

Village Green Metropolitan Park District (VGMPD)

Date: 16 Aug 2022

- 1. Location of Meeting:** Via Zoom & Village Green Community Center
- 2. Type Meeting:** Regular Meeting Monthly Meeting
- 3. Meeting Called to Order by:** Bobbie Moore (Chair/Comm) at 6:35 p.m.
- 4. Roll-Call:**
 - a. Attendees: Bobbie Moore (Chair/Comm), Tracy Darlene Harris (Comm/Clerk via Zoom), Jason Manges (Comm), Pat Pearson (Comm), Bob Netzel (Comm), Carol Geissler (VG), Marcy Kispert (VG, Program Coordinator/Manager VGCC)
- 5. Guest:** Michele Laboda (VG Foundation) via Zoom; Deputy Jeff Menge (Kitsap County Sheriff Patrol Chief), Jarod Moran (Kitsap County Dept of Human Services, Heart Program), John Gese (Kitsap County Sheriff); Chelsea Tate (Boys & Girls Club) via Zoom
- 6. Approval of Agenda:** Dated 8-16-2022
 - a. Recommended for approval: Pat Pearson (Comm)
 - b. Second Approval by: Bob Netzel (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
- 7. Prior Meeting Minutes Approval:** Dated 7-19-2022
 - a. Recommended for approval Pat Pearson (Comm)
 - b. Second Approval by: Bob Netzel (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
- 8.) Report on Events to Date:**
 - a. Finance
 - a). Operating Cash: \$120,000.84, Petty Cash: \$4,752.88 & Investment \$335,277.60
 - b). Bills and Vouchers: Dated 8-4-22: \$7,332.03, Dated 8-11-22: \$516.90, PSE: \$392.30, 2 accts, \$369.16 & \$23.14, DT MICRO: \$200.00, ENDURIS \$39,315.00. Motion to authorize all payments by Pat Pearson (Comm), Second by Bob Netzel (Comm), So ordered approved by Bobbie Moore (Chair/Comm).
 - b. Website Update
 1. Minutes of the meeting published on the Website.
 - c. Legal
 1. None
 - d. Correspondence/Information Provided to Public:
 1. Email Dated 8-16-22 (Tennis Courts)
 - e. MPD Report for MPD Commissioners
 1. None

- f. Project Architectural Plans
 - 1. No report

- 9. **Special Topic:** Combining forces with County Staff to address needs of unsheltered people while observing VGMPD rules and standards. Extended conversation about issues surrounding VG Community Center and Park Area

- 10. **Unfinished Business:**
 - a. MPD-VGF Task Team: Task Team meeting is 8-30-22.
 - b. Building Manager Report: Marcy Kispert, Manager's Report dated 8-16-2022. See Attached.
 - c. VGCC Manager: Discussion of participation in the state retirement system, more information is needed.
 - d. Master Plan/Ground Maintenance: Shed roof will be replaced in Sept. Possible having a mural painted on the side of the shed as well.
 - e. Park Security: No report
 - f. Pea Patch: May be disbanded without volunteers. Tabled until next meeting.
 - g. Webinar Opportunities: Nothing to report

- 11. **VG Stewardship:** Review by attorney Dave Horton of our original draft produced three separate documents. Discussion in our meeting resulted in action item for Bobbie to approach Dave about NOT covering our volunteer hours by L&I. Dave approved that change.
- 12. **Pie In the Park:** It was well attended and raised \$20,002.00

- 13. **New Business:**
 - a. Broken bench at Playground, Action Jason Manges

- 14. **Any further public comment:**
 - a. None

- 15. **Next Meeting Scheduled:** Regular Meeting 20 Sept 2022 @ 6:30 p.m. at VG Community Center and also Via Zoom.

- 16. **Open Public Meeting Adjourned by:** Bobbie Moore, (Comm/Chair) 8:40 p.m.

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



Village Green Community Center

26159 Dulay Road NE
Kingston, WA 98346

www.myvillagegreen.org

MANAGER'S REPORT

presented to the Village Green Metropolitan Park District Commissioners
August 16, 2022

Building Usage Statistics for July 2022

Library	3726
Boys and Girls Club	1273
Events and meetings	<u>898</u>
	5897

VOLUNTEER HOURS 722

Social Media Statistics

Constant Contact Mailing List **394**
Village Green Facebook Page **1,998** FOLLOWERS

PROGRAMS

- ❖ Artist Reception – Was on July 8th (next one on September 9th) – about 60-70 people showed
- ❖ Music at the Green on Wednesday evenings have been well-attended
- ❖ Senior Luncheon on July 13th filled the Summit Lounge to capacity
- ❖ August 3rd acupuncture had its first actual session with 4 clients
- ❖ August 11th Pie in the Park
- ❖ Pickleballers are able to use the gym Monday – Friday 10-12
- ❖ Planning for Nov. Festival of Trees, Dec. Holiday Gift Fair, and Slug Fest 2023

MAINTENANCE

- ❖ Jim Novotney directed the tennis court repairs and we've heard it's resulted in a host of new players
- ❖ On July 26th, ATS Automation ran tests and replaced one of the logic controllers in the HVAC system
- ❖ July 26, 27, 28 Village Green opened as a cooling station from 2-8 pm; operated by emergency volunteers
- ❖ Carpet Cleaning for Summit and Banquet completed on July 29th by Stanley Steemer
- ❖ Hard drives were installed on the two computers in the front office
- ❖ On August 3rd, custodian reported toilet in shower room continuously flushes; a call is in to Swift Plumbing; Walt had Scott's Plumbing come and fix it on August 5th.
- ❖ Solar panel cleaning estimate on August 4th
- ❖ New laptop that runs digital displays installation and training on August 4th – the letter P won't work though so I have a ticket to them to fix or replace this.
- ❖ Exterior windows, awnings, gutters cleaned by Johnny Tsunami LLC on August 17th
- ❖ Solar panel system can be monitored from my desktop <see attached report>

OTHER

- ❖ Review of updated Standards of Patron Conduct; developing system for future issues
- ❖ P-Patch – Rebecca Ifland is leaving in two months so there won't be anyone left to monitor
- ❖ Trespass of Steve Geissner on July 28th (he was living in the P-Patch).
- ❖ Can we replace the one long table and one round table which are both broken? Also, about 3 missing chairs with wheels from tech lab. What is the procedure for approving purchasing more expensive items?
- ❖ A patron noticed some "very dry" trees on the lot and asked who was watering them
- ❖ Looking to change the room rental fees for 2023
- ❖ Accounts Payable – Port Orchard supervisor approved us using one BVA for multiple invoices; we have a more efficient, streamlined process for submitting invoices in Workday.
- ❖ Questions to ATS regarding HVAC efficiency in terms of heating/cooling all day
- ❖ Claimed our Google ad online – added pics, updated hours of operation, etc.

Report by: Marcy Kispert

Tenant Council Meeting August 2, 2022, 1 – 2 PM

SUMMARY

COUNCIL MEMBERS

Village Green: Bobbie Moore, Marcy Kispert and Carol Geissler

North Kitsap Boys and Girls Club: Excused, busy w/Summer Camp

Kitsap Regional Library: Bethany Smith

Village Green Foundation: Michele Laboda

1. **ONGOING BUSINESS**

Kitchen Use:

- Abdel will be cleaning the shower and kitchen Saturday, August 6.
- Black Goat, Argensal and Barbacoa continue here on a weekly basis.
- Isabel Gates is not giving classes in August.
- Cream pie bakers will be using the kitchen on August 10 and part of August 11.
- Kitsap Public Health District renewed our Food Service Establishment Permit and emailed it to us.

Shower Use:

- Shower use is between 4 to 6 guests per day.
- More Redeemer Church vouchers will be made available to us next week.

Gym:

- Pickleballers' Summer hours are from 10am-12pm Mo.-Fri.
- Open gym is on Mondays from 6 to 7:45pm and Saturdays between 12 and 3:30pm

Tech Lab:

- Continues to be used by the Photo group, Tech Support and Acupuncture.
- B&GCSC will use it every Tuesday for 1 hour during Summer Day Camp.

2. **TENANT REPORTS**

Library:

- August Inspire booklet is available.
- Summer book sale is August 20 from 10am to 3pm in the courtyard.
- Kids Slug Fest on the same day from 10am to noon led by Tori.
- Mindful Coloring Kits aimed at adults and teens are available during August.

- Outdoor Storytime at the Park on Mondays.
- Updated Standards of Conduct approved by their board and is on KRL's website.

Boys and Girls Club:

- Summer Day Camp is in full swing. B&GC is understaffed which is why Chelsea and Shelbe are not present.

Village Green Foundation

- The fund-raising event, Pie in the Park is the second Thursday in August. Kitchen will be used Wednesday, August 10th probably between 5 and 8pm. as well as Thursday morning. Commercial pies might have to be bought so that there are sufficient free pies for everyone.
- Window darkening shades are installed and working well. Information from the county fire Marshall on fire code for shades being added on the doors is being researched.
- Waiting on info from the MPD to give us directions regarding the acoustic sound proofing for the gym. The tiles will be 8 feet off the ground. The MPD put \$10,000 in their budget this year for joint projects. The VGF has set aside \$16,000.- for this project
- No concrete contractor has been found yet to install Dr. Jim Moore's dog, Zoe. The final location will be next to the left bench when entering the building. Once it is installed, there will be a dedication ceremony.
- The splash pad project costs will be funded by a single donor. Coordinator will be Walt Elliott who is researching health department requirements, etc.
- Possible sound proofing project for the kitchen/Community room door might be a standard door that can latch and still swing to and fro but not made of a flimsical metal, rather than the first idea of a hanging barn-like door
- Rebecca Iland wanted the VGF to assist the Pea Patch. They have a 501C3, but they are out of compliance. Boundaries have been set for Steve Geisner and has been trespassed and asked to leave the area.

MPD – Bobbie Moore

- Working on getting health care and pension coverage for the employees.
- The irrigation system in the park was installed 13 yrs. ago and the expensive equipment is starting to fail so replacement instead of repair is being considered. The water system could also tie in with the splash pad project costs.
- Jason is waiting for an estimate for fencing along West Kingston road, in front of the rain garden.
- September 7th., electricity will be shut off in the park (the pavilion) as Jason will be replacing the pump house roof himself.
- Bobbie questions a KPUD water bill and will investigate the "readiness to serve" item.

VG:

- The Banquet Hall and the Summit Lounge carpeting has been cleaned by Stanley Cleaners.
- Windows, gutters and awnings will be cleaned on August 17. A couple bids for solar panel cleaning will be happening this month.
- Installation of the lobby fireplace will happen in three phases: On August 5 Rick's team is doing the wood framing and electric panel; August 8 is connection to propane; August 9 is installation of the insert and the following two or three days will be stone decoration.
- Tyler, our computer expert from NCPE, will be coming this Thursday to replace a dead laptop that controls the lobby and hallway monitors. Bobbie would like to find some other more local companies for our camera contract, IT needs and our HVAC needs and have everything accessed remotely. This could be budgeted for next year.
- We would also like remote ADA access for the B&GC for our front door and one that would safely latch upon closure. Also, in case of a threat, be able to lock and unlock the doors remotely or from the front desk.
- Possible cameras for front desk to monitor the hallway, as well as to monitor the cameras from home.
- Marcy is updating VG's Code of Conduct which will be helpful when trespassing someone. The fact that one may not stay overnight is posted on the pump house and is also posted in the parking lot.

Next Meeting: SEPTEMBER 6, 2022 – 1st TUESDAY OF EVERY MONTH.