Village Green Metropolitan Park District (VGMPD)

Date: 21 August 2018

- 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 6:30 p.m.
- 4. Roll-Call:
 - a. Attendees: Bobbie Moore (Chair/Comm), Pat Pearson (Comm), Jim Moore (Comm), & Linda Fyfe (Program Coordinator/Manager VGCC))
 - b. Excused: Tracy Darlene Harris (Clerk/Comm), Jason Manges (Comm)
 - c. Note-taker: Pat Pearson (Comm),
- 5. Guest: Betsy Cooper, President, Village Green Foundation Board of Trustees
- 6. Approval of Agenda. Approval of Agenda. Dated 8/21/18
 - a. Recommended for approval: Pat Pearson (Comm)
 - b. Second Approval by: Jim Moore (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
- 7. Meeting Minutes: Dated 7/17/18
 - a. Recommended for approval: Pat Pearson (Comm).
 - b. Second Approval by Jim Moore (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
- 8. Public Comment: None
- 9. Report On Events to Date
 - a. Finance
 - a). Operating Cash: \$42,573.20 & Investment \$315,526.94.
 - b. b). Bills and Vouchers were signed: See attached Voucher 1, total \$3,222.64. Voucher#2: \$1,494.76. Motion to authorize payments by Pat Pearson (Comm), second by Jim Moore (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
 - c. Website Update
 - 1. Minutes of the meeting will be published on the Website.
 - d. Legal
 - 1. None
 - e. Correspondence/Information Provided to Public:
 - 1. None
 - f. MPD Report for MPD Commissioners: Preliminary budget hearing will take place at 6:00 PM prior to the September 18 2018 monthly MPD Commissioners meeting.
 - g. Project Architectural Plans
 - 1. No report

10. Unfinished Business:

- a. Bookkeeper: No report.
- b. <u>Bldg. Manager Report:</u> See attached report. 1) Report of a dead tree in the courtyard; suggestion that we ask Jason Manges to approach Yamamoto about replacing it, because it has been discussed since the first year of Center operation.
 - 2) McClain's work at the front of the building has been favorably received.
 - 3) Shower use has intensified at least five times daily. We agreed informally that if the cleaning required is too extensive to expect of volunteers, we should lock the shower and either have the custodian do the cleaning or secure a commercial cleaning service. Also, we could consider have the shower deep-cleaned quarterly.
 - 4) Asphalt sealing will be done when a contractor can be secured and scheduled.
- c. <u>Fencing & Irrigation:</u> Fencing by the Boys and Girls Club side repaired; see invoice for \$327 included in Voucher #1. McClain repaired two breaks in the irrigation lines.
- d. <u>WI-FI</u>: Billing for increased cost due to heavy usage has begun. Discussed implementing policies restricting use to one hour daily, etc. Bobbie to inquire. No change in status as of August meeting.
- e. <u>Reservation Request System:</u> VG has discontinued customer reservation of spaces. The calendar for the month is visible in two places on the MPD site but customers need to call VG to book facilities.
- f. <u>P- Patch:</u> Still considering a Critter Cam to deter theft; the P-patch garden has established its own bank account and will be managing its own funds.
- g. Tennis Courts: Nothing new to report.
- h. <u>VGF-MPD Coordination:</u> VGF process of securing a commercial loan moving forward.
- i. Mobile Dental Clinic: An updated proposal is needed.

11. New Business

- a. <u>Banking:</u> Motion to obtain a Credit Card for MPD passed in July needs further details: Motion presented to establish a Visa Community Credit Card through Columbia Bank with Roberta Moore (Commissioner), Tracy Harris (Commissioner), and Linda Fyfe as cardholders. Motion by Pat Pearson (Comm), second by Jim Moore (Comm). Passed unanimously.
- b. Online banking: Motion to provide three additional people access to Columbia Bank's online banking capabilities: Volunteers Renée Amicucci and Beth Berglund, and bookkeeper Kelli Oster should be able to log on to view the petty cash fund and transfer of funds deposited in petty cash to Kitsap County Treasuer; motion made by Pat Pearson (Comm), second by Jim Moore (Comm). Passed unanimously.
- c. <u>Community Meal & Dog Issue:</u> Suggestion made to ask attorneys how to enforce state laws in cases of people with probably mental health issues.
- d. No smoking policy: Motion to make all Village Green property non-smoking. Pat Pearson (Comm), Second by Jim Moore (Comm). Passed unanimously.
- 12. Any further public comment: Betsy Cooper thanked Commissioners for their service.
- 13. Next Meeting Schedule: 18 September, preliminary budget hearing @ 6:00 PM, 6:30 PM regular monthly meeting, at Village Green Community Center. Preliminary budget will be sent to all commissioners in advance of the meeting for their comments.
- 14. Open Public Meeting Adjourned by: Bobbie Moore (Chair/Comm) at 8:20 PM.
 Summary of Minutes Taken by: Pat Pearson (Comm) and Bobbie Moore (Comm)

Village Green Metropolitan Park District

UNPAID BILLS AUGUST 20 2018

All Dates

DATE	NUM	AMOUNT
Abdel Artistry & Services		
08/08/2018	VG-201808	200.00
Total for Abdel Artistry & Services		\$200.00
Brem-Air Disposal		
08/01/2018	5318318-0029-1	210.13
Total for Brem-Air Disposal		\$210.13
Business Solutions		
08/01/2018	18.080	367.50
Total for Business Solutions		\$367.50
Centurylink		
08/06/2018		270.65
Total for Centurylink		\$270.65
DT Micro		
08/17/2018	4035	306.00
Total for DT Micro		\$306.00
Kitsap County Public Works		
08/21/2018		72.12
Total for Kitsap County Public Works		\$72.12
McClain Landscaping Services		
08/01/2018	14565	538.65
08/19/2018	14646	182.58
Total for McClain Landscaping Services		\$721.23
Peninsula Fire		
08/02/2018	53250	264.22
Total for Peninsula Fire		\$264.22
Puget Sound Energy		
08/09/2018		233.55
Total for Puget Sound Energy		\$233.55
Superior Linen Service		
08/01/2018		130.24
Total for Superior Linen Service		\$130.24
US Postmaster		
08/08/2018	98346	120.00
Total for US Postmaster		\$120.00
Viking Fence		
08/14/2018	18-0554	327.00
Total for Viking Fence		\$327.00
TOTAL		\$3,222.64

	Agricultural principal designation of the second particular principal designation of the second particular par			Village (Village Green Metropolitan Park District	ct		
				Petty	Petty Cash Checks For August 2018			
					August 20, 2018			Approximation and the second s
	The state of the s	Transacti						3000
	Date	on Type	Mum	Name	Wemo/Description	Hido	Amount	Dallalice
r eny tessi account	08/20/2018	Check	367	GiveBackAct	Refund security deposit for 7/27/18 deposit	Refundable security deposit	-150.00	-59.95
	08/20/2018	Check	368	William Robinson	Picnic pavilion deposit 6/16/18	Refundable security deposit	-50.00	-209.95
The state of the s	08/20/2018	Check	369	Henning Larsen	Pavilion rental 7/14/18	Refundable security deposit	-50.00	-359.95
AND ADDRESS AND AD	08/20/2018	Check	370	Vivian Morey	Pavilion deposit 7/15/18	Refundable security deposit	-50.00	-409.95
CONTRACTOR OF THE CONTRACTOR AND	08/20/2018	Check	37.1	Kailene Brightman	Pavilion 7/21/18	Refundable security deposit	-50.00	-459.95
A management of the second state of the second	08/20/2018	Check	372	Stacy Mills	Pavilion rental 7/27/18	Refundable security deposit	-50.00	-609.95
AT PARTIE STATE - LABOR AND	08/20/2018	Check	373	Susana Faaita	Rental banquet hall + Kitchen 7/28/18	Refundable security deposit	-150.00	-721.64
THE REAL PROPERTY AND A SECURE OF THE PROPERTY	08/20/2018	Check	374	Kitsap Arts & Crafts	Arts Festival 7/24-7/30/18	Refundable security deposit	-150,00	-871.64
	08/20/2018		375	Mark Libby	Rock for bridge path	Repairs and Maintenance:Grounds:Master plan implementation	-59.95	-921.64
A THE ACT AND A CONTRACTOR OF THE PARTY OF T	08/20/2018	Check	376	Tracy Harris	July meals + checks	-Split-	-111.69	-971.64
AND	08/20/2018	Check	377	Linda Fyfe	TO SECURE AND ASSESSMENT OF THE PROPERTY OF TH	-Split-	-123.12	-1,021.64
epropriorations of minimum contracts of the contract of the co	08/20/2018	Check	378	Stephens Neighborhood	Pavilion 8/11	Refundable security deposit	-50.00	-1,144.76
debanantist (part of the same and designable of the same and the same	08/20/2018	Check	379	Abby Bennett	And the second s	Refundable security deposit	-150.00	-1,194.76
man or public to \$1,000, \$1,000, \$1,000, \$1,000, \$1,000, \$1,000, \$1,000, \$1,000, \$1,000, \$1,000, \$1,000, \$1,000	08/20/2018	Check	380	Stephanie Joslyn	Pavilion 8/4/18	Refundable security deposit	-50.00	-1,244.76
	08/20/2018	Check	381	Cassandra Hofferber	Pavilion 7/8/18 9-noon	Refundable security deposit	-50.00	-1,294.76
Appropriate and in the property of the propert	08/20/2018	Check	382	Katlin Foulk	Pavilion 8/12/18	Refundable security deposit	-50.00	-1,344.76
ANALYSIS MINISTERIO SETTEMBER PROPERTY	08/20/2018	Check	383	Tom Friend	Meeting room 8/1/18	Refundable security deposit	-150.00	-1,494.76
Total for Petty cash account							-\$ 1,494.76	