

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, August 26, 2019

Poulsbo City Hall, 200 Moe St., Poulsbo, WA

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

Staff: Mike Walton, Executive Director

Absent: Rick Smith, Tom Bullock

1. **Call to Order:** The Chair called the meeting to order at 5:32 PM. He posed a question to the Board Members – “What is your favorite restaurant, experience or memory about Poulsbo?”
2. **Meeting Minutes:** The ED presented the Minutes of the August 12th meeting, a couple of additions or corrections were noted.
Walt Draper moved to approve the Minutes as corrected. Bill Mahan seconded the motion and it passed unanimously. .
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda)
 - A. **Tom Goodlin** – submitted a statement and spoke in support of the BI Parks District Aquatic Complex, saying it satisfies all the PFD principles and only requires \$500K for the pre-design phase to move forward.
 - B. **Mark Schorn, Chair of the Port Gamble Alliance** – said that supporting PGHP would support a park already heavily used, but the Regional park would draw many more visitors.
 - C. **Matt Slaney, EMBA** – wanted to highlight a major event on Sept 28th that will host 500+ riders and a supporting crowd of several dozen. The Ride Park can be done as a separate piece of larger project.
 - D. **Lynn Schorn, supporter** - speaking for the STO portion of the PGHP, that section had been approved for inclusion in the Rails-to-Trails project introduced last meeting.
 - E. **Becky Erickson, Mayor** – appreciated all the work the PFD Board has accomplished; she emphasized that this would be a phased ask, with only \$400K for the “due diligence” step, the design phase needed to be “shovel ready”.
 - F. **Connie Reckord, Kitsap County** – She stated that the PGHP would require a feasibility study, just as the CNW project did and recommended that it be authorized.
 - G. **Jerry McDonald** – submitted a written statement and commented about the public benefits that may be given up if there is no follow on to the Phase 2 completion for the CNW project.
4. **Financial Reports**
 - A. **Monthly Financials & Tax Rebate Summary** – the ED reported that the PFD received \$150.4K in tax rebate revenue in July, 2.4% more than 2018; <\$70 K> was transferred to 286 for Debt Service; <\$24.9K> in Expenses, higher than average because of higher legal costs, ED salary and Board stipend.. The result was a Net to Cash of \$55.5K. The 96977 General Fund balance rose to \$2.69 million at the end of July.
 - B. **Blanket Voucher** – The ED submitted a Blanket Voucher of \$3,200.52 for various expenses to be paid.
Patrick Hatchel moved to approve the Blanket Voucher in the amount of \$3,200.52. It was seconded by Erin Leedham and passed unanimously.
5. **Ongoing Business**
 - A. **Financing and Bonding Information** – ED
After the presentation of Bonding scenarios at the last meeting by the Financial Advisor, Alan Dashen of NW Municipal Advisors, the Chair asked for totals on the amount available in the next 24 years and Alan provided a calculation that it could be a little over \$47 Million at 3%

growth rate. Daron inquired about results at a more conservative 2% growth rate and directed the ED to get that number from Alan.

6. Funding of Projects:

- A. **Port Orchard Conference and Event Center (CEC), Rob Putaansuu, Mayor** - The Mayor submitted a Scope of Work document that outlined six Tasks for the preparation, planning and construction of the CEC. Task 1 includes Planning, Outreach, Design and Cost Estimates requiring \$400K and 9-12 months to complete.

Wes Larson, SoundWest group – Wes spoke about the importance of this project, and the following development, that would transform the downtown PO landscape forever. He also spoke about the sense of immediacy, relating to the contingent land acquisition contracts and the cost of extending them.

Tony George, CEO of Kitsap Bank – spoke of wanting to expand in Pt Orchard and his sense of urgency to get a commitment to proceed. He also offered the expertise of his bank to work with the KPFD to find the best solution for all concerned.

In the following discussion, also involving the Mayor, the Board reached a consensus that the PO project is the #1 project and funding will be made to the project. However, the Board could not commit to how much and when, which was what the supporters had wanted.

- B. **Review/Discuss ILAs:** reported by the ED
Draft ILAs have been submitted to the three top project leads, or to their attorney, in the case of the County and PGHP (POB/CNW already has an ILA). They are reviewing them and will get back to the KPFD after their review, probably by the late Sept Board Meeting.
- C. **Discussion of Feasibility Studies** – The ED, presented two different pages of information, one - A Guide for Feasibility Studies - and the second, a description of a multi-phase Facility Planning Process, including a Feasibility Study as Phase 2. Using both he made a case for conducting Feasibility Studies on each of the top three projects, arranged and paid for by the PFD, to determine the strong & weak points of each project in achieving the four main principles of the PFD facility planning. After some discussion, including Mayor Putaansuu in the discussion, the Board consensus was that this was the plan to follow for the next step in assessing the projects for future funding. The ED and attorney will begin work on the RFP for the Feasibility Reports.

7. New Business:

- A. **2019 Schedule** - The ED had prepared Resolutions for two scenarios – Resolution 3, with the continuation of two meetings per month through December; and Resolution 4, with one meeting per month in the fourth quarter months. After some discussion, the existing schedule is retained at this time for the fourth quarter– a meeting on October 28 and a meeting on Dec 4th. A further review may be done at the Sept 23rd meeting to see if any more meetings need to be added.

At the request of the Chair, a motion was made to cancel the Sept 9th meeting by Walt Draper. It was seconded by Bill Mahan and passed unanimously.

8. **Announcements:** The next meeting will be in Bremerton at the Norm Dicks Government Center Council Chambers, 345 6th St.

9. Meeting adjourned at 7:15 pm.

Next Regular Meeting of the Board, September 23rd, 2019 at 5:30 pm

Council Chambers, Norm Dicks Gov't. Center, 345 6th St, Bremerton

Topics: General Business; Discussion of ILAs; RFP for Feasibility studies.

NOTE: This is a location change from our normal meeting location. There will be location changes at each of the following regular meeting dates. Check the website for updates.