

Kitsap Public Facilities District

KITSAP COUNTY, WASHINGTON

Resolution 05-2025

A Resolution establishing voucher approval level for invoices of no greater than \$1,000.00, under special conditions, to Executive Director Russell E. Shiplet

Whereas Kitsap Public Facilities District (KPFD) is a duly authorized municipal corporation in the State of Washington and incurs financial obligations related to the business of that corporation and

Whereas KPFD was established by Resolution 07-2001, an expenditure reimbursement policy that stipulates the Board of Directors must approve payment of its financial obligations; and

Whereas the Board of Directors has hired Russell E. Shiplet to serve as the Executive Director of the corporation and has designated certain administrative tasks and authority to him,

Be it resolved that the Board of Directors authorizes Russell E. Shiplet to approve payment requests and invoices with a monetary value no greater than \$1,000.00 if some time restriction prevents presenting them to the Board in the Blanket Voucher at a regularly scheduled meeting, and the delay may result in a late charge or other penalty.

Adopted at a regular and open public meeting of the Kitsap Public Facilities District on the 15th day of December 2025, the following directors were present and voted:

APPROVED: *Erin Leedham*

Erin Leedham, Board Chair

ATTEST: *Patrick Hatchel*

Patrick Hatchel, Board Vice Chair

APPROVE AS

TO FORM: *Brian Lawler*

Brian Lawler, Legal Counsel