

Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Webinar

Monday, September 27th, 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; Shannon Thompson, Construction Consultant; Susan Veach, Accountant.

Absent: Brian Lawler, Attorney

1. **Call to Order:** The Chair called the meeting to order at 5:35 PM. He asked the question – “What did your parents say or do that you swore you would never do yourself?”
2. **Meeting Minutes:** The ED presented the Minutes of the August 23rd Virtual Regular Meeting of the Board of Directors.
Erin Leedham moved to approve the Meeting Minutes as submitted. The motion was seconded by Phil Havers and the motion passed unanimously.
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **New Business:**
 - A. **Data Sharing Agreement with WA State Auditor**
The ED explained the reporting of the KPFD annual financials and the posting of those financials by the Auditor’s office for the public to view. This Agreement is a new requirement and formalizes that process and is standardized across all entities that provide financials to the Auditor. The ED provided an email with attorney Lawler’s review and endorsement of the Agreement.
John Morrissey moved to approve the Data Sharing Agreement with the State Auditor’s Office. Walt Draper provided a second and the motion passed unanimously.
 - B. **Demonstration of new KPFD website** – The ED provided some background for the update and the Interlock Solutions expert, Cinnamon Harrington, provided a tour of the new site, the organizational structure and the responsiveness to different viewing platforms. Phil Havers inquired about adding pictures and bios to the About/Director’s page. Cinnamon explained that is relatively easy to do, when provided with quality pictures and personal bios. The ED will follow up at the following meeting.
There was a consensus of the Board that the site was well done and could be made live immediately. The ED suggested that a few days to conduct a few other logistics and the “live date” would be projected to be Oct 1.
 - C. **Mid-year Budget Adjustment** –
The ED presented information about changes in the spend rate in certain areas of the Operations Budget that made an adjustment in the projected Budget numbers necessary. It also included the necessity to transfer additional funds from the 96977 General fund to the 96968 Operations Fund in the amount of \$64,000. That brought the total transferred to Operations up to \$244,000. The ED explained that was his estimate, although the total budget projection was suggested to be raised to \$287,000, if all categories were spent to the maximum proposed limits, which the ED did not expect to happen.
Joh Morrissey moved to approve the budget revisions and balance transfer as presented. Phil Havers seconded the motion and it was approved unanimously.
5. **Financial Reports:**
 - A. **Monthly Financials & Tax Rebate Summary** – The ED reported on results from August data. The KPFD received \$204.7K in tax rebate revenue, up 19.7% over 2020
Note: This amount is the first month in KPFD history to exceed \$200K!

The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$18.3K> in Expenses. The result was a Net to Cash in 96977 of \$116.6K. The 96977 balance rose to \$3.943 Million

- B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher in the amount of \$11,868.99 for expenses from Aug to be paid.
Erin Leedham moved to approve the Blanket Voucher in the amount of \$11,868.99. It was seconded by Walt Draper 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.
Walt Draper moved to approve the Blanket Voucher for \$3,200 as presented. It was seconded by Tom Bullock and passed unanimously.
- D. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulso in the amount of \$8,955.00, from the PERC project for August invoices. A question was raised about backup data and tracking the expenditures from each project. The ED brought Construction Consultant, Shannon Thompson, into the meeting for the discussion. It was concluded that the tracking procedure and approval process would be taken over by the construction consultant in future presentations and the procedure would be presented at the next meeting.
Phil Havers made a motion to approve the PERC Project Blanket Voucher in the amount of \$8,955.00. It was seconded by Erin Leedham and passed unanimously.
- E. **Port of Bremerton Invoice Approval Process** –
The new invoice from the Port of Bremerton in the amount of \$58,990.70 was reviewed by the Construction Consultant and was recommended for approval: It was agreed that the process discussed in the previous action would also apply to the POB invoice recommendations. He also recommended that more work product documentation be supplied to the POB to justify future approvals.
Erin Leedham moved that the August invoice for \$58,990.70 be approved for payment by the POB. Tom Bullock 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. 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** – Activity is increasing at both current Regional Centers with increasingly better prospects for the future. The Chair asked the Directors to read them at their leisure.

- 7. Executive Session: The Chair called for an Executive Session for the purpose of evaluating applicants for a position with the KPF. It would begin at 6:36 pm and conclude at 7 pm. The Executive Session ended at 7:12 pm with no further action.**

The Meeting was adjourned at 7:12 pm.

Next Meeting of the Board: Zoom webinar on October 25th, 2021, at 5:30 pm

**Topics: General Business; PERC Progress Report; 2022 Budget; 2022 Meeting Schedule
Monthly Financials & POB Invoice**

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.**