

Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Webinar

Monday, October 25th, 2021

Attending: Daron Jagodzinske, Chair; Patrick Hatchel, Vice-Chair; Walt Draper, Treasurer; Erin Leedham; and Phil Havers.

Staff: Mike Walton, Executive Director; Brian Lawler, Attorney; Shannon Thompson, Construction Consultant; Susan Veach, Accountant.

Absent: Tom Bullock and John Morrissey

1. **Call to Order:** The Chair called the meeting to order at 5:31 PM.
2. **Meeting Minutes:** The ED presented the Minutes of the September 27th Virtual Regular Meeting of the Board of Directors.
Erin Leedham moved to approve the Meeting Minutes as submitted. The motion was seconded by Walt Draper and the motion passed unanimously.
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **Executive Session –** The Chair called for an Executive Session for an employment issue at 5:35 pm. Returned from Executive Session at 5:55 pm
Walt Draper moved to hire Russ Shiplet to be the new Executive Director and to adopt the employment agreement presented. Phil Havers seconded and the motion passed unanimously. Russ was invited to speak briefly to the Board and to the audience.
5. **Facility Progress Report:** Poulsbo_PERC – Karla Boughton, Poulsbo
Karla summarized the activities of the various Steering and Market Analysis Committees and the Site Concept and Building Design teams. Taking into account the site, space and budget constraints, a proposal from the architects was a combined event center and multipurpose site design that met the constraints. Also mentioned was that the recreation dept would remain the current city center location until some other conditions allowed it to relocate.
The result was a design with cost of event building at \$17 million w/o an outdoor pool or \$24 million with an outdoor pool. It also included an open green space, outdoor sports courts and a plaza/playground area. The draft Management Plan and the Financial Analysis would be completed by the end of Q1 2022, three months later than the original plan.
6. **New Business:**
 - A. **PERC ILA Revision** – Brian Lawler & Karla Boughton
Brian reviewed the proposed changes, indicating they were routine changes to the task schedule, reducing costs of some tasks and increasing others, keeping the overall total expenses the same. Karla confirmed they were asking for additional time to complete.
Phil Havers moved to approve the proposed changes as presented. Erin Leedham seconded the motion, and it was approved unanimously.
 - B. **Resolution 02-2021 – Authorizing the Wire/Transfer of Funds from 96977 Account**
Brian Lawler and the ED explained the requirement from the County Treasury dept. that a Resolution was necessary to authorize the wire transfer of any funds from the 96977 account of the KPFD portion of the funds to purchase the Kitsap Bank building of \$1 million.
Erin Leedham moved to approve Resolution 02-2021 – Authorizing the Wire/Transfer of Funds. It was seconded by Walt Draper and passed unanimously.
 - C. **2022 Budget Preview** – the chair recommended the Board Members read the budget prepared by the ED and approved by the Treasurer, to be prepared to approve at the next meeting.

- D. **Resolution 01-2021 – Proposed 2022 Meeting schedule.** The chair recommended the Board Members review the proposed Meeting Schedule prepared by the ED and to be prepared to approve at the next meeting.

7. **Financial Reports:**

- A. **Monthly Financials & Tax Rebate Summary** – No Tax Rebate Summary was available at this time. When it becomes available the ED will send it out. The ED reported on results from Susan Veach’s monthly reports. The ED pointed out the transfer of additional funds to complete the fiscal year’s budgeted amount. Also notable was that the 96977 balance rose to just over \$4 Million, assuring that the Pt Orchard wire of \$1 million was fully supported.
- B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher in the amount of \$10,091.36 for KPFDP expenses from Sept to be paid.
Phil Havers moved to approve the Blanket Voucher in the amount of \$10,091.36. It was seconded by Erin Leedham and passed unanimously.
- C. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulso in the amount of \$6,450.00, from the PERC project for September invoices. It was concluded at the previous meeting that the tracking procedure and approval process would be taken over by the construction consultant in future and the procedure would now be presented at the Dec meeting.
Erin Leedham made a motion to approve the PERC Project Blanket Voucher in the amount of \$6,450.00. It was seconded by Walt Draper and passed unanimously.
- D. **SKCEC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Port Orchard for September invoices in the amount of \$86,287.23
Walt Draper moved to approve the SKCEC project voucher in the amount of \$86,287.23. Phil Havers seconded the motion and it passed unanimously.
- E. **PGFHP Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the County for invoices from January to June in the amount of \$142,237.84. (Note: there was a communication error that allowed the invoices to build up.)
Erin Leedham moved to approve the PGFHP project voucher in the amount of \$142,237.84. Walt Draper seconded the motion and it passed unanimously.

Note: The ED uses the Digital Signatures of the Directors on the Blanket Voucher approval forms submitted to the Board. The Board indicated its approval of the process used by the ED to expedite the handling of the forms during the pandemic and virtual meetings.

8. **Ongoing Business:**

- A. **ED Activity Report** – The ED submitted his report on his activities for the preceding month. The Chair asked the Directors to review this report at their leisure.
- B. **Regional Facility Reports** – Activity is increasing at both current Regional Centers with increasingly better prospects for the future. The Chair asked the Directors to read them at their leisure.

The Chair expressed his thanks to the ED for his 13 years of service to the KPFDP. The ED accepted the thanks and expressed his satisfaction with his accomplishments and wished the Board good luck with the projects in the future.

The Meeting was adjourned at 7:01 pm.

Next Meeting of the Board: Zoom webinar on December 13th, 2021, at 5:30 pm

**Topics: General Business; PGFHP Progress Report; 2022 Budget; 2022 Meeting Schedule
Monthly Financials & POB Invoice.**

NOTE:

- 1) Future meetings may be in-person when a public site becomes available.**
 - 2) There may be other location or format changes at meeting dates in 2022.**
- Please check the website for updates.**