

Kitsap Public Facilities District

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

Monday, January 30, 2023

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 Shiplet

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

1. **Call to Order:** KPFD Chairman Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** One public comment was provided, praising the board for its desire to consider additional project proposals in the future. It was also suggested that the PFD review the current ranking process. No additional comments were provided.
3. **Approval of Consent Agenda:** A motion was made to approve the Consent Agenda as presented by Vice Chairman Morrissey. The motion was seconded by Director Havers and unanimously approved by the Board of Directors.
4. **Facilities Project Progress Report:** Poulsbo Events & Recreation Center (PERC) Project. Ms. Karla Boughton and Mayor Becky Erickson from the City of Poulsbo presented.
 - Project components were presented, which included:
 - Final Feasibility Report – which included:
 - Phased approach
 - Phase 1 Fields First conceptual site plan
 - Targeted market analysis
 - Operations considerations
 - Financial analysis
 - The PERC Phased approach includes:
 - Phase 1: Tournament Fields, which include turfed, and lighted tournament fields, outdoor recreational amenities, picnic/team shelters, bleachers, storage, and parking at an estimated cost of \$11.7M.
 - Phase 2: Events & Recreation Center, with indoor recreation gym, meeting, and classroom spaces for events/meetings/classes. Cost TBD.
 - Phase 3: Outdoor Recreational Pool. Cost TBD.
 - The City of Poulsbo is requesting that the PFD work with them to initiate the development of a second Interlocal Agreement (ILA) for Phase 1, outlining the PFD’s commitment to pay the debt service on a City-held bond, not to exceed 67% of the total cost. Chairman Hatchel directed Executive Director Shiplet to start working with the City on drafting the ILA to be presented to the PFD Board for a future vote of approval.

5. New Business:

A. JAN 19 2023 BOD Special Meeting Recap – Executive Director Shiplet

- During the meeting NW Municipal Advisors presented the financial model outlining the estimated revenue to be generated through 2041, and what impact project future funding requests would have on remaining balances year-to-year. Vice Chairman Morrissey suggested that Executive Director Shiplet begin discussions with Kitsap County on the possibility of them carrying the bond for the Port Orchard Community Events Center (POCEC) project. Discussions are already underway.

B. Legal Services Contract Extension – Executive Director Shiplet

- Mr. Lawler spoke about the need for the KPFD and Jameson Pepple Cantu PLLC to have a contract extension letter in place. Vice Chairman Morrissey made a motion to agree to the extension contract with Jameson Pepple Cantu LLC. Director Leedham seconded the motion. The motion was passed by the board.

6. Financial Reports – Executive Director Shiplet

- A.** The 2022 Financial Report, nor the JAN 2023 Financial Report was available for review but will be presented at the February 2023 Board of Directors meeting.
- B.** The year-end 2022, as well as the JAN 2023 Monthly Sales Tax Rebate Statements were presented.
- C.** The year-end 2022, as well as the JAN 2023 Facilities Tracking Report, were presented.

7. Ongoing Business/Good of the Order:

A. KPFD New Logo Revision #2 – Executive Director Shiplet

- A second revision of the new KPFD logo was presented to the board for consideration and formal approval. Comments from the board included changing the green in the logo to a gold color, and whether or not the logo itself may not be visible on a business card. Executive Director Shiplet will continue working with the graphics design team on the color change and visibility of the new logo.

8. Meeting adjourned @ 6:29 PM.

Next Meeting of the Board: February 27, 2022 – Bainbridge Island City Hall

Topics: Port Gamble Forest Heritage Park Trails Project Update, Consent Agenda, New Business, Ongoing Business & Financials