



# Kitsap Public Facilities District

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

Monday, JUNE 30, 2025

### **Attendance:**

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

**Absent:** Director Phil Havers

**Staff Present:** Executive Director (ED) Russ Shiplet

1. **Call to Order:** KPFD Chair Leedham called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment was provided regarding the slight downturn in the sales tax rebate collected by the District from April to May 2025.
3. **Approval of Consent Agenda:** Initially, Director Cucciardi made a motion to approve the Consent Agenda with a second from Director Draper. During discussion of the motion Director Jagodzinske asked to remove Consent Agenda item A., April 28, 2025, Board Meeting Minutes from the Consent Agenda for further discussion. Director Cucciardi amended his original motion, and Director Draper seconded the amended motion. Consent Agenda items B. – J. were passed.

Director Jagodzinske raised concern about language in the General Business – Update on WA State Audit for FY 2021-2023. Specifically, the last sentence in the update states *"This is in large part due to the upcoming bond debt that the district will be incurring with the PERC and Port Orchard Community Events Center (POCEC) projects in 2026 and beyond."* Director Jagodzinske suggested that the last sentence read "This is in large part due to the **possibility** of bond debit that the district will be incurring..." The motion passed to amend April 28, 2025, Board Meeting Minutes.

### 4. **Project Presentation:**

**Port Gamble Forest Heritage Park (PGFHP) Project Update**— presented by Kitsap County Parks & Recreation Director, Alex Wisniewski. The PGFHP project is ending at the end of 2025. Construction on the last stage of the project, creating the north end parking lot, will break ground on July 7, 2025, with an estimated completion date of October 2025. A review of the entire project, including stages laid out in the ILA were provided. The County is currently looking into the scope and framework of the Sounds to Olympics trail project and wishes to return to the KPFD board for additional funding at some point in the future.

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## 5. General Business:

- **PGFHP ILA Amendment #5 – Extension to 12/31/2025.** The current PGFHP ILA Amendment #4 is due to expire on June 30, 2025. With the delay in finalizing the construction of the north end parking lot, Amendment #5 extends the ILA to 12/31/2025. Director Draper moved to approval Amendment #5 of the PGFHP ILA, with Director Blair seconding. The motion passed unanimously.
- **Passage of HB 1109 – Extension of Sales & Use Tax Rebates.** ED Shiplet spoke to the passage of HB 1109 and witnessing of the Governor signing it into law on May 17, 2025. The extension now allows state-wide PFDs to continue collecting sales tax rebates through 2056. There was discussion as to whether the County needed to sign a resolution that would allow the Kitsap Public Facilities District to continue collecting those sales tax rebates beyond 2041. ED Shiplet reported that he will be working with the County officials on that, and report to the board during August 25, 2025, board meeting.
- **Office Lease Renewal** ED Shiplet reported that the 3-year office lease is set to expire in July 2025. A new office lease has been presented for approval and signature, which is now in place through July 2028. The office building itself has been sold to a new owner, who has committed to adhering to all leases currently in place.
- **KPFD Policy Committee Update** – Adoption of KPFD Board of Directors Handbook Part 2. Director Hatchel provided an update on the committee's latest work – Board Policies and Appendices. Policies of the handbook include County Policies and Conflict of Interest. Appendices include such items as Whistleblower Policy and reference guide to RCWs and Resolutions. Director Cucciardi made a motion, and Director Jagodzinske seconded the motion to approve Part 2 of the KPFD Board of Directors Handbook as presented. The motion passed unanimously.
- **Good of the Order:** The Finance Committee will be meeting in August 2025 to review Q2 2025 financials and bring to the results to the board in August 2025. Former Bremerton Mayor Patty Lent spoke briefly to the board, congratulating them on all the work they have accomplished over the years.

## 6. Meeting Adjournment:

- The Board of Directors meeting adjourned at 6:11 PM.

### Next Meetings of the Board:

#### ➤ **Monday, August 25, 2025 – Bainbridge Island Council Chambers**

- **Poulsbo Events & Recreation Center (PERC) project update**

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