

Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Meeting

Monday, March 22nd, 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, Cynthia Rogers, Barker Creek.

Absent: None

1. **Call to Order:** The Chair called the meeting to order at 5:30 PM. His question for the Board was “with March Madness underway, what is your favorite sport?”
2. **Meeting Minutes:** The ED presented the Minutes of the February 22nd Regular Meeting and the March 10th Special Meeting.
John Morrissey moved to approve the February 22nd Regular Meeting Minutes as corrected via email and Erin Leedham seconded. The motion passed unanimously.
Walt Draper moved to approve the March 10th Special Meeting Minutes as presented. It seconded by Pat Hatchel and passed unanimously.
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **Regional Project Status Reports:**
 - A. **Poulsbo PERC Status Report – Karla Boughton & Dan Schoonmaker, City of Poulsbo**
Karla made a PowerPoint presentation of the initial results of the community response process. Several services or features were high on the list – swimming pool, playing fields, walking trails and many more. Karla said the team was aware they could not supply everything for everybody and would have to make choices for a facility they could afford to build and manage effectively.
5. **Financial Reports:**
 - A. **Monthly Financials & Tax Rebate Summary** – the ED reported on results from February data. The KPFD received \$192.7K in tax rebate revenue, up 10.9% over 2019, and the highest ever received by the KPFD to date. The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$20.2K> in Expenses. The result was a Net to Cash of \$102.4K.
The ED also briefly reviewed the monthly financial reports and noted that the expenses were higher in Feb because of multiple charges for the VKP recurring payments that restart every Jan-Feb.
 - B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher in the amount of \$4,646.01 for expenses from Feb to be paid.
Phil Havers moved to approve the Blanket Voucher in the amount of \$4,646.01. It was seconded by John Morrissey and passed unanimously.
 - C. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher for \$9,410.81, an invoice from the PERC project for Feb invoices,
Erin Leedham made a motion to approve the Project Blanket Voucher in the amount of \$9,410.81. 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.

6. New Business

- A. **Search for new Executive Director** – Board Chair indicated that this effort was delayed because that enlisting the assistance of the County HR dept. in the process of selecting a search firm would require an ILA and that was going to take some time for the respective attorneys to set up. This topic was also going to be discussed in the Executive Session.

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 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 6:15 pm, planning to return in 30 minutes.

- A. **The Chair exited the Session briefly to state that they would take additional 15 min.**
- B. **The Board exited Executive Session at 7:05 pm**

With no action items pending, the Meeting was adjourned at 7:07 pm.

Next Regular Meeting of the Board, April 26th, 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.