

Kitsap Public Facilities District

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

Monday, December 12, 2022

Attendance:

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

Board Members Absent: Director Tom Bullock

Staff Present: Executive Director Russ Shiplet

Advisors, Counsel, & Consultants Present: Legal Counsel Mr. Brian Lawler, Financial Advisor Mr. Ryan Neumeister, Construction Consultant Mr. Shannon Thompson

1. **Call to Order:** KPFDD Chairman Hatchel called the meeting to order at 6:00 PM.
2. **Public Comment:** Public comment was given regarding the start time of the January 30, 2023 meeting, and the November 15, 2022, special meeting minutes and anticipated posting on the KPFDD website.
3. **Approval of Consent Agenda:** A motion was made to approve the Consent Agenda items as presented, with corrections to the 977 voucher project identifiers by Vice-Chairman Morrissey. The motion was seconded by Director Jagodzinske. The motion passed.
4. **Project Financial Update:** Mayor Putaansuu provided a financial update on the Port Orchard Community Events Center (POCEC) project, estimated total construction costs based on projected supply and labor increases, the City and Kitsap Regional Library funding commitments, and the anticipated request for the PFD to secure a \$16M bond. A Letter of Intent (LOI) was discussed between the City of Port Orchard and the PFD but was not presented to the board for consideration or vote at this meeting.
5. **New Business:**
 - A. **Ratify NOV 2022 968 Operating Expenses & 977 Project Reimbursements** – Executive Director Shiplet
 - A motion was made by Vice-Chairman Morrissey to ratify the NOV 2022 operating expenses and project reimbursements that were voted unanimously by the Board of Directors via written consent. Director Leedham seconded the motion. The motion passed.
 - B. **Resolution 06-2022 KPFDD Enrollment in WA State PERS2 Retirement Program** – Executive Director Shiplet
 - A motion was made by Vice-Chairman Morrissey and seconded by Director Leedham to accept the resolution as written. The motion passed.

C. Resolution 07-2022 KPF Board of Directors Meeting Schedule for 2023 – Executive Director Shiplet

- The 2023 KPF Board of Directors Meeting Schedule was presented. There was a discussion of the necessity to move the June 19 meeting to a different location and/or date in lieu of the Juneteenth Holiday. Director Jagodzinske made a motion to accept the 2023 meeting schedule. Treasurer Draper seconded the motion. The motion passed.

D. Poulsbo Events & Recreation Center (PERC) ILA Amendment #3 – Executive Director Shiplet (on behalf of the City of Poulsbo)

- An amendment to the PERC ILA #2 was presented for approval by the board. Amendment #3 extends the date of the ILA to December 31, 2023, and changes the points of contact for both the City and the PFD. Director Jagodzinske made a motion to approve ILA Amendment #3. Treasurer Draper seconded the motion. The motion passed.

E. KPF 2023 Budget Proposal – Treasurer Draper

- Treasurer Draper, on behalf of the KPF Budget Committee, presented the 2023 budget to the board for adoption. There were discussions on specific line-item adjustments and 2022 budget performance. Director Havers moved to approve the 2023 budget as presented. Treasurer Draper seconded the motion. The 2023 budget motion passed.

6. Financial Reports – Executive Director Shiplet

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

7. Ongoing Business/Good of the Order:

A. Recognition of Director Jagodzinske – Executive Director Shiplet

- Director Jagodzinske was recognized for six years of service to the Kitsap Public Facilities, serving as Chairman of the Board from 2016-2022.

8. Meeting adjourned @ 6:57 PM.

Next Meeting of the Board: January 30, 2023 – Poulsbo City Hall & via Zoom Webinar

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