

# ***Kitsap Public Facilities District***

## **Minutes of the Virtual Board of Directors Meeting**

Monday, April 26<sup>th</sup>, 2021

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

**Staff:** Mike Walton, Executive Director; Brian Lawler, Attorney; Susan Veach, Bookkeeper,

**Absent:** None

1. **Call to Order:** The Chair called the meeting to order at 5:30 PM. His question for the Board was “What do you miss most from pre-Covid19?”
2. **Meeting Minutes:** The ED presented the Minutes of the March 22<sup>nd</sup> Regular Meeting  
**John Morrissey moved to approve the February 22nd Regular Meeting Minutes as submitted and Tom Bullock seconded. The motion passed unanimously.**
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **Regional Project Status Reports:**
  - A. **County PGFHP ILA Modification – Brian Lawler & Eric Baker, Kitsap County**  
Brian explained the update that Eric had made, adjusting the schedule for completion of the first parts of the Stage 2 plan, noting that the end of 2022 as completion date.  
**Erin Leedham moved to approve the revision to the PGFHP ILA as presented by Brian Lawler. Walt Draper seconded the motion, and it was approved unanimously.**
5. **New Business:**
  - A. **Visit Kitsap Agreement Extension – Mike Walton & Patty Graf-Hoke, VKP**  
Mike explained that the 2020 agreement had an extension clause and both VKP and KPFD representatives wanted to extend it and it was signed in January. In the discussion several things were pointed out that were not current, so it was referred to Brian for review and update. No motion was made to approve.  
Patty also stated she is retiring and introduced Beth Javens as her replacement. Beth spoke briefly, introducing herself to the Board.
  - B. Patty went on to introduce the first views of the redesigned website for the KPFD. It was contracted for in 2020 and significant progress on a new WordPress website had been made. It is cellphone responsive and more contemporary in its design. Not all of the content has been converted and the site is perhaps two to three months away from being released to the public. Phil Havers brought up the need to have a privacy policy in place when the site comes online.
6. **Financial Reports:**
  - A. **Monthly Financials & Tax Rebate Summary –** the ED reported on results from March data. The KPFD received \$144.7K in tax rebate revenue, up 9.5% over 2019, and the highest ever received by the KPFD in March. The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$14K> in Expenses. The result was a Net to Cash of \$60.8K.  
**Susan Veach** was also present to go over the financial reports and point out several important parts of the reports and how they tie together, but each highlights a separate aspect of the financials. There were several Q&As to clarify some issues for the Directors.
  - B. **Expense Blanket Voucher –**The ED submitted a Blanket Voucher in the amount of \$7,602.73 for expenses from March to be paid.  
**John Morrissey moved to approve the Blanket Voucher in the amount of \$7,602.73. It was seconded by Phil Havers and passed unanimously.**

- C. **Port Orchard SKCEC Blanket Voucher** – The ED submitted a SKCEC project Blanket Voucher for \$20,628.28 to cover contractor expenses during March.  
**John Morrissey moved to approve the submitted Blanket Voucher in the amount of \$20,628.28. It was seconded by Erin Leedham and passed unanimously.**
- D. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulsbo in the amount of \$10,868.75, from the PERC project for March invoices,  
**Walt Draper made a motion to approve the Project Blanket Voucher in the amount of \$10,868.75. It was seconded by Phil Havers and passed unanimously.**

Note: The ED uses the Digital Signatures of the Directors on the Blanket Voucher approval form 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.

**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.
- B. **Regional Facility Reports** – Some activity is increasing at both current Regional Centers with better prospects for the future. The Chair asked the Directors them to read them at their leisure.

**8. Executive Session – the Board entered Executive Session at 7:00 pm, planning to return in 30 minutes. The Board exited Executive Session at 7:30 pm and resumed the meeting.**

**9. Action to Amend the Employment Agreement**

**Erin Leedham moved to approve the Amendment to the Employment Agreement for the Executive Director as submitted. It was seconded by Walt Draper and passed unanimously.**

**10. Search for Executive Search Firm**

The KPFD will work with the County HR Dept. to select a search firm to find candidates for the Executive Director position.

**John Morrissey moved to create a committee to review the search firm candidates. It was seconded by Phil Havers and passed unanimously.**

The Chair asked for volunteers for the committee to review the candidates and make a recommendation to the Board. The volunteers were Tom Bullock, John Morrissey and Daron Jagodzinske.

**The Meeting was adjourned at 7:39 pm.**

**Next Regular Meeting of the Board, a Zoom webinar on May 24th, 2021 at 5:30 pm**

**Topics: General Business; Port Orchard (SKCEC) Progress Report**

**NOTE: This is planned as another Zoom webinar. There may be other location or format changes at each of the regular meeting dates in 2021. Please check the website for updates.**