

Village Green Metropolitan Park District (VGMPD)

Date: 16 April 2019

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), Jason Manges (Comm), Pat Pearson (Comm), Bob Warden (Comm) & Linda Fyfe (Program Coordinator/Manager VGCC)
 - b. Authorized Absence: None
5. **Guests:** Betsy Cooper (VGF President), Walt Elliot (Resident), Jim & Tina Novotney, Pickleball players, & Laura Gronvoll, resident
6. **Approval of Agenda.** Dated 4/16/19
 - a. Recommended for approval: Pat Pearson (Comm)
 - b. Second Approval by: Bob Warden (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
7. **Meeting Minutes:** Dated 3/19/19
 - a. Recommended for approval: Pat Pearson (Comm).
 - b. Second Approval by Jason Manges (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
8. **Public Comment:** Tina Novotney, Proposal on Pickle Ball paint. White vs Blue. Proposed to use blue for pickleball and to place signage up for the proposal to tennis court users to contact Linda Fyfe. Players will buy the paint and do the painting.
Jim Novotney, Proposal for tennis court repairs. 248 linear feet of crack repair is need to fix the tennis courts. Filling is the least expensive but not very effective. To repair the tennis court properly the cost would be about \$26K. Commissioners declined to proceed with repairs.
9. **Report On Events to Date:**
 - a. Finance
 - a). Operating Cash: \$38,315.12, Petty Cash: \$3,222.55 & Investment \$304,968.03
 - b). Bills and Vouchers were signed: See attached Voucher 1, total \$6,130.16. Motion to authorize payments by Pat Pearson (Comm), Second by Jason Manges (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
 - c). Voucher #2 \$9,870.72, 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 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

10. Unfinished Business:

- a. Building Manager Report: Linda Fyfe (MVGCC) provided an update on the Bldg. See report dated 4/16/19
- b. Master Plan: Asphalt sealing proposal to include striping ~~and~~ ^{only} arrows (and possibly increased No Parking signage) was made by Jason Manges (Comm), Second by Pat Pearson (Comm), So ordered by Bobbie Moore (Chair/Comm). ^{Not yet done} Pat Pearson (Comm) is to check with Kitsap County about whether their crews could be contracted to do the work. Exercise Trail improvements are in progress.]
- c. Park Security: Potential tenters are living in the back park area. Bobbie Moore (Chair/Comm) will investigate the issue.
- d. Rain Garden: No status.
- e. Pea Patch: No report.
- f. KCAC: A presentation will be made about the State Ferry on 29 April 2019 at VG
- g. VGF: Room rental policy no report and tabled until further notice.
- h. Mobile Dental Clinic: No report.
- i. Fundraising: Village Green Foundation Breakfast will be 5/8/19 and the Great Give will be on 4/23/19.
- j. Acoustics: Jason Manges (Comm) will meet with Dave Wetter to discuss the issue. Ceiling work needs to be contracted out and wall treatment may be done by volunteers
- k. Exercise Trail: In process of being completed.
- l. Sponsorship of Kingston Baskets: Moved to decline sponsorship for Kingston Flower Baskets by Jason Manges (Comm), Second by Bob Warden (Comm). So ordered by Bobbie Moore (Chair/Comm). Commissioners may opt to sponsor as individuals.

11. New Business:

- a. Resolution #2019-3 Commissioners Declining Pay: Tabled

12. Any further public comment: None

13. Next Meeting Schedule: 21 May 2019 @ 6:30 p.m. at Village Green Community Center

14. Open Public Meeting Adjourned by: Bobbie Moore, (Chair/Comm) 8:10 p.m.

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

Village Green Metropolitan Park District

UNPAID BILLS - *Voucher #1*

All Dates

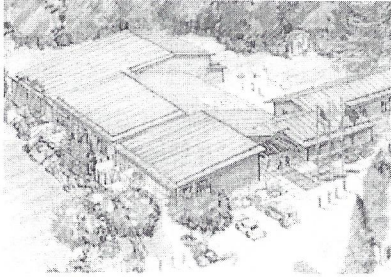
DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Abdel Artistry & Services						
04/10/2019	Bill	VG-201904	04/20/2019	-6	200.00	200.00
04/10/2019	Bill	VG-201904b	04/20/2019	-6	75.00	75.00
Total for Abdel Artistry & Services					\$275.00	\$275.00 ✓
Air Management Solutions (360) 479-6500						
04/01/2019	Bill	0000136248	04/11/2019	3	1,661.16	1,661.16
Total for Air Management Solutions					\$1,661.16	\$1,661.16 ✓
Bird Electric Corp						
04/01/2019	Bill	69147	04/11/2019	3	210.00	210.00
Total for Bird Electric Corp					\$210.00	\$210.00 ✓
Brem-Air Disposal						
04/01/2019	Bill	5478451-0029-6	04/11/2019	3	210.66	210.66
Total for Brem-Air Disposal					\$210.66	\$210.66 ✓
Business Solutions						
04/01/2019	Bill	18.242	04/11/2019	3	367.50	367.50
Total for Business Solutions					\$367.50	\$367.50 ✓
Marji Sullivan						
04/01/2019	Bill	00000002	04/11/2019	3	70.00	70.00
Total for Marji Sullivan					\$70.00	\$70.00 ✗
McClain Landscaping Services						
04/01/2019	Bill		04/11/2019	3	955.57	955.57
Total for McClain Landscaping Services					\$955.57	\$955.57 ✓
Olympic Printer Resources						
04/04/2019	Bill	2019-1061	04/14/2019	0	94.78	94.78
Total for Olympic Printer Resources					\$94.78	\$94.78 ✓
Puget Sound Energy						
04/06/2019	Bill	3.19	04/16/2019	-2	16.78	16.78
04/06/2019	Bill	3.19 Elc.	04/16/2019	-2	389.55	389.55
Total for Puget Sound Energy					\$406.33	\$406.33 ✓
Rec1						
04/01/2019	Bill	184626	04/11/2019	3	100.00	100.00
Total for Rec1					\$100.00	\$100.00 ✓
Superior Linen Service						
04/01/2019	Bill	3.19	04/11/2019	3	331.43	331.43
Total for Superior Linen Service					\$331.43	\$331.43 ✓
Village Green Metropolitan Park District						
04/12/2019	Bill		04/22/2019	-8	1,447.73	1,447.73
Total for Village Green Metropolitan Park District					\$1,447.73	\$1,447.73 ✓
TOTAL					\$6,130.16	\$6,130.16

Village Green Metropolitan Park District

UNPAID BILLS VOUCHER #2 FOR 4 16 19

As of April 16, 2019

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Centurylink				
04/16/2019	Bill		04/26/2019	280.23
Total for Centurylink				\$280.23 ✓
DT Micro				
04/16/2019	Bill		04/26/2019	306.00
Total for DT Micro				\$306.00 ✓
Kitsap County Public Works				
04/16/2019	Bill		04/26/2019	74.28
Total for Kitsap County Public Works				\$74.28 ✓
Village Green Foundation				
04/16/2019	Bill		04/26/2019	9,000.00
Total for Village Green Foundation				\$9,000.00 ✓
Zero Waste				
04/16/2019	Bill		04/26/2019	210.21
Total for Zero Waste				\$210.21 ✓
TOTAL				\$9,870.72



Village Green Community Center

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

www.myvillagegreen.org

MANAGER'S REPORT

presented to the Village Green Metropolitan Park District Commissioners
April 16, 2019

PROGRAMS

Building Usage Statistics for March 2019

Library	4312
Boys and Girls Club	957
Events/Classes/Meetings	<u>2912</u>

8181

VOLUNTEER HOURS: 425

Other Social Media Statistics

Constant Contact Mailing List	469
Facebook Page	1,220 LIKES

PROPERTY

- We had a visit from the fire marshal this week regarding a complaint that was sent to them from a patron. The complaint included a presumption that we do not have enough evacuation drills and that the front desk volunteers aren't properly trained in emergencies. We resumed our regular evacuation drills at the end of March and will have them quarterly. Our volunteer Risk Manager is on top of regular trainings at the monthly volunteer meetings and is keeping the Emergency Manual updated.

During that same meeting, we agreed that now would be a great time to conduct the annual fire safety inspection. We passed with flying colors.

- The shower is now being cleaned on a regular basis – on a 3-week schedule (because that is what fits best with Abdel, who owns a professional cleaning company). The shower is used 3 times a day on average and every three weeks seems to be a perfect schedule to keep it clean.
- Carol Geissler is currently working on an inventory program for all of the items in the kitchen. We will be meeting with the owners of Farm Kitchen to learn about

their procedures for keeping track of their inventory when they have a large number of different groups using their kitchen.

- The doors are always an issue in the building. Currently, the outside door from the Windermere room is acting up. Dave Wetter has been informed. It is an important door as it leads in from the outside.

The rest of the information regarding the building can be found in the minutes from the Tenant Council meeting that took place on April 2.

Respectfully submitted,

Linda Fyfe

Tenant Council Meeting

April 2, 2019 - 1-2pm at Village Green Community Center

Attendees: Bobbie Moore and Linda Fyfe – Metropolitan Park District
Chelsea Tate and Natasha Holtpatrick - Boys & Girls Club
Karen Jeyes - Kitsap Regional Library, Kingston Branch
Patrick O'Neil and David Jones - Director of Facilities, KRL

- J.T. Bird will train Shelby on how to best clean the kitchen grill. Then Shelby can teach Chelsea and other staff at Boy and Girls Club
- The gas leak in the VG kitchen has been resolved. All agreed that there is no longer an odor of propane. The gas range had a slight leak in three of its six valves and all six were replaced. The lever behind the grill was switched to Natural Gas instead of to propane which could have been part of the cause of the leakage. The propane gas had a build-up or puddle of approximately 16 ounces of gas which also created the constant odor.
- The upper convection oven was inspected by the same technician who observed that some of the parts were not working properly. The appliances never been inspected since installation three years ago. Replacement parts have been quoted. Bobbie would like Linda to find other suppliers for replacement parts.
- Community Meal hosts need better clean-up procedure and a standardized written method for future hosts to follow should be prepared. The host should try to keep track of how long it takes to do the clean-up. A suggestion is to avoid certain foods such as sliced cabbage, some of which winds up on the floor and in hidden crevices.
 - ✓ Must remind hosts that Boys and Girls Club have priority in the kitchen and use of the stove on those Fridays when the Community Meal takes place. Their food, plates, etc. should not be removed or touched.
- Shower cleaning: Since Abdel Rodriguez has taken over sanitizing this facility, its cleanliness has greatly improved and he will now be asked to perform a monthly deep cleaning –approx. 2 hrs.- at \$50/hr.- as approved by Bobbie at this meeting.
- Kitchen Use: The VG kitchen has been designated as a “Commissary Kitchen” by Kitsap Co. Health Department. There is a signup sheet on the bulletin board in the kitchen for each group who uses the kitchen to record every use.
- Special permits for events: at this moment, the VG is charging rental of the rooms, \$150.- refundable damage fee, \$150.- liquor and cannabis license. Does Health Dpt. Require further permits?

- Chelsea Tate indicates that a few of the computers in the Tech Lab aren't working correctly. Need to talk to Tyler. Perhaps some of VG volunteers could verify which computers are not properly connected to the WiFi and/or browser.
- Sound proofing in the gym: Linda showed new samples of insulation for walls and ceiling. Chelsea tried picking at wall insulation, which is biodegradable, to see how "child-proof" it is. Initial cost: \$14,000.- for the product and \$14,000.- for installation. BGC is concerned it's not child-proof.
- LIBRARY REPORT: Karen discussed some of its upcoming programs they are excited about: Summer Learning; Concerts: African music, drums. Their magazine Inspire comes out on May 15th, Linda would like to have prior knowledge of KRL events so that they can be highlighted in VG's newsletter which she would need by the 15th of the month.
 - KRL's Facility Director has replaced their "exit" sign which needed to be corrected.
 - The custodian will have a check-list to review issues.
 - Facility Director will pay a monthly 2 hour visit to other library branches and their custodians and prepare reports accordingly.
 - David Jones found two wasp nests on the VG roof under the flashing and successfully eliminated both, leaving the VG with a spray can in case they reappear.
- The Boys and Girls Club auction garden party went well, generating a total sum of \$30,000.-
 - At the moment they have approximately 25 children for Spring Break.
 - Registration for Summer Camp begins April 8th., with 4 camp staff members; approximately 60 children and only 2 vans for transportation, unfortunately, some kids will be left behind.
 - Soccer Camp starts May 6th., with training of coaches the week before.
 - They also have a new trainee, Lindsay Zenz, who is the club's first hire-from-club staff member.
- The Foundation Breakfast is coming up on May 8 and Bobbie indicated that she'd like to have Chef Joe Seals speak at it. Ed Ramsey, CPA for AARP's taxes was also suggested, as was Lindsey Zenz.
- An item not on the agenda was the issue of Snow that we had this year. The county did not plow our Dulay Rd. which made life difficult for the residents of the apartments as well as the VG building. Bobbie suggested getting the county involved in clearing our street especially in view of the residents who were not able to get leave their apartments to get groceries.

The next meeting is scheduled for May 7th., 2019