



# Kitsap Public Facilities District

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

Monday, December 16, 2024

### **Attendance:**

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

**Board Members Absent:** Director Shawn Cucciardi

**Staff Present:** Executive Director (ED) Russ Shiplet

1. **Call to Order:** KPFD Chairwoman Leedham called the meeting to order at 5:30 PM.
2. **Public Comment:** No public comment was given.
3. **Approval of Consent Agenda:** Treasurer Draper motioned to approve the Consent Agenda as presented. Director Jagodzinske seconded the motion. There was no discussion, and the Board of Directors passed the motion unanimously.
4. **General Business:**
  - KPFD Resolution 01-2024 – 2025 Board of Directors Meeting Schedule. Director Havers moved to accept the resolution as presented. Director Blair seconded the motion. There was no discussion, and the motion passed unanimously.
  - KPFD Resolution 02-2024 – 2025 KPFD Holiday Schedule. Director Havers moved to accept the resolution as presented. Director Blair seconded the motion. There was no discussion, and the motion passed unanimously.
  - KPFD Resolution 03-2024 – Appointing the Executive Director as the District Investment Officer for 2025. Director Havers moved to accept the resolution as presented. Director Blair seconded the motion. There was no discussion, and the motion passed unanimously.
  - KPFD Resolution 04-2024 – Appointing the Executive Director as the District Public Records Officer for 2025. Director Blair moved to accept the resolution as presented. Director Jagodzinske seconded the motion. There was no discussion, and the motion passed unanimously.

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- KPFD Resolution 05-2024 – Executive Director Voucher Approval Limit. Director Havers moved to accept the resolution as presented. Director Blair seconded the motion. There was no discussion, and the motion passed unanimously.
- KPFD 2025 Budget Draft and Approval – Treasurer Draper reviewed the 2025 budget draft for the District’s operating expenses. Executive Director salary and benefits were discussed, along with the consulting service contract line item for the District Board of Directors Handbook and Executive Director/Employee Handbook. Director Havers motioned to approve the 2025 operating expenses budget as presented. Director Blair seconded the motion. There was no additional discussion, and the motion passed unanimously.
- KPFD 2025 BKAT Service Contract – ED Shplet presented the 2025 BKAT service contract to the Board for approval. BKAT will provide recording services for all six District Board meetings. Director Draper moved to accept the service contract as presented. Director Havers seconded the motion. There was no discussion, and the motion passed unanimously.
- KPFD 2025 MOXIE Services Solution Contract – ED Shplet presented the 2025 MOXIE Service Solution contract to the Board for approval. The contract is specific to completing the District Executive Director/Employee Handbook. Director Jagodzinske moved to accept the service contract as presented. Director Blair seconded the motion. There was no discussion, and the motion passed unanimously.
- WA State Auditors Office Tri-Annual Annual Audit—ED Shplet discussed the progress of the audit. All requested materials have been submitted, and it is anticipated that the audit will be complete by January or early February 2025.
- KPFD Policy Committee Update – The District Policy Committee update was covered in the 2025 MOXIE Services Solution discussed.

**5. Meeting Adjournment:**

- The Board of Directors meeting adjourned at 5:57 PM.

**Next Meetings of the Board:**

- **Monday, February 24, 2025 – Bainbridge Island Council Chambers**
  - **Port Orchard Community Events Center (POCEC) project update**