



# Kitsap Public Facilities District

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

MONDAY, FEBRUARY 23, 2026

### **Attendance:**

**Board Members Present:** Vice Chair Patrick Hatchel, Treasurer Walter Draper IV, Director Daron Jagodzinske (Remote), 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:** No public comment was provided

### 4. **Approval of Consent Agenda**

Director Havers moved to approve the Consent Agenda as presented. Director Draper seconded the motion. There was no discussion. The motion passed unanimously.

Following approval of the Consent Agenda, Executive Director Shiplet provided a brief overview of the following reports included within the agenda packet:

- FY 2025 Operating Expenses Report
- January 2026 Sales Tax Rebate Report
- February 2026 Project Invoice Tracking Report
- 2026 Capital Fund cash availability, based on non-construction invoice reimbursements to date

### 5. **Port Gamble Forest Heritage Park (PGFHP) Project Update**

Executive Director Shiplet presented a project update on behalf of the County Parks & Recreation Department regarding the Port Gamble Forest Heritage Park Trails Project. The North Gateway Trailhead parking lot is nearing completion, with substantial completion anticipated in late March or early April 2026. Upon completion of the north parking lot improvements, a formal ribbon-cutting ceremony will be scheduled.

Members of the KPFD Board of Directors are encouraged to attend the ribbon-cutting event in recognition of the District's partnership and financial support of the project.

No formal action was taken.



## 6. General Business:

- **Policy Committee Report:** Vice Chair Hatchel reported that the Policy Committee met on January 7, 2026, to review the final draft of the District's Funding Policy. The Committee discussion focused on small-scale project requirements and timelines, as well as the District's construction bond issuance policy provisions. A formal vote on adoption of the complete Funding Policy is scheduled for consideration at the April 27, 2026, Board of Directors Meeting.

No action was taken at this time.

- **Poulsbo Events & Recreation Center (PERC) Project Bond Issuance Update:** Executive Director Shiplet reported that the City of Poulsbo received a favorable bond rating in connection with the PERC project financing, resulting in an issuance percentage lower than originally anticipated. Upon approval of the construction bid and finalization of bond issuance, annual debt service amounts and corresponding payment schedules will be recalculated and incorporated into an amendment to the current Interlocal Agreement (ILA). The Board will be updated accordingly once final figures are available.

No formal action was taken.

- **Association of Washington State PFDs (AWSPFD) Conference Update:** Executive Director Shiplet reported that the Association of Washington State Public Facilities Districts (AWSPFD) Conference will be held at the Kitsap Conference Center on September 9–11, 2026. A brief overview of the preliminary conference agenda and planning framework. Additional detailed information, including finalized programming, guest speakers, sponsorship opportunities, and event logistics, will be presented to the Board as planning progresses.

No formal action was taken.

- **Kitsap Economic Development Alliance (KEDA) Annual Luncheon:** Executive Director Shiplet reported that the annual Kitsap Economic Development Alliance (KEDA) Luncheon will be held on April 2, 2026. Members of the KPFD Board of Directors are invited to attend. Additional event details and registration information will be provided to the Board as available.

No formal action was taken.



**7. Meeting Adjournment:**

- The Board of Directors meeting adjourned at 6:04 PM.

**Next Meeting of the Board:**

- **Monday, April 27, 2026 – City of Bainbridge Council Chambers**
- **Project Update: Poulsbo Events & Recreation Center (PERC) Update**