

# *Kitsap Public Facilities District*

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## Minutes of the Virtual Board of Directors Webinar

Monday, February 28, 2022

**Attending:** Chairman Daron Jagodzinske, Vice-Chairman Patrick Hatchel, Treasurer Walt Draper, Director Erin Leedham, Director John Morrissey, Director Phil Havers,  
**Staff:** Executive Director Russ Shiplet, Construction Consultants Shannon Thompson & Cindy Rogers, Accountant Susan Veach.  
**Absent:** Director Tom Bullock

1. **Call to Order:** Chairman Jagodzinske called the meeting to order at 5:30 PM.

Chairman Jagodzinske asked the board to observe a moment of silence for the people of Ukraine, and the ongoing war against Russia.

2. **Public Comment:** Chairman Jagodzinske asked if anyone in attendance wished to make a public comment. There were no public comments at the meeting this month.

3. **Approval of Consent Agenda:** Chairman Jagodzinske asked the Board if anyone wished to move an item out of the Consent Agenda for further discussion. Director Morrissey moved to accept the Consent Agenda as written. Chairman Jagodzinske wished to remove item B of the Consent Agenda (Blanket Voucher #06-FEB 2022 96968 Operating Expenses) to demonstrate to the Board and public how removing an item for discussion works. Item B was moved to New Business for later discussion. Chairman Jagodzinske asked the Board if they wished for any other items to be removed for later discussion. No other items were removed. Director Morrissey amended his motion to approve the Consent Agenda, exclusive of item B. Director Draper seconded the motion. The motion and amended Consent Agenda were approved unanimously.

4. **Project Progress Report:** Port of Bremerton/Circuit of the Northwest (POB/CNW) – Port of Bremerton CEO Mr. Jim Rothlin, and co-project manager, Mr. Joel Cohen of the Joel Cohen Group.

- Mr. Cohen introduced his co-project manager, Mr. Andy Gerdom, who stepped the board through the slide presentation.
- Mr. Gerdom focused on the proposed public facilities portion of CNW, including the large amphitheater and smaller stage, CSTOCK indoor/outdoor center, regional sports area, hard surface multiuse space, hospitality village, and parking.
- Mr. Bob Guyt, of Blue Architecture, spoke to the artist renderings of the two outdoor amphitheater spaces, and the concessions building. In addition, Mr. Guyt showed a three-dimensional model of the large stage, covered seating area.
- Mr. Gerdom covered the plans for access in and out of the amphitheater space, with off-site parking and shuttle service provisions.
- Mr. Cohen wished to thank the Engineer of Record, Mr. Pat Fuhrer of MAP LTD, and his efforts towards the project.

## 5. **New Business:**

### A. **WA State Auditor Report** – Executive Director Shiplet

- The WA State Auditor's Office conducted a financial audit of the KFPD for FY18-20. There were no findings from the audit and just two recommendations:
  - Ensure that the BOD meeting minutes reflect board approval for all board member stipends.
  - Ensure that the BOD meeting minutes reflect board approval for all employee OT pay.
- The next audit will be held in 2024 to cover FY21-23.

### B. **Board Retreat** – Chairman Jagodzinske

- Chairman Jagodzinske informed the Board that he and Executive Director Shiplet were looking at some potential dates to hold a Board Retreat in March over a four-hour period, which would include lunch.
- Executive Director Shiplet put out the date of March 11, 2022, from 10:30–2:30, with lunch being delivered at 12:30. Mr. Shiplet will be checking with a local building owner in Silverdale to see if his conference room is available that day and time.
- Director Havers volunteered the use of his office conference room on March 11 if the Silverdale location does not pan out.
- Executive Director Shiplet polled the Board to see if March 11, 2022. All in attendance affirmed their availability.

### C. **Blanket Voucher #06-FEB 2022 96968 Operating Expenses** – Chairman Jagodzinske

- Chairman Jagodzinske asked for a motion to approve the blanket voucher as presented. Director Leedham moved to accept the blanket voucher as written. Director Morrissey seconded the motion.
- Chairman Jagodzinske asked if the Board had any points of discussion. Director Morrissey asked Mr. Shiplet about the Visit Kitsap Peninsula advertising expense and what the charge was for. Executive Director Shiplet explained that it was part of a three-year commitment that the previous KFPD Executive Director made with the previous Visit Kitsap Peninsula Executive Director. Executive Director Shiplet expressed that he has spoken with Chairman Jagodzinske and would like to discuss advertising and promotional options with the Board during the retreat. In addition, Executive Director Shiplet would like to invite the Visit Kitsap Peninsula Marketing Director to the retreat as well to talk about other options.
- The Board voted unanimously to approve the motion.

## 6. **Financial Reports** – Accountant Susan Veach & Executive Director Shiplet

- Ms. Veach presented the December 2021 Profit & Loss Statement which covers the KFPD Operating Funds. The ending balance was near zero by design.
- Executive Director Shiplet has been working with the County through the transition to their new accounting system – Workday.

- The December 2021 figures may change as the County adjusts our year-end totals.
- The 2021 Statement of Financial Revenue & Expenses will likely be adjusted as well.
- Detailed reports of 2021 were also presented.
- The January 2022 Statement of Financial Position by Fund was presented. Adjustments to this report are likely.
- Executive Director Shiplet reported that the County renewed the KPF D bond through 12/1/2026. More details will be provided during the next Board meeting.
- Director Morrisey suggested that the KPF D re-engage with our financial advisors and bond counsel to discuss future, projected revenue.
- Executive Director Shiplet presented the Tax Rebate Summary for January & February 2022.
- Executive Director Shiplet presented a project funds spreadsheet that reflects the original ILA financial obligations of the KPF D, all invoices submitted for reimbursement to date, all Board approval dates, and funds paid dates. Each year's totals are reflected per project, with total amounts still owed based on beginning and ending balances.

#### **7. Ongoing Business – Executive Director Shiplet**

- Executive Director Shiplet & Board Director Morrisey have agreed that Kitsap Bank should be the choice for obtaining a business credit card for the KPF D. Director Morrisey suggested that the Executive Director and the KPF D Executive Board Members should be on the signature card. Director Leedham agreed and suggested that there be only one business card to be held by the Executive Director. The remaining board members agreed. The bank may require a resolution by the Board, authorizing the application and use of the business card. Executive Director Shiplet will report back out to the Board on the application progress.

**Meeting adjourned @ 6:49 PM.**

**Next Meeting of the Board: Poulsbo City Hall or Zoom webinar on March 28, 2022, 5:30 PM - depending on Governor Inslee's proclamation regarding the Open Public Meetings Act.**

**Topics: General Business, PERC Project Update, New Business, Financials & Ongoing Business.**

**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 2022. Please check the website for updates.**