

## Village Green Metropolitan Park District (VGMPD)

**Date:** 15 October 2019

1. **Location of Meeting:** Village Green Community Center, Kingston WA 98346
2. **Type Meeting:** Budget & Regular Monthly Meeting
3. **Meeting Called to Order by:** Bobbie Moore (Chair/Comm) at 6:00 p.m.
4. **Roll-Call:**
  - a. Attendees: Bobbie Moore (Chair/Comm) Tracy Darlene Harris (Clerk/Comm), Jason Manges (Comm), Pat Pearson (Comm), Bob Warden (Comm) & Linda Fyfe (Program Coordinator/Manager VGCC)
5. **Guests:** Leigh Ann Winterowd (Library Branch Manager) & Don Desnoyer
6. **Approval of Agenda.** Dated 10/15/19
  - a. Recommended for approval: Jason Manges (Comm)
  - b. Second Approval by: Pat Pearson (Comm)
  - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
7. **Budget Discussion:**
  - a. Reviewed the proposed 2020 budget
  - b. Pending discussion about Health Care Cost for Employees
  - c. Discussion on 2020 Lawn Care
  - d. Next special meeting is schedule for 05 Nov 2019, at 6:00 pm
  - e. Meeting adjourned at 6:50 pm
8. **Meeting Minutes:** Dated 9/17/19
  - a. Recommended for approval: Pat Pearson (Comm).
  - b. Second Approval by: Bob Warden (Comm).
  - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
9. **Public Comment:** None
10. **Report On Events to Date:**
  - a. Finance
    - a). Operating Cash: \$34,379.43, Petty Cash: \$2470.51 & Investment \$308,386.76
    - b). Bills and Vouchers signed: See attached Voucher 1, total \$14,740.77. Motion to authorize payments by Pat Pearson (Comm), Second by Jason Manges (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
    - c). Voucher #2 \$11,394.90, Motion to authorize payments by Pat Pearson (Comm), Second by Jason Manges (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
  - b. Website Update
    1. Minutes of the meeting published on the Website and improvements will be upcoming

- 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. Building Manager Report: Linda Fyfe (MVGCC) provided an update in the Bldg (See attached). Need to purchase a cover for bell outside that signals the activation of sprinkler, the approx. cost is \$250.00 and knobs for the fans in the gym approx. cost is \$200.00. Motion to authorize by Jason Manges (Comm), Second by Bob Warden (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
- b. Gym Acoustic Treatment: Wall installation cost will be approx. 20K, fundraising will be needed.
- c. Master Plan:
- d. Exercise Trail: There will be a working party started on Saturday 10/19/19
- e. Park Security: Extension services will not be available to help with our visibility challenges. More information will be forthcoming
- f. Rain Garden/Plowing: Plowing services will be contracted by KRL
- g. Pea Patch: No report.
- h. KCAC: Planning for the high school and community involvements will happen soon
- i. VGF: Room rental policy no report and tabled until further notice.
- j. Mobile Dental Clinic: No report.
- k. Fundraising: Ladle of Love is on 11-22-19 and tickets are \$15.00
- l. Rotary Bench: Concrete will be need to be poured, no estimated date of completion as of today

**12. New Business:**

- a. Resolution 2019-3: Tabled until next meeting

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

**14. Next Meeting Schedule:** 05 Nov (Special Budget Meeting @6:00 pm) & Regular Meeting 19 Nov @ 6:30 p.m. at Village Green Community Center

**15. Open Public Meeting Adjourned by:** Bobbie Moore, (Chair/Comm) 7:45 p.m.

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

# Village Green Metropolitan Park District

## UNPAID BILLS

All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Air Management Solutions						
(360) 479-6500						
10/01/2019	Bill		10/11/2019	2	1,661.16	1,661.16
<b>Total for Air Management Solutions</b>					<b>\$1,661.16</b>	<b>\$1,661.16</b>
ATS Automation						
10/01/2019	Bill	T107335	10/11/2019	2	337.90	337.90
<b>Total for ATS Automation</b>					<b>\$337.90</b>	<b>\$337.90</b>
Bird Electric Corp						
10/01/2019	Bill	69812	10/11/2019	2	228.90	228.90
<b>Total for Bird Electric Corp</b>					<b>\$228.90</b>	<b>\$228.90</b>
Brem-Air Disposal						
10/01/2019	Bill		10/11/2019	2	230.46	230.46
<b>Total for Brem-Air Disposal</b>					<b>\$230.46</b>	<b>\$230.46</b>
Business Solutions						
10/01/2019	Bill	18.354	10/11/2019	2	367.50	367.50
<b>Total for Business Solutions</b>					<b>\$367.50</b>	<b>\$367.50</b>
Kingston Community Solar-v						
10/05/2019	Bill		10/15/2019	-2	8,106.81	8,106.81
<b>Total for Kingston Community Solar-v</b>					<b>\$8,106.81</b>	<b>\$8,106.81</b>
Kitsap County Public Works						
10/12/2019	Bill		10/28/2019	-15	74.28	74.28
<b>Total for Kitsap County Public Works</b>					<b>\$74.28</b>	<b>\$74.28</b>
Kitsap Propane						
10/03/2019	Bill	U0104776	10/13/2019	0	611.74	611.74
<b>Total for Kitsap Propane</b>					<b>\$611.74</b>	<b>\$611.74</b>
McClain Landscaping Services						
10/01/2019	Bill	15786	10/11/2019	2	152.60	152.60
10/01/2019	Bill	15784	10/11/2019	2	970.10	970.10
<b>Total for McClain Landscaping Services</b>					<b>\$1,122.70</b>	<b>\$1,122.70</b>
Moff Interactive						
10/01/2019	Bill		10/31/2019	-18	420.00	420.00
<b>Total for Moff Interactive</b>					<b>\$420.00</b>	<b>\$420.00</b>
Puget Sound Energy						
10/13/2019	Bill		10/31/2019	-18	646.33	646.33
<b>Total for Puget Sound Energy</b>					<b>\$646.33</b>	<b>\$646.33</b>
Rec1						
10/01/2019	Bill	19221	10/11/2019	2	100.00	100.00
<b>Total for Rec1</b>					<b>\$100.00</b>	<b>\$100.00</b>
Superior Linen Service						
10/01/2019	Bill		10/11/2019	2	244.39	244.39
<b>Total for Superior Linen Service</b>					<b>\$244.39</b>	<b>\$244.39</b>
Viking Fence						

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
10/01/2019	Bill	19-0779	10/11/2019	2	588.60	588.60
<b>Total for Viking Fence</b>					<b>\$588.60</b>	<b>\$588.60</b>
<b>TOTAL</b>					<b>\$14,740.77</b>	<b>\$14,740.77</b>

# Village Green Metropolitan Park District

UNPAID BILLS VOUCHER #2 FOR ~~9/1/19~~ 10/15/19

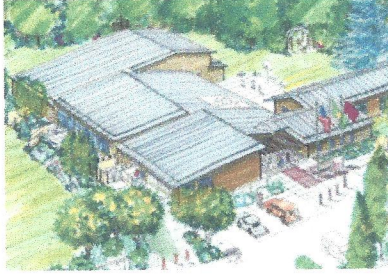
As of October 15, 2019

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Centurylink				
10/15/2019	Bill		10/31/2019	300.00
<b>Total for Centurylink</b>				<b>\$300.00</b>
DT Micro				
10/15/2019	Bill		10/31/2019	306.00
<b>Total for DT Micro</b>				<b>\$306.00</b>
Jason Manges				
10/15/2019	Bill		10/25/2019	805.61
<b>Total for Jason Manges</b>				<b>\$805.61</b>
Village Green Foundation				
10/15/2019	Bill		10/31/2019	9,000.00
<b>Total for Village Green Foundation</b>				<b>\$9,000.00</b>
Village Green Metropolitan Park District				
10/15/2019	Bill		10/25/2019	983.29
<b>Total for Village Green Metropolitan Park District</b>				<b>\$983.29</b>
<b>TOTAL</b>				<b>\$11,394.90</b>

} To PO 10/17/19 via Priority mail

**Village Green Metropolitan Park District**  
**Check Detail Petty cash reimbursement**  
**September 17 - October 15, 2019**

	Date	Transaction Type	Num	Name	Memo/Description	Amount	Cash outlay	
<b>Petty cash</b>								
	09/27/2019	Check	SVCCH RG		Service Charge	-7.95	-7.95	
						7.95		
	10/02/2019	Check	1126	Fred Havellana	Refund damage deposit for 9/14/19	-150.00	-150.00	
						-150.00		
	10/02/2019	Check	1127	Gina Roof	Picnic Pavilion 9/15/19	-50.00	-50.00	
						-50.00		
	10/02/2019	Check	1128	Karen Ross	Picnic Pavilion 9/21/19	-50.00	-50.00	
						-50.00		
	10/02/2019	Check	1129	Brittany Carrell	Picnic pavilion	-50.00	-50.00	
						-50.00		
	10/02/2019	Check	1130	Heidi Newitt	Windermere +BH 9/30	-150.00	-150.00	
						-150.00		
	10/15/2019	Check	1131	Cardmember service	Credit card bill due 10/16	-225.34	-225.34	
					Postage for vendor checks to be Priority-mailed to District	7.35		
					Stationery supplies - Thank- you cards	65.39		
					Door magnetic sensor alarm	10.85		
					For District Commissioners monthly meeting, August	51.43		
					For District Commissioners monthly meeting, September	90.32		
	10/15/2019	Check	1132	Windermere Real Estate/West Sound	Event 9/10/19, refund	-150.00	-150.00	
						-150.00		
	10/15/2019	Check	1133	David Pederson	Event 10/12/19	-150.00	-150.00	
						-150.00		
							<b>-983.29</b>	
	Tuesday, Oct 15, 2019 02:24:16 PM GMT-7							



## Village Green Community Center

PO Box 1792, 26159 Dulay Road NE  
Kingston, WA 98346

[www.myvillagegreen.org](http://www.myvillagegreen.org)

# MANAGER'S REPORT

presented to the Village Green Metropolitan Park District Commissioners  
October 15, 2019

## PROGRAMS

### Building Usage Statistics for August 2019

Library	4145
Boys and Girls Club	1123
Events/Classes/Meetings	<u>1891</u>

**7159**

**VOLUNTEER HOURS: 425 – number of volunteers: 39**

### Other Social Media Statistics

Constant Contact Mailing List	499
Facebook Page	1,274 LIKES

## PROGRAMS

Hip Hop class is no longer due to lack of registrations. Managed to blow some new life into the Zumba Gold which is now called Dance Fitness. The name change seems to have attracted more people who were intimidated by the *Zumba* reference.

We have live music jams during the month of October with Grammy-nominated musician, Indianola dad, Josh Rawlings. First session had 12 people. Two more scheduled for October – he will continue if popular.

Large events include Community Meal, NKFR Recognition Ceremony, Celebration of Life for Jimmy Fenwick (Henery Hardware employee), Windermere Real Estate Training Session, Stillwaters Annual Fund Raiser, Boys and Girls Club Murder Mystery Dinner. Chamber of Commerce Diamond Awards Dinner has been moved to the spring.

## PROPERTY

**Video camera** of picnic pavilion was deteriorating in size, color and quality. Contacted Skyline and spoke with Ki who remoted in. He fixed the camera and improved the

resolution on the 8 others, as well. The views are better and clearer than they have been in some time.

Monitoring conversations between Dave Wetter and Dave Jones (KRL Facilities) regarding the resumption of the use of a **silica based cleaner while mopping the cement floors**. The product ran out quite some time ago and it hasn't been used on the floors for awhile. Dave W. is concerned about the wear on the floor without the additional protection. At Tenant Council meeting, this subject was discussed. Dave J is talking with original floor finisher to confirm which product it was that they are supposed to use and will order more.

Village Green Apartments parking lot was **restriped**. I took photographs of the end result which makes the Community Center stalls and firelane parking areas look abysmal. Sent an email to Bobbie with photos. Quote was sent to Bobbie regarding what this same company would charge the MPD to do the painting here.

Worked with Alan Chessman on getting the **knobs for the fans in the gym** to be replaced. AMS quoted \$400 a piece. Alan found them through the manufacturer for \$80 each. He will reinstall them but only when a protective cover is put on. I sent information to Bobbie regarding using a bar to cover the knob (\$2 each), or a fire alarm cover with an opening to access the knob, for \$24 each. Looking for a go ahead from Bobbie and commissioners.

Called the Sherriff on a guest on Wednesday, September 25, who entered the building intoxicated. When he returned a second time and would not leave upon request, that was when I made the call. He left when he heard my conversation with CenCom and wasn't found when the deputies arrived. His girlfriend/wife was in the shower and she was interviewed by the deputies upon their arrival. He has been **trespassed** from the building permanently after cussing at our front desk staff and manipulating the Native American Artwork on the walls.

KRL Facilities repaired the **switch above the main doors**, permanently. It was never screwed to the frame and would pop out periodically since the building opened, making it difficult to repair.

A 12 year old boy was left without a ride home by his mom on Saturday, September 28. Our volunteer was in communication with the library, which closed, too at 5 pm. The volunteer called me and, like the librarian, I advised her not to drive the child home. Volunteers aren't governed as strictly as employees are, but we have adopted the library's **Unaccompanied Minor policy** to call the authorities 30 minutes after closing to report an abandoned child. The child finally reached someone else in the home who picked him up at 5:45pm.

Was interviewed by phone by David Lewbrowski from **Armstrong Flooring** for a wrap up article regarding the Acoustic Tiling project in the gym. (First draft of article is attached.)

**Bird Electric**, namely Brian, reprogrammed the Library code for the security system. We realized that the building is separated into two distinctive security zones: the main building *including the Boys and Girls Club* is one, and the Library is another. Our main code works on both zones, as does the Library Code, from the front door. But if either



code is used only in the Library, it will have to use it again at the front door. The front door is the master system.

The **outside bell** that signals the activation of the sprinkler system needs to be replaced. The quote is approximately \$250 for the purchase and installation of a new bell. Awaiting approval.

*Respectfully submitted,*

Linda Fyfe

## **CASE STUDY**

**Project:** Village Green Community Center Gymnasium

**Location:** Kingston, WA

**Contractor:** Acoustics Northwest Inc., Tacoma, WA

**Product:** FeltWorks™ Acoustical Panels

### **Challenge:**

The gymnasium at the Village Green Community Center is in use every day, ranging from youth basketball games to adult pickleball games to a myriad of boys/girls club activities. However, even though the gym was only three years old, Linda Fyfe, the Center's Manager, described reverberation in the space as "a nightmare." "It sounded like an echo chamber, which made it extremely difficult for the staff to communicate with anyone in the gym, especially the kids," she states. "It was simply too loud and reverberant." On-site acoustical testing affirmed the situation – reverberation time was as high as 6.0 seconds, far above the recommended time for such a space.

### **Solution:**

To reduce both reverberation and noise levels, the Center partnered with Armstrong Ceiling & Wall Solutions and installed 1,800 square feet of white, one-inch-thick FeltWorks™ acoustical panels on the gym's 0,000-square-foot, 17-foot-high ceiling. An excellent retrofit solution for controlling noise in exposed structure spaces, a total of 65 panels were attached to 7/8" hat track using screws and washers. This mounting method resulted in a Noise Reduction Coefficient (NRC) of 0.80, meaning the panels absorb 80% of the sound that strike them.

"We could hear the improvement even as the panels were going up," Fyfe reports. By the end of the installation, acoustical calculations indicated reverberation time had been reduced to 1.8 seconds or a 70% improvement in the acoustic environment. "The staff was extremely pleased," Fyfe adds, "especially because they could now easily communicate with the gym's occupants and each other and no longer had to leave the gym to have a conversation."

From an installation point of view, Travis Gimze, President of Acoustics Northwest Inc., notes that the Center was his firm's first project using FeltWorks panels, but won't be his last. "The panels are extremely easy to install, which is probably their greatest strength," he says. "They're lightweight, easy to handle, cut easily, don't create a lot dust, and, very importantly, the crews like working with them."

In addition, the contractor notes the color in the panels is clear through, meaning edges don't have to be painted after trimming. "And, the panels have a Class A fire rating, which is something most other felt products don't have.

"FeltWorks panels are now my number one felt product," he concludes. "I would recommend them anytime there is a need for a combination of sound absorption, a soft, appealing visual, and easy installation."