr	Waste Management of WA - Remit-To: Wm Corporate Services Inc - Wm Of Wa Inc	02/02/2023	346.78

**Supplier payments 2/9/2023: Total \$4,645.27 - \$2,223.83 checks and \$2,421.44 EFT**

Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process
Kitsap County Claims Fund Warrant Account	Check	02/09/2023	5	2,223.83	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 02/09/2023
Treasurer's Main account	EFT	02/09/2023	3	2,421.44	USD	Payment Message: ID 1471 for Village Green Metropolitan Park District on 02/09/2023

**Checks and EFT payments 2/9/2023 – Details**

EFT payments: NW C&L, Peninsula Fire, and Business Solutions. All others paper checks.

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Bird Electric Corporation	74482	Bird Electric Corporation	Net 30	SINV-2023-57698	02/02/2023		03/04/2023	0.00	0.00	917.28	USD
Northwest Construction & Landscape, LLC	21486	Northwest Construction & Landscape, LLC	Net 30	SINV-2023-57819	02/03/2023		03/05/2023	0.00	0.00	1,583.40	USD
Washington State Patrol	123004435	Washington State Patrol	Net 30	SINV-2023-57823	02/03/2023		03/05/2023	0.00	0.00	11.00	USD
Frog Rock Media LLC	1174	Frog Rock Media LLC	Immediate	SINV-2023-57827	02/03/2023		02/03/2023	0.00	0.00	595.00	USD

**2/9/2023 Details Continued**

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
GoTo Technologies USA, Inc. Kitsap County	IN7101743725 Sewer Jan 2023	GoTo Technologies USA, Inc. Kitsap County - Remit-To: KC Public Works Sewer Payments	Immediate Net 30	SINV-2023-57831 SINV-2023-58223	02/03/2023 02/07/2023		02/03/2023 03/09/2023	0.00 0.00	0.00 0.00	103.26 92.24	USD USD
Bird Electric Corporation	74565	Bird Electric Corporation	Net 30	SINV-2023-58226	02/07/2023		03/09/2023	0.00	0.00	505.05	USD
Peninsula Fire Inc	67520	Peninsula Fire Inc	Net 30	SINV-2023-58230	02/07/2023		03/09/2023	0.00	0.00	470.54	USD
Business Solutions Bookkeeping LLC	18.967	Business Solutions Bookkeeping LLC - Remit-To: 25966 Eagle Ct NW	Net 30	SINV-2023-58232	02/07/2023		03/09/2023	0.00	0.00	367.50	USD

**Supplier payments 2/16/2023 – Checks only (no EFT) Total: \$1,550.78**

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
CenturyLink	CenturyLink Jan 2023	CenturyLink - Remit-To: Po Box 4300	Net 30	SINV-2023-59001	02/13/2023		03/15/2023	0.00	0.00	90.45
Puget Sound Energy	PSE Jan 2023 Pumphouse	Puget Sound Energy	Net 30	SINV-2023-59140	02/14/2023		03/16/2023	0.00	0.00	19.09
Puget Sound Energy	Jan 2023 PSE Main	Puget Sound Energy	Net 30	SINV-2023-59141	02/14/2023		03/16/2023	0.00	0.00	1,242.24
Sound Publishing Inc	8092664	Sound Publishing Inc - Remit-To: Sound Publishing Inc	Net 30	SINV-2023-59142	02/14/2023		03/16/2023	0.00	0.00	199.00

**To be submitted for payment 2/21/2023: Total \$13,912.50**

Village Green Metropolitan Park District VGMPD Batch February 2023 #21 Date 2/16/23										
Vendor #	Inv Date	Transaction Type	Invoice #	Due Date	Amount	G/L Date	Spend Category	Voucher Number	Description	
DTMicro PO Box 3665 Kingston, WA 98346	2/15/2023	Bill	6703	2/28/2023	\$ 200.00	2/16/2023	5311	VGMPD Feb 2023 #21	VG Internet	
<b>TOTAL</b>					<b>\$ 200.00</b>					

Village Green Metropolitan Park District VGMPD Batch February 2023 #22 Date 2/17/23										
Vendor #	Inv Date	Transaction Type	Invoice #	Due Date	Amount	G/L Date	Spend Category	Voucher Number	Description	
State Auditor's Office PO Box 40021 Olympia, WA 98504-0021	2/9/2023	Bill	L153171	2/28/2023	\$ 2,089.80	2/17/2023	5311	VGMPD Feb 2023 #22	VG Assessment Audit	
<b>TOTAL</b>					<b>\$ 2,089.80</b>					

Village Green Metropolitan Park District VGMPD Batch February 2023 #23 Date 2/17/23										
Vendor #	Inv Date	Transaction Type	Invoice #	Due Date	Amount	G/L Date	Spend Category	Voucher Number	Description	
Acoustics Northwest, Inc. Po Box 110727 Tacoma, WA	2/17/2023	Bill	71520223A	2/28/2023	\$ 10,000.00	2/17/2023	5311	VGMPD Feb 2023 #23	VG Acoustic Tiles for Gym	
<b>TOTAL</b>					<b>\$ 10,000.00</b>					

Village Green Metropolitan Park District										
VGMPD Batch February 2023 #14 Date 2/16/23										
Vendor #	Inv Date	Transaction Type	Invoice #	Due Date	Amount	G/L Date	Spend Category	Voucher Number	Description	
Petty Cash/Village Green 26159 Dulay Road Kingston, WA 98346	384588	2/16/2023	Bill	none	2/28/2023	\$ 1,622.60	2/16/2023	5311	VGMPD Feb 2023 #14	VG Petty Cash Jan 2023
TOTAL						\$ 1,622.60				

Village Green Metropolitan Park District							
Check Detail							
January 13 - February 16, 2023							
Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Cash Reimbursement
01/14/2023	Check	1440	Treasurer Kitsap Immigrant Assist Ctr		R	-150.00	-150.00
				1/11 Meeting room		-150.00	
01/17/2023	Check	SVCCHRG		Service Charge	R	-7.95	Reimbursed in Jan
						7.95	
01/20/2023	Check	1441	Choice Academy		R	-150.00	-150.00
				1/19 Wind and Blue		-150.00	
01/20/2023	Check	1442	Deborah MacKinnon			-275.00	-275.00
				1/21 cancelation		-150.00	
				1/21 cancelation		-125.00	
01/27/2023	Check	1443	Robert Netzel		R	-40.00	-40.00
				Training PRA Case Law Highlights 2023		40.00	
02/03/2023	Check	Bill pay online	Cardmember service	Credit card due 2/16/2023		-550.10	-550.10
				Go To Connect installation and first month		223.55	
				DNK Domain Hosting srv		95.88	
				Flash drive and jumpdrive for data backup		28.38	
				Postage		60.00	
				Replacing steam table pan and stainless steel hotel pan		32.75	
				Chamber lunch, Marcy		20.00	
				Creamer for coffee		11.10	
				For shower		14.19	
				Half/half		4.79	
				Toner for B/W printer		59.46	
02/07/2023	Check	1444	Sarah Fisken			-150.00	Not transferred to Kitsap County
				canceled event, \$ not transferred		-150.00	
02/10/2023	Check	1445	Derek Still			-150.00	-150.00
				2/5 Gym and Blue Heron		-150.00	
02/10/2023	Check	1446	NK Fishline	Voided		0.00	0.00
02/10/2023	Check	1447	NK Fishline			-150.00	-150.00
				2/4 Banquet Hall		-150.00	
02/10/2023	Check	1448	Claire Hodges			-150.00	-150.00
				2/4 Summit		-150.00	
02/16/2023	Check	Service Charge	Columbia Bank			-7.50	-7.50
						7.50	
							-1,622.60

Thursday, Feb 16, 2023 01:52:44 PM GMT-8