

VILLAGE GREEN METROPOLITAN PARK DISTRICT: AGENDA		9/19/2023	
		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:	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	Est. time
Approve agenda; approve prior meeting minutes			
Report on current financial matters:		Bobbie	5 min
A. Consent approval - See page 2			
1. Supplier batches already processed: Sep 7, Sep 14 Checks/EFT payments issued		All	5 min
2. Processed not yet paid: PSE \$479.36, Petty cash \$2797.90			
B. Approval at August meeting: Any received post 9/14:			5 min
C. Financial Statements – August 2023			
D. Approving payroll		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
New Business			
Issues with law enforcement around weapons		Marcy, Bobbie	10 min
Increase in Petty Cash		Bobbie	2 min
Discussion about affordable housing project		All	10 min
Adjourn		All	

Supplier payments:

Checks & EFT Payments 9/7/23; Total: \$11,625.41

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Frog Rock Media LLC	1176	Frog Rock Media LLC	Immediate	SINV-2023-82450	09/01/2023		09/01/2023	0.00	0.00	595.00
Bird Electric Corporation	75264	Bird Electric Corporation	Net 30	SINV-2023-82454	09/01/2023		10/01/2023	0.00	0.00	236.97
Collins Tek LLC	159	Collins Tek LLC	Immediate	SINV-2023-82455	09/01/2023		09/01/2023	0.00	0.00	382.20
Waste Management of WA	6650070-0029-2	Waste Management of WA - Remit-To: Wm Corporate Services Inc -Wm Of Wa Inc	Net 30	SINV-2023-82456	09/01/2023		10/01/2023	0.00	0.00	346.25
Northwest Construction & Landscape, LLC	22181	Northwest Construction & Landscape, LLC	Net 30	SINV-2023-82457	09/01/2023		10/01/2023	0.00	0.00	1,736.28
Northwest Construction & Landscape, LLC	22103	Northwest Construction & Landscape, LLC	Net 30	SINV-2023-82458	09/01/2023		10/01/2023	0.00	0.00	204.75
Kitsap Public Utility District	KPUD Jun-Aug 2023 W Kingston Irrig	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2023-82598	09/05/2023		10/05/2023	0.00	0.00	6,299.00
Kitsap Public Utility District	KPUD Jun-Aug 2023 Comm Ctr	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2023-82601	09/05/2023		10/05/2023	0.00	0.00	351.35
Kitsap Public Utility District	KPUD Jun-Aug Dulay Road Irrig	Kitsap Public Utility District - Remit-To: PO Box 2910	Net 30	SINV-2023-82604	09/05/2023		10/05/2023	0.00	0.00	1,273.61
Dtmicro, Inc.	7007	Dtmicro, Inc.	Net 30	SINV-2023-82607	09/05/2023		10/05/2023	0.00	0.00	200.00

Checks & EFT Payments 9/14/23; Total: \$49,183.29

Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay
Superior Linen Service	Superior Linen Aug 2023	Superior Linen Service	Net 30	SINV-2023-83104	09/08/2023		10/08/2023	0.00	0.00	357.62
Business Solutions Bookkeeping LLC	18.1070	Business Solutions Bookkeeping LLC - Remit-To: 25966 Eagle Ct NW	Net 30	SINV-2023-83105	09/08/2023		10/08/2023	0.00	0.00	367.50
GoTo Technologies USA, Inc.	IN7102275247	GoTo Technologies USA, Inc.	Net 30	SINV-2023-83106	09/08/2023		10/08/2023	0.00	0.00	109.04
Air Management Solutions, LLC	1143848	Air Management Solutions, LLC	Net 30	SINV-2023-83108	09/08/2023		10/08/2023	0.00	0.00	2,451.69
Collins Tek LLC	162	Collins Tek LLC	Net 30	SINV-2023-83111	09/08/2023		10/08/2023	0.00	0.00	109.20
Kitsap Law Group	17065	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2023-83118	09/08/2023		10/08/2023	0.00	0.00	53.00
Enduris Washington	R24-547-1	Enduris Washington	Net 30	SINV-2023-83348	09/11/2023		10/11/2023	0.00	0.00	44,695.00
Kitsap County	Public Works Aug 2023	Kitsap County - Remit-To: KC Public Works Sewer Payments	Net 30	SINV-2023-83350	09/11/2023		10/11/2023	0.00	0.00	92.24
Cornerstone Cleaning	18728	Cornerstone Cleaning	Immediate	SINV-2023-83577	09/12/2023		09/12/2023	0.00	0.00	948.00

Village Green Metropolitan Park District							
Check Detail							
August 13 - September 15, 2023							
Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Cash outlay
Key Bank Petty Cash							
08/25/2023	Check	2002	Mary R Sweeney			-50.00	-50.00
				8/19 Pavilion		-50.00	
08/25/2023	Check	Bank charge	Superior	Checks for KB account	R	-231.73	-231.73
						231.73	
09/01/2023	Check	2001	Mary R Sweeney	Voided		0.00	0.00
09/01/2023	Check	2003	Heidi Parrick			-50.00	-50.00
				8/27 Pavilion		-50.00	
09/01/2023	Check	2004	Marianne OKeefe			-50.00	-50.00
				8/27 Pavilion		-50.00	
09/01/2023	Check	2005	Washington State Patrol			-88.00	-88.00
						88.00	
09/01/2023	Check	2006	Jennifer Sletten			-69.00	-69.00
				Aug Dance Workout share		-69.00	
09/01/2023	Check	2007	Elan Financial Services			-1,893.67	-1,893.67
				Tennis net and winder		315.42	
				Paper cutter blades, envelopes, file folders		51.67	
				New computer and monitor		780.75	
				Chamber luncheon		20.00	
				2 desks for admin assitants		471.72	
				doorstops, shower dispenser, swing replacement, dogging keys, dog poop signs (\$8.11 credit for return dogging keys)		254.11	
09/08/2023	Check	2008	Village Green Foundation			-40.00	-40.00
				Maxwell and Smith-Hill DIF		-40.00	
09/08/2023	Check	2009	Fun Fitness LLC			-110.00	-110.00
				Barre class; Satre 95, Basu 15		-110.00	
09/08/2023	Check	2010	Carol Geissler			-96.50	-96.50
				Priority Mail Stamps		96.50	
09/15/2023	Check	2011	Dr Jill Paisley			-29.00	-29.00
				Amanda Dellinger Breathwork		-29.00	
09/15/2023	Check	2012	Emily Buckner			-40.00	-40.00
				9/14 Pavilion dep - coffee fee		-40.00	
09/15/2023	Check	2013	Alisha Chrisman			-50.00	-50.00
				9/9 Pavilion		-50.00	
Key Bank Petty Cash account- UMPQUA							
08/18/2023	Check	1554	Erin Davignon*			-187.33	Umpqua - DNR
				Food for volunteer meeting		34.46	
				New speaker		152.87	
08/18/2023	Check	1555	Kimberly Adams		R	-50.00	Umpqua - DNR
				8/12 Pavilion		-50.00	
08/18/2023	Check	SVCCHR G		Service Charge	R	-4.00	Umpqua - DNR
						4.00	
08/25/2023	Check	1556	Village Green Metropolitan Park District		R	-714.72	DNR - Funded KB
				initial set up - diff between 4000 and 3285.28 reimb check #3856554		714.72	
							-2,797.90

Monday, Sep 18, 2023 09:34:59 AM GMT-7