

# ***Kitsap Public Facilities District***

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

**Monday, October 24, 2022**

## **Attendance:**

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

**Board Members Absent:** Director Daron Jagodzinske

**Staff Present:** Executive Director Russ Shiptet

**Advisors, Counsel, & Consultants Present:** Legal Counsel Mr. Brian Lawler, Bond Counsel Mr. Lee Marchisio; Accountant Ms. Susan Veatch, Construction Consultant Mr. Shannon Thompson

1. **Call to Order:** KPFD Vice Chairman Morrissey called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment was given asking if the shared common bathrooms that are proposed in the design of the Port Orchard Community Events Center have received any controversial feedback.
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 Havers and unanimously approved by the Board of Directors.
4. **New Business:**
  - A. **Resolution 05-2022 KPFD & Kitsap Co. 2021B Bond Refunding** – Executive Director Shiptet
    - KPFD Bond Counsel Mr. Marchisio presented the resolution which updates the current 2021B County bond to December 31, 2041. A motion was made to approve the resolution by Treasurer Draper. The motion was seconded by Director Havers and unanimously approved by the Board of Directors.
  - B. **Amendment to the KPFD & Kitsap Co. ILA** – Executive Director Shiptet
    - The second amendment to the Kitsap County ILA was presented to the board. The amendment extends the ILA through 2023 and includes Executive Director Shiptet as the KPFD point of contact. A motion was made to approve the resolution by Director Leedham. The motion was seconded by Director Havers and unanimously approved by the Board of Directors.
  - C. **2023 Budget Committee** – Treasurer Draper
    - Treasurer Draper requested the two additional board members serve as part of the Budget Committee to provide more board involvement and transparency to the annual budget process. Directors Bullock and Leedham agreed to serve on the 2023 Budget Committee. The committee will meet in November 2022 and be prepared to present to the entire board for approval at the December 12, 2022, Board of Directors meeting.

**D. KPFD Retirement Plan Options – Executive Director Shiplet**

- At the direction of the KPFD Executive Team, the Executive Director investigated the WA State Public Employees Retirement System (PERS) as well as the Deferred Compensation Program (DCP). The PFD is eligible to enroll in the program. The Executive Director presented options for the PERS 2 & 3 plans and the DCP. Questions from the board were answered. A motion was made to enroll the PFD into the PERS 2 option of the WA State Retirement System by Treasurer Draper. The motion was seconded by Chairman Hatchel and unanimously approved by the Board of Directors.

**5. Facilities Project Progress Report: Port Orchard Community Events Center (POCEC) – Port Orchard City Mayor Rob Putaansuu, Dean Kelly & Leah Delaney of Rice Fergus Miller.**

- Interior and Exterior renderings of the POCEC were presented by PowerPoint and a video walkthrough of the entire facility. Some design changes have been made since the project was last updated to the PFD board in MAY 2022. Interior design concepts were also discussed.
- The design element of the project is now complete. A new seawall and shoreline restoration will be required once the POCEC is under construction. Bay Street will need to be raised to address current flooding issues.
- Construction cost estimates are showing increases upwards of 30%, with projections out to 2026 even greater still.
- The City is working with Kitsap Regional Library on additional funding for the ground floor space. Mayor Putaansuu will be meeting with the Port Orchard City Council to discuss anticipated construction costs and the City's portion of funding. The Mayor will return to the PFD Board in December to discuss a potential request for additional funds to complete the project.

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

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

**7. Ongoing Business/Good of the Order:**

**A. KPFD Rebranding Efforts & Logo Ideas – Ms. Kelle Kitchel & Executive Director Shiplet**

- Logo designs and taglines were presented to the Board for review and comment.
- The Board provided feedback on the icon, as well as the logo colors and tagline.
- Ms. Kitchel will continue working with Executive Director Shiplet on requested changes and will present additional logo options at the DEC 12, 2022, KPFD Board of Directors meeting.

**8. Meeting adjourned @ 7:24 PM.**

**Next Meeting of the Board: December 12, 2022 – Bainbridge Island City Hall**

**Topics: Poulsbo Events & Recreation Center (PERC) Project Update, Consent Agenda, New Business, Ongoing Business & Financials**