

# Village Green Metropolitan Park District (VGMPD)

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Date: 16 Jan 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) Tracy Darlene Harris (Clerk/Comm) Pat Pearson (Comm), Jim Moore (Comm), Linda Fyfe (Program Coordinator/Manager VGCC)) Jason Manges (Comm)
  - b. Excused Absence: Ron Templeton/Dave Horton (Legal) not required to attend.
5. **Guest:** Walt Elliott, citizen
6. **Oath of Office Swearing in for Jason Manges, term expires 2024) by Bobbie Moore, (Chair/Comm)**
7. **Approval of Agenda.** Dated 1/16/18 Amended (Add Election of Chair & Clerk and Employee Handbook)
  - a. Motion to nominate Bobbie Moore as MPD Chair by Pat Pearson (Comm), Second by Jim Moore (Comm). So, ordered approved by Bobbie Moore (Chair/Comm)
  - b. Motion to nominate Tracy Harris as MPD Clerk by Pat Pearson (Comm), Second by Jim Moore (Comm). So, ordered approved by Bobbie Moore (Chair/Comm).
  - c. Recommended agenda for approval: Pat Pearson (Comm)
  - d. Second Approval by: Jim Moore (Comm)
  - e. So Ordered Approval by: Bobbie Moore (Chair/Comm)
8. **Meeting Minutes:** Dated 12/19/17
  - a. Recommended for approval (Amended): Pat Pearson (Comm).
  - b. Second Approval by Jim Moore (Comm); Jason Manges (Comm) abstained.
  - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
9. **Public Comment:** None
10. **Report On Events to Date:**
  - a. Finance
    - a). Operating Cash: \$61,253.73, Petty Cash: \$410.82 & Investment \$374,118.03
    - b). Bills and Vouchers were signed: See attached Voucher 1, total \$19,663.62 & Voucher#2: Not To Exceed \$1854.79 including DTE Micro \$200, Centurylink NTE \$300 & PSE \$1354.79. Motion to authorize payments by Pat Pearson (Comm), Second by Jim Moore (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
  - 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 will be held in Feb.

- c. Legal
  - 1. None
- d. Correspondence/Information Provided to Public:
  - 1. None
- e. MPD Report for MPD Commissioners
  - 1. None
- f. Project Architectural Plans
  - 1. No report

**11. Unfinished Business:**

- a. Bookkeeper: Carol Hull will resign effective 31 Jan 2018. We thank Carol for her support and services and wish her well. The MPD will be seeking candidates to fill the position. Motion to have Bobbie Moore to seek a replacement Book Keeper Pat Pearson (Comm), Second by Jason Manges (Comm). So, ordered approved by Bobbie Moore
- b. Bldg. Manager Report: See Attached. Motion to authorize the cleaning of carpets by Stanley Steamer for a one-time fee not to exceed \$1000.00 by Pat Pearson (Comm). Second by Jim Moore (Comm). So, ordered approved by Bobbie Moore.
- c. Master Plan: New bids or refreshing of bids will be sent out April 2018. A senior fitness trail has been proposed by the NK Trail Association, Motion to have Bobbie Moore to confer with NK Trail Association for possible private donation. By Pat Pearson (Comm), Second by Jim Moore (Comm). So, ordered approved by Bobbie Moore.
- d. Fundraising: Stipend tabled indefinitely. Year-end appeal raised almost \$200,000.
- e. Park Security: No report
- f. Rain Garden: No status.
- g. Rotary/Playground: Completed
- h. Pea Patch: No report
- i. KCAC: 23 Jan 2018, Meeting will be about the New planned community development in Kingston.
- j. Severe Weather Shelter: Open until further notice, subject to weather criteria.
- k. Volunteer Recognition: Has been completed
- l. Tennis Courts: Tabled until Feb. meeting.
- m. Public Records: Tabled until Feb meeting
- n. Room Rentals: There is a possible increase in room rental rates, particularly annual reservation fees for monthly meetings.

**12. New Business:**

- a. Mobil Dental Clinic: Could be coming to the Community Center in the near future, more information will be forthcoming.
- b. Employee Handbook: Currently under review for changes, update in Feb 2018

**13. Any further public comment:** None

**14. Next Meeting Schedule:** 20 Feb 2018 @ 6:30 p.m. at Village Green Community Center

**15. Open Public Meeting Adjourned By:** Bobbie Moore, (Chair/Comm) 8:35 p.m.

**Summary of Minutes Taken By:** Tracy Darlene Harris, (Comm/Clerk)

Note: Tracy Darlene Harris will be excused from the 20 Feb 2018 meeting

8:42 AM

01/15/18

Accrual Basis

**Village Green Metropolitan Park District**  
**#1-01/18 Details for January 16, 2018 meeting**  
As of January 15, 2018

Type	Date	Num	Name	Memo	Credit
<b>VGMPD @ Kitsap County Treasurer</b>					
Check	01/15/2018	649	Brem-Air Disposal	16-51823-13002	196.92
Check	01/15/2018	650	C 4 Products LLC	Repair/re-program main entrance door	1,585.73
Check	01/15/2018	651	Fabricare	Weeks ended December 6, 13, 20	93.27
Check	01/15/2018	652	Carol Hull	December 2017 bookkeeping	300.00
Check	01/15/2018	653	PUD #1 of Kitsap County	October 6 - December 7, 2017	506.62
Check	01/15/2018	654	McClain Landscaping Services	December 2017 grounds and irrigation maintenance	1,127.25
Check	01/15/2018	655	Olympic Printer Resources	78A toner cartridge	68.62
Check	01/15/2018	656	Superior Linen Service	Weeks ended December 11, 21, 28, 2017	98.66
Check	01/15/2018	657	Village Green Foundation	January - March, 2018	9,000.00
Check	01/15/2018	658	Olympic Restaurant Equip	Service leaking dish machine on September 29	51.63
Check	01/15/2018	659	Kitsap Propane	1203.20 units on January 9	2,085.27
Check	01/15/2018	660	Rec1	December 1 - 31, 2017	100.00
Check	01/15/2018	661	Skyline Communications	January - March 2018	1,471.50
Check	01/15/2018	662	Kitsap County Public Works	November 30 - December 31, 2017	127.04
Check	01/15/2018	663	Nancy Niemi	October 27 - January 5, 2018	124.00
Check	01/15/2018	664	Linda Fyfe	Weeks ended December 24 and 31, 2017	1,260.00
Check	01/15/2018	665	Brem-Air Disposal	Park: December - February, 2018	222.20
Check	01/15/2018	666	Abdel Artistry & Services	Kitchen cleaning on January 6, 2018	200.00
Check	01/15/2018	667	Village Green Metropolitan Park Di...	December 19, 2017 - January 15, 2018 expenses	1,044.91
Total VGMPD @ Kitsap County Treasurer					<u>19,663.62</u>
<b>TOTAL</b>					<b><u>19,663.62</u></b>