



Virtual Meeting of the Board of Directors *
Monday, February 22, 2021
Webinar ID – 880 1014 1021 Passcode – 442863

FINAL AGENDA

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
 - A. Approval of previous Meeting Minutes – January 25, 2021
- 3. Public Comment** – “Raise Hand,” or Chat message, max. 3 minutes
- 4. Regional Project Status Reports**
 - A. County PGHP update – Eric Baker
- 5. New Business (Con’t.)**
 - A. Port of Bremerton ILA Discussion
- 6. Financial Reports**
 - A. Monthly Reports – Tax revenue and monthly financials (Jan)
 - B. Blanket Voucher – KPFD expenses (\$5,030.13)
 - C. Project Voucher Approval
 - Port Orchard SKCEC invoice (\$137,73172)
 - County PGHP invoice(s) (\$29,943.70)
- 7. Ongoing Business**
 - A. ED Activity Report (Feb)
 - B. Regional Facility Reports (Jan)
- 8. Executive Session – Review Process for Employee**

Meeting Adjourned

***NOTE:** This meeting will be recorded and may be available on
through the kitsap-pfd.org website or the KPFD YouTube channel.

Next 2021 Regular Board of Directors meeting:

January Meeting: March 22, 2021 at 5:30 pm, Zoom webinar
Topics: General Business, PERC Progress report

*The Kitsap Public Facilities District does not discriminate on the basis of disability.
Individuals who require accommodations should contact the PFD at 360-698-1885.*

Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Meeting

Monday, January 25th, 2021

Attending: Daron Jagodzinske, Chair; Patrick Hatchel, Vice-Chair; Walt Draper, Treasurer; Erin Leedham; Phil Havers, Tom Bullock and John Morrissey.

Staff: Mike Walton, Executive Director; Brian Lawler, Attorney

Absent: None

1. **Call to Order:** The Chair called the meeting to order at 5:31 PM.
2. **Meeting Minutes:** The ED presented the Minutes of the December 14th meeting
John Morrissey moved to approve the December 14th Minutes as submitted and Tom Bullock seconded. Erin Leedham had several corrections and the ED noted those. JM amended his motion to accept Minutes as corrected and TB seconded. The motion passed unanimously.
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **Regional Project Status Reports:**
 - A. **SKCEC, Mayor Putaansuu with Steve Rice and Lori Cook of RFM**
Mayor Putaansuu stated they are making good progress and have determined the final site - the current Kitsap Bank site. Some boring at site determined bedrock at 5-10 feet, which is very promising for construction. Steve & Lori of RFM covered their efforts on community outreach, initial concept design and other Task 2 steps. They are ready to begin the schematic design portion of Task 2. Continued community support bodes well for this project.
5. **New Business**
 - A. **Port of Bremerton ILA Discussion/Approval**
(The revised ILA was received earlier on the day of the meeting and not all of the Directors had been able to review the latest update.) Daron summarized the current status with the Port and asked Brian Lawler and the ED to summarize where the ILA was today. Brian L. described the back and forth with the current version arriving this morning. The ED summarized the issues in section 5.2 – Manner & Timing of Payment, also using a second document, “Project Funding Analysis”. Primarily an issue of repayment of the bond principal by the KPFD in either 5 years (preferred by the Port) or 10 years (as preferred by the KPFD). Several Board Members were uncomfortable that they had not read the most recent changes to the ILA and its attachments. After hearing from the representatives from the Port and significant additional discussion, a motion was made.
Walt Draper moved to approve the ILA with the modification to section 5.2 to repay the amount of \$1.439 million over 10 years with 0% interest. Erin Leedham seconded the motion, but the motion was defeated 5-2.
 - B. **Construction Consultant Agreement**
The ED submitted the Construction Consultant agreement with Shannon Thompson and Barker Creek Consulting, noting that the updated table with hourly costs was included.
John Morrissey moved to approve the Construction Consultant agreement as presented and Tom Bullock seconded. John Morrissey suggested a table listing our funded projects be added to provide guidance to Shannon’s team. An Amendment to the agreement was moved by JM and seconded by TB and the motion passed unanimously. The original motion as amended was also passed unanimously.
Shannon Thomson and was present with Cynthia Rogers, a key employee and both were welcomed to the team working on the new projects.
 - C. **Legal Services Agreement –**

The ED presented a Legal Services agreement for Jameson Pepple & Cantu LLC and Brian Lawler for 2021. The existing agreement had an extension clause, and this is to exercise that right of extension.

Phil Havers moved to approve the agreement extension for 2021 for JPC Law and Brian Lawler. Pat Hatchel seconded and the motion passed unanimously.

6. Financial Reports:

- A. **Monthly Financials & Tax Rebate Summary** – the ED reported on results from December data. The KPFD received \$164.2K in tax rebate revenue, up 10.5% over 2019, and the highest ever received in December in KPFD history, The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$10.9K> in Expenses. The result was a Net to Cash of \$83.5K. The total amount received in 2020 was \$1,839,423, up 2.7% over 2019, even with three down months in the 2nd quarter.

The ED also briefly reviewed the monthly financial reports and noted that the balance of the 96977 Fund grew to slightly over \$3.6 million, Erin pointed out a discrepancy in the Performance against Budget report - a large expense that led to a negative balance versus budget, which typically is a positive balance. The ED said he would investigate and report back to the Board.

- B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher of \$4,373.78 for expenses from Dec & Jan to be paid.

Phil Havers moved to approve the Blanket Voucher in the amount of \$4,373.78. It was seconded by Tom Bullock and passed unanimously.

- C. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher for \$29,829.68, for the sixth invoice from the Poulsbo PERC project,

John Morrissey made a motion to approve the Project Blanket Voucher in the amount of \$29,829.68. It was seconded by Erin Leedham and passed unanimously.

7. Ongoing Business:

- A. **ED Activity Report** – The Chair asked the Directors to review this report at their leisure.
B. **Regional Facility Reports** – Some activity at both current Regional Centers, Chair asked the Directors them to read them at their leisure.

8. Executive Session – the Board entered Executive Session at 8 pm.

Meeting was adjourned at 8:30 pm, following the close of the Executive Session.

Next Regular Meeting of the Board, February 22nd, 2021 at 5:30 pm

NOTE: It will be another Zoom webinar.

Topics: General Business; Port Gamble Heritage Park (PGHP) Progress Report

NOTE: This is a location change from previous meeting location. There will be location changes at each of the regular meeting dates in 2020. Please check the website for updates.

PORT GAMBLE PROJECT

Q1 2021 Update and Revised Schedule



Kitsap County

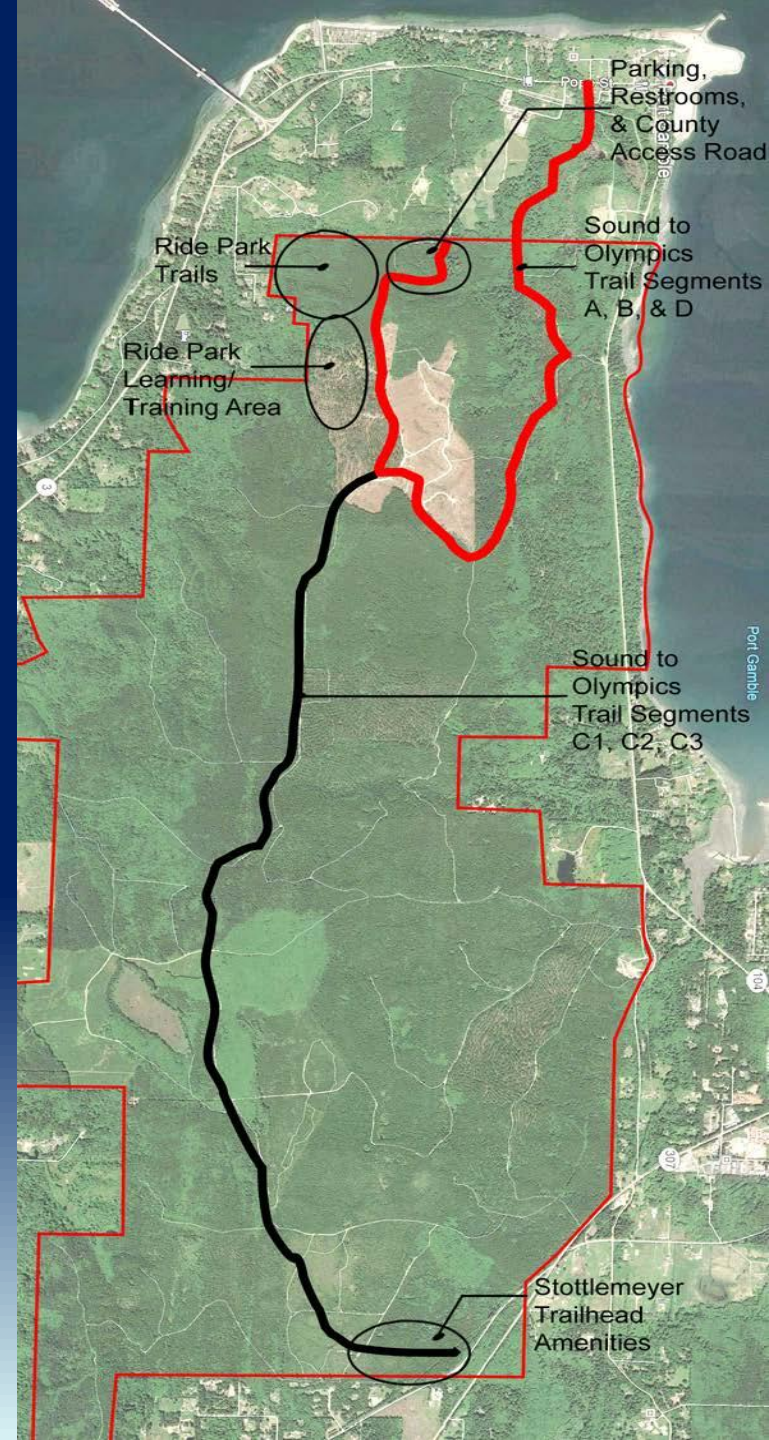
February 22, 2021

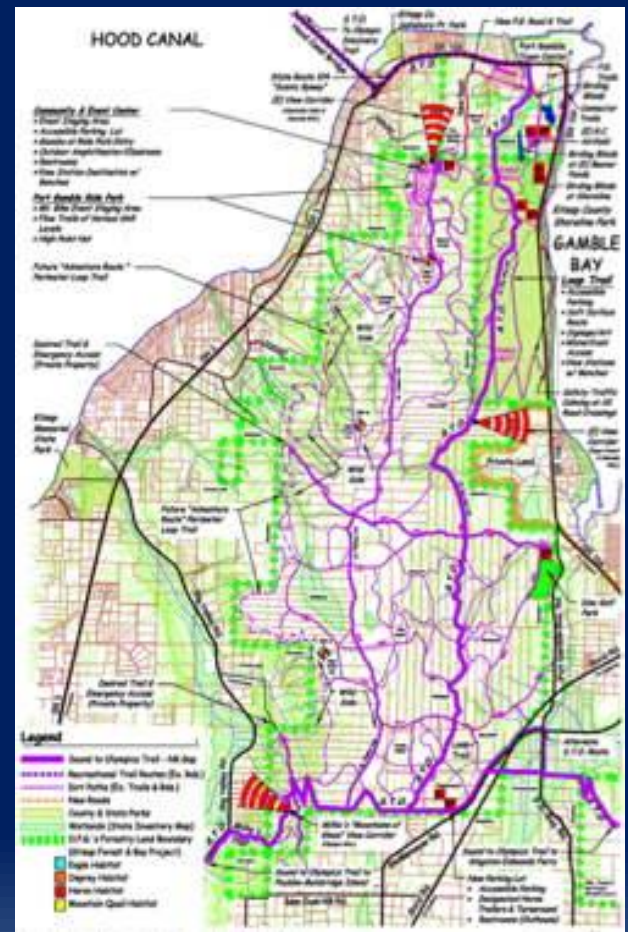
PROJECT

Ride Park

Sound to Olympics
Regional Trail

Master Plan



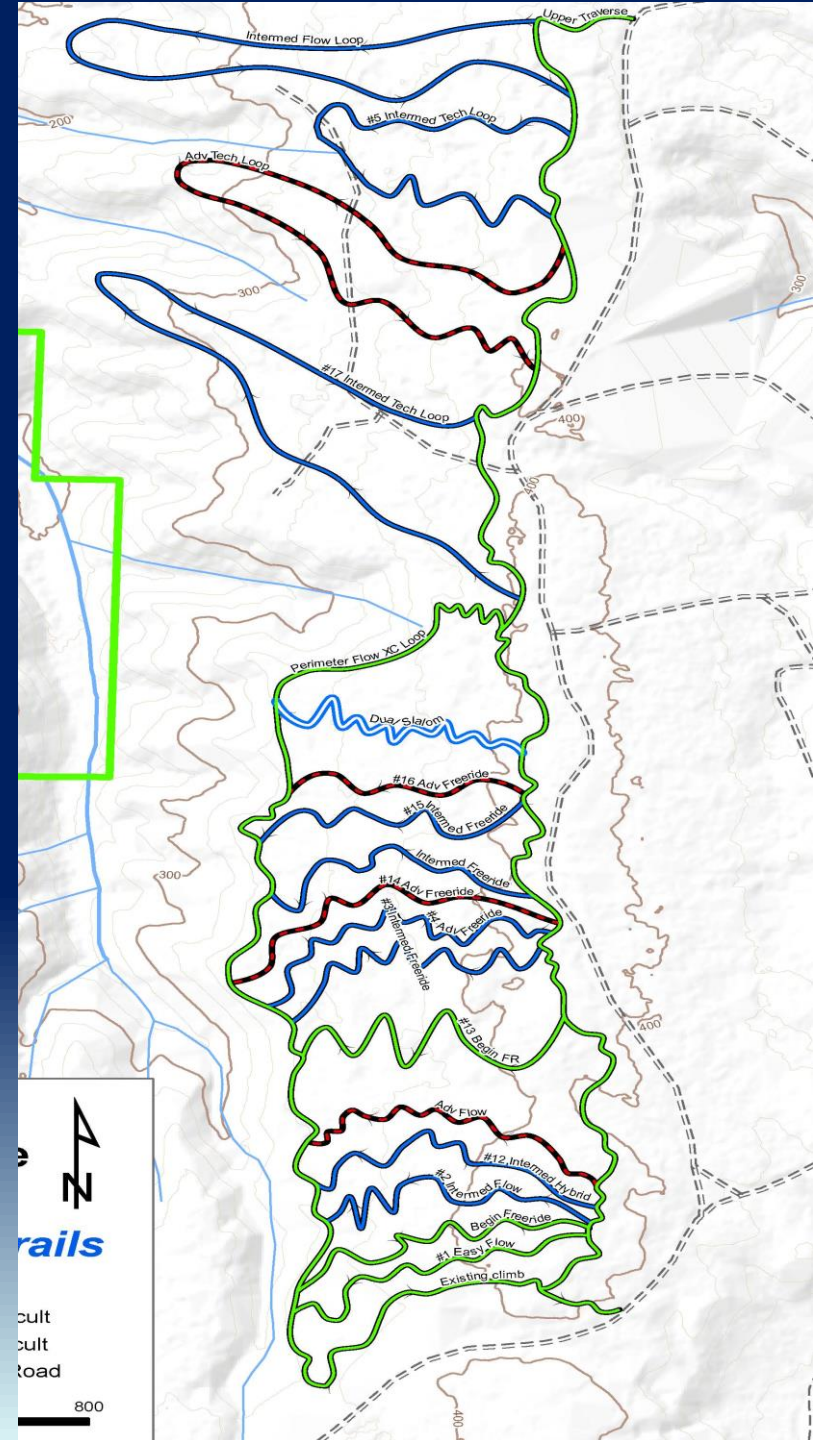


RIDE PARK

Phase 1: *10 Miles of New Trails, Training Area and Skill Building*

Phase 2: *75 Stall Parking, Bathrooms, Trailhead and Access Road*

Status: *Permits in Process (Phase I), Contractor Selected (Phase 2), Access Easement Negotiated*



RIDE PARK

Trails (\$879K w/ Land)

Training/Skills Area (\$101K)

Parking, Restrooms and Access (\$605K)

Cost
\$1,585,700

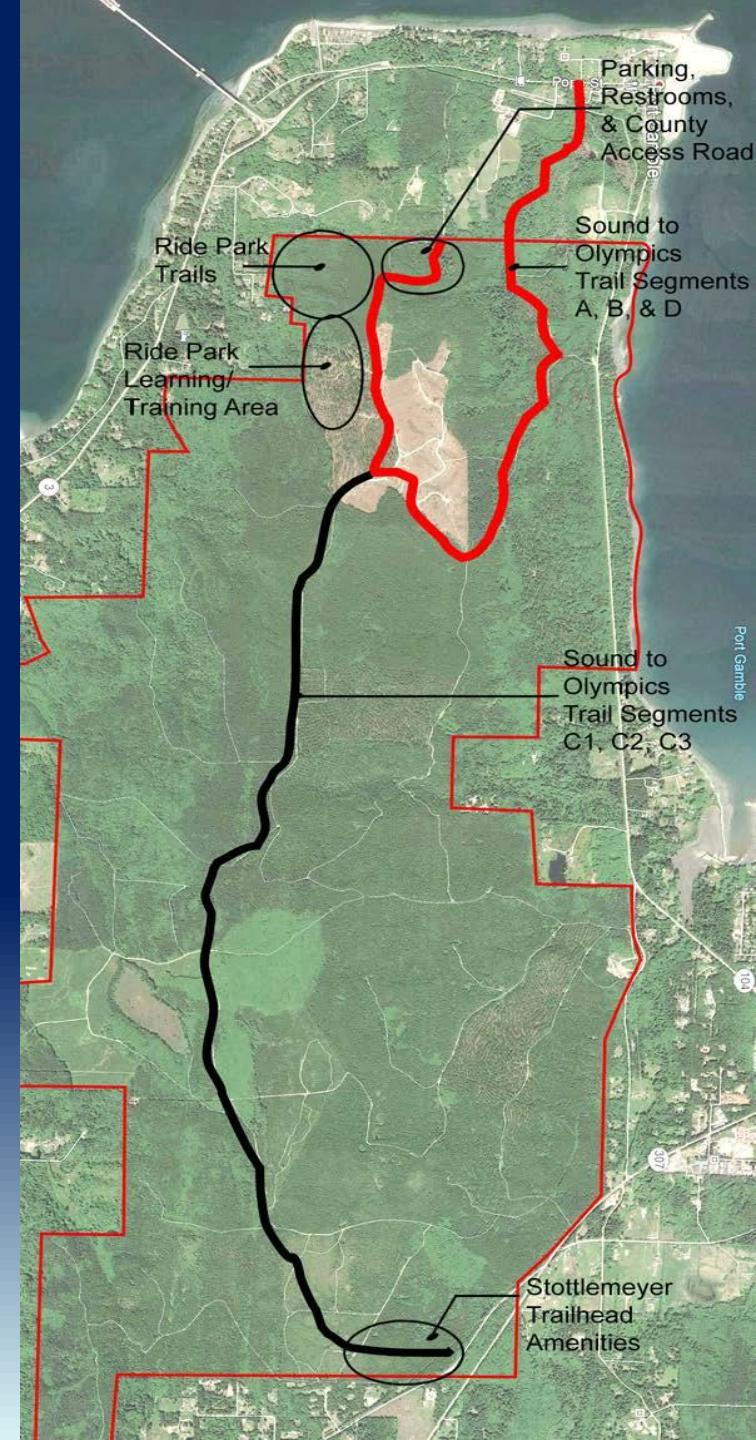
STO TRAIL

Regional Trail

10-14 Foot Paved Surface

Ultimately Connects
Bainbridge and Kingston
to Discovery Trail

Stottlemeyer Trailhead
and Parking Area



SOUND TO OLYMPICS TRAIL

Segments A, B and D (Design)

Connection to Ride Park

Status: *Consultant Selected, Opportunities for \$668,000 for 2023 Trail Construction*

Stottlemeyer Trailhead (Construction)

Status: *Contractor Selected*

Cost
\$724,481

LEGEND

- [illegible]

FIGURE 27
Pre-Final Draft Master Plan
HĀ'ENA STATE PARK

MASTER PLAN

Visioning/Public Outreach

Economic Feasibility

Preferred Alternative

Implementation Plan

Status: *Consultant Selected, First Public Meeting March 2021*

Cost
\$375,375

SCHEDULE SHIFT

COVID-19 Impacts

*Volunteer availability, revenue uncertainty,
redirected staffing*

Maximum shift – 1 year to December 2022

No Budget Implication

Same PFD Commitment for this Stage

	Task	Cost Estimate (2019-2021)	Cost Estimate (2022-)	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
	Ride Park																
	Trails																
1	Land Acquisition	\$500,000	\$0	\$500,000													
2	Design	\$0	\$0														
3	Permitting	\$6,100	\$0					\$2,100	\$2,000	\$2,000							
4	Construction	\$338,400	\$0						\$75,000	\$75,000	\$75,000	\$75,000	\$38,400				
5	Sub-Total	\$844,500	\$0	\$500,000				\$2,100	\$77,000	\$77,000	\$75,000	\$75,000	\$38,400				
	Learning/Training Area																
6	Design	\$0	\$0														
7	Permitting*	\$0	\$0														
8	Construction	\$78,400	\$0						\$20,000	\$20,000	\$20,000	\$18,400					
9	Sub-Total	\$78,400	\$0						\$20,000	\$20,000	\$20,000	\$18,400					
	Parking, Restrooms and County Access Road																
10	Design	\$77,000	\$0						\$20,000	\$32,000	\$25,000						
11	Permitting	\$8,000	\$0							\$8,000							
12	Construction	\$520,800	\$0								\$210,800	\$175,000	\$75,000	\$60,000			
	Project Management/Administrative Costs	\$57,000							\$12,000	\$12,000	\$12,000	\$10,500	\$10,500				
13	Sub-Total	\$662,800	\$0						\$32,000	\$52,000	\$247,800	\$185,500	\$85,500	\$60,000			
14	RIDE PARK TOTAL	\$1,585,700	\$0	\$500,000				\$2,100	\$129,000	\$149,000	\$342,800	\$278,900	\$123,900	\$60,000			
15	Local or Other Funding	\$988,000	\$0														
16	Requested PFD Funding	\$597,700	\$0														
	Sound to Olympics Trail																
	Trail Segments A, B and D																
17	Design	\$469,981	\$0						\$10,000	\$33,571	\$67,140	\$67,140	\$67,140	\$78,925	\$67,140	\$78,925	
18	Permitting	\$34,500	\$0										\$8,625	\$8,625	\$8,625	\$8,625	
19	Construction	\$0	\$2,745,833														\$2,745,833
20	Construction Management	\$0	\$329,500														\$329,500
21	Sub-Total	\$504,481	\$3,075,333						\$10,000	\$33,571	\$67,140	\$67,140	\$75,765	\$87,550	\$75,765	\$87,550	\$3,075,333
	Trail Amenities (Stottlemeyer)																
22	Design	\$50,000	\$0						\$20,000	\$20,000	\$10,000						
23	Permitting	\$5,000	\$0							\$5,000							
24	Construction	\$140,000	\$0								\$60,000	\$60,000	\$20,000				
	Project Management/Administrative Costs	\$25,000							\$7,000	\$6,000	\$4,000	\$4,000	\$4,000		\$25,000		
25	Sub-Total	\$220,000	\$0						\$27,000	\$31,000	\$74,000	\$64,000	\$24,000		\$220,000		
	Remaining Trail Segments																
26	Design	\$0	\$492,445														\$492,445
27	Permitting	\$0	\$34,500														\$34,500
28	Construction	\$0	\$2,462,222														\$2,462,222
29	Construction Management	\$0	\$295,466														\$295,466
30	Sub-Total	\$0	\$3,284,633														\$2,954,667
31	SOUND-TO-OLYMPICS TRAIL TOTAL	\$724,481	\$6,359,966						\$37,000	\$64,571	\$141,140	\$131,140	\$99,765	\$87,550	\$295,765	\$87,550	\$6,030,000
32	Local or Other Funding	\$0	\$1,907,989														
33	Requested PFD Funding	\$724,481	\$4,451,976														
	Master Plan Development																
34	Economic Feasibility Study	\$73,500	\$0						\$11,050	\$25,725	\$25,725	\$11,000					
35	Project Management	\$77,800	\$0					\$10,000	\$15,000	\$15,000	\$15,000	\$12,800	\$10,000				
36	Public Outreach	\$26,250	\$0						\$6,562	\$6,562	\$6,563	\$6,563					
37	Visioning & Programming	\$10,500	\$0						\$10,500								
38	Site Inventory & Reporting	\$89,250	\$0						\$30,000	\$30,000	\$29,250						
39	Concept Alternatives	\$31,500	\$0							\$15,750	\$15,750						
40	Preferred Plan	\$21,000	\$0									\$11,000	\$10,000				
41	Implementation Plan	\$31,500	\$0								\$16,500	\$15,000					
42	Parks Foundation Administration	\$0	\$0														
43	Contingency	\$14,075	\$0						\$3,500	\$3,500	\$3,000	\$3,000	\$1,075				
44	MASTER PLAN DEVELOPMENT TOTAL	\$375,375	\$0		\$0	\$0	\$0	\$10,000	\$76,612	\$96,537	\$111,788	\$59,363	\$21,075				

QUESTIONS?

Eric Baker, Policy Manager

(360) 337-4495

ebaker@co.kitsap.wa.us



REGIONAL CENTER INTERLOCAL AGREEMENT
Between the Kitsap Public Facilities District and the Port of Bremerton

This **REGIONAL CENTER INTERLOCAL AGREEMENT** (the "Agreement") is made pursuant to Chapter 39.34 RCW between the Port of Bremerton, a Washington political subdivision organized and operating pursuant to RCW 53 ("the Port"), and the Kitsap Public Facilities District, a Washington special purpose district operating under Chapter 36.100 RCW (the "District").

WHEREAS, pursuant to RCW 36.100.030(1) and RCW 35.57.020, the District is authorized to acquire, construct, own, remodel, maintain, equip, repair, and operate a regional center, and pursuant to Chapter 36.100.030(2), the District may enter into interlocal agreements with other agencies to operate such facilities. For these purposes, "regional center" means a convention, conference, or special events center under RCW 35.57.020(1)(a), or any combination of facilities and related parking facilities, serving a regional population constructed after July 25, 1999, at cost of at least ten million dollars.

WHEREAS, pursuant to RCW 82.14.390, the District is entitled to receive certain local sales taxes which the District may use for the development of qualifying regional centers.

WHEREAS, the District believes it has the financial capacity to support the development of one or more new regional centers in Kitsap County and has requested proposals from public agencies for new regional centers in Kitsap County.

WHEREAS, the District Board has completed an evaluation and review process for seven (7) new regional centers and has initially determined to proceed with further review for possible funding with several applicants.

WHEREAS, the Port has proposed a project (the "Project"), which qualifies as a regional center and which is more fully described in Attachment "A" (Project Summary), attached hereto and incorporated by reference.

WHEREAS the Port and the District previously entered into an Interlocal Agreement to provide funding for certain tasks related to public components of what was then referred to as Phase II of the Circuit of the Northwest Project on or about December 3, 2018, without a commitment to further funding.

WHEREAS the District now anticipates collaborating with the Port on the development of a regional center, specifically, Port of Bremerton/Circuits of the Northwest facility on Port owned property, where the District's primary role would be to provide funding to create public benefits for Kitsap County.

WHEREAS the District and the Port are committed to undertaking their respective obligations hereunder.

WHEREAS District funding may be subject to an independent financial feasibility

review prior to the issuance of any indebtedness or the long-term lease, purchase, or development of a regional facility pursuant to RCW 36.100.025.

NOW, THEREFORE, in consideration of the mutual obligations and benefits herein, the parties agree as follows:

1. **Purpose of Agreement.** The purpose and intent of this Agreement is for the Port and the District to collaborate efficiently and effectively in order for the parties to begin design and construction documents for the public portions of the Project and, if feasible, construct the certain public portions of the Project with funds from the Port in part, from Circuits of the Northwest in part, from other contributors, such as C-STOCK, in part, and from the District in part.

2. **Port Funding Request.** The Port has requested, and has been awarded by the District, funding in the amount of \$1,439,000.00 (One Million Four Hundred Thirty-Nine Thousand Dollars) for the design and construction documents for the public portions of the Project in accordance with the Agreement Tasks, on Exhibit "B" as attached.

3. **Port Obligations.** The Port shall undertake and fund the design and construction documents for the public portions Project, subject to reimbursement by the District as further described below. In addition, the Port shall undertake the following:

3.1 **Contract Administration.** The Port shall be responsible for all aspects of the contract administration for the Agreement Tasks, which shall include, but not be limited to, advertising, bidding, awarding, and monitoring the contract(s), as generally required by any applicable RCW. However, all invoiced or out of pocket expenses related to the project, except staff salary, benefits, and overhead costs, are eligible for reimbursement. This includes but is not limited to advertising, permitting, connection fees, testing, sub-consulting, and construction.

3.2 **Reporting.** The Port shall regularly (not less than quarterly) meet with the District or the District's representative listed in Paragraph 7 below, to evaluate the progress of its Agreement Tasks. The meetings can be held remotely as needed, consistent with applicable Open Public Meetings Act (OPMA) requirements and Port Bylaws.

3.3 **Timing of Agreement Tasks.** The anticipated timing of the Agreement Tasks is set forth in Attachment "B."

3.4 **Ownership of Work Product and / or Intellectual Property.** All design drawings and construction documents, associated work product, and associated intellectual property shall be the property of the Port.

3.5 **Recognition.** The Port shall publicly recognize the District's contribution to the Project in a manner to be agreed upon. The District may require some identification of the Project as "Regional Center" or "Special Event Center."

4. **The District's Obligations.** The District shall fund the tasks set forth in Attachment

"B" in an amount not to exceed the Funding Request in Section 2 above. The dollar amounts for each task listed in Attachment B are estimates for each project phase but may be shifted as needed; provided in the event the Port proposes to shift or reallocate funds to different tasks, it shall first provide written notice to the District, who shall have a right of approval, not to be unreasonably withheld.

5. Process for Payment.

5.1 Accounting and Reporting. The Port intends to utilize its existing accounts and fund structure to manage this Project. However, the Port shall be able separately account for and report all activity, funds and expenses related to this Project.

5.2 Manner and Timing of Payment. The Port will initially fund the Agreement Tasks. The Port may submit payment requests to the District upon completion of several tasks in Exhibit B, or may wait until the completion of all the tasks in Exhibit B. When submitting a request for payment, the Port shall notify the District of completion and submit a request for payment with an accounting of invoices received by the Port and other such information as the District may reasonably require. Thereafter, at its sole discretion, the District may pay the Port:

- In a lump sum, if otherwise unallocated funds are available, at any point in time with no penalty for prepayment, or
- Periodic payments over ten (10) years at 0% interest on an annual basis until paid

5.3 Use of Funds. The funds from the District shall solely be used for the payment of the Agreement Tasks and no other purposes. The Port may not reimburse itself for salary, benefits and overhead, but all other out of pocket expenses related to the Funding Request are eligible for reimbursement.

5.4 Port Matching Contributions. All accounting of staff time, Port expenses including consultant fees and Port contributions directly related to the Project may be considered as part of the matching element of this project for District funding.

6. **Conditions/ Contingencies/Checkpoints.** The District and the Port are committed to funding the Project as set forth in this Agreement, subject to the following conditions:

6.1 Independent Feasibility Review - Department of Commerce. The District's funding commitment may be subject to the statutory independent feasibility review of RCW 36.100.025.

6.2 Availability of Funds. This Agreement is contingent upon the availability of funding from the District. In the event that the District's expected funding payable to the Port hereunder is withdrawn, reduced, limited, or not otherwise available after the effective date of this Agreement, this Agreement may be terminated by either party.

6.3 The Port's Performance of its Assigned Tasks. District funding is conditioned upon the Port's timely completion (as measured by the deadlines set out in Attachment "B")

of its Assigned Tasks including, but not limited to, obtaining necessary permits, and obtaining necessary funding in addition to the funding from the District.

6.4 The Circuit of the Northwest's Performance of its Obligations to the Port. District funding is conditioned upon the Circuit of the Northwest's timely completion of its commitments to the Port specific to the tasks set forth in Exhibit B.

6.5 Adoption of Operational Standards. Prior to the District's reimbursement to the Port under this Agreement, the parties, through their designated representatives shall form a plan to addressing construction review and operational standards, replacement/reserve funding standards, reporting obligations, and any other agreed standards applicable only to the Project.

6.6 Process for Termination. In the event any of the required conditions are not satisfied, the Agreement may be terminated, by either party delivering thirty (30) days written notice to the other. The termination notice shall specify the date on which the Agreement shall terminate.

7. Notice and Project Coordinators. The following individuals are the Project Coordinators and official contacts for the Port and the District. Any notice, request, approval, direction, invoice, statement, or other communication which may, or are required to be given under this Agreement, shall be in writing and shall be deemed to have been given if hand delivered, sent by a nationally recognized overnight delivery service, or if deposited in the U.S. mail and sent by certified mail, return receipt requested, postage prepaid to the Project Coordinators:

For the Port: Jim Rothlin ,CEO
Port of Bremerton
8850 SW Highway 3
Bremerton, WA 98312
Phone: 360-674-2381
Email: jimr@portofbremerton.org

For the District: Michael Walton
Executive Director
Kitsap Public Facilities District
9230 Bay Shore Drive NW, Suite 101
Silverdale, WA 98383
Phone: 360-698 1885
Email: mwalton@kitsap-pfd.org

All notices shall be deemed complete upon actual receipt or refusal to accept delivery.

8. Non-Assignability. Neither party may assign any interest in this Agreement and shall not transfer any interest in this Agreement without the prior written consent of the other party.

9. Independent Governments - No Liability. Each party is and shall remain an independent government. This Agreement does not create a partnership or other similar

arrangement. The parties shall not be liable for the acts or omissions of the other party or their respective public officials, employees, or agents.

10. **Term of Agreement.** Except as otherwise stated herein, the term of this Agreement shall commence upon execution by both of the parties and shall continue until 30 days after the date of the last payment or January 31, 2022, whichever occurs last. This Agreement may be reasonably extended by the parties as may be necessary to complete the Assignment Tasks, as the parties otherwise agree.

11. **Amendment.** No modification or amendment of this Agreement may be made except by a written document signed by both parties.

12. **Counterparts and Electronic Transmission.** This Agreement may be signed in counterparts. Electronic transmission of any signed original document, and retransmission of any signed electronic transmission shall be the same as delivery of an original document.

13. **Governing Law.** This Agreement, and the right of the parties hereto, shall be governed by and construed in accordance with the laws of the State of Washington, and the parties agree that in any such action, jurisdiction and venue shall lie exclusively in Kitsap County, Washington.

14. **No Third-Party Beneficiaries.** There are no third-party beneficiaries to this Agreement.

15. **Interpretation.** Each party participated in this Agreement and has had this Agreement reviewed by legal counsel. Therefore, any language herein shall not be construed against either party on the basis of which party drafted the particular language.

16. **True and Full Value.** The Port and the District have each independently determined as to itself that: (i) it has the authority to enter into this Agreement; and (ii) the promises and covenants received from the other party represent "true and full value" received by it pursuant to RCW 43.09.210.

17. **Survivability.** All obligations contained herein shall survive termination until fully performed.

18. **Entire Agreement.** This Agreement, including all predicate paragraphs and exhibits which are incorporated into this Agreement, contains all of the understandings between the parties. Each party represents that no promises, representations, or commitments have been made by the other as a basis for this Agreement, which have not been reduced to writing herein. No oral promises or representations shall be binding upon any party whether made in the past or to be made in the future, unless such promises or representations are reduced to writing in the form of a written modification of this Agreement executed by both parties.

IN WITNESS WHEREOF, the Port of Bremerton and the District have executed this Agreement as of the date last written below.

PORT OF BREMERTON

By: Jim Rothlin

Its: CEO

Date: _____

KITSAP PUBLIC FACILITIES DISTRICT

Daron Jagodzinske

By: Daron Jagodzinske

Its: Chair

Date: 2/22/2021

ATTEST:

Patrick Hatchel

By: Patrick Hatchel

APPROVED AS TO FORM:

Brian E. Lawler

Brian E. Lawler, District Legal Counsel

ATTACHMENT "A"

PROJECT SUMMARY/DESCRIPTION

Short Summary :

The creation and administration of the design for all portions of the CNW/Port project which the public will have access and use of upon completion.

The creation and administration of the construction documents needed to implement the above.

Description of Project:

The request for funding at this stage is to design a public events center and outdoor event space located on the west side of Highway 3, across from the Bremerton Airport. The event center and outdoor event space will be on Port of Bremerton property that is currently leased to CNW.

1. Regional Sporting Event Area:

The Port of Bremerton already has a designated area on which multiple sporting events currently take place. However, in 2023, that area will be closed down as it lies in the path of the extension of Airport Industrial Way.

The KPFD funding for design and construction documents will allow an upgraded facility to be constructed across the highway in order to continue the existing schedule of events, and the ability to add new events.

The funding would be utilized to design and create the construction documents for parking areas, access roads, pedestrian walkways and bridges, supporting utilities, and the events areas. Development would be coordinated with the proposed CNW site to maximize the efficient use of funds.

For 2020 at the existing facility, there were approximately 130 scheduled events on the paved facility alone, with motocross adding many more. The sports events that have been taking place at the current facility for a number of years include:

Motocross, PacWest MX, including nationally recognized motocross competitions. Competitors stay on site for the weekend, competitions have had up to 445 entries, with 1500 participants when spectators are included.

Porsche Club car rally and meetings taking place each month with approximately 150 participants.

Sports Car Club of America, monthly events with approximately 150 attendees

Autocross

Car Races: rallies, racing, weekend events, camping. For example, the drag racing alone accounts for approximately 1000 participants per event. Drag Racing is scheduled for twelve events (36 days total) in 2020 alone.

Northwest Nights: There are four events scheduled this year, with an expected turnout of 1500 per event.

Karting

A few examples of new types of events that can be held in the proposed sporting facility:

Car Shows, including shows and concerts hosted by the LeMay Car Museum

Street Drag racing in a controlled, hosted environment.

It should be noted that each event draws not only the participants/competitors, but also

members of the public participate as spectators. These can be multi day events. Currently, every weekend is consistently booked from Spring through Fall every year. It is critical to Kitsap County to not lose the ability to host these types of events.

2. Community Events Center

The design and construction documents would also encompass this second portion, which is the outdoor events center with the capability to hold large scale events of up to 10,000 attendees, which would be a completely unique and necessary facility for Kitsap County. A soft surface terrain with mountain views would also contain stage and vendors areas to host such events as:

- Festival events: wine and beer festivals
- Musical events/concerts
- Theater performances
- Outdoor meetings/corporate events
- Trade shows, or vendors fairs

An example of community clients for such a space would include:

- Drafts and Drums (charity music festival, 1500 attendees)
- LiveNation
- LeMay AAT
- RPM Foundation
- TechForce Foundation
- Kitsap County Rodeo
- Wilkinson Events
- Permission to Start Dreaming Foundation

3. Parking Areas, Access Roads, Design:

To accommodate larger public gatherings, parking (both paved and grass) is necessary to derive the highest economic benefit to the public. For the larger events it is crucial to the project that adequate paved parking and access roads be available. Without the inclusion of the paved infrastructure, the facility cannot accommodate larger crowds or operate during inclement weather (an important feature in the Pacific Northwest).

Roadways and other infrastructure such as upgrades stormwater systems, and wastewater disposal, will also be a part of this project in order to provide adequate public access and use.

ATTACHMENT "B"
AGREEMENT TASKS
(WITH ESTIMATED BUDGETS AND TIMING)

See attached documents.

CNW - Regional Event Center Costs

Total Conceptual Project				
Description	Qty	Unit	UP	ESTIMATE
Regional Event/Sport Center				
Asphalt Pavement	4,465	ton	\$ 90	\$ 401,850
Stone Base	4,566	ton	\$ 38	\$ 173,508
Earthwork	85,000	cy	\$ 4	\$ 340,000
Restroom Facility	1	ea	\$225,000	\$ 225,000
Sanitary Sewer	1	ls	\$127,750	\$ 127,750
Storm Sewer	3	ac	\$23,000	\$ 75,900
Water Service	1	ls	\$196,000	\$ 196,000
Electrical Service	1	ls	\$150,000	\$ 150,000
Lighting	12	ea	\$6,000	\$ 72,000
Category Sub-total				\$ 1,762,008 \$
Parking				
Car Parking Asphalt	20,210	ton	\$ 90	\$ 1,818,900
Car Parking Stone Base	20,670	ton	\$ 38	\$ 785,460
Restroom Facility	1	ea	\$225,000	\$ 225,000
Sanitary Sewer	1	ls	\$306,600	\$ 306,600
Storm Sewer	14	ac	\$23,000	\$ 331,200
Water Service	1	ls	\$470,400	\$ 470,400
Earthwork	29,000	cy	\$ 4	\$ 116,000
Erosion Control	1	ls	\$ 25,000	\$ 25,000
Electric Utility	1	ls	\$ 90,000	\$ 90,000
Lighting	50	ea	\$6,000	\$ 300,000
Clearing	1	ls	\$ 20,000	\$ 20,000
Category Sub-total				\$ 4,488,560 \$
Community Event Center				
Earthwork	75,000	cy	\$ 4	\$ 300,000
Restroom Facility	1	ea	\$225,000	\$ 225,000
Sanitary Sewer	1	ls	\$76,650	\$ 76,650
Storm Sewer	1	ls	\$95,000	\$ 95,000
Water Service	1	ls	\$117,600	\$ 117,600
Seeding	433,653	sf	\$ 0.10	\$ 43,365
Stages	3	ea	\$ 100,000.00	\$ 300,000
Stone Drives	1	ls	\$ 50,000	\$ 50,000
Erosion Control	1	ls	\$ 20,000	\$ 20,000
Electric Utility	1	ls	\$ 100,000	\$ 100,000
Lighting	17	ea	\$6,000	\$ 102,000
Clearing	10	ac	\$ 7,000	\$ 70,000
Category Sub-total				\$ 1,499,615 \$
Access Roads & Pedestrian Bridges				
Asphalt Pavement	4,560	ton	\$ 90	\$ 410,400
Stone Base	2,025	ton	\$ 38	\$ 76,950
Earthwork	28,500	cy	\$ 4	\$ 114,000
Pedestrian Bridge	2	ea	\$ 400,000	\$ 800,000
Storm Sewer	1	ls	\$185,000	\$ 185,000
Lighting	15	ea	\$6,000	\$ 90,000
WA 3 / Imperial Way S. Improvements	1	ls	\$385,000	\$ 385,000
Category Sub-total				\$ 2,061,350 \$
SUB-TOTAL ALL CATAGORIES				\$ 9,811,533
Design Fee Regional Center (Arch & Engineering)	1	ea	\$686,807	\$ 686,807
Construction Document Fee Overall Facility	1	ea	\$750,000	\$ 750,000
Construction Admin Fee (Public Facilities Only)	1	ea	\$343,404	\$ 343,404
TOTAL		Grand Total	\$	11,591,744 \$

Funding Distribution

Total fee	Project Integrations Manager	Design Director	Facility Redesign	Arch	Civil Cnslt	Mapping & Studies
258,030	\$ 41,605.90	\$ 33,704.43	\$ 40,802.95	\$ 35,802.95	\$ 105,792.10	\$ 20,321.18
482,307	\$ 66,461.40	\$ 52,346.05	\$ 48,230.70	\$ 58,230.70	\$ 197,745.87	\$ 29,292.28
219,605	\$ 43,920.91	\$ 27,940.68	\$ 36,960.46	\$ 31,960.46	\$ 90,037.87	\$ 8,784.18
476,865	\$ 80,373.00	\$ 66,529.75	\$ 47,686.50	\$ 62,686.50	\$ 195,514.65	\$ 29,074.60
1,436,806	\$232,361.21	\$180,520.91	\$173,680.61	\$188,680.61	\$589,090.49	\$87,472.24



Public Regional Event Center Schedule

1	3	Award of Funding for Event Center Design	12/16/2020	1	12/17/2020
2	3	Bond Funding Awarded for Public Event Center	12/16/2020	1	12/17/2020
3	3	Initiate Geotechnical Studies	3/1/2021	30	3/31/2021
4	3	Initiate Additional Survey Work Activities	3/1/2021	30	3/31/2021
5	3	Initiate Off-site Transportation Improvement Study & Design	3/29/2021	60	5/28/2021
6	3	Event Center Charrette	4/5/2021	1	4/6/2021
7	3	Event Center Space Programing	4/12/2021	4	4/16/2021
8	3	Develop Building Programming	4/19/2021	18	5/7/2021
9	3	Modify Masterplan Based on Charrette Results	5/10/2021	14	5/24/2021
10	3	Event Center Schematic Design	6/1/2021	60	7/31/2021
11	3	Event Center Design Development Drawings	8/11/2021	60	10/10/2021
12	3	Prepare Design Development Cost Estimate	10/10/2021	5	10/15/2021
13	3	Event Center Preliminary Grading/Utility Bid Set	10/10/2021	45	11/24/2021
14	3	Event Center Preliminary Grading & Utility Package Public Review	10/10/2021	30	11/9/2021
15	3	Final Event Center Design	11/24/2021	90	2/22/2022

All schedule events are for public event spaces and correspond to event center costs items:

** Design Fee Regional Center, Architect and engineering

** Construction Document Fee overall facility

PROJECT FUNDING ANALYSIS – Feb 2021

Before the Oct meeting, I sent out some project funding information.

They were the first look at the project funding estimates at that time

- 1) A summary of the 3 ILA projects, plus info on the POB project;
- 2) A Gannt chart of the project phase timing

The updates of those docs based on the information you received at the meeting.

As you can see, the timing for the Pt Orchard SKCEC and Poulsbo PERC projects take their construction phase, requiring bonding (or other allocated funding), out into a 2023 start or beyond. Even the Pt Gamble project now shows their Phase 2 carrying out to the end of 2022.

The total cost for those phases?

SKCEC	\$1.0 Mil (Phase 2 & 3)
PERC	\$1.9 Mil (ILA - \$243K Ph 1+ Ph2)
PGHP	<u>\$1.7 Mil</u> (Task #2)
Total	\$4.6 mil

What does that mean for the KPFD?

- 1) It means that our current cash position - \$3.5 million
- 2) Net cash over the next two years ~ \$1.7 million
\$5.2 Mil

Will be enough to cover those costs, But the cupboard will be spare...

Where does that leave the POB/CNW project?

If the POB sells Bonds for the \$1.4 million...it costs us nothing up front;

- KPFD pays them back \$1.4 million over 10 years @ \$140K per year
- They pay the financing costs as their “share” of the cost

But paid back over 5 years means \$280K per year –

- that might impact the commitments already made to the first 3

However, the County would have a new facility built by the end of 2022, before the SKCEC and PERC get construction started.

If the KPFD chooses to refund the 2011 bonds, spread out over the next 20 years, more tax refund revenue would be available and would increase the net cash available for funding the project stages/phases. It could also allow for early repayment of the PB bond principle.

Project Planner

Select a period to highlight at right. A legend describing the charting follows.

Period Highlight:

Plan Duration

Actual Start

% Complete

Actual (beyond plan)

% Complete (beyond plan)

[illegible]

**Kitsap Public Facilities District
Sales Tax Rebate Revenue Summary**

	A	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
1		FY 2015	%	FY 2016	%	FY 2017	%	FY 2018	%	FY 2019	%	FY 2020	%	FY 2021	%
2	January	\$ 95,620.62	2.6%	\$ 105,695.31	10.5%	\$ 113,891.57	7.8%	\$ 123,476.10	8.4%	\$ 144,263.78	16.8%	\$ 150,304.56	4.2%	\$ 158,789.57	5.6%
3	February	\$ 126,017.20	5.6%	\$ 140,524.01	11.5%	\$ 147,253.14	4.8%	\$ 159,064.82	8.0%	\$ 165,509.56	4.1%	\$ 173,706.66	5.0%		
4	March	\$ 90,504.55	6.7%	\$ 96,088.48	6.2%	\$ 105,943.80	10.3%	\$ 123,918.31	17.0%	\$ 125,924.98	1.6%	\$ 132,155.73	4.9%		
5	April	\$ 90,213.40	6.7%	\$ 100,040.83	10.9%	\$ 104,854.91	4.8%	\$ 118,939.87	13.4%	\$ 116,815.21	-1.8%	\$ 115,731.99	-0.9%		
6	May	\$ 107,061.73	7.0%	\$ 119,621.40	11.7%	\$ 126,859.08	6.1%	\$ 144,926.19	14.2%	\$ 150,430.71	3.8%	\$ 126,061.95	-16.2%		
7	June	\$ 103,097.71	8.4%	\$ 114,550.72	11.1%	\$ 113,282.72	-1.1%	\$ 133,121.83	17.5%	\$ 145,401.79	9.2%	\$ 126,133.58	-13.3%		
8	July	\$ 108,768.82	9.2%	\$ 114,395.94	5.2%	\$ 126,579.00	10.6%	\$ 146,892.10	16.0%	\$ 150,399.47	2.4%	\$ 165,292.17	9.9%		
9	August	\$ 121,969.93	14.4%	\$ 128,801.45	5.6%	\$ 142,050.14	10.3%	\$ 158,152.03	11.3%	\$ 166,341.19	5.2%	\$ 170,988.07	2.8%		
10	September	\$ 118,429.01	12.4%	\$ 124,100.96	4.8%	\$ 129,254.90	4.2%	\$ 149,561.17	15.7%	\$ 157,155.89	5.1%	\$ 167,577.17	6.6%		
11	October	\$ 111,631.80	4.3%	\$ 126,066.16	12.9%	\$ 132,996.09	5.5%	\$ 151,329.82	13.8%	\$ 158,503.52	4.7%	\$ 163,033.80	2.9%		
12	November	\$ 121,114.70	6.6%	\$ 132,038.42	9.0%	\$ 139,824.46	5.9%	\$ 149,568.79	7.0%	\$ 161,955.86	8.3%	\$ 184,238.07	13.8%		
13	December	\$ 110,023.46	11.1%	\$ 117,143.86	6.5%	\$ 124,461.85	6.2%	\$ 148,700.48	19.5%	\$ 148,546.73	-0.1%	\$ 164,199.11	10.5%		
14															
15	TOTAL	\$ 1,304,452.93	7.9%	\$ 1,419,067.54	8.8%	\$ 1,507,251.66	6.2%	\$ 1,707,651.51	13.3%	\$ 1,791,248.69	4.9%	\$ 1,839,422.86	2.7%	\$ 158,789.57	
16	AVERAGE	\$ 108,704.41	7.9%	\$ 118,255.63	8.8%	\$ 125,604.31	6.2%	\$ 142,304.29	13.3%	\$ 149,270.72	4.9%	\$ 153,285.24			
17															
18				NOTE: These sales tax rebate numbers show for the month						Jan-21		\$\$		Comment	
19				money is received from the State Treasurer's Office.						Income		\$ 158,790		up 5.6% vs. 2020!	
20				County receives rebate two months after tax paid,						- Debt Service		(\$69,873)			
21				i.e. Cnty/PFD March receipt reflects January sales tax revenue						Net		\$88,916			
22										- Expenses		(\$10,171)			
23										Net to Cash		\$78,745			
24															

**Kitsap Public Facilities District
Profit & Loss Budget Performance
January 2021**

January 2021 Fund 968 Budget Performance	Operating						
	Jan 21	Budget	Jan 21	YTD Budget	Annual Budget	Balance in Budget	
Ordinary Income/Expense							
Income							
968 Rev - PFD Operations Fund							
96968E - PFD Operations Fund	0.00	19,750.00	0.00	19,750.00	237,000.00	237,000.00	
Total 968 Rev - PFD Operations Fund	0.00	19,750.00	0.00	19,750.00	237,000.00	237,000.00	
Total Income	0.00	19,750.00	0.00	19,750.00	237,000.00	237,000.00	
Expense							
968 Exp - PFD Operations Fnd							
96968E - PFD Operations Fnd							
5101 - Regular Salaries	3,854.00	4,979.13	3,854.00	4,979.13	59,750.00	55,896.00	
5102 - Overtime Pay	900.52	833.37	900.52	833.37	10,000.00	9,099.48	
5190 - Miscellaneous Pay	631.00	483.37	631.00	483.37	5,800.00	5,169.00	
5201 - Industrial Insurance	67.30	305.37	67.30	305.37	3,664.00	3,596.70	
5202 - Social Security	411.99	444.63	411.99	444.63	5,336.00	4,924.01	
5311 - Office/Operating Supplies	0.00	83.37	0.00	83.37	1,000.00	1,000.00	
5351 - Equipment/Office Furnishings	572.23	83.37	572.23	83.37	1,000.00	427.77	
5411 - Accounting & Auditing	641.25	333.37	641.25	333.37	4,000.00	3,358.75	
5415 - Consulting Services							
5415 a - Construction Consulting	0.00	1,250.00	0.00	1,250.00	15,000.00	15,000.00	
Total 5415 - Consulting Services	0.00	1,250.00	0.00	1,250.00	15,000.00	15,000.00	
5416 - Special Legal Services	2,515.00	2,083.37	2,515.00	2,083.37	25,000.00	22,485.00	
5417 - Bonding/Financing	0.00	1,250.00	0.00	1,250.00	15,000.00	15,000.00	
5419 - Other Prof Svcs - Reg Ctr Mktg							
5419 a - Professional Services	68.64	2,000.00	68.64	2,000.00	24,000.00	23,931.36	
5419 b - Recording	262.50	416.63	262.50	416.63	5,000.00	4,737.50	
Total 5419 - Other Prof Svcs - Reg Ctr Mktg	331.14	2,416.63	331.14	2,416.63	29,000.00	28,668.86	
5420 - Website	0.00	250.00	0.00	250.00	3,000.00	3,000.00	
5421 - Telephone	246.86	208.37	246.86	208.37	2,500.00	2,253.14	
5425 - Postage	0.00	4.13	0.00	4.13	50.00	50.00	
5431 - Mileage	0.00	83.37	0.00	83.37	1,000.00	1,000.00	
5432 - Travel	0.00	83.37	0.00	83.37	1,000.00	1,000.00	
5438 - Board Mileage/Airfare	0.00	33.37	0.00	33.37	400.00	400.00	
5441 - Advertising	0.00	500.00	0.00	500.00	6,000.00	6,000.00	
5451 - Operating Rental/Leases							
5451 a - Printing/ Copying	0.00	20.87	0.00	20.87	250.00	250.00	
5451 b - Rental-Office Space	0.00	1,200.00	0.00	1,200.00	14,400.00	14,400.00	
Total 5451 - Operating Rental/Leases	0.00	1,220.87	0.00	1,220.87	14,650.00	14,650.00	
5461 - Gen/Auto/E&O Insurance	0.00	333.37	0.00	333.37	4,000.00	4,000.00	
5492 - Dues/Subscriptions/Memberships	0.00	166.63	0.00	166.63	2,000.00	2,000.00	
5497 - Registration & Tuition							
5497 a - Board Devel/Train Regist/Fees	0.00	50.00	0.00	50.00	600.00	600.00	
5497 b - Staff Devel/Train Rester/Fees	0.00	25.00	0.00	25.00	300.00	300.00	
Total 5497 - Registration & Tuition	0.00	75.00	0.00	75.00	900.00	900.00	
5499 - Other							
5499 a - Events Support/Seed Money	0.00	1,666.63	0.00	1,666.63	20,000.00	20,000.00	
5499 b - Rental-Meeting Space	0.00	166.63	0.00	166.63	2,000.00	2,000.00	
5499 c - Other	0.00	41.63	0.00	41.63	500.00	500.00	
5499 d - Governance-Board of Dir Related	0.00	333.37	0.00	333.37	4,000.00	4,000.00	
Total 5499 - Other	0.00	2,208.26	0.00	2,208.26	26,500.00	26,500.00	
Total 96968E - PFD Operations Fnd	10,171.29	19,712.72	10,171.29	19,712.72	236,550.00	226,378.71	
Total 968 Exp - PFD Operations Fnd	10,171.29	19,712.72	10,171.29	19,712.72	236,550.00	226,378.71	
Total Expense	10,171.29	19,712.72	10,171.29	19,712.72	236,550.00	226,378.71	
Net Ordinary Income	-10,171.29	37.28	-10,171.29	37.28	450.00	10,621.29	
Net Income	-10,171.29	37.28	-10,171.29	37.28	450.00	10,621.29	
968 Liabilities - Net change in Liabilities			\$	15,404.52			
968 Ending Cash Balance (Balances with Balance sheet)			\$	5,233.23			

Kitsap Public Facilities District
Statement of Financial Position by Fund
As of January 31, 2021

January 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
ASSETS				
Current Assets				
Checking/Savings				
286 - LTGO Bond Fund 2002A-PFD	4,893,421.47	0.00	0.00	4,893,421.47
968 - Fund 96-968 KPFD Operations Fnd	0.00	5,233.23	0.00	5,233.23
977 - Fund 96-977 KPFD Holding Fund	0.00	0.00	3,676,261.28	3,676,261.28
Total Checking/Savings	4,893,421.47	5,233.23	3,676,261.28	8,574,915.98
Total Current Assets	4,893,421.47	5,233.23	3,676,261.28	8,574,915.98
TOTAL ASSETS	4,893,421.47	5,233.23	3,676,261.28	8,574,915.98
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L - 968 PFD Operations Liabilities	0.00	15,404.52	0.00	15,404.52
977-L - PFD Regional Center Liabilities	0.00	0.00	-883,809.89	-883,809.89
Total Other Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
Total Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
Long Term Liabilities				
286-LT - LTGO Bond Fund Liabilities	250,000.00	0.00	0.00	250,000.00
977-LT - 2636 Regional Ctr Notes Payable	0.00	0.00	4,500,000.00	4,500,000.00
Total Long Term Liabilities	250,000.00	0.00	4,500,000.00	4,750,000.00
Total Liabilities	250,000.00	15,404.52	3,616,190.11	3,881,594.63
Equity				
286 FB - LTGO Bond Fund Balance/RE	4,573,453.73	0.00	0.00	4,573,453.73
Revenue	69,967.74	0.00	159,774.29	229,742.03
Expenses	0.00	-10,171.29	-99,703.12	-109,874.41
Total Equity	4,643,421.47	-10,171.29	60,071.17	4,693,321.35
TOTAL LIABILITIES & EQUITY	4,893,421.47	5,233.23	3,676,261.28	8,574,915.98

Kitsap Public Facilities District
Statement of Financial Revenue & Expense by Fund
January 2021

January 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
Ordinary Income/Expense				
Income				
286 Rev - LTGO Bond Fund 2002B-PFD	69,873.44	0.00	0.00	69,873.44
977 Rev - PFD Regional Center Capital	94.30	0.00	159,774.29	159,868.59
Total Income	69,967.74	0.00	159,774.29	229,742.03
Expense				
968 Exp - PFD Operations Fnd	0.00	10,171.29	0.00	10,171.29
977 Exp - PFD Regional Cntr Capital	0.00	0.00	99,703.12	99,703.12
Total Expense	0.00	10,171.29	99,703.12	109,874.41
Net Ordinary Income	69,967.74	-10,171.29	60,071.17	119,867.62
Net Income	69,967.74	-10,171.29	60,071.17	119,867.62
Beg Cash +/- Net Income	\$ 4,893,421.47	\$ 5,233.23	\$ 3,676,261.28	\$ 8,574,915.98
Net Change in Liabilities	\$ -	\$ -	\$ -	\$ -
January 31, 2021 Ending Cash Balance	\$ 4,893,421.47	\$ 5,233.23	\$ 3,676,261.28	\$ 8,574,915.98

Kitsap Public Facilities District Statement of Financial Position by Fund

As of January 31, 2021

January 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
ASSETS				
Current Assets				
Checking/Savings				
286 - LTGO Bond Fund 2002A-PFD				
2861111 - 00998 Interco ITC Ac Cash	139,746.88	0.00	0.00	139,746.88
2861181 - Beginning Investment	253,580.29	0.00	0.00	253,580.29
2861182 - Investments Purchased	94.30	0.00	0.00	94.30
2861630 - Notes/Contracts Receivable	4,500,000.00	0.00	0.00	4,500,000.00
Total 286 - LTGO Bond Fund 2002A-PFD	4,893,421.47	0.00	0.00	4,893,421.47
968 - Fund 96-968 KPFD Operations Fnd				
9681111 - 00998 Post Interco ITC Ac	0.00	5,233.23	0.00	5,233.23
Total 968 - Fund 96-968 KPFD Operations Fnd	0.00	5,233.23	0.00	5,233.23
977 - Fund 96-977 KPFD Holding Fund				
9771111 - 00998 Post Interco ITC Ac	0.00	0.00	777,369.88	777,369.88
9771181 - PFD Reg Ctr Beg Investment				
PGHP - PG Heritage Park Allocation	0.00	0.00	597,700.00	597,700.00
SKCEC - SKCEC Fund	0.00	0.00	200,000.00	200,000.00
9771181 - PFD Reg Ctr Beg Investment - Other	0.00	0.00	1,850,206.68	1,850,206.68
Total 9771181 - PFD Reg Ctr Beg Investment	0.00	0.00	2,647,906.68	2,647,906.68
9771182 - Investments Purchased	0.00	0.00	984.72	984.72
9771650 - Receivable-Advances to Other	0.00	0.00	250,000.00	250,000.00
Total 977 - Fund 96-977 KPFD Holding Fund	0.00	0.00	3,676,261.28	3,676,261.28
Total Checking/Savings	4,893,421.47	5,233.23	3,676,261.28	8,574,915.98
Total Current Assets	4,893,421.47	5,233.23	3,676,261.28	8,574,915.98
TOTAL ASSETS	4,893,421.47	5,233.23	3,676,261.28	8,574,915.98
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L - 968 PFD Operations Liabilities				
9682312 - USE Tax Payable	0.00	29.50	0.00	29.50
9682370 - Custodial Accounts	0.00	15,375.02	0.00	15,375.02
Total 968-L - 968 PFD Operations Liabilities	0.00	15,404.52	0.00	15,404.52
977-L - PFD Regional Center Liabilities				
9772370 - Custodial Accounts	0.00	0.00	-883,809.89	-883,809.89
Total 977-L - PFD Regional Center Liabilities	0.00	0.00	-883,809.89	-883,809.89
Total Other Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
Total Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
Long Term Liabilities				
286-LT - LTGO Bond Fund Liabilities				
2862639 - LGTO Long Term Liabilities	250,000.00	0.00	0.00	250,000.00
Total 286-LT - LTGO Bond Fund Liabilities	250,000.00	0.00	0.00	250,000.00
977-LT - 2636 Regional Ctr Notes Payable	0.00	0.00	4,500,000.00	4,500,000.00

Kitsap Public Facilities District Statement of Financial Position by Fund

As of January 31, 2021

January 2021	286	968	977	TOTAL
Total Long Term Liabilities	250,000.00	0.00	4,500,000.00	4,750,000.00
Total Liabilities	250,000.00	15,404.52	3,616,190.11	3,881,594.63
Equity				
286 FB - LTGO Bond Fund Balance/RE				
2862821 - LTGO Loans/Advances	4,500,000.00	0.00	0.00	4,500,000.00
2862880 - LTGO Undesignated Retained	71,557.12	0.00	0.00	71,557.12
2862940 - 49 Uses Other Than OP	660,000.00	0.00	0.00	660,000.00
286 FB - LTGO Bond Fund Balance/RE - Other	-658,103.39	0.00	0.00	-658,103.39
Total 286 FB - LTGO Bond Fund Balance/RE	4,573,453.73	0.00	0.00	4,573,453.73
Net Income	69,967.74	-10,171.29	60,071.17	119,867.62
Total Equity	4,643,421.47	-10,171.29	60,071.17	4,693,321.35
TOTAL LIABILITIES & EQUITY	4,893,421.47	5,233.23	3,676,261.28	8,574,915.98

Kitsap Public Facilities District
Statement of Financial Revenue & Expenses by Fund
January 2021

January 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
Ordinary Income/Expense				
Income				
286 Rev · LTGO Bond Fund 2002B-PFD				
2861I · LTGO Bond Fund 2002A PFD				
3380 · Intergovernmental Service				
90 · Other Intergovt Services	69,873.44	0.00	0.00	69,873.44
Total 3380 · Intergovernmental Service	69,873.44	0.00	0.00	69,873.44
Total 2861I · LTGO Bond Fund 2002A PFD	69,873.44	0.00	0.00	69,873.44
Total 286 Rev · LTGO Bond Fund 2002B-PFD	69,873.44	0.00	0.00	69,873.44
977 Rev · PFD Regional Center Capital				
96977I · PFD Regional Center Capital				
3130 · Retail Sales and Use Tax				
19 · Regional Centers Sales & Use	0.00	0.00	158,789.57	158,789.57
Total 3130 · Retail Sales and Use Tax	0.00	0.00	158,789.57	158,789.57
3610 · Interest Earnings				
97711 · Investment Interest	94.30	0.00	984.72	1,079.02
Total 3610 · Interest Earnings	94.30	0.00	984.72	1,079.02
Total 96977I · PFD Regional Center Capital	94.30	0.00	159,774.29	159,868.59
Total 977 Rev · PFD Regional Center Capital	94.30	0.00	159,774.29	159,868.59
Total Income	69,967.74	0.00	159,774.29	229,742.03
Expense				
968 Exp · PFD Operations Fnd				
96968E · PFD Operations Fnd				
5101 · Regular Salaries	0.00	3,854.00	0.00	3,854.00
5102 · Overtime Pay	0.00	900.52	0.00	900.52
5190 · Miscellaneous Pay	0.00	631.00	0.00	631.00
5201 · Industrial Insurance	0.00	67.30	0.00	67.30
5202 · Social Security	0.00	411.99	0.00	411.99
5351 · Equipment/Office Furnishings	0.00	572.23	0.00	572.23
5411 · Accounting & Auditing	0.00	641.25	0.00	641.25
5416 · Special Legal Services	0.00	2,515.00	0.00	2,515.00
5419 · Other Prof Svcs - Reg Ctr Mktg				
5419 a · Professional Services	0.00	68.64	0.00	68.64
5419 b · Recording	0.00	262.50	0.00	262.50
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	0.00	331.14	0.00	331.14
5421 · Telephone	0.00	246.86	0.00	246.86
Total 96968E · PFD Operations Fnd	0.00	10,171.29	0.00	10,171.29
Total 968 Exp · PFD Operations Fnd	0.00	10,171.29	0.00	10,171.29
977 Exp · PFD Regional Cntr Capital				

Kitsap Public Facilities District
Statement of Financial Revenue & Expenses by Fund
January 2021

January 2021	286	968	977	TOTAL
96977E - PFD Regional Cntr Capital				
5650 - Construction of Fixed Assets				
5650 b - City of Poulsbo Inv# GRNT000765	0.00	0.00	13,441.75	13,441.75
5650 c - City of Poulsbo Inv# GRNT000771	0.00	0.00	16,387.93	16,387.93
Total 5650 - Construction of Fixed Assets	0.00	0.00	29,829.68	29,829.68
5520 - I/G Pymts, Fed, State, Local	0.00	0.00	69,873.44	69,873.44
Total 96977E - PFD Regional Cntr Capital	0.00	0.00	99,703.12	99,703.12
Total 977 Exp - PFD Regional Cntr Capital	0.00	0.00	99,703.12	99,703.12
Total Expense	0.00	10,171.29	99,703.12	109,874.41
Net Ordinary Income	69,967.74	-10,171.29	60,071.17	119,867.62
Net Income	69,967.74	-10,171.29	60,071.17	119,867.62

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# 557934**

We, thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment in the amount of \$5,030.13 on this 22nd day of February, 2021.

Daron Jagodzinske**Daron Jagodzinske, Chair**Patrick Hatchel**Pat Hatchel, Vice-chair**Walter S Draper IV**Walter Draper IV, Treasurer****John Morrissey**Erin Leedham**Erin Leedham****Phil Havers**Thomas S. Bullock**Tom Bullock**

VENDOR	AMOUNT
Recurring items	
JPC Legal services – (Jan)	\$ 3,885.50
Barker Creek - const. consult	\$ 0.00
Accountability Plus (bookkeeping-)	\$ 438.75
Mike Walton – Jan expenses	\$ 281.68
	\$
	\$
Comcast	\$ 161.70
	\$
Other items:	
VKP – Rent (\$1250) & Monthly stipend (\$2000)	\$ (auto pay monthly)
	\$
City of Bremerton - BKAT	\$ 262.50
Dept of L&I – Workers Comp	\$
NW Municipal Advisors (2021 services)	\$
	\$
PAGE TOTAL	<u>\$ 5,030.13</u>

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# 559476**

We, thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment in the amount of \$29,943.70 on this 22nd day of February, 2021.

Daron Jagodzinske

Daron Jagodzinske, Chair

Phil Havers

Patrick Hatchel

Pat Hatchel, Vice-Chair

Erin Leedham

Erin Leedham

Walter S Draper IV

Walt Draper, Treasurer

John Morrissey

Thomas S. Bullock

Thomas Bullock

VENDOR	AMOUNT
Project items – Port Orchard SKCEC	
2020 Project Management work	\$ 26,417.50
2021 Project Management work	\$ 3,526.20
PAGE TOTAL	\$29,943.70

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# 559830**

We, thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment in the amount of \$137,371.72 on this 22nd day of February, 2021.

Daron Jagodzinske

Daron Jagodzinske, Chair

A blue ink signature of Phil Havers.

Phil Havers

Patrick Hatchel

Pat Hatchel, Vice-Chair

Erin Leedham

Erin Leedham

Walter S Draper IV

Walt Draper, Treasurer

A blue ink signature of John Morrissey.

John Morrissey

Thomas S. Bullock

Thomas Bullock

VENDOR	AMOUNT
Project items – Port Orchard SKCEC	
RFM #03 October work	\$ 70,000.00
RFM #04 November work	\$ 55,000.00
RFM #05 December work	\$ 12,371.72
PAGE TOTAL	\$137,371.72

TO: KPF Board of Directors
FROM: Mike Walton, Executive Director
RE: Activity Update as of Feb 18, 2021

Salient points for Jan 2021:

Regional Projects:

NK REC: No interaction, explore terminating agreement in 2021.

KFEC: Jim Dunwiddie has left Parks, new Director Alex Wiznewski – arrange meeting.

KCC: Little current activity, some cancelled, some rescheduled

New Projects:

- Contract for Construction Consultant is signed and first virtual meeting has been held. Initial activity will be getting up to speed on current status of projects
- PERC concluding 2020, no invoice for Feb. They have launched their Steering Committee process, with Daron and I on Committee. They will present Status Report in Mar.
- POB/CNW – Phase 3 partial funding approved, new ILA at Feb meeting for approval.

Other Organizations:

VKP: New 2021 agreement approved

Bonding & Funding:

I have prepared an updated analysis on available funding and am discussing with NWMA. Will receive new timeline for PGHP at Feb meeting and will look at melding current commitments with POB/CNW commitment.

Digital Signatures:

Complete with addition of two new Directors now need updated Conflict of Interest statements.

General:

- Continuing in the process to build capability to do remote Board Meetings in Zoom webinar format. Seems to be working smoothly, but complex requirements in Jan, caused another disconnect. I have selected John Morrissey as co-host, we'll see how that works.
- Process of upgrading network security complete. PC upgrade is going forward, new PC in hand, will complete conversion after Feb meeting completed.
- Will upgrade the KPF website in 2021 to make it mobile friendly and add more document storage. I have begun process with Chris and Patty, who did our current one and am working with VKP for Community Reports.
- Get Conflict of Interest forms from missing Directors.
- VKP is asking for increase in rent for 2021 - a planned rent increase, but also to equalize rent amount for equal space, and VKP revenue is down significantly in 2021.
- Virtually attended the KEDA Economic Forecast presentation, outlining improving economic conditions, but longer term recovery in employment.
- Working with PGHP and Port Orchard on their realignment of project phases and timing.
- Updated new spreadsheet and Gantt chart to show the new Port Orchard funding requirements and a timeline for the expenditures. With the submission of the County PGHP new timeline, that update should be available at the Feb meeting.



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: February 18th, 2021

January 2021 Month End Recap

Overview

January came with new announcements from our Governor, launching his phased reopening plan. Although miscellaneous venue restrictions were some of the tightest, hope shines on for the not-so-distant future. Clients have shown us a great desire for the in-person return by their phone calls, e-mails, and personal visits. Vaccines have been launched for many in the community, easing minds and helping normalcy return to KCC.

Event Highlights

January was a month to celebrate. With the restrictions of allowing only teachings or trainings that could not be completed virtually (and no in-person food service), we managed to host 5 of these, with three being booked in the month of January. Three of these events were government group trainings, and two were business trainings. All five events were set and served in accordance with Columbia Clean measures in place. The feedback received from our clients was that of gratitude and appreciation. The support and collaboration from our Seattle based support center has surely set us up for success and allows us to feel confident in a COVID-19-based environment. These same groups have already reserved space for February, and we are excited to welcome them back.

Team Member

Five hourly team members were able to work in small capacities in January. They were thrilled to return! It was so neat to hear them speak to their own excitement and see the dedication and desire to choose to return to KCC. We have an extremely loyal team who has held strong during these challenging times. The shared roles between both KCC and Gold Mountain have allowed both properties the flexibility needed to manage both assets. Head Chef Kevin Swanson has worked on the Gold Mountain maintenance team this month, allowing us to protect and secure the Conference Center as well as provide full time employment for him.



Operations

The operations team did an outstanding job ensuring we met all enforced government guidelines. It surely felt like “home” again with a small team of employees returning and watching the hustle and bustle that we are accustomed to. From spacing tables 6 feet apart and sanitizing all areas with the Protexus electrostatic sprayer, safety and health of our clients were top of mind. Food service is something we anxiously await the return of. Although we were not allowed to host our normal dining services in person, allowing guests a packaged option to take home was well received and greatly appreciated.



Sales

We exceeded budget in January by \$2,600. We also received \$19k back in signed contracts for 2021 and 2022. These contracts included a wide variety of weddings, birthday parties, government groups and business meetings. We did have two cancellations take place, however the financial loss from these were minimal. We sent out 7 costs estimates for future bookings in the amount of \$40k, with the strong possibility of half of this revenue generating next month. Eight new cost estimates totaling \$5,900 have a tentative hold on our venue and we hope to see contracts signed for these in the very near future. We continue to ensure we are on site full time and available to answer phones and e-mails with urgency in mind.

Marketing/Communications

Social media presence has begun to take place on a more consistent basis, knowing our clients are excited to return as restrictions lighten. The website continues to be updated, and ideas for the near term are being discussed with our internal focus groups.

Looking Ahead

The “new norm” has all teams working together around the ideas of cutting-edge event technology and defining what that looks like here on property. With new platforms developing quickly in this digitally engaged world, it is top of mind for us to continue to research and offer these types of events. Similarly, in-person events will also have to be more strategically truncated, with smaller sized groups and hybrid models bringing that digital factor.

Financial Results

Kitsap Conference Center Consolidated Income Statement For Period Ending 01/31/2021

Current Month				Year to Date			
Actual	%	Budget	%	Actual	%	Budget	
0	0.0%	123	3.2%	0	0.0%	123	Conference Services
450	6.9%	59	1.5%	450	6.9%	59	Audio Visual
1,640	25.1%	750	19.5%	1,640	25.1%	750	Food
0	0.0%	125	3.3%	0	0.0%	125	Beverage
3,900	59.6%	150	3.9%	3,900	59.6%	150	Room Rental
550	8.4%	2,645	68.7%	550	8.4%	2,645	Miscellaneous
6,540	100.0%	3,852	100.0%	6,540	100.0%	3,852	GROSS REVENUE
0	0.0%	2,171	72.9%	0	0.0%	2,171	COSTS OF SALES
262	16.0%	176	23.5%	262	16.0%	176	Conference Services
(47)	#DIV/0!	26	20.8%	(47)	#DIV/0!	26	Food
215	3.3%	2,373	61.6%	215	3.3%	2,373	Beverage
6,325	96.7%	1,479	38.4%	6,325	96.7%	1,479	TOTAL COST OF SALES
							GROSS MARGIN
(101)	-1.5%	533	13.8%	(101)	-1.5%	533	DIRECT EXPENSES:
0	0.0%	0	0.0%	0	0.0%	0	Conference Services Payroll Related
2,609	39.9%	4,278	111.0%	2,609	39.9%	4,278	Conference Services Other Direct
632	9.7%	1,399	36.3%	632	9.7%	1,399	Food & Beverage Payroll Related
3,140	48.0%	6,210	161.2%	3,140	48.0%	6,210	Food & Beverage Other Direct
3,185	48.7%	(4,732)	-122.8%	3,185	48.7%	(4,732)	TOTAL DIRECT EXPENSES
							DEPARTMENT PROFIT
							UNDISTRIBUTED OPERATING EXPENSES
12,440	190.2%	14,544	377.5%	12,440	190.2%	14,544	Administrative & General
5,922	90.6%	10,817	280.8%	5,922	90.6%	10,817	Sales & Marketing
0	0.0%	960	24.9%	0	0.0%	960	Repairs & Maintenance
5,550	84.9%	4,150	107.7%	5,550	84.9%	4,150	Utilities
23,912	365.6%	30,471	791.0%	23,912	365.6%	30,471	TOTAL UNDISTRIBUTED OPERATING EXPENSES
(20,727)	-316.9%	(35,202)	-913.8%	(20,727)	-316.9%	(35,202)	INCOME BEFORE FIXED CHARGES
196	3.0%	116	3.0%	196	3.0%	116	FIXED CHARGES
0	0.0%	58	1.5%	0	0.0%	58	Capital Reserve
23	0.3%	410	10.6%	23	0.3%	410	Incentive Management Fee
0	0.0%	451	11.7%	0	0.0%	451	Insurance
7,500	114.7%	7,500	194.7%	7,500	114.7%	7,500	Leases
(3)	0.0%	23	0.6%	(3)	0.0%	23	Management Fee
7,716	118.0%	8,557	222.1%	7,716	118.0%	8,557	Property & Other Taxes
34,982	534.9%	47,612	1235.9%	34,982	534.9%	47,612	TOTAL FIXED CHARGES
(28,443)	-434.9%	(43,760)	-1135.9%	(28,443)	-434.9%	(43,760)	TOTAL OPERATING EXPENSES
							NET OPERATING INCOME



KITSAP COUNTY PARKS

EVENT CENTER REVENUE, YEAR TO DATE - January 31, 2021

	2021	2020
REVENUE BY SOURCE		
BALLFIELD USAGE FEES	4448.82	\$ 1,448
EQUIPMENT & VEHICLE RENTAL	0	\$ 2,942
SPACE & FACILITY RENTAL	0	\$ 35,330
YEAR TO DATE REVENUE	\$ 4,449	\$ 39,720

FAIRGROUNDS & EVENT CENTER ACTIVITY FOR December

FACILITY RENTALS

Dates Reserved

Gordon Field

Gordon #1	Kitsap Alliance & Tracyton Soccer	13
Gordon #2	Tracyton Soccer Club	12
Parking Lot Gordon	Kitsap Transit	2

NOTE: The fees collected for the dates reserved are not necessarily included in the Revenue To-Date, as some of the reservations are paid for in advance of the current year. The figures represented above are reported from the Kitsap County Financial Systems (JDE) from January 1 through December 31, 2021