

Kitsap Public Facilities District

Public Meeting and Community Service Appreciation Expenses Policy (aka “Hosting or Food and Beverages” Policy)

Purpose

This policy establishes guidelines for the payment of necessary expenses for meals and refreshments at certain meetings of the KPFD. Payment of such expenses is necessary and appropriate (1) when circumstances require the conduct of KPFD business at meetings that must be scheduled at times other than the KPFD’s normal meeting time, such as at meal time or for an extended duration, particularly during evening hours or on weekend days, or (2) when special or exemplary public service is recognized or an appointed board member retires.

Policy

The KPFD will pay expenses for meals or refreshments (excluding alcoholic beverages) at open, public meetings as may be approved from time to time by the Board of Directors, in the following circumstances:

1. When KPFD meetings cannot be scheduled at the customary time of 6:30 p.m. and must be scheduled at normal meal times so that Board members will be precluded from having meals on their own time, meals may be provided for such officials and employees as approved by the Board for payment, provided that the cost of such meals does not exceed the amount established annually by the Kitsap County Board of Commissioners for such meals.
2. When KPFD meetings will extend beyond normal duration and meals or refreshments will assist participants’ mental and physical ability to function optimally and thereby facilitate meaningful participation in, and contribution to, the conduct of KPFD business, refreshments may be provided for such participants and paid for by the KPFD provided the cost of such refreshments shall not exceed an average cost of \$12 per participant.
3. When all or part of the agenda for a KPFD meeting is to recognize and show appreciation for board members upon their retirement from KPFD service or to acknowledge special volunteer service to the KPFD by a member of the public.
4. When a list of meeting participants and the KPFD meeting date, time, location and agenda are attached to the invoice and/or record of payment.

This policy does not permit use of KPFD funds for recognition of employees’ retirement or special service to the KPFD.