



# Kitsap Public Facilities District

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

MONDAY, APRIL 27, 2026

### **Attendance:**

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

**Absent:** Board Director Anne Blair

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

1. **Call to Order:** Chair Leedham called the meeting to order at 5:33 PM.
2. **Public Comment:** No public comment was provided
4. **Approval of Consent Agenda**  
Director Cucciardi moved to approve the Consent Agenda as presented. Director Draper seconded the motion. There was no discussion. The motion passed unanimously.
5. **Poulsbo Events & Recreation Center (PERC) Project Update**  
City of Poulsbo Public Works Director Diane Lenius provided an overview of the groundbreaking ceremony at the project location site, held on Saturday, April 25, 2026. The ceremony was well attended, including city council members, past Mayor Becky Erickson, City of Poulsbo employees, and supportive citizens.  
  
Detailed information about the fields, grandstand, pickleball courts, and playground area were also presented.  
  
Construction is set to get underway Tuesday, April 28, with an anticipated grand opening in the fall of 2027.  
  
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6. **General Business:**
  - **PERC ILA Amendment #2 Review and Request of Board Approval:** Executive Director Shiplet presented Amendment #2 to the current PERC ILA. The amendment updates the bond debt service payment schedule for both the City and the PFD. The bond rate was originally estimated at 4.7% over 20 years; at the time of issuance, the City received a more favorable interest rate of 3.7%.

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Attachment D to the amendment outlines the annual principal and interest payments to be made by the City and the PFD. Each June, the City will invoice the PFD for one-half of the annual interest payment. Each December, the City will invoice the PFD for the remaining one-half of the annual interest payment, plus the annual principal payment.

Director Jagodzinske moved to approve ILA Amendment #2 as presented. Director Draper seconded the motion. There was no further discussion, and the motion was approved unanimously.

- **Finance Committee Report:** Treasurer Draper presented the January, February, and March 2026 financial statements for the 977 Capital Fund, as well as the 968 Operating Expenses versus budget report. The District experienced a slight decrease in anticipated sales tax rebates compared to Q1 2025; however, overall revenues are currently 1.4% above year-end 2025 levels. Q1 2026 Operating Expenses are approximately 3% above budget.

Executive Director Shplet presented the Pre-Construction Project Invoice Tracking Report, which provides additional detail regarding current ILA funding commitments, amounts paid to date, and remaining outstanding balances. He noted that once projects transition from pre-construction invoicing to construction debt service payments, a separate tracking report will be developed to provide continued transparency for the District and the public.

No formal action was taken.

- **Policy Committee Report:** Executive Director Shplet and Policy Committee Chair Hatchel provided an update on the Funding Policy, which is currently undergoing final edits prior to presentation to the full Board for approval. Specifically, the Small & Large-Scale Funding Opportunities sections remains under review. The goal is to finalize the Funding Policy and distribute it to the full Board in advance of the June 29, 2026 PFD Board meeting.

No formal action was taken.

- **Kitsap Conference Center Contract for Hosting the 2026 AWPFD Conference:** Executive Director Shplet reported that the estimated cost to host the 2026 AWPFD Conference at the Kitsap Conference Center is \$26,000. This includes \$4,000 for facility rental over two and a half days and \$22,000 for meals, which includes a formal plated dinner on the second day of the conference.



The original budget for hosting the conference was \$10,000; however, at the time, the full scope of anticipated costs was not yet known. To date, the District has secured \$4,000 in sponsorship funding. Based on an anticipated attendance of 100 participants and a registration fee of \$300 per attendee, projected registration revenue is \$30,000.

Additional details regarding conference planning and associated costs were also discussed.

Treasurer Draper moved to approve signing the contract with the Kitsap Conference Center at the quoted rate of \$26,000. Vice Chair Hatchel seconded the motion. There was no further discussion, and the motion passed with one abstention.

- **Port Gamble Forest Heritage Park (PGFHP) Project Update:** The grand opening ceremony for the Port Gamble Forest Heritage Park has been postponed until after the Memorial Day holiday.

#### 7. **Meeting Adjournment:**

- The Board of Directors meeting adjourned at 6:15 PM.

#### **Next Meeting of the Board:**

- **Monday, June 29, 2026 – City of Bainbridge Council Chambers**
- **Project Update: Port Orchard Community Events Center (POCEC) Project Update**