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|---|---|--|
| VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA | | 4/18/2023 |
| | | 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: | Bob Netzel, Chair | Note taker: Tracy Harris, clerk |
| Attendees: | Excused absences: Marcy Kispert | |
| Please read: | Minutes from prior month meeting; Manager's report; Prior month financial statements; Petty cash reimbursement detail | |
| Roll call | | |
| Convene Regular Monthly meeting | | Presenter |
| Approve agenda; approve prior meeting minutes | | Est. time |
| Report on current financial matters: | | |
| A. Consent approval - See page 2 | | |
| 1. Supplier batches already processed: | | |
| Apr 6, \$13,768.24 & April 13, \$4,720.05 | | Bobbie |
| 2. Processed not yet paid: VGMPD petty cash reimbursement, \$3,178.14; DTMicro \$200; PSE \$741.29, Propane NW \$1,433.25, Bird Electric, \$232.05 | | All |
| B. Approval at April meeting: Any received post 4/17 | | 5 min |
| C. Financial Statements – March 2023 | | 5 min |
| Unfinished Business | | Bobbie |
| Master planning – grounds maintenance update/biologist's report: Update | | Jason, All |
| Updated proposal from District resident Joel Schwarcz | | 20 min |
| Report from MPD-VGF Task Team – updates only | | Joel Schwarcz, Bobbie, Jason |
| Building manager/program coordinator report: Any questions? | | 10 min |
| Update on Severe Weather Shelter agreement; | | Beth, Alan, Bob, or Bobbie |
| Webinar opportunities and public records, F-1 reports due | | 10 min |
| Holiday planning for 2023 and 2024 (Marcy will send an email) | | Bobbie |
| New Business | | Bobbie |
| Working on developing draft for tree removal bid package | | 5 min |
| Drafting VGMPD policies for contracting | | 5 min |
| Adjourn | | 0 min |
| | | All |

Supplier payments:

Checks & EFT Payments 4/6/23: \$ 13,768.24 total

| Supplier | Supplier's Invoice Number | Payee | Payment Terms | Document Number | Invoice Date | Discount Date | Due Date | Discount Taken | Withheld Tax Amount | Amount to Pay |
|---|---------------------------|--|---------------|-----------------|--------------|---------------|------------|----------------|---------------------|---------------|
| Kitsap Lactation Birth and Babies PLLC | 1 | Kitsap Lactation Birth and Babies PLLC | Immediate | SINV-2023-64603 | 04/03/2023 | | 04/03/2023 | 0.00 | 0.00 | 280.00 |
| Kitsap County | Public Works April 2023 | Kitsap County - Remit-To: KC Public Works Sewer Payments | Net 30 | SINV-2023-64605 | 04/03/2023 | | 05/03/2023 | 0.00 | 0.00 | 1,170.00 |
| Jaymarc AV | 7833 | Jaymarc AV | Net 30 | SINV-2023-64606 | 04/03/2023 | | 05/03/2023 | 0.00 | 0.00 | 4,291.72 |
| Bird Electric Corporation | 74754 | Bird Electric Corporation | Net 30 | SINV-2023-64607 | 04/03/2023 | | 05/03/2023 | 0.00 | 0.00 | 3,772.87 |
| Isabel Gates | 115 | Isabel Gates | Immediate | SINV-2023-64608 | 04/03/2023 | | 04/03/2023 | 0.00 | 0.00 | 224.00 |
| Waste Management of WA | 6535097-0029-6 | Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc | Net 30 | SINV-2023-64609 | 04/03/2023 | | 05/03/2023 | 0.00 | 0.00 | 339.73 |
| Northwest Construction & Landscape, LLC | 21665 | Northwest Construction & Landscape, LLC | Net 30 | SINV-2023-64706 | 04/04/2023 | | 05/04/2023 | 0.00 | 0.00 | 1,583.40 |
| Port of Kingston | 22015 | Port of Kingston | Net 30 | SINV-2023-64708 | 04/04/2023 | | 05/04/2023 | 0.00 | 0.00 | 56.09 |
| NWAP, Inc | 9755 | NWAP, Inc | Net 30 | SINV-2023-64709 | 04/04/2023 | | 05/04/2023 | 0.00 | 0.00 | 1,255.80 |
| Superior Linen Service | Superior Linen March 2023 | Superior Linen Service | Net 30 | SINV-2023-64710 | 04/04/2023 | | 05/04/2023 | 0.00 | 0.00 | 691.74 |
| GoTo Technologies USA, Inc. | IN7101867370 | GoTo Technologies USA, Inc. | Net 30 | SINV-2023-64712 | 04/04/2023 | | 05/04/2023 | 0.00 | 0.00 | 102.89 |

Checks & EFT Payments 4/13/23: \$4,720.05 total

| Supplier | Supplier's Invoice Number | Payee | Payment Terms | Document Number | Invoice Date | Discount Date | Due Date | Discount Taken | Withheld Tax Amount | Amount to Pay |
|-------------------------------------|------------------------------------|--|---------------|-----------------|--------------|---------------|------------|----------------|---------------------|---------------|
| Kitsap County | March 2023 Public Works | Kitsap County - Remit-To: KC Public Works Sewer Payments | Net 30 | SINV-2023-65230 | 04/07/2023 | | 05/07/2023 | 0.00 | 0.00 | 92.24 |
| Air Management Solutions, LLC | 164842 | Air Management Solutions, LLC | Net 30 | SINV-2023-65233 | 04/07/2023 | | 05/07/2023 | 0.00 | 0.00 | 1,747.42 |
| Sprinx Fire Protection | 22371-I | Sprinx Fire Protection | Net 30 | SINV-2023-65234 | 04/07/2023 | | 05/07/2023 | 0.00 | 0.00 | 295.00 |
| Business Solutions Bookkeeping LLC | 18.999 | Business Solutions Bookkeeping LLC - Remit-To: 25966 Eagle Ct NW | Net 30 | SINV-2023-65235 | 04/07/2023 | | 05/07/2023 | 0.00 | 0.00 | 367.50 |
| Ajax Electric Company Inc | Ajax Electric April 2023 | Ajax Electric Company Inc | Immediate | SINV-2023-65236 | 04/07/2023 | | 04/07/2023 | 0.00 | 0.00 | 834.31 |
| CenturyLink | CenturyLink March 2023 | CenturyLink - Remit-To: Po Box 4300 | Net 30 | SINV-2023-65451 | 04/11/2023 | | 05/11/2023 | 0.00 | 0.00 | 150.38 |
| WA State Employment Security | ESD UI 1st Qtr 2023 | WA State Employment Security - Remit-To: UI Tax / Payment Coupons PO Box 84267 | Net 30 | SINV-2023-65551 | 04/11/2023 | | 05/11/2023 | 0.00 | 0.00 | 71.36 |
| WA State Dept of Labor & Industries | L&I 1st Qtr 2023 | WA State Dept of Labor & Industries - Remit-To: Po Box 24106 | Net 30 | SINV-2023-65556 | 04/11/2023 | | 05/11/2023 | 0.00 | 0.00 | 1,007.99 |
| WA State Employment Security | Paid Family & Med Leave Qtr 1 2023 | WA State Employment Security - Remit-To: PO Box 84249 Paid Family & Medical | Net 30 | SINV-2023-65558 | 04/11/2023 | | 05/11/2023 | 0.00 | 0.00 | 153.85 |

Part 1 Petty Cash Reimbursement

| Village Green Metropolitan Park District | | | | | | | |
|--|------------------|------------|--------------------------|---|-----|-----------|-----------------------|
| Check Detail | | | | | | | |
| March 17 - April 14, 2023 | | | | | | | |
| Date | Transaction Type | Num | Name | Memo/Description | Clr | Amount | Cash to be reimbursed |
| 3/17/2023 | Check | 1454 | Village Green Foundation | | R | -20.00 | -20.00 |
| | | | | Kathee McNeely-Mobley | | -20.00 | |
| 3/17/2023 | Check | 1455 | Pete Orbea | | | -150.00 | -150.00 |
| | | | | 3/11 Gym | | -150.00 | |
| 3/17/2023 | Check | 1456 | Nancy Branchflower | | | -150.00 | -150.00 |
| | | | | 3/11 Banquet Hall (account under Isabel Gates) | | -150.00 | |
| 3/17/2023 | Check | 1457 | John Barlow | | R | -150.00 | -150.00 |
| | | | | 3/11 Windermere Room | | -150.00 | |
| 3/17/2023 | Check | 1458 | Kitsap Audubon Society | | R | -150.00 | -150.00 |
| | | | | 3/11 Summit Lounge | | -150.00 | |
| 3/17/2023 | Check | 1459 | Treasurer KYSA | | | -150.00 | -150.00 |
| | | | | 3/15 room rental, account was Tanya Guest for some reason | | -150.00 | |
| 3/24/2023 | Check | 1460 | Erin Davignon | | | -27.30 | -27.30 |
| | | | | Water Goblets to replace missing goblets | | 27.30 | |
| 3/24/2023 | Check | 1461 | Village Green Foundation | | | -20.00 | -20.00 |
| | | | | | | -20.00 | |
| 3/24/2023 | Check | Srv Charge | | Returned check fee | R | -15.00 | -15.00 |
| | | | | | | 15.00 | |
| 3/24/2023 | Check | | Linda Homan | Returned Check - A KlingelSmith | R | -50.00 | -50.00 |
| | | | | | | -50.00 | |
| 3/30/2023 | Check | 1462 | Kitsap County Treasurer | Transferring deposited funds by check b/c Umpqua transfer options not yet available | R | -5,220.75 | 0 |
| | | | | 3/10 Cash Deposit | | 1,290.87 | |
| | | | | 3/10 Visa Deposit | | 405.00 | |
| | | | | 3/17 Cash Deposit | | 2,277.88 | |
| | | | | 3/24 Cash Deposit | | 184.50 | |
| | | | | 3/24 Visa Deposit | | 1,062.50 | |

Part 2 Next page

| | | | | | | |
|--|-------|------------------|--------------------------|--|-----------|------------------|
| 4/03/2023 | Check | 1463 | Lauren Otto | | -150.00 | -150.00 |
| | | | | 3/24 Wind and Blue | -150.00 | |
| 4/03/2023 | Check | 1464 | Jennifer Brown | | -150.00 | -150.00 |
| | | | | 3/25 Gym | -150.00 | |
| 4/03/2023 | Check | 1465 | Julia Tranchina | | -150.00 | -150.00 |
| | | | | 3/25 Community Room | -150.00 | |
| 4/03/2023 | Check | 1466 | Kelly Williams | | -50.00 | -50.00 |
| | | | | 3/26 Pavilion | -50.00 | |
| 4/03/2023 | Check | 1467 | Robert Epstein | | -150.00 | -150.00 |
| | | | | 3/28 Community Room | -150.00 | |
| 4/03/2023 | Check | Online pmt | Cardmember service | Pd 4/3, due 4/16 | -1,428.34 | -1,428.34 |
| | | | | Postage - 10 PM stamps for A/P checks, one to Tacoma | 107.15 | |
| | | | | Computer connection gear | 21.83 | |
| | | | | Chamber luncheon March for Marcy | 20.00 | |
| | | | | Smart TV for second facility rental option | 491.39 | |
| | | | | Smart TV connection gear | 12.98 | |
| | | | | Smart TV connectors and laminating sheets | 44.76 | |
| | | | | Fitness class dumbbells | 33.46 | |
| | | | | Storage racks reimbursed by VGF | 655.18 | |
| | | | | Food for monthly meeting | 41.59 | |
| 4/07/2023 | Check | 1468 | Village Green Foundation | | -30.00 | -30.00 |
| | | | | Garden patch-carrot | -30.00 | |
| 4/07/2023 | Check | 1469 | Ai Ling Wyllie | | -15.00 | -15.00 |
| | | | | Barre Class Visa Payment | -15.00 | |
| 4/14/2023 | Check | 1470 | Ai Ling Wyllie | | -15.00 | -15.00 |
| | | | | Barre Class pd by VISA | -15.00 | |
| 4/14/2023 | Check | 1471 | Laura Lewis-Wicklein | | -150.00 | -150.00 |
| | | | | 4/8 Windermere | -150.00 | |
| 4/14/2023 | Check | Bank Svce charge | Columbia Bank | Monthly service charge | -7.50 | -7.50 |
| | | | | | 7.50 | |
| Saturday, Apr 15, 2023 11:29:50 AM GMT-7 | | | | | | -3,178.14 |