

Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Webinar

Monday, July 26th, 2021

Attending: Patrick Hatchel, Vice-Chair; Walt Draper, Treasurer; Erin Leedham; Phil Havers, Tom Bullock and John Morrissey.

Staff: Mike Walton, Executive Director; Brian Lawler, Attorney; Cynthia Rogers, Barker Creek.

Absent: Daron Jagodzinske, Chair

1. **Call to Order:** The Vice Chair called the meeting to order at 5:32 PM.
2. **Meeting Minutes:** The ED presented the Minutes of the June 28th Virtual Regular Meeting of the Board of Directors.
John Morrissey moved to approve the Meeting Minutes as submitted and Erin Leedham seconded. The motion passed unanimously.
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **Regional Project Status Reports:**
PGFHP Progress Report – Eric Baker, Kitsap County
Eric reported on the continuing progress of the various tasks in the PGFHP Project:
The Ride Park -
 - a) Phase 1 has begun construction and is planned to complete in Q3 2021.
 - b) Phase 2 Trailhead amenities design & planning is proceeding and should finish in Q3 2021**STO Trail –**
 - a) Design Process proceeding, not due to complete until Q4 2022.
 - b) Stottlemeyer Trailhead design for construction also under way.**Master Plan –**
 - a) Good feedback from public meetings, now preparing alternative plans for public feedback
 - b) Proposal for alternative plans should be complete by Q3 2021.Eric will submit another significant invoice by next week.
5. **Financial Reports:**
 - A. **Monthly Financials & Tax Rebate Summary** – The ED reported on results from June data. The KPFDP received \$177.3K in tax rebate revenue, up 49.7% over 2020 **Note: This % increase is distorted as this was the largest Covid impact month.** (total was up 25% over 2019). The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$19.9K> in Expenses. The result was a Net to Cash of \$87.5K.
 - B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher in the amount of \$6,621.64 for expenses from June to be paid.
Walt Draper moved to approve the Blanket Voucher in the amount of \$6,621.64. It was seconded by Phil Havers and passed unanimously.
 - C. **Directors Stipend** – The Ed submitted a Blanket Voucher for Director’s stipends in the amount of \$3200 for Q3 & Q4 of 2020 and the first quarter of 2021. Some discrepancies were noted in the listing of the recipients and order of the amounts so the item was tabled until next month.
 - D. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulsbo in the amount of \$7,275.65, from the PERC project for June invoices, It was noted that the BV in the Packet was last month’s invoice and the ED retrieved the correct invoice for review.
Tom Bullock made a motion to approve the Project Blanket Voucher in the amount of \$7,275.65. It was seconded by John Morrissey and passed unanimously.

E. Port of Bremerton Invoice Approval Process –

The two new invoices from the Port of Bremerton totaling \$114,509.25 were reviewed by the Construction Consultant Barker Creek and were recommended for approval:

Erin Leedham moved that the June invoices for \$114,509.25 be approved. Walt Draper seconded the motion and it passed unanimously.

Note: The ED uses the Digital Signatures of the Directors on the Blanket Voucher approval forms submitted to the Board. The Board indicated its approval of the process used by the ED to expedite the handling of the forms during the pandemic and virtual meetings.

6. New Business: None Presented

7. Ongoing Business:

- A. **ED Activity Report** – The ED submitted his report on his activities for the preceding month. The Chair asked the Directors to review this report at their leisure. The ED added that he had attended the Food Truck Fest on the previous weekend, and it was a tremendous success, with overflow crowds. This was an EventFund supported event postponed from 2020 and newly promoted for 2021.
- B. **Regional Facility Reports** – Activity is increasing at both current Regional Centers with increasingly better prospects for the future. The Chair asked the Directors them to read them at their leisure.

The Meeting was adjourned at 6:32 pm.

Next Meeting of the Board: Zoom webinar on August 23rd, 2021, at 5:30 pm

Topics: General Business; Port of Bremerton Progress Report; project invoices, & POB Invoices

NOTE:

- 1) Future meetings may be in-person when a public site becomes available.**
 - 2) There may be other location or format changes at meeting dates in 2021.**
- Please check the website for updates.**