

Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Webinar

Monday, January 24, 2022

Attending: Vice-Chair Patrick Hatchel, Treasurer Walt Draper, Director Erin Leedham, Director John Morrissey, Director Tom Bullock, Director Phil Havers,
Staff: Executive Director Russ Shiplet, Attorney Brian Lawler, Construction Consultant Cindy Rogers
Absent: Chair Daron Jagodzinske

1. **Call to Order:** Vice-Chair Hatchel called the meeting to order at 5:30 PM.

Consent Agenda: Vice-Chair Hatchel presented the Consent Agenda, asking if any Director wanted to discuss any items within the agenda.

2. **Public Comment:** Private citizen Mr. Anderson asked about pre-registration requirements to join the Zoom meeting as in the past, as well as the abbreviated agenda not found on the KPFD website 24 hours prior to the meeting. In addition, Mr. Anderson inquired about the detailed agenda and its posting 24 hours prior to the meeting as well. Executive Director Shiplet answered his questions and reassured Mr. Anderson that the required posting will be within 24 hours of each Board meeting moving forward.

3. **Approval of Consent Agenda:** The purpose of the Consent Agenda was explained by Executive Director Shiplet. Treasurer Draper moved to accept the Consent Agenda as proposed. Director Leedham seconded the motion. No discussion. The motion was approved unanimously.

4. **Project Progress Report:** City of Port Orchard – **South Kitsap Community & Events Center (SKCEC)** – Mayor Rob Putaansuu.

- Mayor Putaansuu spoke to the closing of purchase between the City of Port Orchard and the Kitsap Bank building and land located on Bay St.
- Schematic design of the interior and exterior of the SKCEC were presented to the Board.
- Next phase is to work with Rice Fergus Miller on the development design, which includes the electrical and mechanical needs to fit the proposed layout.
- Mayor Putaansuu spoke about two stakeholder groups that are working on the site development surrounding the SKCEC.
- The mayor also shared the floor plans for levels 1 & 2, as well as exterior renderings.
- Mayor Putaansuu recognized Director Morrissey for his committee contributions to the project as well.

5. **New Business:**

A. **Resolution & Policy Review Committee** – Executive Director Shiplet

- The Resolution & Policy Review Committee made up of Chair Jagodzinske, Director Havers, as well as the Executive Director, and Mr. Lawler met for the first time via

Zoom. Executive Director Shplet created an index of all KPFD bylaws, amendments, policies, and resolutions from 2000 to current. The index was presented and discussed in detail during the meeting. The intention of the index is to provide a list and link each bylaw, amendment, policy, and resolution for retrieval review through a common drive that is shared by the Board of Directors, and the public via the KPFD website.

- Director Havers commented that a separate column would be added to the index, linking the Board meeting minutes to each resolution.

B. Project Invoice Review Report – Executive Director Shplet

- Executive Director Shplet and Barker Creek Consultants Mr. Thompson and Ms. Rogers met with each project lead to discuss the information necessary on invoices, along with additional documentation to support project progress and timelines. Each project lead complied with the new requirements, and invoices submitted from November and December 2021 were submitted to the Board for approval of payment.
- In addition, Ms. Rogers put together a running chart of each project, which includes the original ILA funding agreement, invoices to date, invoiced paid, and remaining commitment funds. Thanks to Ms. Rogers for keeping track of all project invoices.
- Director Leedham asked the question about paying only \$144,000 to the Port of Bremerton each February, rather than paying by invoices. Director Morrisey spoke to the question stating that the KPFD had agreed in a previous Board meeting to only pay \$144,000 per year for 10 years, fulfilling the ILA obligation of \$1.4M towards the project.
- Mr. Lawler discussed previous conversations with the Port, with the understanding that the KPFD had the discretion to pay any amount at any time.

C. Email Migration to Office 365 – Executive Director Shplet

- All KPFD Board member emails have now transitioned over to Office 365. This will allow all Board members the ability to retrieve their KPFD email with the Outlook app on their PC/Mac, phone, or tablet. They can also retrieve their email remotely by going to office.com and logging in with their username (email address) and password.
- In addition to email, KPFD has established a One Drive that will allow Board members to review and download KPFD documents, such as project folders, Board minutes, resolutions, bylaws, and District policies. When a Board member logs into office.com, they can retrieve email or connect to the KPFD One Drive.

6. Financial Reports – Executive Director Shplet

- This is no report this month, due to a lack of data retrieval from the County. With the County switching over to Workday, financial reports have been slow in coming. This will be resolved by the February meeting, and our accountant, Susan Veatch will have our end-of-the-year and January 2022 reports completed.

- The Executive Director will contact the County to retrieve the monthly rebate amounts and send it to the Board for review.

7. Ongoing Business

- Director Morrisey asked how the 3-year state audit was progressing. All document requested has been submitted to the auditor, and the exit results of the audit will be presented on Tuesday, February 1, 2022. Board members and Mr. Lawler are invited to attend.

Meeting adjourned @ 6:34 PM.

**Next Meeting of the Board: Zoom webinar on February 28, 2022, at 5:30 PM
Topics: General Business, Project Progress Report, New Business, End-of-the-Year Financials & Ongoing Business.**

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.**