

Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Webinar

Monday, August 23rd, 2021

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

Staff: Mike Walton, Executive Director; Brian Lawler, Attorney; Shannon Thompson, Barker Creek.

Absent: Patrick Hatchel, Vice-Chair

1. **Call to Order:** The Chair called the meeting to order at 5:31 PM. He asked the question – “What memory or time spent was most memorable this summer?”

2. **Meeting Minutes:** The ED presented the Minutes of the July 26th 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, with one abstention, Daron was not present.

3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**

4. **Regional Project Status Reports:**

Port of Bremerton/Circuit of the NW Progress Report – Jim Rothlin POB & Joel Cohen, CNW
Jim reported on the continuing progress of the POB/CNW Project: Joel Cohen & Andy Gerdorn reported on the specific public portions of the project the KPFD are funding in part.

The Amphitheater/Special Event Areas -

- a) The grading requirements in this area has been changed dramatically.
- b) The public access and parking is being significantly altered.
- c) A central Concessions and Restroom facility is being designed for the final facility.

The CStock Theater –

- a) A separate facility is being designed for the CStock theater.
- b) It will offer both indoor and outdoor performance capability.

The Technology Pad and STEM Center –

- a) Still in design phase, many cooperative plans with private companies being negotiated.

This planned activity is generally proceeding as planned, to be completed in early 2022. The initial set of drawings has been delivered to the Port and KPFD should get a copy shortly. Construction is currently planned to start in Mid-2022.

Note: This presentation and the rest of the meeting can be found on the KPFD YouTube Channel - <https://www.youtube.com/channel/UCX9s374H7UNnsaRjsBPqyBw>

5. **New Business:**

A. **SKCEC ILA Revision** – Brian Lawler & Nick Bond, Pt Orchard

This was discussed at some length last month, so this is the ILA verbiage to support the pull-in of the \$1 million commitment to the purchase of the Kitsap Bank property for the eventual construction of the SKCEC on that site. Brian described the changes and the stipulations about documenting the sale. Nick Bond confirmed the language is what the City & the KPFD agreed upon.

John Morrissey moved to adopt the changes to the ILA as presented, with the notation about the DOC grant email, as discussed. Erin Leedham provided a second and the motion passed unanimously.

B. **Demonstration of new KPFD website** – The Interlock Solutions expert was not present, so the Chair decided to table the item without any comment from the ED.

6. Financial Reports:

- A. **Monthly Financials & Tax Rebate Summary** – The ED reported on results from July data. The KPFD received \$192.6K in tax rebate revenue, up 16.5% over 2020
Note: This % increase is after the maximum impact from Covid-19.
The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$18.2K> in Expenses. The result was a Net to Cash in 96977 of \$104.5K. That amount rose to \$3.807 Million
- B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher in the amount of \$8,836.75 for expenses from July-Aug to be paid.
Walt Draper moved to approve the Blanket Voucher in the amount of \$8,836.75. 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 again and the item was tabled again until next month.
- D. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulsbo in the amount of \$23,434.49, from the PERC project for July invoices.
Phil Havers made a motion to approve the PERC Project Blanket Voucher in the amount of \$23,434.49. It was seconded by Erin Leedham and passed unanimously.

SKCEC Blanket Voucher – The ED submitted a Project Blanket Voucher from the City of Port Orchard in the amount of \$30,002.84 for July invoices.

John Morrissey made a motion to approve the SKCEC Blanket Voucher in the amount of \$30,002.84. It was seconded by Phil Havers and passed unanimously.

- E. **Port of Bremerton Invoice Approval Process** –
The new invoice from the Port of Bremerton in the amount of \$70,703.55 was reviewed by the Construction Consultant Barker Creek and was recommended for approval:
Erin Leedham moved that the July invoices for \$70,703.55 be approved. Phil Havers 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.

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 the County Fair would be held at the KFEC in the coming week, but the size and scope of the Fair would be reduced because of the Pandemic.
- 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 6:54 pm.

Next Meeting of the Board: Zoom webinar on September 27th, 2021, at 5:30 pm

Topics: General Business; SKCEC Progress Report; Monthly Financials & 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.**