

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		6/20/2023
		6:30 PM
		Village Green Community Center, 26159 Dulay Rd NE, Kingston
Meeting called by:	MPD Commissioners	Regular monthly meeting to be conducted in person with video conference option.
Facilitator:	Bob Netzel, Chair	Note taker: Tracy Harris, clerk
Attendees:	Excused absences: none	
Please read:	Minutes from prior month meeting; Manager's report; Prior month financial statements; Petty cash reimbursement detail	
Roll call		
Convene Regular Monthly meeting		Presenter
Approve agenda; approve prior meeting minutes		Est. time
Report on current financial matters:		Bobbie
A. Consent approval - See page 2		
1. Supplier batches already processed:		
Jun 1, Jun 8 and Jun 15 Checks/EFT payments issued		All
2. Processed not yet paid: VGMPD petty cash reimbursement \$2225.86; Public Works \$92.24		5 min
B. Approval at June meeting: Any received post 6/14:		5 min
C. Financial Statements – May 2023		Bobbie
Unfinished Business		
Master planning – grounds maintenance update/biologist's report: Update		Jason, All 20 min
Updated proposal from District resident Joel Schwarcz		Joel Schwarcz, Bobbie, Jason 10 min
Report from MPD-VGF Task Team – updates only		Beth, Jet, Bob, or Bobbie 10 min
Building manager/program coordinator report: Any questions?		Marcy 10 min
Update on Severe Weather Shelter agreement;		Bobbie 5 min
Tree Risk Mitigation Project – Bid Approval		Jason, Marcy 5 min
New Business		
Approvals on new contracts		Bobbie 10 min
Office assistant position discussion		Bobbie, Marcy 10 min
Bark estimate		Jason 5 min
Music Licensing		Marcy 10 min
Grant opportunity		Bobbie 10 min
Discussion about affordable housing project		All 10 min
Adjourn		All

Supplier payments:

Checks & EFT Payments 6/1/23; Total: \$2,962.79

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Johnny Tsunami LLC	83733892	Johnny Tsunami LLC	Immediate	SINV-2023-71039	05/30/2023		05/30/2023	0.00	0.00	1,232.22
Johnny Tsunami LLC	83735960	Johnny Tsunami LLC	Immediate	SINV-2023-71040	05/30/2023		05/30/2023	0.00	0.00	798.00

Checks & EFT Payments 6/8/23; Total: \$7,587.12

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Waste Management of WA	6579014-0029-8	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2023-71416	06/01/2023		07/01/2023	0.00	0.00	340.70
Northwest Construction & Landscape, LLC	21889	Northwest Construction & Landscape, LLC	Net 30	SINV-2023-71418	06/01/2023		07/01/2023	0.00	0.00	1,583.40
Northwest Construction & Landscape, LLC	21799	Northwest Construction & Landscape, LLC	Net 30	SINV-2023-71419	06/01/2023		07/01/2023	0.00	0.00	256.63
Northwest Construction & Landscape, LLC	21902	Northwest Construction & Landscape, LLC	Net 30	SINV-2023-71420	06/01/2023		07/01/2023	0.00	0.00	999.19
Enduris Washington	D23C104331	Enduris Washington	Immediate	SINV-2023-71421	06/01/2023		06/01/2023	0.00	0.00	1,000.00
Isabel Gates	116	Isabel Gates	Net 30	SINV-2023-71487	06/01/2023		07/01/2023	0.00	0.00	88.00
Superior Linen Service	Sup Linen May 2023	Superior Linen Service	Net 30	SINV-2023-71489	06/01/2023		07/01/2023	0.00	0.00	479.17
Business Solutions Bookkeeping LLC	18.1024	Business Solutions Bookkeeping LLC - Remit-To: 25966 Eagle Ct NW	Net 30	SINV-2023-71612	06/02/2023		07/02/2023	0.00	0.00	367.50
Tournesol Siteworks, LLC	54293	Tournesol Siteworks, LLC	Immediate	SINV-2023-71692	06/05/2023		06/05/2023	0.00	0.00	2,369.64
GoTo Technologies USA, Inc.	IN7102010112	GoTo Technologies USA, Inc.	Immediate	SINV-2023-71772	06/05/2023		06/05/2023	0.00	0.00	102.89

Checks & EFT Payments 6/15/23; Total: \$486.03

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Dtmicro, Inc.	6851	Dtmicro, Inc.	Net 30	SINV-2023-72472	06/09/2023		07/09/2023	0.00	0.00	200.00
CenturyLink	5311	CenturyLink - Remit-To: Po Box 4300	Net 30	SINV-2023-72478	06/09/2023		07/09/2023	0.00	0.00	150.38
Puget Sound Energy	PSE May 2023 Duly	Puget Sound Energy	Net 30	SINV-2023-73216	06/14/2023		07/14/2023	0.00	0.00	98.53
Puget Sound Energy	PSE May 2023 W Kingston	Puget Sound Energy	Net 30	SINV-2023-73219	06/14/2023		07/14/2023	0.00	0.00	37.12

Village Green Metropolitan Park District
Check Detail
May 15 - June 14, 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount	Cash reimbursement
05/16/2023	Check	1486	Mary Elizabeth Petrie		-175.00	-175.00
				80% Childbirth	-140.00	
				20% Childbirth	-35.00	
05/16/2023	Check	1487	Mella Hunt		-150.00	-150.00
				Gordon PTA event	-150.00	
05/16/2023	Check	1488	Gina Nipay		-150.00	-150.00
				5/13 Gym rental	-150.00	
05/16/2023	Check	1489	Fun Fitness LLC		0.00	0.00
				Voided		
				Barre Class for Kerry Godwin	0.00	
05/27/2023	Check	1490	Carol D Smith		-50.00	-50.00
				Pavillon rental 5/27/23	-50.00	
05/27/2023	Check	1491	Fun Fitness LLC		-95.00	-95.00
				Barre class punch pass	-95.00	
05/27/2023	Check	1492	Jaymie T Dau		-50.00	-50.00
				Pavillon rental 5/20/2023	-50.00	
05/27/2023	Check	1493	Bremerton Backflow		-220.00	-220.00
				4 Backflow testes	220.00	
05/27/2023	Check	1494	Port of Kingston		-83.78	-83.78
				Diesel and gas for mowers 5/26	83.78	
05/31/2023	Check	SVCCHRG			-72.51	-72.51
				Service Charge	72.51	
05/31/2023	Check				-175.00	-175.00
				Deposits in transit	175.00	
06/02/2023	Check	1495	Kingston-North Kitsap Rotary		-220.00	0.00
				Joncas, Vinci and Mack Basket charges	-220.00	
06/02/2023	Check	1496	Melissa Swec		-50.00	0.00
				5/24 Pavillon - not Xferred	-50.00	
06/02/2023	Check	1497	Sydney Salazar		-108.00	-108.00
				Invoice 001	-108.00	
06/02/2023	Check	1498	Robin Jones		-20.00	-20.00
				\$50 check, 2 checks bounced - \$15/check, 50-30-\$20	-20.00	
06/02/2023	Check	1499	Rebekah Snedegar		-120.00	-120.00
				class canceled	-96.00	
				baking class canceled	-24.00	
06/02/2023	Check	1500	Fun Fitness LLC		-95.00	0.00
				Barre Classe - Godwin	-95.00	
06/02/2023	Check	1501	Washington State Patrol		-11.00	-11.00
				Invoice I23006981	11.00	

Village Green Metropolitan Park District						
Check Detail						
May 15 - June 14, 2023						
06/05/2023	Check	Credit card payment	Cardmember service	Due 5/16, paid late	-645.57	-645.57
				Shower supplies	15.23	
				Chamber lunch May	20.00	
				Volunteer meeting 4/20/23	23.48	
				For reorganizing office files	29.90	
				Tool for adapting printer ink cartridges	12.95	
				Ad for tree removal RFP NK Herald	90.64	
				Ad for tree removal RFP - Bainbridge	102.70	
				Cake for VG 6th anniversary	95.34	
				Ad for tree removal RFP - Kitsap Sun	147.08	
				Postage for Priority mail envelopes	96.50	
				Miscellaneous returns	-27.25	
				Credit card late fee	39.00	
06/09/2023	Check	1502	Robin Jones		-50.00	-50.00
				Pavillon rental refund 6/3/2023	-50.00	
06/09/2023	Check	1503	Nicole Turner		-50.00	-50.00
				Pavillon rental 6/4	-50.00	
				Pavillon rental 6/4/2023	-50.00	
06/09/2023	Check	1504	Fun Fitness LLC		-95.00	0.00
				Barre class - Pierce pass	-95.00	
						-2,225.86

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