

# ***Kitsap Public Facilities District***

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**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 (KPDF) is a duly authorized municipal corporation in the State of Washington and incurs financial obligations related to the business of that corporation and

**Whereas** KPDF 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