

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting (Including optional “in-person” element)

Monday, March 28, 2022

Attendance:

Board Members: Chairman Daron Jagodzinske, Vice-Chairman Patrick Hatchel, Director John Morrissey, Director Phil Havers, Director Tom Bullock

Staff: Executive Director Russ Shiplet

Advisors, Counsel, & Consultants: Construction Consultants Mr. Shannon Thompson & Ms. Cindy Rogers, Accountant Ms. Susan Veach, Legal Counsel Mr. Brian Lawler, Financial Advisors Mr.'s. Scott Bauer & Ryan Neumeister, Bond Counsel Mr. Marc Greenough

Absent Board Members: Treasurer Draper, Director Leedham

- **Call to Order:** The KPF Board Chairman called the meeting to order at 5:30 PM.
- **Public Comment:** Public comment was given.
- **Approval of Consent Agenda:** A motion was made to approve the Consent Agenda as presented. The motion was seconded and approved.
- **Facilities Project Progress Report:** Poulsbo Events & Recreation Center (PERC), Ms. Karla Boughton, Special Projects Planner, and Mr. Schoonmaker, Director of Poulsbo Parks & Recreation
 - The city planned to acquire nine acres of land adjacent to the current PERC site. The City Council approved the measure to purchase the property at its appraised value. The property owner declined the City's offer to purchase the land.
 - Based on discussions with the PERC Steering Committee members and the KPF Executive Director, the city proposes to work on the project in a phased approach.
 - The options include two full-size turf soccer fields and no building, one full-size field and one building, or a variation of the layout for one full-size field and facility.
 - Next steps in March-July 2022 include refining the options and identifying a phasing plan, preparing a draft management plan, completing a financial analysis, and determining the feasibility of each project.
- **New Business:**
 - A. **KFPD Bond Refinancing Update** – Chairman
 - Kitsap County has refinanced the KPF bonds through 2026 but not out until 2041. In 2017, the state passed legislation to allow the continuation of PFD sales tax rebates through 2041, but to date, the County has only agreed to fund the bonds through 2026.
 - The KPF Board of Directors and the Executive Director will meet with the Kitsap County Commissioners and Treasurer on Wednesday, March 30, to discuss bond extension options.

- The KPFD is in discussions with Northwest Municipal Advisors and our Bond Counsel to determine how bonds can continue to be financed through 2041 and in conjunction with the County.

B. Business License for KPFD – Executive Director

- The need for KPFD to have a business license, including the ability to apply for a business credit card and the collection of unemployment taxes through payroll.
- Correspondence with similar public facilities districts and county special districts confirmed that they held a business license for the same purposes that the KPFD is considering.
- The KPFD Board of Directors instructed the Executive Director to proceed with applying for a business license.

C. Purchase of QuickBooks Online for Financial Tracking – Executive Director Shiplet and KFPD Accountant Ms. Susan Veach

- Tracking the day-to-day finances of the KFPD to match Kitsap County Treasurer reports requires the purchase of QuickBooks online. Through QuickBooks, the KPFD accountant and Executive Director will be able to track all tax rebate funds, debit services, and operating expenses simultaneously to serve as a check and balance against county reports.
- The KPFD Board of Directors instructed the Executive Director to proceed with the purchase of QuickBooks online.

D. Visit Kitsap Peninsula (VKP) Advertising Agreement – Executive Director and Legal Counsel

- KPFD currently does not have a signed advertising agreement with Visit Kitsap Peninsula. The previous contract expired in December 2021. KPFD has received invoices in January, February, and March 2022 for rendered services, but there is no evidence of advertising activity on behalf of KPFD for those months. The KPFD has paid the January and February 2022 invoices but is withholding the March 2022 invoice payment.
 - The Executive Director revised the 2021 agreement to reflect an expiration date of August 31, 2022, which coincides with a sub-lease agreement for shared office space between VKP and KPFD. In addition, the language regarding an automatic continuation of the advertising agreement on an annual basis was also removed.
 - A motion was made and seconded to approve the VKP 2022 advertising agreement. A discussion of the motion proceeded. Concerns were raised about the 2022 agreement and previous advertising agreements with VKP.
 - The motion failed to pass. The KPFD Board of Directors invites VKP to present at the April 25, 2022, meeting and discuss future advertising options.
- **Financial Reports** – Executive Director and Accountant
 - The YTD Statement of Financial Revenue & Expenses by Fund Report was presented. The fund totals match the YTD Kitsap County reports.

- The February 2022 Statement of Financial Positions by Fund report was presented. A significant amount of funds in the “Ask My Accountant” line item will need to be reconciled with the County.
- The February 2022 Sales Tax Rebate Revenue Summary was presented and discussed.
- The February 2022 Project Funding Worksheet was presented and discussed.
- **Ongoing Business** – No ongoing business this month

Meeting adjourned @ 6:36 PM.

Next Meeting of the Board: April 25, 2022 - Norm Dicks Government Center and Zoom Webinar

Topics: General Business, Port Gamble Forest Heritage Park Trails (PGFHP) project, New Business, Financials & Ongoing Business.

NOTE:

1. **Recordings of this meeting and meetings past can be found on the KPFD YouTube channel:**
<https://www.youtube.com/channel/UCX9s374H7UNnsaRjsBPqyBw>