



Shelton Metropolitan Park District Agenda

Shelton Civic Center

March 17, 2020 – 5:50 p.m.

- A. Call to Order
 - Roll Call
- B. General Public Comment
- C. Consent Agenda
 - 1. Voucher number 101359 in the amount of \$5,000.00
 - 2. Minutes from December 17, 2019
- D. Business Agenda
 - 1. Selection of President and Clerk of the Board
- E. Announcement of Next Meeting – June 16, 2020 at 5:50 p.m.
- F. Adjourn

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein voucher numbered 101359 in the amount of \$5,000.00 that the claims are just, due and unpaid obligations against the Shelton Metropolitan Parks District, and that I am authorized to authenticate and certify said claims.

Signed this 10TH of March, 2020.



Director of Financial Services

We, the undersigned members of the Board of Shelton Metropolitan Parks District, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2020.

Kevin Dorcy, President

Kathy McDowell, Clerk

James Boad

Megan Fiess

Eric Onisko

Deidre Peterson

Joe Schmit



Shelton, WA

Shelton Metropolitan Park District

Check Register

Packet: APPKT01508 - January 17, 2020 - SMPD QTR1/2020 INVOICES

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
202919	WA CITIES INSUR AUTHORITY	01/17/2020	Regular	0.00	5,000.00	101359

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	5,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	5,000.00

all *PJ*

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2020	5,000.00
			<hr/> 5,000.00



Shelton, WA

Shelton Metropolitan Park District

Check Register

Packet: APPKT01508 - January 17, 2020 - SMPD QTR1/2020
INVOICES

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
202919	WA CITIES INSUR AUTHORITY	01/17/2020	Regular	0.00	5,000.00	101359
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>14627</u>	Invoice	01/01/2020	2020 WCIA INSURANCE-PROGRAM ASSES	2020 WCIA INSURANCE-PR	5,000.00	
<u>675-000-000-57120-4600</u>		Insurance		2020 WCIA INSURANCE-PR	950.00	
<u>675-000-000-57680-4600</u>		Insurance		2020 WCIA INSURANCE-PR	4,050.00	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	5,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	5,000.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2020	5,000.00
			<u>5,000.00</u>



**SHELTON METROPOLITAN PARK DISTRICT
MEETING MINUTES
December 17, 2019 at 5:50 p.m.
Shelton Civic Center**

BOARD MEMBERS AND PERSONNEL PRESENT

Presiding:

President Kevin Dorcy
Clerk Kathy McDowell
Board Member Gary Cronce
Board Member Eric Onisko
Board Member Deidre Peterson
Board Member Joe Schmit

Staff:

City Manager Jeff Niten
City Clerk Donna Nault
Finance Director Aaron BeMiller
Community Development Director Mark Ziegler
Public Works Director Craig Gregory
City Attorney Kathleen Haggard

Absent: Board Member Bob Rogers

CALL TO ORDER

The meeting was called to order at 5:52 p.m. Roll call was taken - Board Member Bob Rogers was absent. There was a motion and a second to excuse Bob Rogers' absence. Passed.

GENERAL PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

- November 19, 2019 – Special Meeting Minutes
- Vouchers 101055 through 101056

There was a motion to approve the consent agenda as published. Passed.

ADMINISTRATION REPORT

- Community Development Director Mark Ziegler – Processing Reoccurring Voucher Payments in the absence of a SMPD Quarterly Meeting.

Board Members and City staff discussed an option for a policy that would allow payment of reoccurring vouchers in lieu of waiting for a SMPD quarterly meeting to happen to approve a payment. It was felt having a process in place would improve efficiency and avoid late fees.

City Manager Jeff Niten indicated SMPD could follow the City policy for payment of reoccurring vouchers and it would not be necessary to create a new policy for reoccurring vouchers.

A motion was made and seconded to adopt the City's policy allowing staff to make payment of reoccurring vouchers. Passed.

ANNOUNCEMENT OF NEXT MEETING

The next SMPD meeting is March 17, 2020 at 5:50 p.m.

ADJOURN

As there was no further business, President Dorcy adjourned the meeting at 5:57 p.m.

President

City Clerk