

# *Kitsap Public Facilities District*

Minutes of the Board of Directors Meeting (Including optional “in-person” element)

Monday, August 22, 2022

## **Attendance:**

**Board Members Present:** Chairman Patrick Hatchel, Vice Chairman John Morrissey, Treasurer Walter Draper, Director Erin Leedham, Director Phil Havers, Director Tom Bullock, Director Daron Jagodzinske

**Staff Present:** Executive Director Russ Shiplet

**Advisors, Counsel, & Consultants Present:** Bond Counsel Mr. Marc Greenough; Financial Advisors Mr. Ryan Neumeister & Mr. Scott Bauer; Construction Consultant Ms. Cindy Rogers

1. **Call to Order:** KPFD Chairman Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment was given concerning a pause in the Port Gamble Forest Heritage Park Trails project so that further environmental studies could be conducted based on public concern.
3. **Approval of Consent Agenda:** A motion was made to approve the Consent Agenda items as presented by Treasurer Draper. The motion was seconded by Director Bullock and unanimously approved by the Board of Directors.
4. **Facilities Project Progress Report:** Port of Bremerton Circuit of the Northwest (POBCNW). Port of Bremerton CEO Mr. Jim Rothlin; Joel Cohen Group CEO Mr. Joel Cohen, Co-Project Manager Mr. Andy Gredom; Caldwell Sutter Capital Mr. James Towne
  - Final plans for the project will be presented to the Port of Bremerton on or before Sep 30, 2022.
  - Cost estimates for the public events and private portions of the project were presented.
  - Annual economic impact was estimated based on events held throughout the year at the CNW.
  - Funding options for the public portion of the project were presented.
  - Private facility financing by Caldwell Sutter Capital was discussed.
5. **New Business:**
  - A. **KPFD & Department of Commerce Initial Discussion on POBCNW Feasibility Study** – Executive Director Shiplet
    - KPFD held an initial meeting with the Department of Commerce to discuss the requirements for a feasibility study, which is required prior to committing public funds toward city, county, or public entity projects. A separate meeting was held with the Department of Commerce and a third-party contractor to detail the required project revenue estimates, bonding instruments, and public/private portions of the proposed funding. A third meeting will be held with all parties to begin piecing documents together.

**B. Kitsap Environmental Coalition (KEC) Letter to Kitsap Board of County of Commissioners - Executive Director Shiplet**

- KPFD recently received notification from the Kitsap Environmental Coalition (KEC), along with a copy of a letter submitted to the Kitsap Board of County Commissioners, seeking an environmental review of the Port Gamble Forest Heritage Park Trails project IAW the WA State Environmental Protects Act (SEPA). The PFD will follow up with the County regarding their response. Kitsap County is scheduled to provide an update on the Port Gamble Forest Heritage Park Trails project at the September 19, 2022, KPFD Board of Directors meeting.

**6. Financial Reports – KPFD Executive Director Shiplet**

- A. The July 2022 financial reports were presented.
- B. The Monthly Sales Tax Rebate Statement was presented.
- C. The Project Funding Tracking Worksheet was presented.

**7. Ongoing Business/Good of the Order – Executive Director Shiplet**

- A. The KPFD administration office has recently been relocated to 19980 10<sup>th</sup> Ave NE, Suite 204F, Poulsbo, WA 98370. The official occupancy date of the move was August 3, 2022.
- B. On July 27, 2022, the KPFD Board of Directors, legal counsel, and financial advisors met with the Kitsap County Board of County to Commissioners to discuss the refunding of the current 2021B bonds through 2041. The Commissioners voted unanimously to refund the bonds. The PFD will begin working with the County to refund the bonds by December 1, 2022.
- C. Kitsap Bank recently issued a business credit card to the PFD for the use of online charges and purchases necessary for maintaining specific operating expenses of the district.

**8. Meeting adjourned @ 7:02 PM.**

**Next Meeting of the Board: September 19, 2022 – Kitsap County Administration Building**

**Topics: General Business, Port Gamble Forest Heritage Park Trails Project Update, New Business, Financials & Ongoing Business.**

**NOTE:**

- 1. **Recordings of this meeting and meetings past can be found on the KPFD YouTube channel:** [https://www.youtube.com/channel/UCCxJLvS0fSBUKch\\_Zn9OPmQ](https://www.youtube.com/channel/UCCxJLvS0fSBUKch_Zn9OPmQ)