

Village Green Metropolitan Park District (VGMPD)

Date: 19 April 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 6:30 p.m.
- 4. Roll-Call:**
 - a. Attendees: Bobbie Moore (Chair/Comm), Tracy Darlene Harris (Comm/Clerk via Zoom), Pat Pearson (Comm via Zoom), Linda Fyfe (Program Coordinator/Manager VGCC).
 - b. Excused Absence: Bob Netzel (Comm), Jason Manges (Comm)
 - c. Guest: Beth Berglund (VGF)
- 5. Approval of Agenda. Dated 4/19/2022**
 - a. Recommended for approval: Pat Pearson (Comm)
 - b. Second Approval by: Tracy D. Harris (Comm/Clerk)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
- 6. Prior Meeting Minutes Approval: Dated 3/15/2022**
 - a. Recommended for approval: Pat Pearson (Comm)
 - b. Second Approval by: Tracy D. Harris (Comm/Clerk)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
- 7.) Report on Events to Date:**
 - a. Finance
 - a). Operating Cash: \$45,135.80, Petty Cash: \$3,728.04 & Investment \$334,512.32.
 - b). Bills and Vouchers signed Apr: Batch#1 \$274.47, Batch#2: \$662.72. Batch#3: \$1,471.50, Batch#4: \$141.70, Batch#5: \$1,471.50, Batch#6: \$367.50 Batch#7: \$1,669.50 Batch#8: \$444.25. Batch#9: \$199.29, Batch#10: \$1,747.42, Batch#11: 375.00 & Batch#12: \$315. Motion to authorize all payments by Pat Pearson (Comm), Second by Tracy D. Harris (Comm/Clerk), So ordered approved by Bobbie Moore (Chair/Comm).
 - c). Batch#13-#18, Apr 2022: \$2,003.04, see attached detail. Motion to authorize all payments by Pat Pearson (Comm), Second by Tracy D. Harris (Comm/Clerk), 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. None
- e. MPD Report for MPD Commissioners
 - 1. None
- f. Project Architectural Plans
 - 1. No report

8. Public Comment: Beth Berglund (VGF): Update on the survey, people are now learning about the VG which is great.

9. Unfinished Business:

- a. MPD-VGF Task Team: Lobby Fire place project 10 Aug 2022; Acoustic Tile estimate will be required. Hiring report was given to VGF. VG Birthday Celebration is 04 May 22 & the Great Give Total as of today (event date) is \$1,775.00.
Resolution 2022-3: VG Tennis Courts: Washington State Recreation & Conservation Office need application for Grant. Motion to approve resolution 2022-3 by Pat Pearson (Comm), Second by Tracy D. Harris (Comm/Clerk), So ordered approved by Bobbie Moore (Chair/Comm).
- b. Building Manager Report: Linda Fyfe, Manager's Report dated 4/19/2022. See Attached.
- c. Park Security: No report
- d. Master Plan/Ground Maintenance: Clearing is still going on around VG.
- e. Pea Patch: Board Members are needed, a previous recruitment resulted in a resignation of personnel.
- f. Webinar Opportunities: No report
- g. Elevated Adventures: Need a 5million dollar hold harmless. Our Attorney will be drafting a letter to address concerns about insurance. There is still an issue with the Heron status.
- h. Manager Job: Zoom interviews will be a total of 6 candidates
- i. VG Stewardship: No update

10. New Business:

- a. None

11. Any further public comment:

- a. None

12. Next Meeting Schedule: Regular Meeting 17 May 2022 @ 6:30 p.m. at VG Community Center and also Via Zoom.

13. Open Public Meeting Adjourned by: Bobbie Moore, (Comm/Chair) 7:33 p.m.

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

| Village Green Metropolitan Park District VGMPD Batch April 2022 #13 GL Date 4 15 2022 | | | | | | | | |
|------------------------------------------------------------------------------------------|----------|------------------|------|-----------|-----------|-----------|--------------------|------------------|
| | Date | Transaction Type | Num | Due Date | Amount | G/L Date | Voucher Number | |
| CenturyLink | 4/8/2022 | Bill | None | 4/26/2022 | 372.04 | 4/15/2022 | VGMPD Apr 2022 #13 | Phone bill April |
| | | | | | \$ 372.04 | | | |
| TOTAL | | | | | \$ 372.04 | | | |

| Village Green Metropolitan Park District Batch BVA April 2022 #14 GL Date 4.15.2022 | | | | | | | | |
|----------------------------------------------------------------------------------------|-----------|------------------|------|----------|-------------|-----------|--------------------|--------------------------------|
| | Date | Transaction Type | Num | Due Date | Amount | G/L Date | Voucher Number | |
| Washington State Department of Labor & Industries | 4.11.2022 | Bill | None | 5/2/2022 | \$ 1,128.77 | 4.15.2022 | VGMPD Apr 2022 #14 | First quarter 2022 L&I premium |
| | | | | | \$ 1,128.77 | | | |
| TOTAL | | | | | \$ 1,128.77 | | | |

| Village Green Metropolitan Park District Batch BVA April 2022 #15 GL Date 4.15.2022 | | | | | | | | |
|----------------------------------------------------------------------------------------|-----------|------------------|------|----------|----------|-----------|--------------------|---------------------------------|
| | Date | Transaction Type | Num | Due Date | Amount | G/L Date | Voucher Number | |
| Washington Department of Employment Security | 4.11.2022 | Bill | None | 5/2/2022 | \$ 57.33 | 4.15.2022 | VGMPD Apr 2022 #15 | First quarter 2022 Unemployment |
| | | | | | \$ 57.33 | | | |
| TOTAL | | | | | \$ 57.33 | | | |

| Village Green Metropolitan Park District Batch BVA April 2022 #16 GL Date 4.15.2022 | | | | | | | | |
|----------------------------------------------------------------------------------------|-----------|------------------|------|----------|-----------|-----------|--------------------|---------------------------------|
| | Date | Transaction Type | Num | Due Date | Amount | G/L Date | Voucher Number | |
| Washington Department of Employment Security FMLA | 4.11.2022 | Bill | None | 5/2/2022 | \$ 109.50 | 4.15.2022 | VGMPD Apr 2022 #16 | First quarter 2022 FMLA premium |
| | | | | | \$ 109.50 | | | |
| TOTAL | | | | | \$ 109.50 | | | |

| Village Green Metropolitan Park District BVA Batch April #17 GL Date 4 15 2022 | | | | | | | | |
|-----------------------------------------------------------------------------------|-----------|------------------|------|-----------|-----------|-----------|----------------------|----------|
| | Date | Transaction Type | Num | Due Date | Amount | G/L Date | Voucher Number | |
| DT MICRO | 4 15 2022 | Bill | 6153 | 4/30/2022 | 200.00 | 4/15/2022 | VGMPD April 2022 #17 | Internet |
| | | | | | \$ 200.00 | | | |
| TOTAL | | | | | \$ 200.00 | | | |

| Village Green Metropolitan Park District VGMPD BVA Batch April #18 GL Date 4 18 2022 | | | | | | | | |
|-----------------------------------------------------------------------------------------|----------|------------------|------|-----------|-----------|-----------|--------------------|------------------|
| | Date | Transaction Type | Num | Due Date | Amount | G/L Date | Voucher Number | |
| Kitsap County Public Works | 4/5/2022 | Bill | None | 4/30/2022 | 135.40 | 4/18/2022 | VGMPD Apr 2022 #18 | Sewer March 2022 |
| | | | | | \$ 135.40 | | | |
| TOTAL | | | | | \$ 135.40 | | | |



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
April 19, 2022

Building Usage Statistics for March 2022

| | |
|---------------------|-------------|
| Library | 2926 |
| Boys and Girls Club | 1642 |
| Events and meetings | <u>1857</u> |
| | 6425 |

VOLUNTEER HOURS 612

Social Media Statistics

| | |
|-------------------------------|------------------------|
| Constant Contact Mailing List | 582 |
| Village Green Facebook Page | 1,875 FOLLOWERS |

PROGRAMS

Carol has been using her personal computer to do Village Green work in her office and she needs to have a VG computer.

This is volunteer week and Carol and I will be honoring our volunteers (22 of them) at the monthly meeting tomorrow morning. I am providing a continental breakfast, like I always have and the Foundation has offered to reimburse me for the cost. We are giving them a small gift bag of jelly and a painted glass that I made and a thank you card. We thought a gift card would be appreciated as well but Bobbie asked me to ask the Commissioners about this.

Effective March 21, two years after the pandemic began, the building is open and running with no longer any COVID restrictions. We maintain a supply of sanitizing solutions bottles and the permanent sanitizers on the walls are being maintained.

AARP Tax Prep is still asking for individuals to wear a masks and we have them to give out. The tax program is busy completing taxes for everyone and they are now down to the final crunch with April 18 being their deadline. They had to close down intakes a little earlier than usual as they are down to 3 preparers from 5 and so it is taking upwards of 3 weeks to complete and return them. New clients are calling every day to get them to do their taxes. Leaving things to the last minute has proven to be the wrong idea.

We have increased our programming for preschoolers with ballet, soccer and chess. After-work programming is offered by way of Yoga through Sweet Santosh Yoga.

PROPERTY

The Library is strongly considering expanding their hours to 6pm, perhaps even 7pm Monday through Friday. This will have a direct impact on my volunteer demand as it is difficult to find volunteers to work in the evenings. It feels like due to the configuration of the building, in that the Library does not have it's own entrance, we are being put upon to staff the desk and it may fall upon Carol and I to ensure that it is done on a regular basis.

On Monday, March 21, our propane tanks went dry resulting in a strong smell of propane which caused the evaluation of the building. NKFR was contacted. They determined the tanks were empty and they turned the gas off at the main switch on the Kitchen deck. I cannot access the tanks on a regular basis to maintain their levels as they are

beneath the manhole covers which require a crow bar to open them up. Kitsap Propane was contacted and they came out in two separate trips to put in 1700 gallons of propane. The last fill was early December, but only 600 gallons were put in. We are suspecting that they only filled one tank. The result of going empty and being told by their Cathodic Protection testing people that we need to drill more holes in the concrete deck for testing between the tanks, led me to shop around for a new provider. I spoke with Propane Northwest and Ferrell Gas and compared rates/fees, etc. We have moved to Propane Northwest. They are going to install tank level monitors to prevent us from emptying again, and this will create the beginning of a level monitoring record to determine how quickly we are going through propane to allow for notification of leaks, etc. According to both other companies, we do not need to bore 4 more holes in our concrete above the gas tanks, that the codes have not changed since 2016 and we could still, indeed, get an accurate Cathodic Protection test result by using 4 access points, one in each corner of the two tanks together. This test will finally be performed in April and we are encouraged to have it done once every year or two.

In August of 2019 we had a new bell installed on the outside of the building as it had been deemed non-functional by Sprinx Fire Protection during their annual inspection of the sprinkler and alarm systems. Again, in March, the annual inspection took place and they found that the bell does not work. The bell model number on the bell itself is marked as a 24VDC when the installation reports states 24VAC, as does the requirement type on the inside of the Monitoring Box in the Sprinkler Room. I've called the company who installed the bell and am awaiting a call back.

On the subject of Sprinx, the sprinkler system will undergo a 5-year inspection which involves the flushing of all the pipes. The cost will be \$755.

Two teens were spotted tagging the doors of the pump house on Sunday, March 26. Some photos were taken from behind, and of their vandalism with a yellow marker. On Tuesday, March 29, it was brought to my attention that the library corner window, in the NE corner was also tagged with a yellow marker. An Incident Report has been completed. I will be taking a walk around the building looking for other signs of graffiti. The custodians have been asked to wash it off. Hopefully, it will be found only on the windows.

Am still chasing down copies of our master keys to have them in the lock box. There are keys assigned to us that have been distributed completely and we don't have copies of our own. I began this project in October. With the help of Dionna at TRC, we are now being sent to another distributor through which we could try again.

The HVAC system is blowing 59-degree air in the gym and 60 degree air in the Club. We have manually switched the main Pumps outside of the building a few times. AC13 and AC1 are the units in trouble. I have put in a call to ATS as the Compressor has locked us out of making any changes and the internal alarms have been triggered. As a result, when we ran out of propane on 3.21.22, the pilot lights went out. AMS came to relight them but discovered that the gas had been completely turned off by the fire department the Monday before. It was either lost in translation, or not communicated to my staff, that these units were gas powered and that the gas was turned off. We finally discovered it a week later.

Respectfully submitted,
Linda Fyfe