



Kitsap Public Facilities District

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

Monday, August 26, 2024

Attendance:

Board Members Present: Chairwoman Erin Leedham, Vice Chairman Patrick Hatchel (Remote), Treasurer Walt Draper (Remote), Director Shawn Cucciardi

Board Members Absent: Director Daron Jagodzinske, Director Phil Havers

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

1. **Call to Order:** KPFD Chairwoman Leedham called the meeting to order at 5:30 PM.
2. **Welcome New Board Member:** Shawn Cucciardi, the representative of the City of Port Orchard, was introduced and welcomed to the KPFD Board of Directors.
3. **Public Comment:** Public comment included an objection to the Port of Bremerton seeking additional PFD funds for the Circuit of the Northwest (POBCNW) project and an error in the POBCNW presentation incorrectly citing the name of the rail system being identified as the Puget Sound Pacific Railroad.
4. **Approval of Consent Agenda:** Director Cucciardi motioned to approve the Consent Agenda as presented. Vice Chairman Hatchel seconded the motion. There was no discussion, and the Board of Directors passed the motion unanimously. Upon approval of the Consent Agenda, ED Shiplet highlighted the June and July 2024 sale tax rebate amounts, citing that both were up from the previous 2023 figures but, year to date, still below the projected annual revenue increase of 2.5%.
5. **Project Update:** Port of Bremerton Commissioner Axel Strakeljahn, accompanied by a financial adviser, provided an update on the Circuit of the Northwest project, which outlined a funding request of \$6.9M to assist in funding the public events center portion of the CNW.
6. **General Business:**
 - ED Shiplet provided an update on the status of the City of Bainbridge representative to the KPFD Board of Directors. Currently, the City does not have a representative appointed. The previous representative, Bob Russell, chose to resign his appointment. It is anticipated that the City will make an appointment recommendation to the County Commissioners before the next PFD Board meeting in October 2024.

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- ED Shiptet gave an update on the progress of the initial drafts of the KPF Board of Directors Handbook and the KPF Executive Director and Employee's Handbook. Both handbooks will be presented to the Policy Committee in November 2024 for consideration and formal presentation and approval by the KPF Board of Directors.
- ED Shiptet discussed the current operating expenses' year-to-date totals, citing underspending projections. It was acknowledged that the underspending will probably catch up to the year's projected budget by December 2024.
- ED Shiptet requested an additional \$7,500 to be added to the budget consulting line item of \$20,000 for Moxie Solutions to complete the work required to finalize the KPF ED & Employees Handbook. In addition, ED Shiptet requested a budget line increase of \$1,500 to the Executive Director Training and Travel line item to attend the upcoming WA State Finance Officers Association Conference in late September 2024. Treasurer Draper made a motion to approve both line-item increase requests. Vice Chairman Hatchel seconded the motion. The motion was approved unanimously by the KPF Board.
- ED Shiptet reported that he and Chairwoman Leedham will attend the WA State Association of PFDs Conference at Lynwood Center in mid-September 2024.

7. Meeting Adjournment:

- The Board of Directors meeting adjourned at 6:10 PM.

Next Meetings of the Board:

- **Monday, October 28, 2024 – Norm Dicks Government Center**