



# Kitsap Public Facilities District

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

Monday, December 18, 2023

### **Attendance:**

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

**Staff Present:** Executive Director Russ Shiplet, Legal Counsel Brian Lawler

1. **Call to Order:** KPFH Chairman Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment included continuing concerns about funding for the Port Gamble Forest Heritage Park project. Included was a request that the KPFH Board of Directors delay voting on the PGFHP project ILA Amendment #4 until their questions could be answered (see attached). Additional public comment asked if a special meeting was held in November to discuss the Bainbridge Island Japanese American Exclusion Memorial Association project. Executive Director Shiplet responded that no special meeting of the Board of Directors was held in November.
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. **General Business:**
  - Treasurer Draper spoke on behalf of the Finance Committee regarding interviews conducted with two local accounting firms to serve as the KPFH Accountant of Record. The Finance Committee recommended hiring Parker Mooers & Cena CPAs to the Board. Treasurer Draper motioned to hire Parker Mooers & Cena to a three-year contract. Director Leedham seconded the motion. Director Havers abstained from voting due to a conflict of interest. The motion was amended to ensure the KPFH legal counsel approved the contract before signing. There was no further discussion, and the motion passed unanimously.
  - Treasurer Draper presented the KPFH 2024 budget for approval to the Board on behalf of the Finance Committee's recommendation. The Board asked some clarifying questions before the motion. Director Havers made a motion to approve the 2024 budget as presented. Vice Chairman Morrissey seconded the motion. There was no additional discussion and the motion passed unanimously.

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- Executive Director Shiplet presented Resolution 02-2023 – KPFD 2024 Holiday Schedule for board approval. Vice Chairman Morrissey moved to approve the resolution. Director Bullock seconded the motion. There was no further discussion, and the motion passed unanimously.
- Executive Director Shiplet presented the KPFD 2024 Meeting Schedule. It was noted that meetings would be held every two months beginning in February 2024. It was also highlighted that not all meetings would be held on a Monday. There was discussion amongst the Board about holding meetings on a consistent day of the week so as not to confuse the public. There was additional discussion about holding the Board meetings at a single location throughout the year. A motion was made and seconded to hold the 2024 meetings consistently on Mondays at locations to be determined. Executive Director Shiplet will communicate with those locations where BKAT can facilitate meeting recordings. The motion passed to approve the resolution with changes made as directed. This will be known as Resolution 03-2023.
- Executive Director Shiplet reported on a meeting in November with the Executive Committee, the KPFD legal counsel, the City of Bainbridge Island and their legal counsel, and the Bainbridge Island Metropolitan Parks District (BIMPD) regarding the funding need for the Bainbridge Island Japanese American Exclusion Memorial (BIJAEMA). During the meeting, it was determined that a potential ILA could be drafted, partnering the KPFD with the BIMPD and naming the City of Bainbridge to address the funding needs of the BIJAEMA project. There was discussion amongst the Board about setting dates for the PFD to consider potential funding requests.
- Executive Director Shiplet presented the initial draft of project funding guidelines for the PFD Board of Directors and Public Entities. The Board discussed forming a committee to develop a project funding policy. Directors Jagodzinske, Leedham, and Havers agreed to serve on the committee.
- The Port Gamble Forest Heritage Park project ILA #4 was presented, extending the current ILA #3 funding through June 30, 2025. Vice Chairman Morrissey made a motion to accept ILA #4 as presented. Treasurer Draper seconded the motion. There was no further discussion, and the motion passed unanimously.

## 5. **Meeting Adjournment:**

- The Board of Directors meeting adjourned at 7:13 PM.

### **Next Meetings of the Board:**

- **Monday, February 26, 2023 – Poulsbo City Hall**

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