

## Village Green Metropolitan Park District (VGMPD)

**Date:** 19 Sept 2018

1. **Location of Meeting:** Village Green Community Center, Kingston WA 98346
2. **Type Meeting:** Budget Hearing & 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), Pat Pearson (Comm), Jason Manges (Comm) Telephone Conference, & Linda Fyfe (Program Coordinator/Manager VGCC)
5. **Guest:** Walt Elliott, citizen – for budget hearing.
6. **Budget Hearing Session Opened:** 6:00 p.m. to 6:45 p.m.
  - a. Discussion on budget for 2019. Intention is to pass final budget at October meeting. We can the budget conversation open until our November meeting, however.
  - b. Next Meeting Oct 16, 2018
  - c. Meeting adjourned by Pat Pearson (Comm), Second by Jim Moore (Comm)

### **REGULAR MEETING STARTED AT 6:45 PM**

7. **Approval of Agenda.** Dated 9/18/18
  - a. Recommended for approval: Pat Pearson (Comm)
  - b. Second Approval by: Jim Moore (Comm)
  - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
8. **Meeting Minutes:** Dated 8/21/18
  - a. Recommended for approval (Amended): Pat Pearson (Comm).
  - b. Second Approval by Jim Moore (Comm)
  - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
9. **Public Comment:** None
10. **Report On Events to Date:**
  - a. Finance
    - a). Operating Cash: \$43,134.06, Petty Cash: \$699.24 & Investment \$316,059.62
    - b). Bills and Vouchers were signed: See attached Voucher 1, total \$34,000.99. Motion to authorize payments by Jim Moore (Comm), Second by Pat Pearson (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
    - c) Voucher #2 \$1782.46, Motion to authorize payments by Jim Moore (Comm), Second by Pat Pearson (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
    - d). Voucher#3 MPD Reimbursement, \$1276.90, Motion to authorize payments by Jim Moore (Comm), Second by Tracy Harris Comm). So ordered approved by Bobbie Moore (Chair/Comm).

- b. Website Update
  - 1. Minutes of the meeting will be 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

**11. Unfinished Business:**

- a. Building Manager Report: Linda Fyfe (MVGCC) provided an update in the Bldg. Manager Report.
- b. Master Plan: Asphalt sealing is delayed until the Spring. No update on Exercise trail
- c. Fundraising: VG Foundation received a 10k donation designated for Youth Programs from a family fund at the Seattle Foundation
- d. Park Security: No report
- e. Rain Garden: Tabled until Nov Meeting (No status).
- f. Website: Updates will be posted weekly.
- g. Pea Patch: A memo of understanding will need to be drafted in the future with the MPD.
- h. KCAC: Next meeting is 20 Sept 2018 at 7pm
- i. Tennis Courts: Will be included in the budget discussion.
- j. VGF: Room rental policy revision will be including in the 2019 budget talk.
- k. Mobile Dental Clinic: No report.
- l. Other Business: Rent payment resolution completed in April 2018. Banking: Online banking will include adding new users for a fund transfers only to pay necessary online payments.

**12. New Business:**

- a. Drug Policy: Installation of signage will include “No Smoking” signs on Village Green Property

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

**14. Next Meeting Schedule:** 16 Oct @ 6:30 p.m. at Village Green Community Center

**15. Open Public Meeting Adjourned By:** Bobbie Moore, (Chair/Comm) 7:450 p.m.

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

# Village Green Metropolitan Park District

VOUCHER #1 FRIDAY 9/14/18

All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
<b>Abdel Artistry &amp; Services</b>						
09/04/2018	Bill	VG-201809	09/14/2018	0	200.00	200.00
<b>Total for Abdel Artistry &amp; Services</b>					<b>\$200.00</b>	<b>\$200.00</b>
<b>Brem-Air Disposal</b>						
09/01/2018	Bill	5337307-0029-1	09/11/2018	3	210.24	210.24
<b>Total for Brem-Air Disposal</b>					<b>\$210.24</b>	<b>\$210.24</b>
<b>Business Solutions</b>						
09/01/2018	Bill		09/11/2018	3	367.50	367.50
<b>Total for Business Solutions</b>					<b>\$367.50</b>	<b>\$367.50</b>
<b>EcoLab</b>						
09/01/2018	Bill	0607629	09/11/2018	3	635.40	635.40
<b>Total for EcoLab</b>					<b>\$635.40</b>	<b>\$635.40</b>
<b>Enduris Washington</b>						
09/11/2018	Bill	R19-547-1	09/21/2018	-7	22,063.00	22,063.00
<b>Total for Enduris Washington</b>					<b>\$22,063.00</b>	<b>\$22,063.00</b>
<b>Geneology Your Way</b>						
09/01/2018	Bill	124	09/11/2018	3	108.00	108.00
<b>Total for Geneology Your Way</b>					<b>\$108.00</b>	<b>\$108.00</b>
<b>Kingston Fitness</b>						
09/01/2018	Bill		09/11/2018	3	338.00	338.00
<b>Total for Kingston Fitness</b>					<b>\$338.00</b>	<b>\$338.00</b>
<b>Kitsap County Public Works</b>						
09/06/2018	Bill		09/16/2018	-2	72.12	72.12
<b>Total for Kitsap County Public Works</b>					<b>\$72.12</b>	<b>\$72.12</b>
<b>McClain Landscaping Services</b>						
09/01/2018	Bill	14723	09/11/2018	3	832.14	832.14
09/11/2018	Bill	14737	09/21/2018	-7	182.58	182.58
<b>Total for McClain Landscaping Services</b>					<b>\$1,014.72</b>	<b>\$1,014.72</b>
<b>Olympic Printer Resources</b>						
09/01/2018	Bill	2018-2716	09/11/2018	3	68.62	68.62
<b>Total for Olympic Printer Resources</b>					<b>\$68.62</b>	<b>\$68.62</b>
<b>Port of Kingston</b>						
09/01/2018	Bill	P3382	09/11/2018	3	29.95	29.95
<b>Total for Port of Kingston</b>					<b>\$29.95</b>	<b>\$29.95</b>
<b>Propane Northwest</b>						
09/01/2018	Bill	3386	09/11/2018	3	81.75	81.75
<b>Total for Propane Northwest</b>					<b>\$81.75</b>	<b>\$81.75</b>
<b>PUD #1 of Kitsap County</b>						
09/01/2018	Bill		09/11/2018	3	221.41	221.41
09/01/2018	Bill		09/11/2018	3	1,687.88	1,687.88
09/01/2018	Bill		09/11/2018	3	5,613.96	5,613.96

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
<b>Total for PUD #1 of Kitsap County</b>					<b>\$7,523.25</b>	<b>\$7,523.25</b>
Rec1						
08/31/2018	Bill		09/30/2018	-16	100.00	100.00
<b>Total for Rec1</b>					<b>\$100.00</b>	<b>\$100.00</b>
Superior Linen Service						
09/04/2018	Bill		09/14/2018	0	176.48	176.48
<b>Total for Superior Linen Service</b>					<b>\$176.48</b>	<b>\$176.48</b>
Swift Plumbing and Heating, Inc						
09/01/2018	Bill	32977	09/11/2018	3	136.25	136.25
<b>Total for Swift Plumbing and Heating, Inc</b>					<b>\$136.25</b>	<b>\$136.25</b>
Washington Tree and Lawn Care						
09/05/2018	Bill		09/15/2018	-1	875.71	875.71
<b>Total for Washington Tree and Lawn Care</b>					<b>\$875.71</b>	<b>\$875.71</b>
<b>TOTAL</b>					<b>\$34,000.99</b>	<b>\$34,000.99</b>



# Village Green Metropolitan Park District

## UNPAID BILLS FOR VOUCHER #2

As of September 18, 2018

DATE	TRANSACTION TYPE	DUE DATE	AMOUNT	OPEN BALANCE	MEMO/DESCRIPTION
Centurylink					
09/17/2018	Bill	09/27/2018	270.90	270.90	Estimated bill amount
<b>Total for Centurylink</b>			<b>\$270.90</b>	<b>\$270.90</b>	
DT Micro					
09/17/2018	Bill	09/27/2018	306.00	306.00	50 Mb internet
<b>Total for DT Micro</b>			<b>\$306.00</b>	✓ <b>\$306.00</b>	
Puget Sound Energy					
09/17/2018	Bill	10/01/2018	410.56	410.56	Park 18.79, Building 391.77
<b>Total for Puget Sound Energy</b>			<b>\$410.56</b>	✓ <b>\$410.56</b>	
Templeton Horton Weibel, PLLC					
09/17/2018	Bill	10/17/2018	795.00	795.00	For reading the loan documents
<b>Total for Templeton Horton Weibel, PLLC</b>			<b>\$795.00</b>	✓ <b>\$795.00</b>	
<b>TOTAL</b>			<b>\$1,782.46</b>	<b>\$1,782.46</b>	

Village Green Metropolitan Park District

Check Detail

September 1-17, 2018

Petty cash account

Date	Transaction Type	Num	Name	Memo/Description	Credit Cash Amount	Charge refundable security deposit	Charge expense
09/07/2018	Check	384	Danielle Larripa	Reservation for 9/16 canceled 8/20/18 Picnic pavilion 8/20/18 canceled	-50.00	-50.00	
09/07/2018	Check	385	Sprinx	7/19/18 date of visit Wet fire sprinkler inspection	-295.00		295.00
09/17/2018	Check	386	Melissa Filben	8/17/18 BBQ Pavilion rental for 8/17/18	-50.00	-50.00	
09/17/2018	Check	387	Salimeh Evjen	8/19/18 event refund Picnic pavilion deposit refund 8/19/18	-50.00	-50.00	
09/17/2018	Check	388	Jessica Bender	/refund for 8/20 event Picnic pavilion deposit refund 8/20/18	-50.00	-50.00	
09/17/2018	Check	390	Action Maintenance & Painting	Refund damage deposit for 9/7/18 Damage deposit for 9/7/18	-150.00	-150.00	
09/17/2018	Check	391	Alicia Watson	Refund 9/8/18 event deposit Refund pavilion deposit for 9/8/18 event	-50.00	-50.00	
09/17/2018	Check	392	Greater Kingston Kiwanis	Salmon slam deposit refund 9/8 Deposit refund for Salmon Slam	-150.00	-150.00	
09/17/2018	Check	393	Jennifer LaPorte	Refund deposit for 9/9 event Picnic pavilion deposit refund	-50.00	-50.00	
09/17/2018	Check	394	Brittany VanderPol	9/9/18 Event canceled Picnic pavilion deposit refund - 9/9/18 event canceled	-50.00	-50.00	
09/17/2018	Check	395	Holly Ridge Center	Refund security deposit for 9/11/18 meeting Coffee consumed on 9/11/18	-120.00	-150.00	-30.00
09/17/2018	Check	396	Tomi Whalen	Refund security deposit for 9/7/18 booked by L Winterowd but paid by Tomi Whalen Refund deposit for 9/7/18 event	-150.00	-150.00	
09/17/2018	Check	397	Amy Eldridge	Overdue deposit refund - 8/25/18 event Refund picnic pavilion deposit - 8/25/18	-50.00	-50.00	
7/31/2018			Columbia Bank service charge		-5.95		5.95
8/31/2018			Columbia Bank service charge		-5.95		5.95
					-1,276.90	-1,000.00	276.90