



Kitsap Public Facilities District

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

Monday, AUGUST 25, 2025

Attendance:

Board Members Present: Chair Erin Leedham, Vice Chair Patrick Hatchel, Treasurer Walter Draper IV (Remote), Director Phil Havers (Remote), Director Anne Blair

Absent: Director Daron Jagodzinske, Director Shawn Cucciardi

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

1. **Call to Order:** KPFD Chair Leedham called the meeting to order at 5:30 PM.
2. **Public Comment:** No public comment was provided
3. **Approval of Consent Agenda, July Sales Tax Rebate Project Invoice Tracking Reports:** Director Draper made a motion to accept the Consent Agenda as presented. Director Blair seconded the motion. There was no discussion, and the motion passed unanimously.

Executive Director Shiplet spoke to the July 2025 Sales Tax Rebate Report and the 23.1% increase, compared to July 2024. Without a detailed look at where sales tax dollars were collected during May 2025, it's too hard to determine why there was a dramatic increase. The Department of Revenue does not publish detailed reports until later in the fiscal year.

Executive Director Shiplet highlighted the two project invoices submitted for reimbursement in August 2025, including the total amount of invoice reimbursements paid year-to-date.

4. **Project Presentation:**

Poulsbo Event & Recreation Center (PERC) Project Update— presented by City of Poulsbo Public Works Director, Diane Lenius. The PERC project is progressing as scheduled. The City recently purchased two-thirds of the lot in front of the City property for the expansion of Phase I and preparation of Phase II, in anticipation of future additions to the overall project. The City is requesting an amendment to the current Interlocal Agreement, which includes an extension of the deadline for the construction contract award to March 31, 2025, and an additional \$2.8 million in PFD funds due to increased construction costs.

No action was taken on the ILA amendment during the meeting.

Building Communities, Enriching Lives TM



5. **General Business:**

- **Q2 2025 Financial Report:** Finance Committee Chair Draper presented the Q2 2025 Financial Report, highlighting the Capital Fund revenue received, including interest, as well as the Operating Expenses expenditures. Nothing in the report raised concern of the Finance Committee or Board of Directors.
- **Board of Directors Workshop – SEP 17, 2025:** The KPFD Board of Directors will convene for a workshop to discuss the policy and path forward for addressing past, current, and future project funding requests. The location has yet to be determined, but notice will be sent to the public in advance of the meeting.
- **Policy Committee Update:** The KPFD Policy Committee was scheduled to meet on September 9, 2025, but will now re-convene at the conclusion of the Board of Directors Workshop on September 17, 2025.
- **Assoc. of WA State PFD Update and Annual Conference:** The Association of Washington State Public Facilities Districts is under a new incorporation, and the new board of directors will be elected during the annual conference. This year's conference will be held in Wenatchee, WA, on September 24 & 25, 2025. Executive Director Shiplet and Board Chair Leedham will be in attendance, representing the KPFD.
- **Good of the Order:** No Good of the Order was discussed.

6. **Meeting Adjournment:**

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

Next Meeting of the Board:

- **Monday, October 27, 2025 – Norm Dicks Government Center**
- **Port Orchard Community Events Center (POCEC) project update**