

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, February 24, 2020

City Hall, 280 Madison Ave., Bainbridge Island, WA

Attending: Daron Jagodzinske, Chair; Bill Mahan, Vice-Chair; Erin Leedham; Rick Smith, Tom Bullock

Staff: Mike Walton, Executive Director; Brian Lawler, Attorney

Absent: Walt Draper, Treasurer and Patrick Hatchel

1. **Call to Order:** The Chair called the meeting to order at 5:30 PM. He commented about this is the first “virtual” meeting of the KPFD Board, conducted via a zoom webinar format.
2. **Meeting Minutes:** The ED presented the Minutes of the February 24th meeting,
Erin Leedham moved to approve the Minutes as submitted. Tom Bullock seconded the motion and it passed unanimously.
3. **Special Recognition:**
 - A. We are at the cusp of a “Changing of the Guard” for the KPFD. Our longest serving Director is leaving the Board – Rick Smith, who was one of the founding members of the KPFD back in 2000. Also leaving the Board is Bill Mahan, a long-time civil servant and elected official, after four years on the KPFD Board. The ED displayed two certificates of recognition and promised a more memorable recognition award.
 - B. Bill and Rick’s replacements, John Morrissey for Port Orchard and Phil Havers for District 3, were present in the “audience” and both spoke about looking forward to being on the KPFD Board.
4. **Financial Reports:**
 - A. **Monthly Financials & Tax Rebate Summary** – the ED reported on results from May data. The PFD received \$125.1K in tax rebate revenue, down <16.2%> from 2019; The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$17.1K> in Expenses. The result was a Net to Cash of \$39K. The balance of the 96977 Fund remained slightly in excess of \$3.0 million,
The ED also presented an estimate of possible tax revenues for the balance of 2020, showing and estimated decrease year-over-year of approx. \$100K or 6.9%.
 - B. **Blanket Voucher** – The ED submitted a Blanket Voucher of \$3,015.15 for various expenses from May to be paid.
Bill Mahan moved to approve the Blanket Voucher in the amount of \$3,015.15. It was seconded by Erin Leedham and passed unanimously.
 - C. **Director’s Stipend Blanket Voucher** – The ED submitted the Blanket Voucher for the first half of 2020 Board meetings and the Directors’ attendance at these meetings.
Erin Leedham moved to approve the Blanket Voucher in the amount of \$1,166.22. It was seconded by Tom Bullock and passed unanimously.
5. **Ongoing Business:**
 - A. **Dept. of Commerce Feasibility Review Status**
The ED summarized several calls and emails with Angie Hong which resulted in the following conclusion: There would be no “preliminary” study prior to the trigger point of committing to sell bonds or other financing to start construction on any one of the three KPFD projects. Appropriately six months prior to any bond sale, KPFD should notify the DOC for a feasibility study.
 - B. **Construction Consultant** – the ED reported that a selection process had been proposed and submitted to the Board. A selection committee of the ED, Erin Leedham and Tom Bullock

would contact the four candidates to prepare proposal presentations to the review board in three to four weeks' time. The review committee would select the top two to present to the Board for final selection. The consensus of the Board was to follow this process.

- C. **ED Activity Report** - Chair directed them to read at their leisure.
- D. **Regional Facility Reports** - Chair directed them to read at their leisure.

6. **New Business:**

- A. **Legal Services Contract** – The ED presented an updated legal services contract for Jameson Pepple and Cantu PLLC (JPC) to provides legal services to the KPFDD, in the persons of Brian Lawler and Denise Hamel. JPC was formed from a merger of Brian's old company and a new set of partners.
Rick Smith made a motion to approve the new legal services contract with Jameson, Pepple and Cantu. The motion was seconded by Erin Leedham and passed unanimously.
- B. **VKP marketing Services Contract** - Tabled until next month.
- C. **Attestation Policy** – Brian provided an opinion piece and explained how a second signature assured a review of all actions approved on a single signature assured more consistent process and repeatable results. It was suggested that this be incorporated into the By-Laws for approval at a subsequent meeting.
- D. **Electronic Signature Authority** – with changes in the County and state regulations, Brian provided an opinion piece explaining how our older policy would need to be updated and replaced. It was also suggested this could be incorporated into the Bylaws as well. Brian agreed that he would look into that.
- E. **Video Meeting Policy** – Brian did not have a legal opinion piece on this but did address how he had been tracking the State rules on this and planned to submit a policy to the Board as soon as it stabilized at State.

7. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda)

- A. **Hank Anderson:** Hank was interested in whether the July meeting would be in person or via Zoom. He was concerned about attending a gathering of people when it was still risky for CV-19. He was told it would probably be a Zoom meeting, as this one went reasonably well

Meeting adjourned at 6:31 pm.

Next Regular Meeting of the Board, July 27th, 2020 at 5:30 pm

Poulsbo City Hall, 280 Moe Ave., Poulsbo

NOTE: It is likely to be another Zoom meeting.

Topics: General Business

NOTE: This is a location change from previous meeting location. There will be location changes at each of the regular meeting dates in 2020. Please check the website for updates.