



# Kitsap Public Facilities District

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## Minutes of the Board of Directors Meeting (Including optional "remote" element)

Monday, September 25, 2023

### **Attendance:**

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

**Board Members Absent:** Director Tom Bullock

**Staff Present:** Executive Director Russ Shiplet, Legal Counsel Brian Lawler (By Remote)

1. **Call to Order:** KPFDD Chairman Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment was provided regarding support of a letter submitted to the PFD board of directors and the concern for the PFD funding of the Port Gamble Forest Heritage Park project. It was noted that private citizens have recently met with the Executive Director to understand how PFD projects are selected for funding assistance and how project invoices are reimbursed. The board was appreciative of the comments and concerns.
3. **Approval of Consent Agenda:** Vice Chairman Morrissey motioned to approve the Consent Agenda as presented. Director Leedham seconded the motion. There was no discussion, and the Board of Directors passed the motion unanimously.
4. **Facilities Project Progress Report:** Port Orchard Community Events Center – Mayor Rob Putaansuu presenting. Mayor Putaansuu updated the project's direction, including the outdoor space design and projected usage. The Mayor also informed the board that Kitsap Regional Library has signed a formal agreement to half the remaining construction cost for the community events center with the City of Port Orchard.
5. **General Business:**
  - Resolution 01-2023 for the revised Event Fund Policy was presented to the board for discussion and approval. Director Leedham moved to accept the resolution. Treasurer Draper seconded the motion. There was a discussion about post-event reporting and documentation requirements. The board approved the resolution.



- A Request for Proposal (RFP) for KPFD Accounting Services was presented to the board for discussion and approval. Director Havers moved to approve the RFP. Director Jagodzinske seconded the motion. There was a discussion by the board about the selection process. It was determined that the budget committee vet the applicants and invite the top two or three candidates to present to the board formally. The RFP was approved.
  - Executive Director Shplet presented the KPFD website to the board, citing updates to all pages across the platform.
  - Executive Director Shplet discussed the possibility of holding board meetings every other month, beginning in 2024, citing that some meetings held in 2023 were very short with no project updates. The current KPFD Bylaws state that six board meetings be held annually, but it is not a requirement to hold monthly meetings. There was discussion in support of revising the board meeting schedule in 2024. Executive Director Shplet will provide an abbreviated meeting schedule for 2024 for approval at the December 2023 board meeting.
  - Executive Director Shplet spoke about establishing a funding prerequisite policy that outlines the requirements of project considerations moving forward. There was discussion about establishing a potential date when the board will invite RFPs for future funding projects.
- 6. Meeting Adjournment:**
- The Board of Directors meeting adjourned at 6:46 PM.

**Next Meeting of the Board: October 23, 2023 – Poulsbo City Hall**