



# Kitsap Public Facilities District

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## Minutes of the Board of Directors Meeting (Including optional "remote" element)

Monday, October 28, 2024

### **Attendance:**

**Board Members Present:** Chairwoman Erin Leedham, Vice Chairman Patrick Hatchel, Treasurer Walt Draper, Director Shawn Cucciardi, Director Phil Havers (Remote)

**Board Members Absent:** Director Daron Jagodzinske

**Staff Present:** Executive Director (ED) Russ Shplet, Legal Counsel Brian Lawler (Remote)

1. **Call to Order:** KPFDD Chairwoman Leedham called the meeting to order at 5:30 PM.
2. **Public Comment:** No public comment was provided.
3. **Welcome New Board Member:** Ms. Anne Blair, the representative of the City of Bainbridge Island, was present and welcomed to the KPFDD Board of Directors. Ms. Blair's official appointment will be confirmed at the Board of County Commissioners meeting on October 28, 2024.
4. **Approval of Consent Agenda:** Director Cucciardi motioned to approve the Consent Agenda as presented. Treasurer Draper seconded the motion. There was no discussion, and the Board of Directors passed the motion unanimously.
5. **Project Update:** Kitsap County Parks & Recreation Director Alex Wisniewski provided the Board with an update on the Port Gamble Forest Heritage Park project. The Stottlemeyer Rd parking lot is complete, and the last major portion of the project includes the north-end parking lot in Port Gamble. The project completion is slated for June 30, 2025.
6. **General Business:**
  - ED Shplet gave an update on the progress of the initial drafts of the KPFDD Board of Directors Handbook and the KPFDD Executive Director and Employee's Handbook. Both handbooks will be presented to the Policy Committee in November 2024 for consideration and formal presentation and approval by the KPFDD Board of Directors.
  - ED Shplet provided an update on the Poulsbo Events & Recreation Center (PERC) project, informing the Board of his meeting with City officials and timelines.
  - The WA State Auditor's Office audit is underway for fiscal years 2021-2023. ED Shplet hopes to have it completed before the end of 2024.

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- ED Shiplet and Chairwoman Leedham discussed their impressions of the WA State Association of PFDs Conference at Lynwood Center in mid-September 2024. ED Shiplet reported that the Association asked the KPFDD to hold the conference in 2026.
- ED Shiplet reported that the Board Finance Committee will gather for the first time in November 2024 to begin discussions on the 2025 budget. The Committee would like to have the draft budget available to the entire Board at the December 16, 2024 meeting.

**7. Meeting Adjournment:**

- The Board of Directors meeting adjourned at 6:06 PM.

**Next Meetings of the Board:**

- **Monday, December 16, 2024 – Poulsbo City Hall**