



Kitsap Public Facilities District

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

Monday, APRIL 28, 2025

Attendance:

Board Members Present: Chair Erin Leedham, Vice Chair Patrick Hatchel, Treasurer Draper, Director Jagodzinske, Director Shawn Cucciardi, Director Phil Havers, Director Anne Blair

Staff Present: Executive Director (ED) Russ Shiplet, Legal Counsel Brian Lawler

1. **Call to Order:** KPFDD Chair Leedham called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment was provided, congratulating Chair Leedham on her recent retirement in the private sector.
3. **Approval of Consent Agenda:** Director Havers motioned to approve the Consent Agenda as presented. Director Blair seconded the motion. There was no discussion, and the Board passed the motion unanimously.

4. **Project Presentation:**

Poulsbo Events and Recreation Center (PERC) Project Update— presented by City of Poulsbo Public Works Director, Diane Lenius. The PERC project is running on time, with an anticipated construction contract in place by December 31, 2025; in accordance with the current Interlocal Agreement with the KPFDD. Ms. Lenius also reported that the City is currently under negotiations with a private citizen to purchase 2.4 acres of land adjacent to proposed site for the PERC. The as yet to be purchased land will allow for a 94-car parking lot and additional pickle ball courts.

5. **General Business:**

- **Update on WA State Audit for FY 2021-2023.** The report came back as a "Clean Report," citing no infractions of financial handling of PFD funds. In 2026, state audits will increase to every two years. This is in large part due to upcoming bond debt that the district will be incurring with the PERC and Port Orchard Community Events Center (POCEC) projects in 2026 and beyond.



- **House Bill 1109 - Extension of Sales & Use Tax Rebate Update.** The bill has passed through both the WA State House and Senate floors. The bill now lies with the Governor for his signature. No date has been determined to when that may happen, however.
- **KPFD Policy Committee Update.** The district policy committee met in March & April 2025 to review and approve the Essentials portion of the Board of Director’s Handbook. Details of the Essentials were discussed. Committee Chair Hatchel motioned for approval of the Essentials portion of the handbook. Director Jagodzinske seconded the motion. Motion passed unanimously.
- **KPFD Finance Committee Update.** The district finance committee met in April to review the Q1 2025 financials, covering revenue expectations and operating expenses vs budget. Monthly sales tax revenue in Q1 is higher than expected. Operating costs exceeded budget by 25%, due in large part to unanticipated expenses. Normalization of expenses is anticipated in Q2.
- **Northwest Municipal Advisors (NWMA) Service Agreement.** A renewed service agreement between the district and NWMA was presented to the board, and approval was recommended by Executive Director Shiplet. Services provided include financial modeling, assisting with project invoice projections and debt, as well as acting in the capacity of an independent registered municipal advisor. The agreement expires December 31, 2027. Director Blair motioned to accept the service agreement as presented. Director Jagodzinske seconded. Motion passed unanimously.
- **Good of the Order: Recognizing Vice-Chair Hatchel.** Chair Leedham presented Vice Chair Hatchel with a certificate of appreciation on behalf of the board for his service as the KPFD Chairman for 2022 & 2023.

6. Meeting Adjournment:

- The Board of Directors meeting adjourned at 6:35 PM.

Next Meetings of the Board:

- **Monday, June 20, 2025 – Norm Dicks Government Center**
- **Port Gamble Forest Heritage Park (PGFHP) project update**