



Kitsap Public Facilities District

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

MONDAY, DECEMBER 15, 2025

Attendance:

Board Members Present: Vice Chair Patrick Hatchel, Treasurer Walter Draper IV, Director Daron Jagodzinske, Director Anne Blair, Director Phil Havers, Director Shawn Cucciardi (Remote)

Absent: Board Chair Erin Leedham

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

1. **Call to Order:** KPFD Vice Chair Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment was provided with the PFD Executive Director and Board Happy Holidays.
4. **Approval of Consent Agenda, July Sales Tax Rebate Project Invoice Tracking Reports:** Director Havers made a motion to accept the Consent Agenda as presented. Director Blair seconded the motion. There was no discussion, and the motion passed unanimously.

5. **Project Presentation:**

There were no projection presentations at the meeting.

6. **General Business:**

- **Finance Committee Report:** Treasurer Draper presented the 2026 Operating Expenses Budget for consideration and approval. Director Draper motioned to approve the budget as presented. Director Cucciardi seconded the motion. There was no discussion and the motion was approved unanimously.
- **Policy Committee Report:** Vice Chair Hatchel reported that the Policy Committee would reconvene on January 7, 2026, focusing on a Funding & Timeline Policy.
- **Port Orchard Community Events Center (POCEC) 4th Amendment ILA:** The 4th amendment to the POCEC ILA was presented for consideration and approval. The only amendment addressed in the presented ILA was an extension of the Termination Agreement from December 31, 2025, to December 31, 2026. Director Draper moved to



approve the 4th amendment to the ILA as presented. Director Jagodzinske seconded the motion. There was no discussion and the ILA was passed unanimously.

- **Resolution 01-2025 – 2026 Board of Directors Meeting Schedule:** Resolution 01-2025 was presented for consideration and approval. Director Havers moved to approve the resolution as presented. Director Blair seconded the motion. There was no discussion and the motion was approved unanimously.
- **Resolution 02-2025 – 2026 Holiday Schedule:** Resolution 02-2025 was presented for consideration and approval. Director Jagodzinske moved to approve the resolution as presented. Director Blair seconded the motion. There was no discussion and the motion was approved unanimously.
- **Resolution 03-2025 – KPFD Investment Officer Appointment:** Resolution 03-2025 was presented for consideration and approval. Director Jagodzinske moved to approve the resolution as presented. Director Havers seconded the motion. There was no discussion and the motion was approved unanimously.
- **Resolution 04-2025 – KPFD Public Records Officer Appointment:** Resolution 04-2025 was presented for consideration and approval. Director Draper moved to approve the resolution as presented. Director Blair seconded the motion. There was no discussion and the motion was approved unanimously.
- **Resolution 05-2025 – KPFD Voucher Approval Letter for the Executive Director:** Resolution 05-2025 was presented for consideration and approval. Director Blair moved to approve the resolution as presented. Director Havers seconded the motion. There was no discussion and the motion was approved unanimously.
- **WA DRS Section 218 Filing:** Executive Director Shiplet explained the purpose of the WA State Dept of Retirement Services Section 218 filing – Election of collection of social security on behalf of the Executive Director, but there was no need for a motion to approve the filing because the Executive Director elected to not pay into, or have the PFD pay into his social security benefit in 2026.

7. Meeting Adjournment:

- The Board of Directors meeting adjourned at 5:56 PM.

Next Meeting of the Board:

Monday, February 23, 2026 – City of Poulsbo Council Chambers

- **Project Update: Kitsap County Port Gamble Forest Heritage Park (PGFHP)**

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