

Kitsap Public Facilities District

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

Monday, February 27, 2023

Attendance:

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

Board Members Absent: Director Erin Leedham, Director Tom Bullock

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 & Ms. Cindy Rogers

1. **Call to Order:** KPFDD Chairman Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** No public comments were provided during this meeting.
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:** Port Gamble Forest Heritage Park (PGFHP) Project. Mr. Eric Baker from Kitsap County presented.
 - Project components were presented, which included:
 - Mountain Biking Ride Park Phase 1
 - Framework Master Plan
 - Sound to Olympics Trail Design (Northern Segments)
 - Mountain Biking Ride Park Phase 2
 - Stottlemeyer Trailhead
 - Project budget specifics included:
 - Ride Park Phase 1 - \$70,000
 - Ride Park Phase 2 - \$305,000
 - Framework - \$40,000
 - Stottlemeyer Trailhead - \$285,000
 - Total Amount = \$700,000
 - Kitsap County is prepared to fund \$350,000 of the \$700,000 total and is asking the PFD to fund the additional \$350,000 to complete the four project components outlined.
 - The PFD will work with the County on drafting an amendment of the current ILA to reflect the additional funding request of \$350,000 toward to PGFHP project and will have it prepared for KPFDD board of directors approval at the MAR 2023 meeting.

5. New Business:

A. Financial Consultant Representation Extension – Executive Director Shiplet

- NW Municipal Advisors (NWMA) has served as the PFD financial advisers since 2020. The current representation agreement expired on December 31, 2022. NWMA is requesting an extension agreement of financial representation of the PFD through December 31, 2024.
- Legal Counsel Mr. Brian Lawler will review the extension agreement as presented and prepare to report back to the PFD board at the MAR 2023 meeting. The PFD board, at that time, may take a vote to extend the agreement to December 31, 2024.

B. Port Orchard Community Events Center (POCEC) Letter of Intent – Executive Director Shiplet & City of Port Orchard Mayor Rob Putaansuu.

- The PFD Executive Director and the City of Port Orchard Mayor Putaansuu have been working together with their respective legal counsels to craft a Letter of Intent (LOI) between the two parties that expresses support for potential additional PFD funding in the future for the POCEC project, based on estimated construction costs in future years, once construction is underway.
- Director Morrissey made a motion to adopt the LOI as presented. Director Havers seconded the motion. Discussion followed about the legalities of the LOI. The motion was passed unanimously by the PFD board.

6. Financial Reports – Executive Director Shiplet

- A.** The 2022 year-end Financial Report was presented.
- B.** The JAN 2023 & FEB 2023 Income & Expenditures Reports were presented.
- C.** The FEB 2023 Monthly Sales Tax Rebate Statement was presented.
- D.** The FEB 2023 Facilities Tracking Report was presented.

7. Ongoing Business/Good of the Order:

A. KPFD New Logo Revision #3 – Executive Director Shiplet

- A third revision of the new KPFD logo was presented to the board for consideration and formal approval. The board was pleased with the final revision and outcome.
- A motion was made by Director Morrissey to approve the logo design as presented. Director Jagodzinske seconded the motion. The motion was passed unanimously by the PFD board.

8. Meeting adjourned @ 6:52 PM

Next Meeting of the Board: March 20, 2023 – Kitsap County Administration Building

Topics: Port Orchard Community Events Center (POCEC) Project Update, Consent Agenda, New Business, Ongoing Business & Financials