

Village Green Metropolitan Park District (VGMPD)

Date: 20 Feb 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), Jason Manges (Comm)
 - b. Excused Absence: Ron Templeton/Dave Horton (Legal), Tracy Harris (Clerk/Comm), Linda Fyfe (VGCC Program Manager/ Building Manager)
5. **Guest:** None
6. **Approval of Agenda**
 - a. Recommended agenda for approval: Pat Pearson (Comm)
 - b. Second Approval by: Jim Moore (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
 - d. Commissioners agreed that Pat Pearson (Comm) would be chair for today's meeting.
7. **Meeting Minutes:** Dated 1/16/18
 - a. Recommended for approval (Amended): 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: \$40,235.99, Petty Cash: \$558.63 & Investment \$312,823.06.
 - b). Bills and Vouchers were signed: See attached Voucher 1, adjusted total \$3,789.79 & Voucher#2: \$1,214.01, petty cash reimbursement only. Motion to authorize payments by Jason Manges (Comm), Second by Jim Moore (Comm). So ordered approved by Pat Pearson (Comm/acting Chair).
 - b. Website Update
 1. Minutes of the meeting will be published on the Website.
 2. Still trying to resolve issues with the Reservation System. Training held in Feb was useful in upgrading skills of several volunteers (three-four can now book reservations routinely.)
 - c. Legal
 1. None
 - d. Correspondence/Information Provided to Public:
 1. None

e. Project Architectural Plans

1. No report

10. Unfinished Business:

- a. Bookkeeper: Potential contract with Cynthia Martin, CPA, to help do portions of the bookkeeping work. Under terms agreed to at the January meeting, Bobbie Moore is authorized to pursue this contract. Cynthia would charge \$45 per hour for the work done by her firm.
- b. Bldg. Manager Report: No report. Bobbie reported that the carpet cleaning by Stanley Steemer for sometime by the end of February, as approved by the commissioners in December.
- c. Master Plan: New bids or refreshing of bids for the replanting. will be sent out April 2018. Bobbie reports that conversations about a fitness trail for all ages, as opposed to for seniors, are moving forward.
Jason will be getting an updated estimate for the asphalt
- d. sealing
- e. Fundraising: Stipend tabled indefinitely. Fundraising breakfast is planned for April 25, 2018.
- f. Park Security: No report
- g. Rain Garden: No status.
- h. Rotary/Playground: Completed
- i. Pea Patch: No report
- j. KCAC: The group voted to co-sponsor the Community Conversation to be held at Village Green on Saturday February 24; Kingston Cares and Village Green Foundation are also sponsoring. The public is invited.
- k. Severe Weather Shelter: Open until further notice.
- l. Volunteer Recognition: Has been completed
- m. Tennis Courts: Tabled.
- n. Public Records: Tabled.
- o. Room Rentals: There could be an increase in room rental rates in 2019.
- p. Tsunami warning signs: Commissioners agreed to ask Jim Chrisman, nearby homeowner and frequent volunteer, to put the sign on the tennis court fence on the West Kingston Road side.
- q. Mobil Dental Clinic: Could be coming to the Community Center in the near future, more information will be forthcoming. Still under consideration.
- r. Employee Handbook: Tabled but should be reviewed.

11. New Business:

Gravel may be desirable for the path on the community center side of the bridge. We agreed to get an estimate for the amount we might need to make the path passable even when very wet.

12. Any further public comment: None

13. Next Meeting Schedule: 17 April 2018 @ 6:30 p.m. at Village Green Community Center

14. Open Public Meeting Adjourned By: Bobbie Moore, (Chair/Comm) 8:00 p.m.

Summary of Minutes Taken By: Bobbie Moore, (Comm)

6:33 PM
02/17/18
Accrual Basis

Village Green Metropolitan Park District
#1-02/18 Details for February 20, 2018 meeting
As of February 19, 2018

Type	Date	Num	Name	Memo	Credit
VGMPD @ Kitsap County Treasurer					
Check	01/31/2018		Internal Revenue Service	January 2018 Form 941 payroll tax	671.08
Check	02/19/2018	671	Olympic Printer Resources	Printer ink: black, cyan, magenta, yellow	94.78
Check	02/19/2018	672	Hanson Sign Co. Inc	VOID: Service lot lighting on January 22, 2018	
Check	02/19/2018	673	Superior Linen Service	Linen service January 4 - 25, 2018	172.98
Check	02/19/2018	674	Carol Hull	January 2018 bookkeeping	300.00
Check	02/19/2018	675	Abdel Artistry & Services	February cleaning	200.00
Check	02/19/2018	676	McClain Landscaping Services	January service	538.65
Check	02/19/2018	677	Rec1	January charges billed 2/1/18	100.00
Check	02/19/2018	678	Peninsula Fire	January service	393.93
Check	02/19/2018	679	Brem-Air Disposal	Fire extinguishers	203.88
Check	02/19/2018	680	Centurylink	16-51823-13002	274.06
Check	02/19/2018	681	DT Micro		200.00
Check	02/19/2018	682	Kitsap County Public Works	Amount lower for January?	72.12
Check	02/19/2018	683	Puget Sound Energy		1,239.39
Total VGMPD @ Kitsap County Treasurer					4,460.87
TOTAL					4,460.87

Corrected

* 4,460.87
- 671.08
* 3,789.79

+ 1,214.01 *Reimb. petty cash*
* 5,003.80 *KCT Total*
- 4,989.24
14.56

12:46 PM
02/20/18
Accrual Basis

Village Green Metropolitan Park District
#2-02/18 Details for February 20, 2018 meeting
As of February 20, 2018

Type	Date	Num	Name	Memo	Amount
VGMPD @ Kitsap County Treasurer					
Check	02/20/2018	684	Village Green Metropolita...	Petty cash 1/15/18 - 2/19/18	-1,214.01
Total VGMPD @ Kitsap County Treasurer					-1,214.01
TOTAL					-1,214.01

12:03 PM
 02/20/18
 Accrual Basis

Village Green Metropolitan Park District
Petty Cash replenishment
 As of February 19, 2018

Type	Date	Num	Name	Memo	Amount
Petty cash account					
Check	01/16/2018	292	Danielle Larripa	Deposit refund for January 6	-150.00
Check	01/17/2018		Columbia Bank	Stop payment fee-Sarah Foster	-35.00
Check	01/19/2018	293	Tracy Harris	MPD meeting refreshments	-62.33
Check	01/26/2018	294	Robin Lang	Deposit refund for January 20 event	-150.00
Check	01/26/2018	295	Linda Fyfe	Reimburse Chamber of Commerce lunch	-18.00
Check	01/26/2018	296	Carol Hull	Reimburse postage	-59.92
Check	01/29/2018		Columbia Bank	January 2018 service charge	-5.95
Check	01/31/2018	ACH	Internal Revenue Service	Do not include in reimbursement request -...	-671.08
Check	02/09/2018	297	Jan Richards	Storage bins for decorations	-26.34
Check	02/09/2018	298	Linda Fyfe		-65.99
Check	02/12/2018		Columbia Bank	Stop payment fee for NSF check, Mary Os...	-10.00
Check	02/17/2018	299	Eaon Waymen	For Summit Room Feb 8 2018	-150.00
Check	02/17/2018	300	Nancy Foster-Moss	For Summit room 1/27/18	-150.00
Check	02/17/2018	301	Clint Boxman	For banquet rooms 1/27/18	-150.00
Check	02/17/2018	302	Kingston Coop Preschool	Banquet hall/kitchen 2/3/18	-150.00
Check	02/17/2018	303	Linda Fyfe	Name tag holders and lanyards	-30.48
Total Petty cash account					-1,885.09
TOTAL					-1,885.09

671.08
 * 1,214.01