



Virtual Meeting of the Board of Directors *
Monday, May 24, 2021
Webinar ID – 880 2070 7156 Passcode – 904246

FINAL AGENDA

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
 - A. Approval of previous Meeting Minutes – April 26, 2021
- 3. Public Comment** – “Raise Hand,” or Chat message, max. 3 minutes
- 4. Regional Project Update –**
 - A. SKCEC Progress Report – Steve Rice, RFM & Nick Bond
- 5. New Business**
 - A. Report on Bond Refunding – Scott Bower, NWMA
 - B. Visit Kitsap – Approve updated Agreement – Brian Lawler
- 6. Financial Reports**
 - A. Monthly Reports – Tax revenue and monthly financials (Apr)
 - Financial Flowchart – New tool
 - Project Funding Tracker – New tool
 - B. Blanket Voucher – KPFD expenses (\$15,144.74)
 - C. Project Voucher Approval
 - Poulsbo PERC Invoice (\$15,516.25)
 - D. POB Invoice Approval Process (\$155,993.55*)
(* to be approved for POB payment, not by KPFD)
- 7. Ongoing Business**
 - A. ED Activity Report (May)
 - B. Regional Facility Reports (Apr)

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:

Next Meeting: June 28, 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, April 26th, 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; Susan Veach, Bookkeeper,

Absent: None

1. **Call to Order:** The Chair called the meeting to order at 5:30 PM. His question for the Board was “What do you miss most from pre-Covid19?”
2. **Meeting Minutes:** The ED presented the Minutes of the March 22nd Regular Meeting
John Morrissey moved to approve the February 22nd Regular Meeting Minutes as submitted and Tom Bullock seconded. The motion passed unanimously.
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **Regional Project Status Reports:**
 - A. **County PGFHP ILA Modification – Brian Lawler & Eric Baker, Kitsap County**
Brian explained the update that Eric had made, adjusting the schedule for completion of the first parts of the Stage 2 plan, noting that the end of 2022 as completion date.
Erin Leedham moved to approve the revision to the PGFHP ILA as presented by Brian Lawler. Walt Draper seconded the motion, and it was approved unanimously.
5. **New Business:**
 - A. **Visit Kitsap Agreement Extension – Mike Walton & Patty Graf-Hoke, VKP**
Mike explained that the 2020 agreement had an extension clause and both VKP and KPFD representatives wanted to extend it and it was signed in January. In the discussion several things were pointed out that were not current, so it was referred to Brian for review and update. No motion was made to approve.
Patty also stated she is retiring and introduced Beth Javens as her replacement. Beth spoke briefly, introducing herself to the Board.
 - B. Patty went on to introduce the first views of the redesigned website for the KPFD. It was contracted for in 2020 and significant progress on a new WordPress website had been made. It is cellphone responsive and more contemporary in its design. Not all of the content has been converted and the site is perhaps two to three months away from being released to the public. Phil Havers brought up the need to have a privacy policy in place when the site comes online.
6. **Financial Reports:**
 - A. **Monthly Financials & Tax Rebate Summary –** the ED reported on results from March data. The KPFD received \$144.7K in tax rebate revenue, up 9.5% over 2019, and the highest ever received by the KPFD in March. The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$14K> in Expenses. The result was a Net to Cash of \$60.8K.
Susan Veach was also present to go over the financial reports and point out several important parts of the reports and how they tie together, but each highlights a separate aspect of the financials. There were several Q&As to clarify some issues for the Directors.
 - B. **Expense Blanket Voucher –**The ED submitted a Blanket Voucher in the amount of \$7,602.73 for expenses from March to be paid.
John Morrissey moved to approve the Blanket Voucher in the amount of \$7,602.73. It was seconded by Phil Havers and passed unanimously.

- C. **Port Orchard SKCEC Blanket Voucher** – The ED submitted a SKCEC project Blanket Voucher for \$20,628.28 to cover contractor expenses during March.
John Morrissey moved to approve the submitted Blanket Voucher in the amount of \$20,628.28. It was seconded by Erin Leedham and passed unanimously.
- D. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulsbo in the amount of \$10,868.75, from the PERC project for March invoices,
Walt Draper made a motion to approve the Project Blanket Voucher in the amount of \$10,868.75. It was seconded by Phil Havers and passed unanimously.

Note: The ED uses the Digital Signatures of the Directors on the Blanket Voucher approval form submitted to the Board. The Board indicated its approval of the process used by the ED to expedite the handling of the forms during the pandemic and virtual meetings.

7. Ongoing Business:

- A. **ED Activity Report** – The ED submitted his report on his activities for the preceding month. The Chair asked the Directors to review this report at their leisure.
- B. **Regional Facility Reports** – Some activity is increasing at both current Regional Centers with better prospects for the future. The Chair asked the Directors them to read them at their leisure.

8. Executive Session – the Board entered Executive Session at 7:00 pm, planning to return in 30 minutes. The Board exited Executive Session at 7:30 pm and resumed the meeting.

9. Action to Amend the Employment Agreement

Erin Leedham moved to approve the Amendment to the Employment Agreement for the Executive Director as submitted. It was seconded by Walt Draper and passed unanimously.

10. Search for Executive Search Firm

The KPFD will work with the County HR Dept. to select a search firm to find candidates for the Executive Director position.

John Morrissey moved to create a committee to review the search firm candidates. It was seconded by Phil Havers and passed unanimously.

The Chair asked for volunteers for the committee to review the candidates and make a recommendation to the Board. The volunteers were Tom Bullock, John Morrissey and Daron Jagodzinske.

The Meeting was adjourned at 7:39 pm.

Next Regular Meeting of the Board, a Zoom webinar on May 24th, 2021 at 5:30 pm

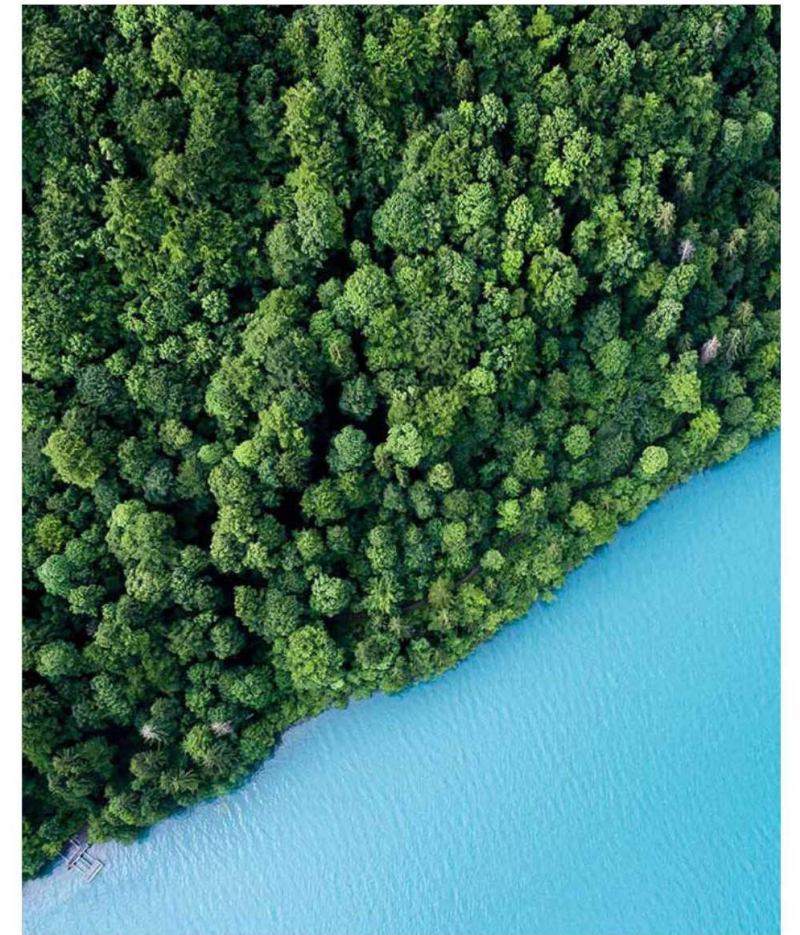
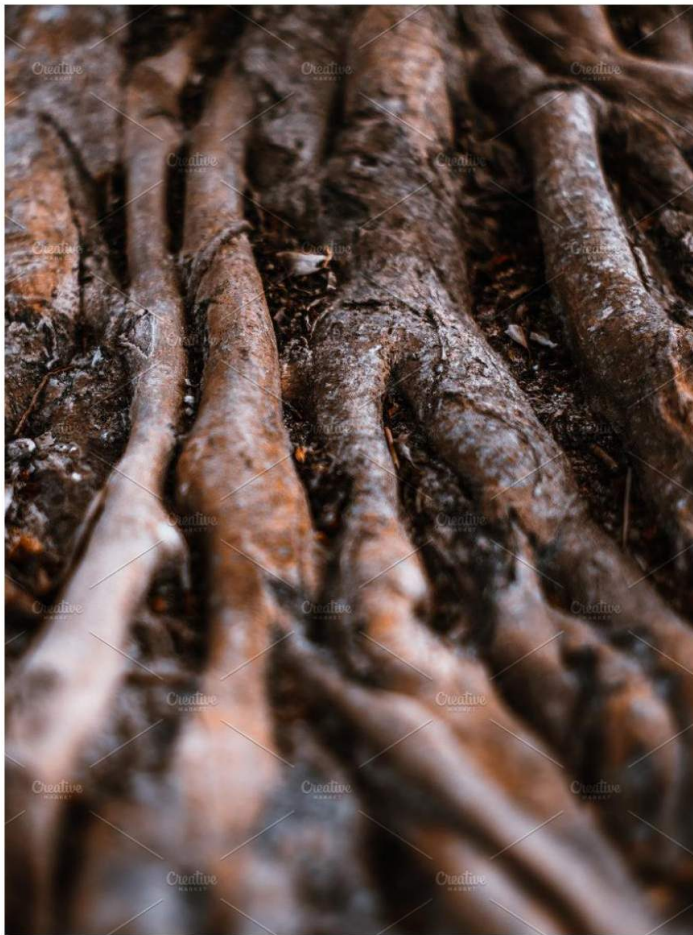
Topics: General Business; Port Orchard (SKCEC) Progress Report

NOTE: This is planned as another Zoom webinar. There may be other location or format changes at each of the regular meeting dates in 2021. Please check the website for updates.

SOUTH KITSAP COMMUNITY EVENTS CENTER

SCHEMATIC DESIGN PROGRESS





MAY 21, 2021

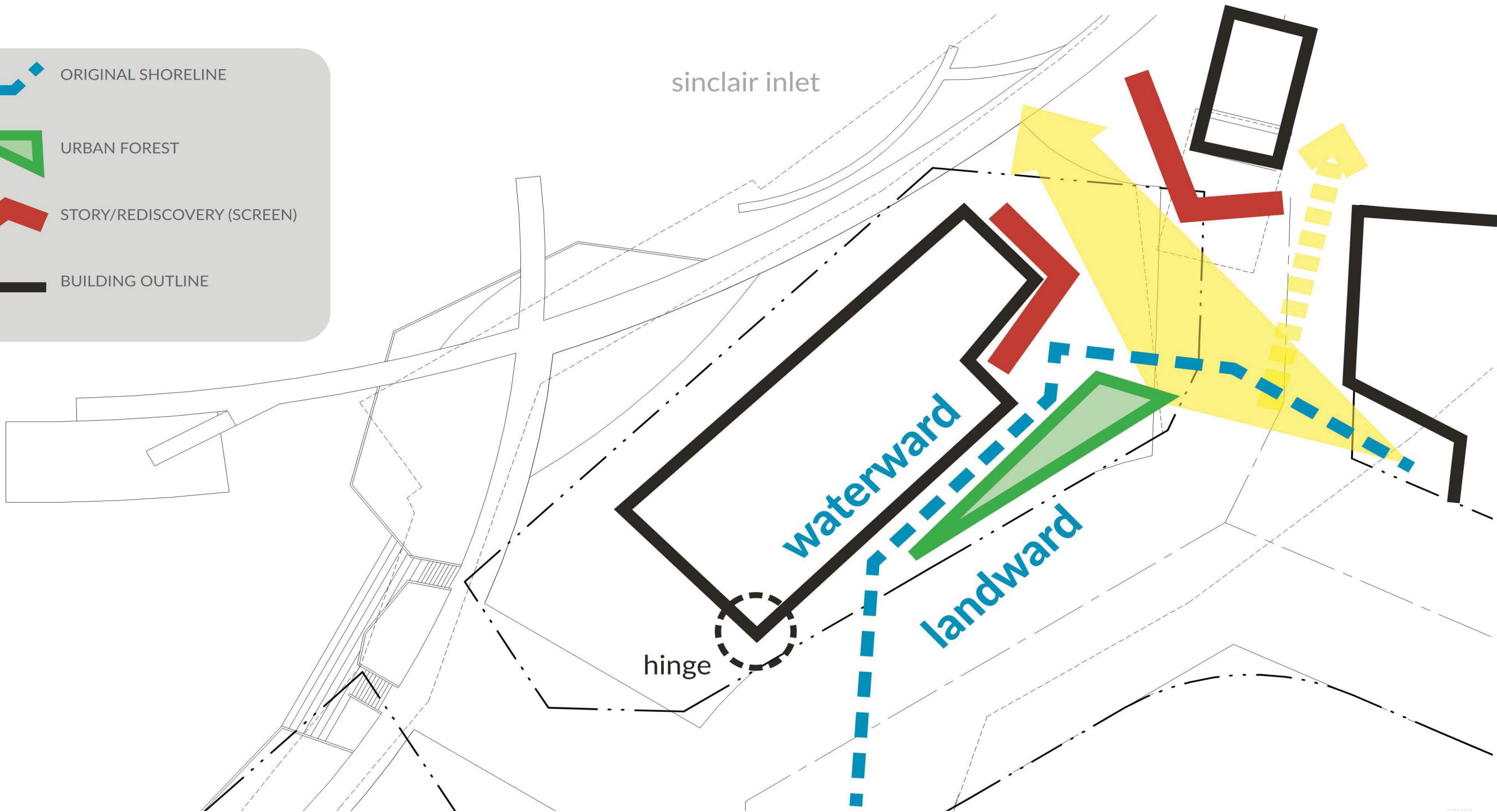


THIS PLAN IS A COMPOSITE IMAGE MADE UP OF A SATELLITE IMAGE FROM GOOGLE EARTH, CITY OF PORT ORCHARD MASTER PLAN BY GGLO, AND THE PROPOSED SKCEC CONCEPTUAL PLAN BY RICE FERGUS MILLER.

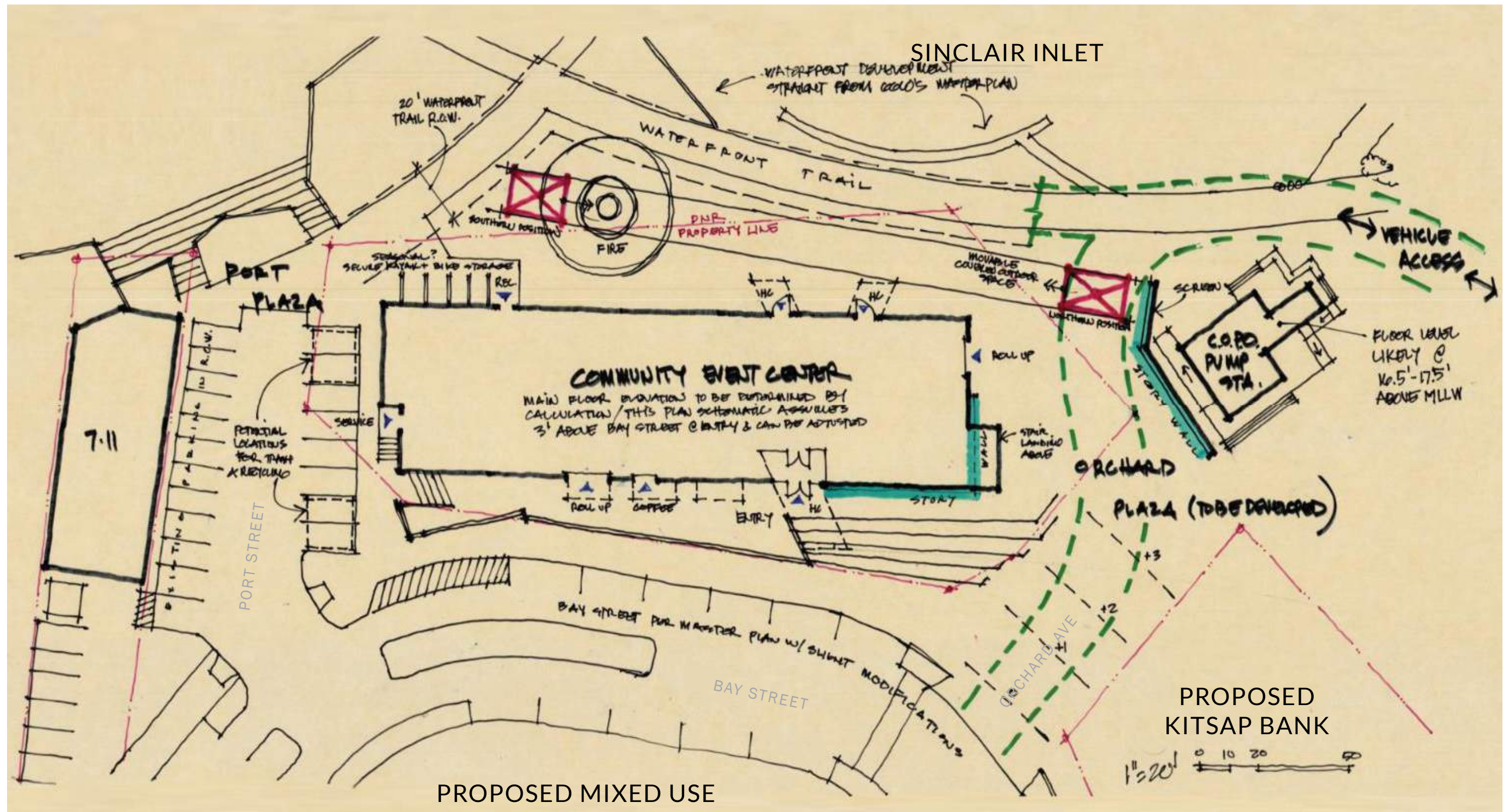


SITE AERIAL MAP 

-  ORIGINAL SHORELINE
-  URBAN FOREST
-  STORY/REDISCOVERY (SCREEN)
-  BUILDING OUTLINE



SITE DIAGRAM 



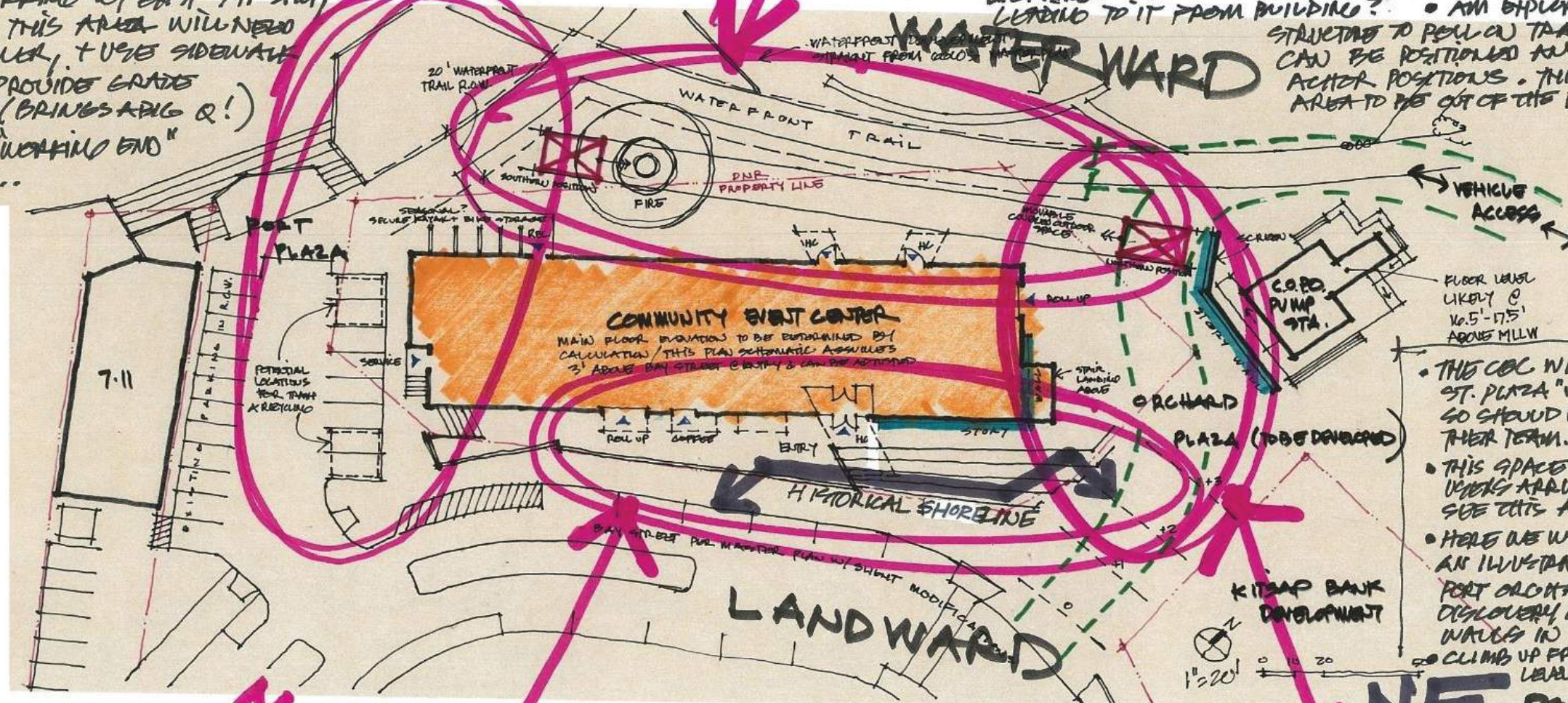
SCHEMATIC SITE PLAN

SW RECREATION & SERVICE FOCUS

- VEHICLE SUPPORT FOR LIBRARY & FOR EVENTS
- TRASH + RECYCLING (I THINK)
- KAYAKS, BIKE RENTAL VENDOR. DIRECT ACCESS TO WATER + DOCK/FLOAT
- STAIRS PARKING W/ BUS 7-11 SHOP, SO ASSUMES THIS AREA WILL NEED TO STAY LOWER, + USE SIDEWALK ACCESS TO PROVIDE GRADE TRANSITION. (BRINGS A BIG Q!)
- THIS IS THE "WORKING END" OF THE CEC..

NW COMMUNITY'S WATERFRONT "PORCH"

- OPEN, FLEXIBLE. OUR DOMINANT IS FACE OF BLDG TO NEAR EDGES OF WATERFRONT TRAIL PAVING. THIS IS THE FRONT YARD CONNECTION TO WATER + MOUNTAINS — WHAT IT MEANS TO LIVE IN THE PNW.
- PROMOTE CASUAL INTERACTION WHEN NOTHING BIG IS HAPPENING, THIS SPACE SHOULD BE POPULATED, EVENT OR NO EVENT.
- GRADE +/- LEVEL FOR TENTS + SEATED DINING. SUPPORT OUTDOOR EVENTS AND INDOOR/OUTDOOR, PROGRESSIVE EVENTS. POWER, WATER, LIGHTING. ALL 2 STOPS LOWER, THAN MAIN FLOOR W/ SKIRT STEPS LEADING TO IT FROM BUILDING? • AM ENVIIONING A MOVABLE COVERED STRUCTURE TO PROTECT TRAILS OR WHEELS THAT CAN BE POSITIONED ANYWHERE BETWEEN 2 ARCHER POSITIONS. THINK: THAT'S THE BAR, OR, AREA TO GET OUT OF THE DRIZZLE OR SNOW.....



SE ENTRY EXPERIENCES / "STREETSIDE PORCH" WHERE FOREST MEET WATER

- WELCOME; HC ACCESS; GRACIOUS; "SIDEWALK CAFE" MEETS "URBAN FOREST.... & SOMETIMES HIGHLIGHTS THE ACTUAL ORIGINAL SHORELINE LOCATION. HOW DO WE USE THIS SPACE TO HELP CONNECT THE BUILDING TO TOWN + STREETSCAPE IN A UNIQUE + WONDERFUL WAY. WATERSIDE IS WIDE OPEN; THIS NEED NOT BE.

NE PORTAL / ARRIVAL

- MUST ALSO ALLOW FOR VEHICLE ACCESS ON OCCASION FOR CO-OP. & PORT OF FROM VEHICLES FOR SERVICE.
- SO, THIS IS A TRICKY ONE, THE SIDE OF THE PROJECT W/ THE MOST DIVERSE & POTENTIALLY CONFLICTING NEEDS. GUIDE LEVEL OF DEVELOPMENT MINOR OF BOTH PEOPLE & VEHICLE NEEDS.

SCHEMATIC SITE PROGRAM



1891



water-facing / industry

2015



street-facing / commerce

FUTURE

CEC
design

Are we honoring the past, but not living in the past?

Port Orchard City Council guiding principle #2

DESIGN STORY



INSPIRATION

What feeds design? What helps create the “big idea” for a strong and purposeful solution?

REDISCOVERY

story of place; the original shoreline

FRONT PORCH

waterside/streetside/building as connector

ENERGIZE

learn/work/celebrate

DESIGN STORY



PERSPECTIVE - VIEW FROM ORCHARD STREET PLAZA



PERSPECTIVE - VIEW FROM ORCHARD STREET PLAZA



PERSPECTIVE - VIEW FROM WATER SIDE NORTHWEST CORNER



PERSPECTIVE - VIEW FROM WATER SIDE LOOKING EAST



PERSPECTIVE - VIEW FROM WATER SIDE SOUTHWEST CORNER



PERSPECTIVE - VIEW FROM SOUTH



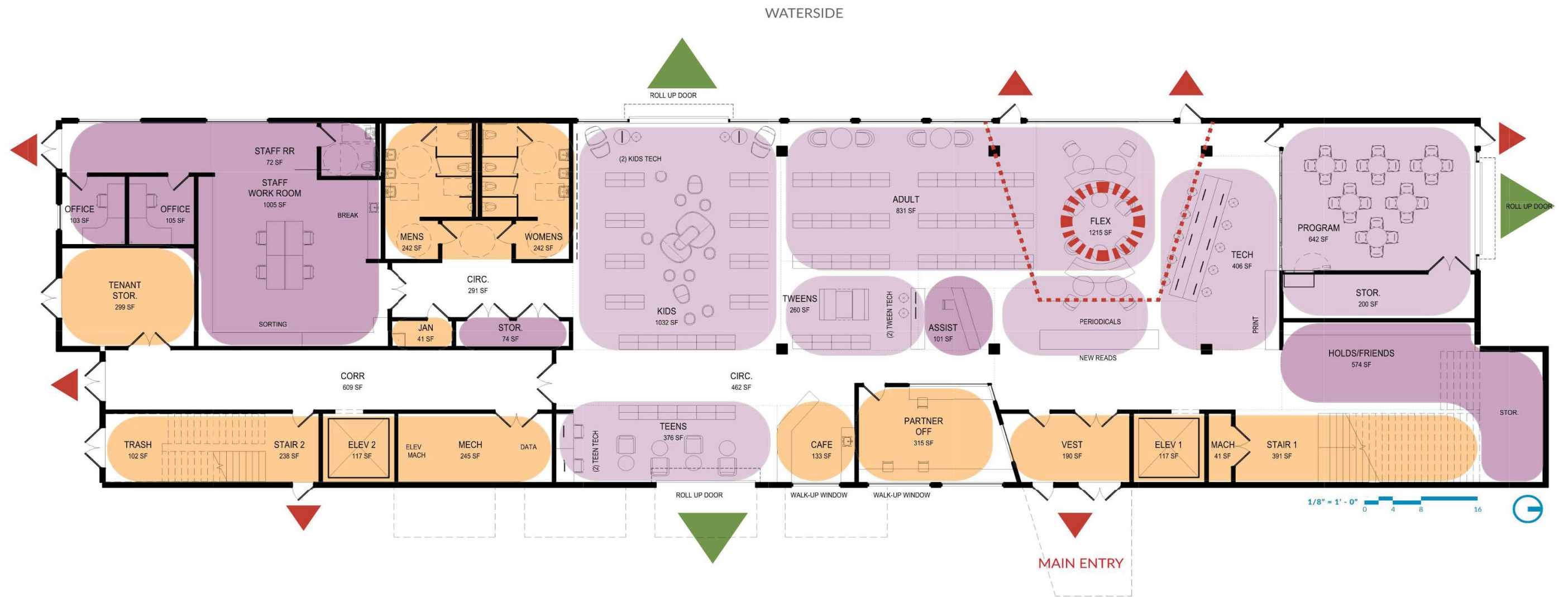
PERSPECTIVE - VIEW FROM SOUTH AT PORT STREET PLAZA



PERSPECTIVE - VIEW FROM BAY STREET LOOKING WEST



PERSPECTIVE - VIEW FROM BAY STREET LOOKING WEST



PROGRAM LEGEND

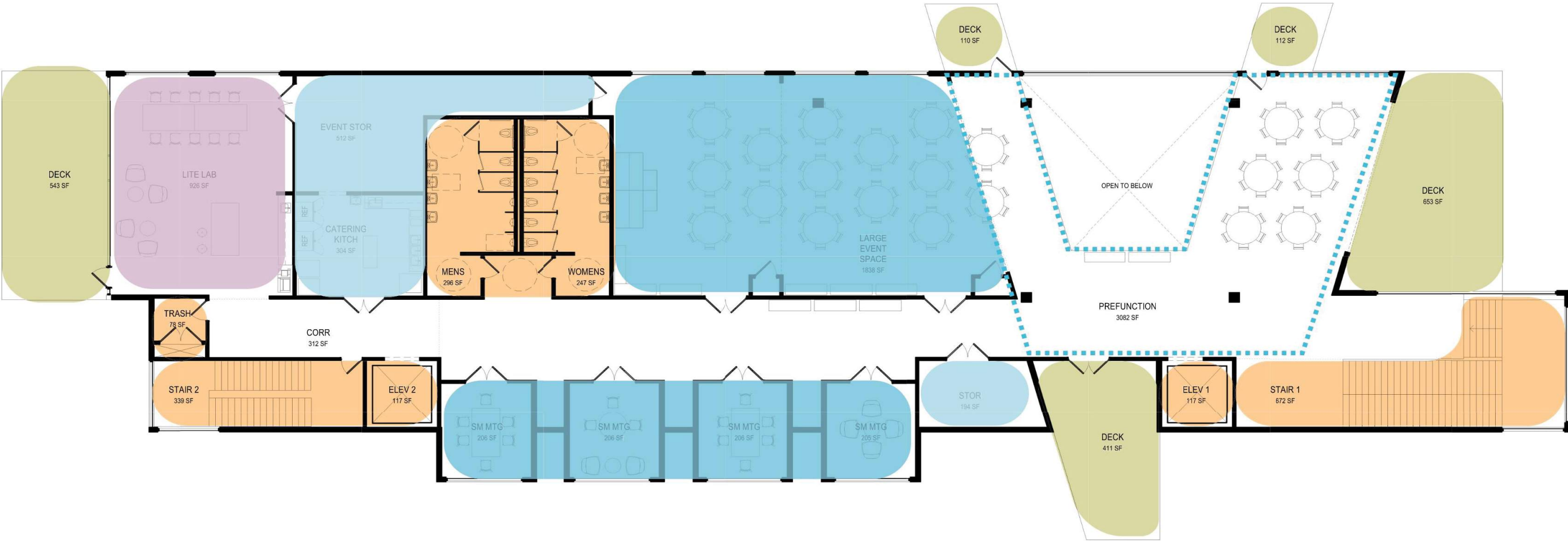
- COLLECTIONS
- LIBRARY STAFF SPACES
- SHARED BUILDING SPACES
- ◀ BUILDING ACCESS

- ▲ ROLL UP DOOR LOCATIONS
- OPENING IN FLOOR ABOVE CREATES DOUBLE HEIGHT SPACE
- ROLL UP DOOR LOCATIONS

FLOOR PLAN - LEVEL 1



WATERSIDE

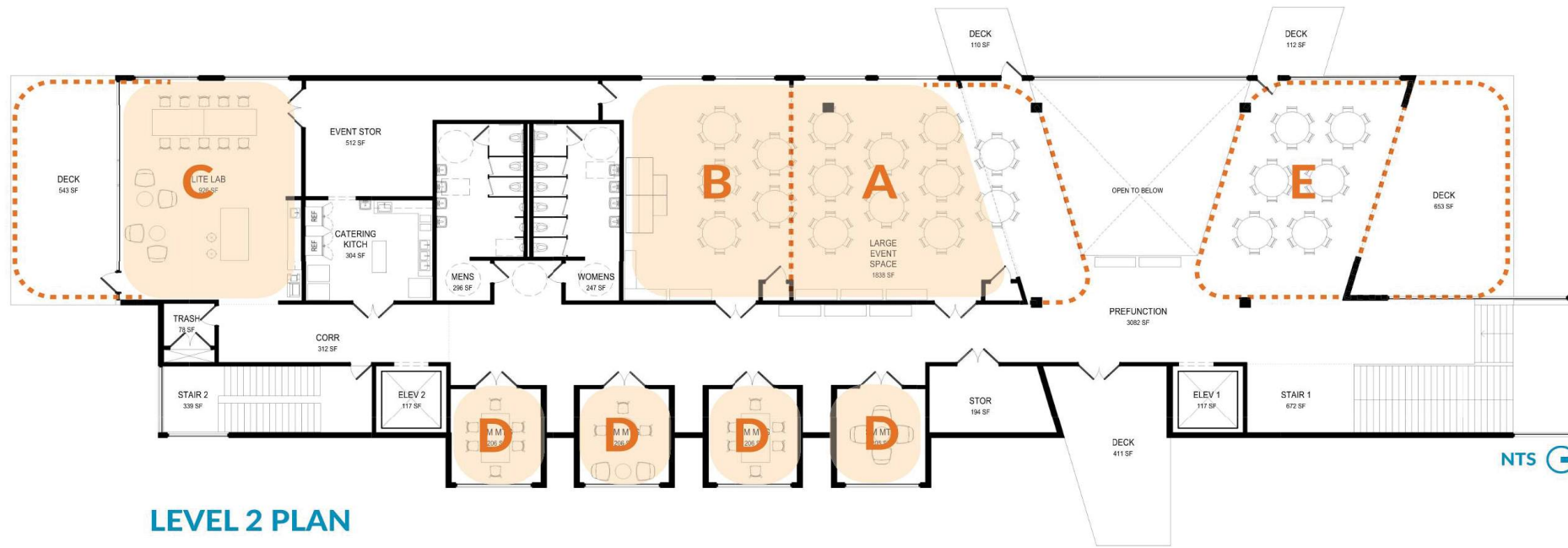


BAYSTREET SIDE

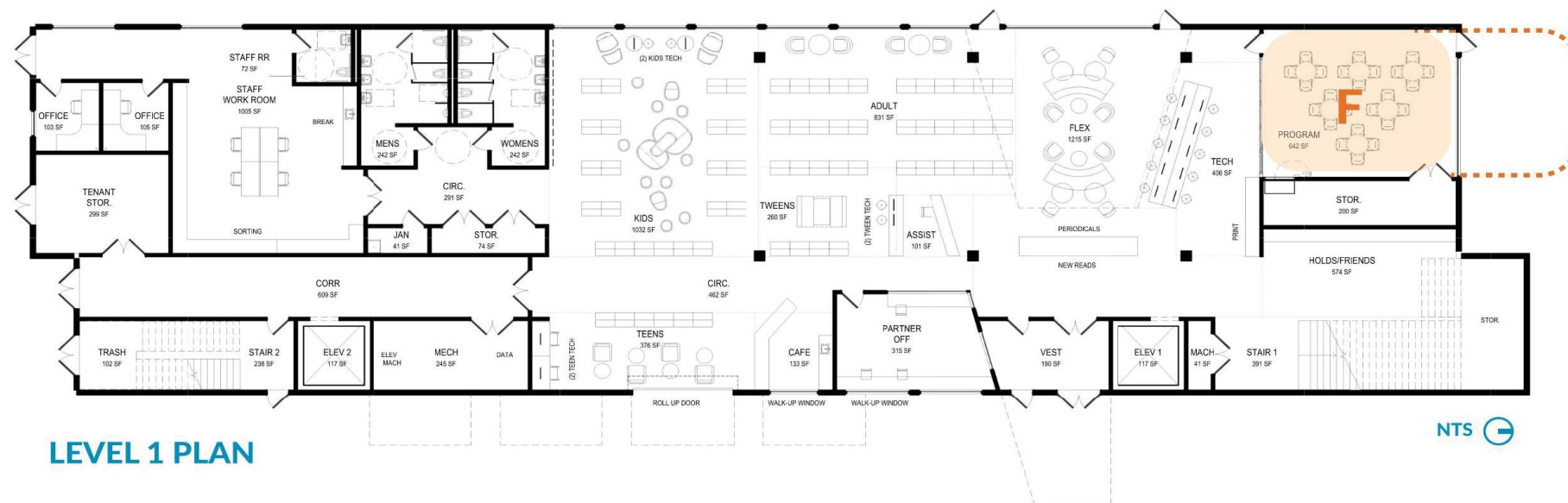
PROGRAM LEGEND

- EVENT SUPPORT SPACES
- EVENT / MEETING SPACES (ENCLOSED)
- EXTENDED EVENT SPACE (UNENCLOSED)
- LIBRARY SPACE
- SHARED BUILDING SPACES
- DECK SPACE

FLOOR PLAN - LEVEL 2



LEVEL 2 PLAN



LEVEL 1 PLAN

MEETING SPACE SUMMARY



A LARGE EVENT / MEETING
 Rounds: 75-95 people
 Classroom: 90-115 people
 Theater: up to 225 non-fixed seats



B MEDIUM MEETING
 Conference: 20-30 people
 Rounds: 35-45 people
 Classroom: 45-50 people
 Theater: up to 100 non-fixed seats



C MEDIUM MEETING
 Conference: 20-30 people
 Rounds: 35-45 people
 Classroom: 45-50 people
 Theater: up to 100 non-fixed seats



D SMALL MEETING
 Collaboration: 6-8 people



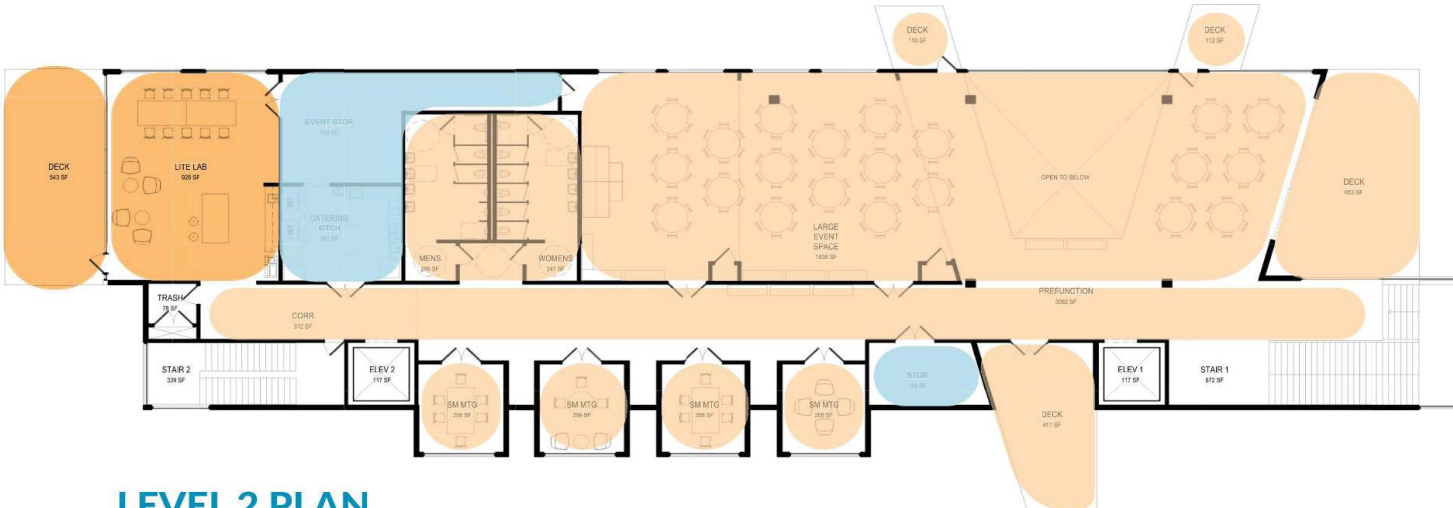
E OPEN MEETING
 Rounds: 35-40 people
 Classroom: 25-35 people



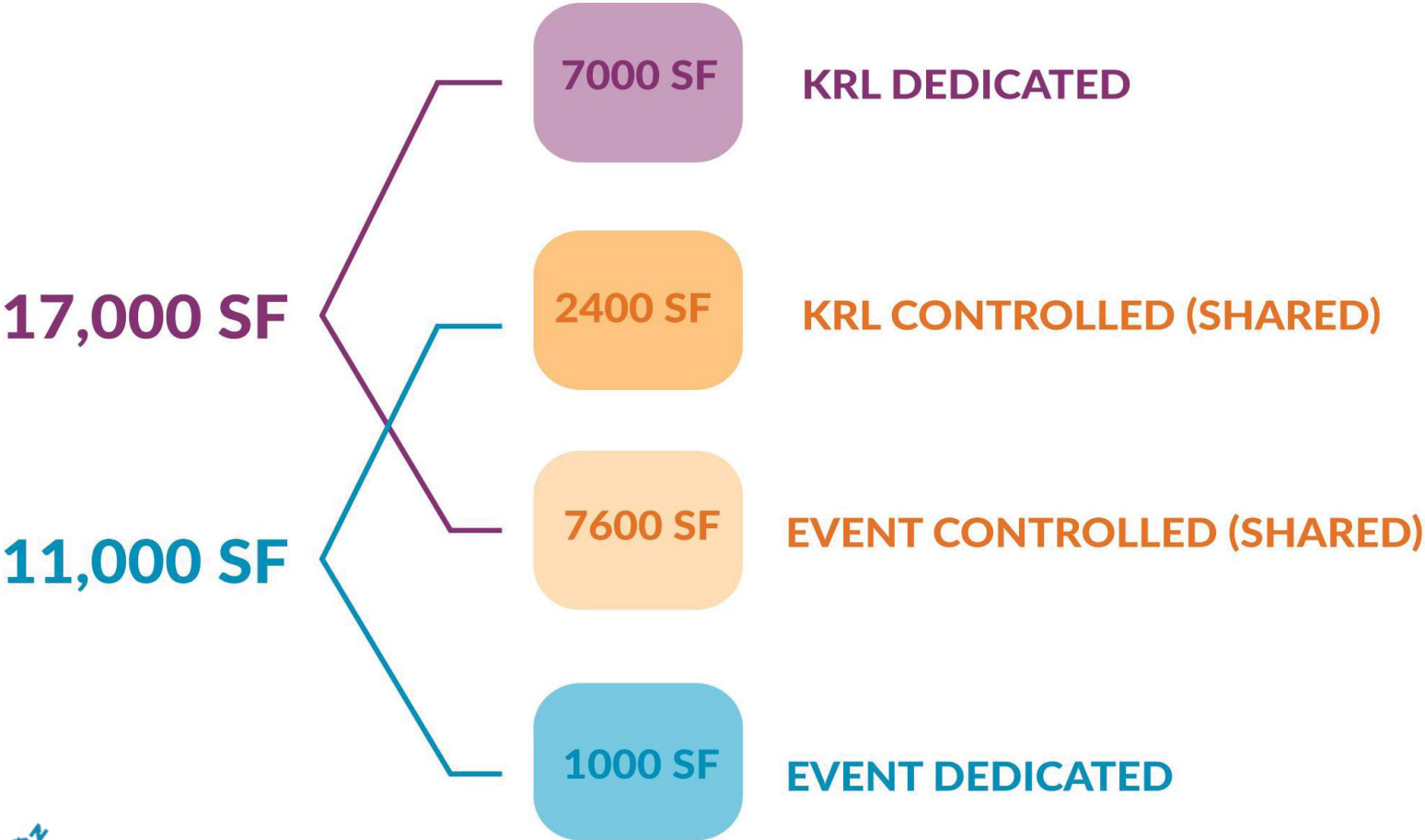
F MEDIUM MEETING
 Rounds: 25-35 people
 Classroom: 20-30 people



LEVEL 1 PLAN



LEVEL 2 PLAN

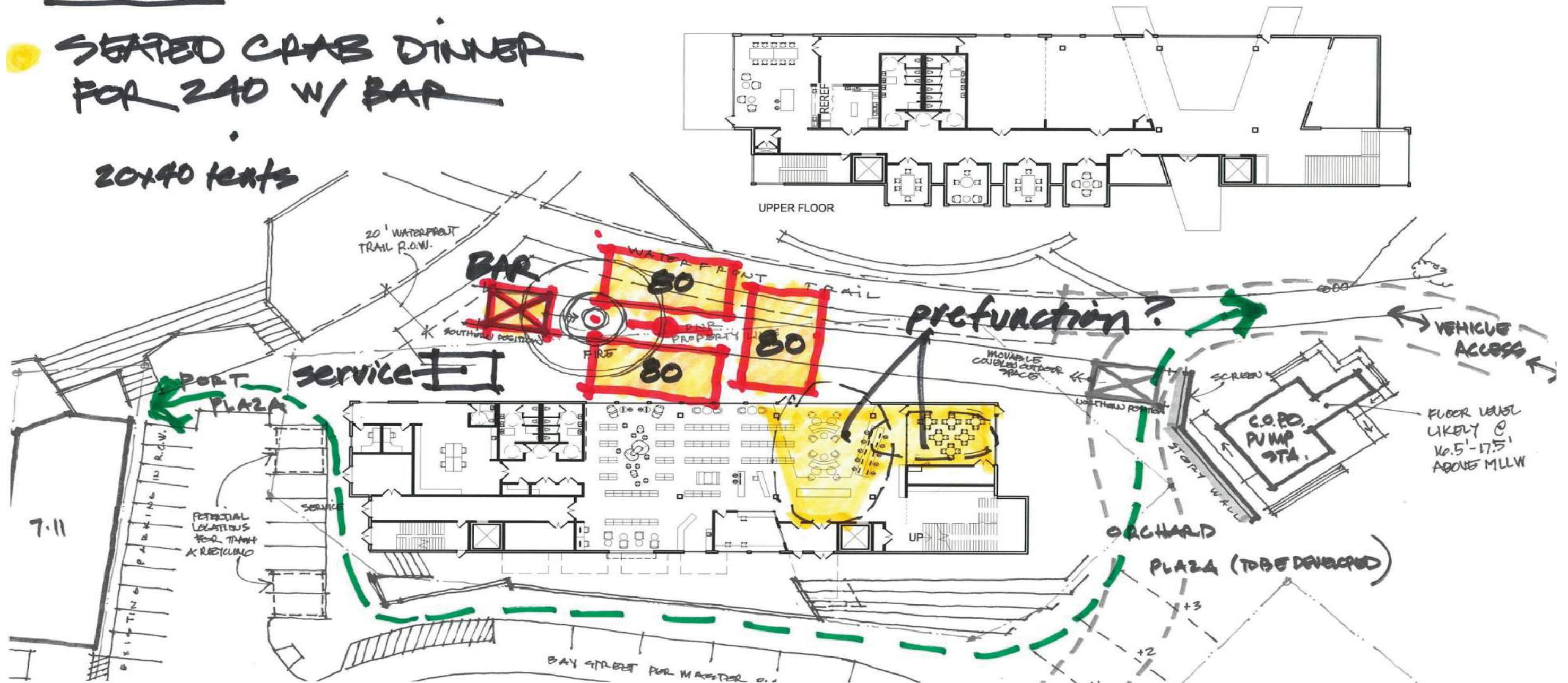


SQUARE FOOTAGE AVAILABLE

EVENT

STARTED CPAS DINNER
FOR 240 W/ BAP.

20x40 texts



EVENTS - LARGE CRAB FEED

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%	\$	192,717.28	10.9%
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%	\$	144,739.20	9.5%
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%	\$	141,495.24	22.3%
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%	\$	637,741.29	
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		\$	159,435.32	
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		\$ 141,495.24		up 22.3% 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		\$71,622								
22												- Expenses		(\$18,745)								
23												Net to Cash		\$52,877								
24																						

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

April 2021 Operating Fund 968 Budget Performance	Apr 21	Budget	Jan - Apr 21	YTD Budget	Annual Budget	Balance in Annual Budget
Income						
968 Rev - PFD Operations Fund						
96968I - PFD Operations Fund						
9684970 - Operating Transfers In	\$ -	\$ -	\$ 180,000.00	\$ 180,000.00	\$ 237,000.00	\$ 57,000.00
Total 96968I - PFD Operations Fund	\$ -	\$ -	\$ 180,000.00	\$ 180,000.00	\$ 237,000.00	\$ 57,000.00
Total 968 Rev - PFD Operations Fund	\$ -	\$ -	\$ 180,000.00	\$ 180,000.00	\$ 237,000.00	\$ 57,000.00
Expense						
968 Exp - PFD Operations Fnd						
96968E - PFD Operations Fnd						
5101 - Regular Salaries	\$ 3,854.00	\$ 4,979.17	\$ 15,416.00	\$ 19,916.64	\$ 59,750.00	\$ 44,334.00
5102 - Overtime Pay	\$ 2,846.08	\$ 833.33	\$ 5,681.06	\$ 3,333.36	\$ 10,000.00	\$ 4,318.94
5190 - Miscellaneous Pay	\$ 631.00	\$ 483.33	\$ 2,524.00	\$ 1,933.36	\$ 5,800.00	\$ 3,276.00
5201 - Industrial Insurance	\$ -	\$ 305.33	\$ 67.30	\$ 1,221.36	\$ 3,664.00	\$ 3,596.70
5202 - Social Security	\$ 560.84	\$ 444.67	\$ 1,807.02	\$ 1,778.64	\$ 5,336.00	\$ 3,528.98
5311 - Office/Operating Supplies	\$ 327.91	\$ 83.33	\$ 399.75	\$ 333.36	\$ 1,000.00	\$ 600.25
5351 - Equipment/Office Furnishings	\$ -	\$ 83.33	\$ 572.23	\$ 333.36	\$ 1,000.00	\$ 427.77
5411 - Accounting & Auditing	\$ 900.00	\$ 333.33	\$ 1,980.00	\$ 1,333.36	\$ 4,000.00	\$ 2,020.00
5415 - Consulting Services						
5415 a - Construction Consulting	\$ -	\$ 1,250.00	\$ -	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00
Total 5415 - Consulting Services	\$ -	\$ 1,250.00	\$ -	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00
5416 - Special Legal Services	\$ 4,655.50	\$ 2,083.33	\$ 13,943.50	\$ 8,333.36	\$ 25,000.00	\$ 11,056.50
5417 - Bonding/Financing	\$ -	\$ 1,250.00	\$ -	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00
5419 - Other Prof Svcs - Reg Ctr Mktg						
5419 a - Professional Services	\$ 2,084.90	\$ 2,000.00	\$ 10,182.93	\$ 8,000.00	\$ 24,000.00	\$ 13,817.07
5419 b - Recording	\$ 210.00	\$ 416.67	\$ 1,155.00	\$ 1,666.64	\$ 5,000.00	\$ 3,845.00
Total 5419 - Other Prof Svcs - Reg Ctr Mktg	\$ 2,294.90	\$ 2,416.67	\$ 11,337.93	\$ 9,666.64	\$ 29,000.00	\$ 17,662.07
5420 - Website	\$ -	\$ 250.00	\$ -	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00
5421 - Telephone	\$ 924.42	\$ 208.33	\$ 1,681.08	\$ 833.36	\$ 2,500.00	\$ 818.92
5425 - Postage	\$ -	\$ 4.17	\$ -	\$ 16.64	\$ 50.00	\$ 50.00
5431 - Mileage	\$ -	\$ 83.33	\$ -	\$ 333.36	\$ 1,000.00	\$ 1,000.00
5432 - Travel	\$ -	\$ 83.33	\$ -	\$ 333.36	\$ 1,000.00	\$ 1,000.00
5438 - Board Mileage/Airfare	\$ -	\$ 33.33	\$ -	\$ 133.36	\$ 400.00	\$ 400.00
5441 - Advertising	\$ -	\$ 500.00	\$ 795.00	\$ 2,000.00	\$ 6,000.00	\$ 5,205.00
5451 - Operating Rental/Leases						
5451 a - Printing/ Copying	\$ -	\$ 20.83	\$ -	\$ 83.36	\$ 250.00	\$ 250.00
5451 b - Rental-Office Space	\$ 1,250.00	\$ 1,200.00	\$ 6,250.00	\$ 4,800.00	\$ 14,400.00	\$ 8,150.00
Total 5451 - Operating Rental/Leases	\$ 1,250.00	\$ 1,220.83	\$ 6,250.00	\$ 4,883.36	\$ 14,650.00	\$ 8,400.00
5461 - Gen/Auto/E&O Insurance	\$ -	\$ 333.33	\$ -	\$ 1,333.36	\$ 4,000.00	\$ 4,000.00
5492 - Dues/Subscriptions/Memberships	\$ 500.00	\$ 166.67	\$ 500.00	\$ 666.64	\$ 2,000.00	\$ 1,500.00
5497 - Registration & Tuition						
5497 a - Board Devel/Train Regist/Fees	\$ -	\$ 50.00	\$ -	\$ 200.00	\$ 600.00	\$ 600.00
5497 b - Staff Devel/Train Rester/Fees	\$ -	\$ 25.00	\$ 375.86	\$ 100.00	\$ 300.00	\$ (75.86)
Total 5497 - Registration & Tuition	\$ -	\$ 75.00	\$ 375.86	\$ 300.00	\$ 900.00	\$ 524.14
5499 - Other						
5499 a - Events Support/Seed Money	\$ -	\$ 1,666.67	\$ -	\$ 6,666.64	\$ 20,000.00	\$ 20,000.00
5499 b - Rental-Meeting Space	\$ -	\$ 166.67	\$ -	\$ 666.64	\$ 2,000.00	\$ 2,000.00
5499 c - Other	\$ -	\$ 41.67	\$ -	\$ 166.64	\$ 500.00	\$ 500.00
5499 d - Governance-Board of Dir Related	\$ -	\$ 333.33	\$ -	\$ 1,333.36	\$ 4,000.00	\$ 4,000.00
Total 5499 - Other	\$ -	\$ 2,208.34	\$ -	\$ 8,833.28	\$ 26,500.00	\$ 26,500.00
Total 96968E - PFD Operations Fnd	\$ 18,744.65	\$ 19,712.48	\$ 63,330.73	\$ 78,850.16	\$ 236,550.00	\$ 173,219.27
Total 968 Exp - PFD Operations Fnd	\$ 18,744.65	\$ 19,712.48	\$ 63,330.73	\$ 78,850.16	\$ 236,550.00	\$ 173,219.27
Net Ordinary Income	\$ (18,744.65)	\$ (19,712.48)	\$ 116,669.27	\$ 101,149.84	\$ 450.00	
Net Income	\$ (18,744.65)	\$ (19,712.48)	\$ 116,669.27	\$ 101,149.84	\$ 450.00	
968 Liabilities - Net change in Liabilities			\$ 17,458.09			
968 Ending Cash Balance (Balances with Balance sheet)			\$ 134,127.36			

Kitsap Public Facilities District
Statement of Financial Position by Fund
As of April 30, 2021

April 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	5,103,285.29	0.00	0.00	5,103,285.29
968 - Fund 96-968 KPFD Operations Fnd	0.00	134,127.36	0.00	134,127.36
977 - Fund 96-977 KPFD Holding Fund	0.00	0.00	3,591,409.24	3,591,409.24
Total Checking/Savings	5,103,285.29	134,127.36	3,591,409.24	8,828,821.89
Total Current Assets	5,103,285.29	134,127.36	3,591,409.24	8,828,821.89
TOTAL ASSETS	5,103,285.29	134,127.36	3,591,409.24	8,828,821.89
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L - 968 PFD Operations Liabilities	0.00	17,458.09	0.00	17,458.09
977-L - PFD Regional Center Liabilities	0.00	0.00	-883,809.89	-883,809.89
Total Other Current Liabilities	0.00	17,458.09	-883,809.89	-866,351.80
Total Current Liabilities	0.00	17,458.09	-883,809.89	-866,351.80
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	17,458.09	3,616,190.11	3,883,648.20
Equity				
286 FB - LTGO Bond Fund Balance/RE	4,573,453.73	0.00	0.00	4,573,453.73
Revenue	279,831.56	180,000.00	641,268.80	1,101,100.36
Expenses	0.00	-63,330.73	-666,049.67	-729,380.40
Total Equity	4,853,285.29	116,669.27	-24,780.87	4,945,173.69
TOTAL LIABILITIES & EQUITY	5,103,285.29	134,127.36	3,591,409.24	8,828,821.89
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
2021 Revenue	\$ 279,831.56	\$ 180,000.00	\$ 641,268.80	\$ 1,101,100.36
2021 Expenses	\$ -	\$ (63,330.73)	\$ (666,049.67)	\$ (729,380.40)
2021 Increased/(Decreased) Liabilities	\$ -	\$ 2,053.57	\$ -	\$ 2,053.57
Current Ending Balance	\$ 5,103,285.29	\$ 134,127.36	\$ 3,591,409.24	\$ 8,828,821.89
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

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

April 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	279,831.56	0.00	0.00	279,831.56
968 Rev - PFD Operations Fund	0.00	180,000.00	0.00	180,000.00
977 Rev - PFD Regional Center Capital	0.00	0.00	641,268.80	641,268.80
Total Income	279,831.56	180,000.00	641,268.80	1,101,100.36
Expense				
968 Exp - PFD Operations Fnd	0.00	63,330.73	0.00	63,330.73
977 Exp - PFD Regional Cntr Capital	0.00	0.00	666,049.67	666,049.67
Total Expense	0.00	63,330.73	666,049.67	729,380.40
Net Ordinary Income	279,831.56	116,669.27	-24,780.87	371,719.96
Beg Cash +/- Net Income	\$ 5,103,285.29	\$ 132,073.79	\$ 3,591,409.24	\$ 8,826,768.32
Net Change in Liabilities	\$ -	\$ 2,053.57	\$ -	\$ -
April 30, 2021 Ending Cash Balance	\$ 5,103,285.29	\$ 134,127.36	\$ 3,591,409.24	\$ 8,826,768.32

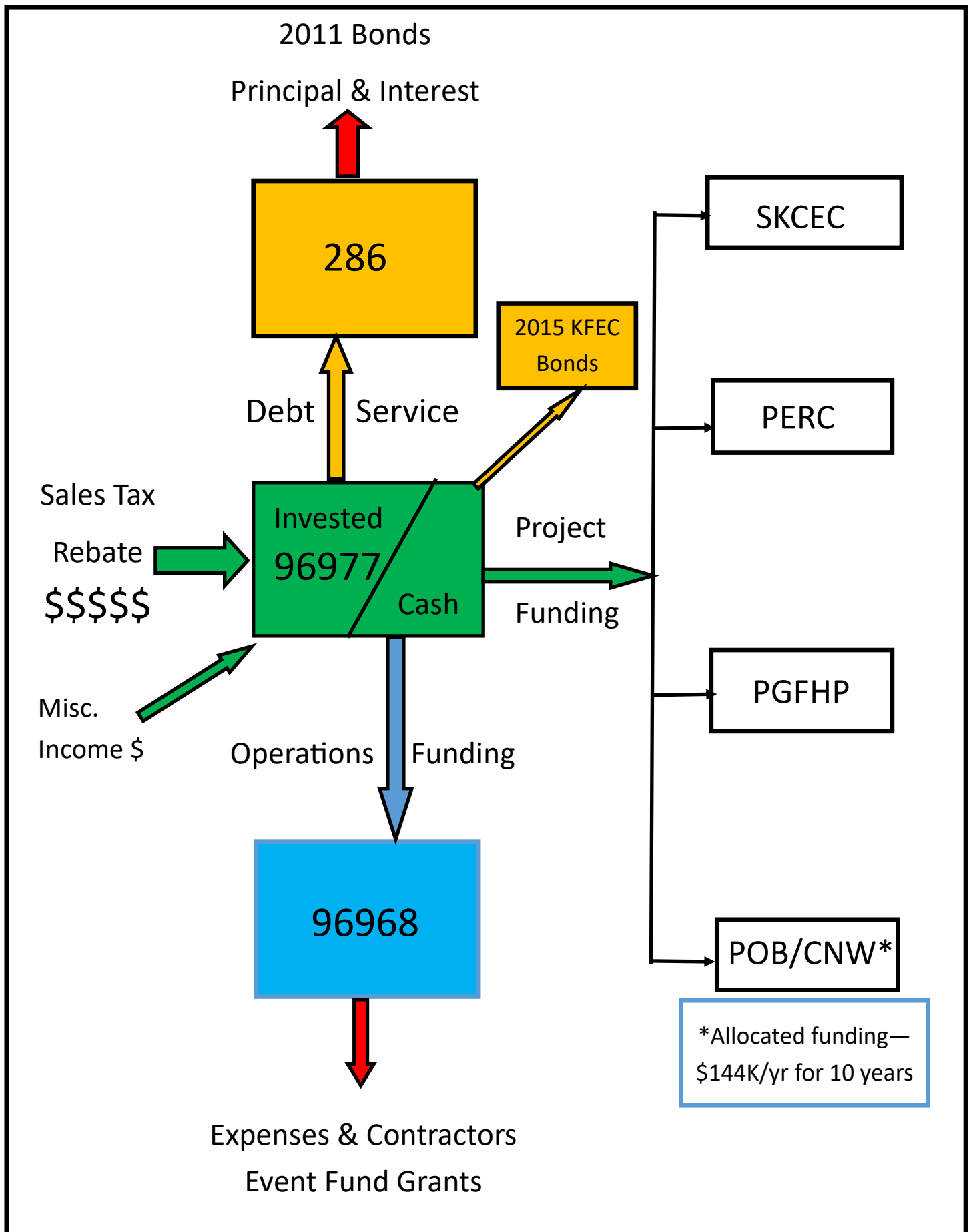
Kitsap Public Facilities District
Statement of Financial Position by Fund
As of April 30, 2021

April 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	349,367.20	0.00	0.00	349,367.20
2861181 · Beginning Investment	253,580.29	0.00	0.00	253,580.29
2861182 · Investments Purchased	337.80	0.00	0.00	337.80
2861630 · Notes/Contracts Receivable	4,500,000.00	0.00	0.00	4,500,000.00
Total 286 · LTGO Bond Fund 2002A-PFD	5,103,285.29	0.00	0.00	5,103,285.29
968 · Fund 96-968 KPFD Operations Fnd				
9681111 · 00998 Post Interco ITC Ac	0.00	134,127.36	0.00	134,127.36
Total 968 · Fund 96-968 KPFD Operations Fnd	0.00	134,127.36	0.00	134,127.36
977 · Fund 96-977 KPFD Holding Fund				
9771111 · 00998 Post Interco ITC Ac				
PERC · PERC Fund	0.00	0.00	177,523.26	177,523.26
PGHP · PG Heritage Park Allocation	0.00	0.00	567,756.30	567,756.30
SKCEC · SKCEC Fund	0.00	0.00	202,532.38	202,532.38
9771111 · 00998 Post Interco ITC Ac - Other	0.00	0.00	-257,836.79	-257,836.79
Total 9771111 · 00998 Post Interco ITC Ac	0.00	0.00	689,975.15	689,975.15
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	3,527.41	3,527.41
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	3,591,409.24	3,591,409.24
Total Checking/Savings	5,103,285.29	134,127.36	3,591,409.24	8,828,821.89
Total Current Assets	5,103,285.29	134,127.36	3,591,409.24	8,828,821.89
TOTAL ASSETS	5,103,285.29	134,127.36	3,591,409.24	8,828,821.89
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities				
9682134 · Vouchers Payable	0.00	2,053.57	0.00	2,053.57
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	17,458.09	0.00	17,458.09
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	17,458.09	-883,809.89	-866,351.80
Total Current Liabilities	0.00	17,458.09	-883,809.89	-866,351.80
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
Total Long Term Liabilities	250,000.00	0.00	4,500,000.00	4,750,000.00
Total Liabilities	250,000.00	17,458.09	3,616,190.11	3,883,648.20
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	-586,546.27	0.00	0.00	-586,546.27
2862940 · 49 Uses Other Than OP	660,000.00	0.00	0.00	660,000.00
Total 286 FB · LTGO Bond Fund Balance/RE	4,573,453.73	0.00	0.00	4,573,453.73
Net Income	279,831.56	116,669.27	-24,780.87	371,719.96
Total Equity	4,853,285.29	116,669.27	-24,780.87	4,945,173.69
TOTAL LIABILITIES & EQUITY	5,103,285.29	134,127.36	3,591,409.24	8,828,821.89

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

April 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				
28611 - LTGO Bond Fund 2002A PFD				
2863610 - Interest Earnings				
28611 - Investment Interest	337.80	0.00	0.00	337.80
Total 2863610 - Interest Earnings	337.80	0.00	0.00	337.80
3380 - Intergovernmental Service				
90 - Other Intergovt Services	279,493.76	0.00	0.00	279,493.76
Total 3380 - Intergovernmental Service	279,493.76	0.00	0.00	279,493.76
Total 28611 - LTGO Bond Fund 2002A PFD	279,831.56	0.00	0.00	279,831.56
Total 286 Rev - LTGO Bond Fund 2002B-PFD	279,831.56	0.00	0.00	279,831.56
968 Rev - PFD Operations Fund				
96968I - PFD Operations Fund				
9684970 - Operating Transfers In	0.00	180,000.00	0.00	180,000.00
Total 96968I - PFD Operations Fund	0.00	180,000.00	0.00	180,000.00
Total 968 Rev - PFD Operations Fund	0.00	180,000.00	0.00	180,000.00
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	637,741.39	637,741.39
Total 3130 - Retail Sales and Use Tax	0.00	0.00	637,741.39	637,741.39
3610 - Interest Earnings				
97711 - Investment Interest	0.00	0.00	3,527.41	3,527.41
Total 3610 - Interest Earnings	0.00	0.00	3,527.41	3,527.41
Total 96977I - PFD Regional Center Capital	0.00	0.00	641,268.80	641,268.80
Total 977 Rev - PFD Regional Center Capital	0.00	0.00	641,268.80	641,268.80
Total Income	279,831.56	180,000.00	641,268.80	1,101,100.36
Expense				
968 Exp - PFD Operations Fnd				
96968E - PFD Operations Fnd				
5101 - Regular Salaries	0.00	15,416.00	0.00	15,416.00
5102 - Overtime Pay	0.00	5,681.06	0.00	5,681.06
5190 - Miscellaneous Pay	0.00	2,524.00	0.00	2,524.00
5201 - Industrial Insurance	0.00	67.30	0.00	67.30
5202 - Social Security	0.00	1,807.02	0.00	1,807.02
5311 - Office/Operating Supplies	0.00	399.75	0.00	399.75
5351 - Equipment/Office Furnishings	0.00	572.23	0.00	572.23
5411 - Accounting & Auditing	0.00	1,980.00	0.00	1,980.00
5416 - Special Legal Services	0.00	13,943.50	0.00	13,943.50
5419 - Other Prof Svcs - Reg Ctr Mktg				
5419 a - Professional Services	0.00	10,182.93	0.00	10,182.93
5419 b - Recording	0.00	1,155.00	0.00	1,155.00
Total 5419 - Other Prof Svcs - Reg Ctr Mktg	0.00	11,337.93	0.00	11,337.93
5421 - Telephone	0.00	1,681.08	0.00	1,681.08
5441 - Advertising	0.00	795.00	0.00	795.00
5451 - Operating Rental/Leases				
5451 b - Rental-Office Space	0.00	6,250.00	0.00	6,250.00
Total 5451 - Operating Rental/Leases	0.00	6,250.00	0.00	6,250.00
5492 - Dues/Subscriptions/Memberships	0.00	500.00	0.00	500.00
5497 - Registration & Tuition				
5497 b - Staff Devel/Train Rester/Fees	0.00	375.86	0.00	375.86
Total 5497 - Registration & Tuition	0.00	375.86	0.00	375.86
Total 96968E - PFD Operations Fnd	0.00	63,330.73	0.00	63,330.73
Total 968 Exp - PFD Operations Fnd	0.00	63,330.73	0.00	63,330.73
977 Exp - PFD Regional Cntr Capital				
96977E - PFD Regional Cntr Capital				
5650 - Facility Project Investments				
5650 a - SKCEC - Port Orchard	0.00	0.00	137,371.72	137,371.72
5650 b - PERC - City of Poulsbo	0.00	0.00	39,240.49	39,240.49
5650 c - PGFHP - Kitsap County Parks	0.00	0.00	29,943.70	29,943.70
Total 5650 - Facility Project Investments	0.00	0.00	206,555.91	206,555.91
5520 - I/G Pymts, Fed, State, Local	0.00	0.00	279,493.76	279,493.76
6971 - Operating Transfers Out	0.00	0.00	180,000.00	180,000.00
Total 96977E - PFD Regional Cntr Capital	0.00	0.00	666,049.67	666,049.67
Total 977 Exp - PFD Regional Cntr Capital	0.00	0.00	666,049.67	666,049.67
Total Expense	0.00	63,330.73	666,049.67	729,380.40
Net Ordinary Income	279,831.56	116,669.27	-24,780.87	371,719.96
Net Income	279,831.56	116,669.27	-24,780.87	371,719.96
Beg Cash +/- Net Income	\$ 5,103,285.29	\$ 132,073.79	\$ 3,591,409.24	\$ 8,826,768.32
Net Change in Liabilities	\$ -	\$ 2,053.57	\$ -	\$ -
April 30, 2021 Ending Cash Balance	\$ 5,103,285.29	\$ 134,127.36	\$ 3,591,409.24	\$ 8,826,768.32

KPFD Funds Flow Chart





**Kitsap PFD
Project Funding Record**

		PERC	PGFHP		POB/CNW		TOTAL
2018					Phase 1	\$ 60,000	\$ -
					Jun-18	\$ (30,000)	
					Sep-18	\$ (30,000)	
					Ph 1 Total	\$ -	
2019					Phase 2	\$ 502,300	
					Feb-19	\$ (19,760)	
					Mar-19	\$ (77,321)	
					1-Apr	\$ (72,215)	
					Jun-19	\$ (55,170)	
					jul-Aug 2019	\$ (33,945)	
					Ph2 Balance	\$ 243,889	
2020	Invoices	Funded	Invoices	Funded	Invoices	Funded	
		\$ 400,000		\$ 243,900		\$ 1,697,556	\$ 2,341,456
			GRNT000723	\$ (1,318.75)		Jan-20	\$ (90,214)
			GRNT000725	\$ (8,650.00)		Feb-20	\$ (153,675)
			GRNT000731	\$ (5,317.50)		Ph2 Bal	\$ -
	Invoice 1	\$ (60,096)	GRNT000738	\$ (5,156.25)			
			GRNT000754	\$ (6,693.75)			
	Invoice 2	\$(137,372)	GRNT000765	\$ (13,441.75)	21-0100	\$ (26,418)	
			sub-total	\$ (40,578.00)			
2021						Invoices*	Funded
							\$ 1,436,806
			GRNT000771	\$ (16,387.93)	21-0100	\$ (3,526)	\$ 3,778,262
			GRNT000785	\$ (9,410.81)			
			GRNT000791	\$ (10,868.75)		POB Inv #1 *	\$ (86,340)
			GRNT000805	\$ (15,516.25)		POB Inv #2 *	\$ (69,654)
			sub-total	\$ (52,183.74)		*invoices are not paid by KPFD, they are approved for pay by POB	
YTD Balance		\$ 202,533		\$ 151,138.26		\$ 1,667,612	\$ 1,280,812 \$ 3,302,096

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# 563647**

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 \$14,944.74 on this 24th day of May, 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 – (Apr)	\$ 2,848.50
Barker Creek - construction consult. - 2021	\$ 6,112.50
Accountability Plus (bookkeeping Apr-May)	\$ 450.00
Mike Walton – May expenses	\$ 697.18
Interlock Solutions – 2021 Website upgrade	\$ 4,235.00
	\$
Comcast	\$ 181.91
	\$
Other items:	
VKP – Rent (\$1250) & Monthly stipend (\$2000)	\$ (auto pay monthly)
	\$
City of Bremerton – BKAT recording	\$ 341.25
Dept of L&I – Workers Comp	\$
NW Municipal Advisors (2021 services)	\$
Daily Journal of Commerce – RFP Ad	\$ 78.40
PAGE TOTAL	\$14,944.74

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# 563651**

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 \$15,516.25 on this 24th day of May, 2021.

Daron Jagodzinske

Daron Jagodzinske, Chair

A blue ink signature of Phil Havers, consisting of a stylized 'P' followed by a series of loops and a long horizontal stroke.

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, featuring a stylized 'J' and 'M' with a horizontal line extending from the end.

John Morrissey

Thomas S. Bullock

Thomas Bullock

VENDOR	AMOUNT
Project items – Poulsbo PERC	
Invoice GRNT #000805	\$ 15,516.25
PAGE TOTAL	\$15,516.25

Phone: 360-674-2381
Fax: 360-674-2807
www.portofbremerton.org



Document Date: 05/20/2021
Reference Number:
Customer ID: KPF D Notes Receivable
Terms: Due on the 10th of the Month

Port of Bremerton
8850 S.W. State Hwy 3
Bremerton, WA 98312

Phone: 360-674-2381
Fax: 360-674-2807
www.portofbremerton.org



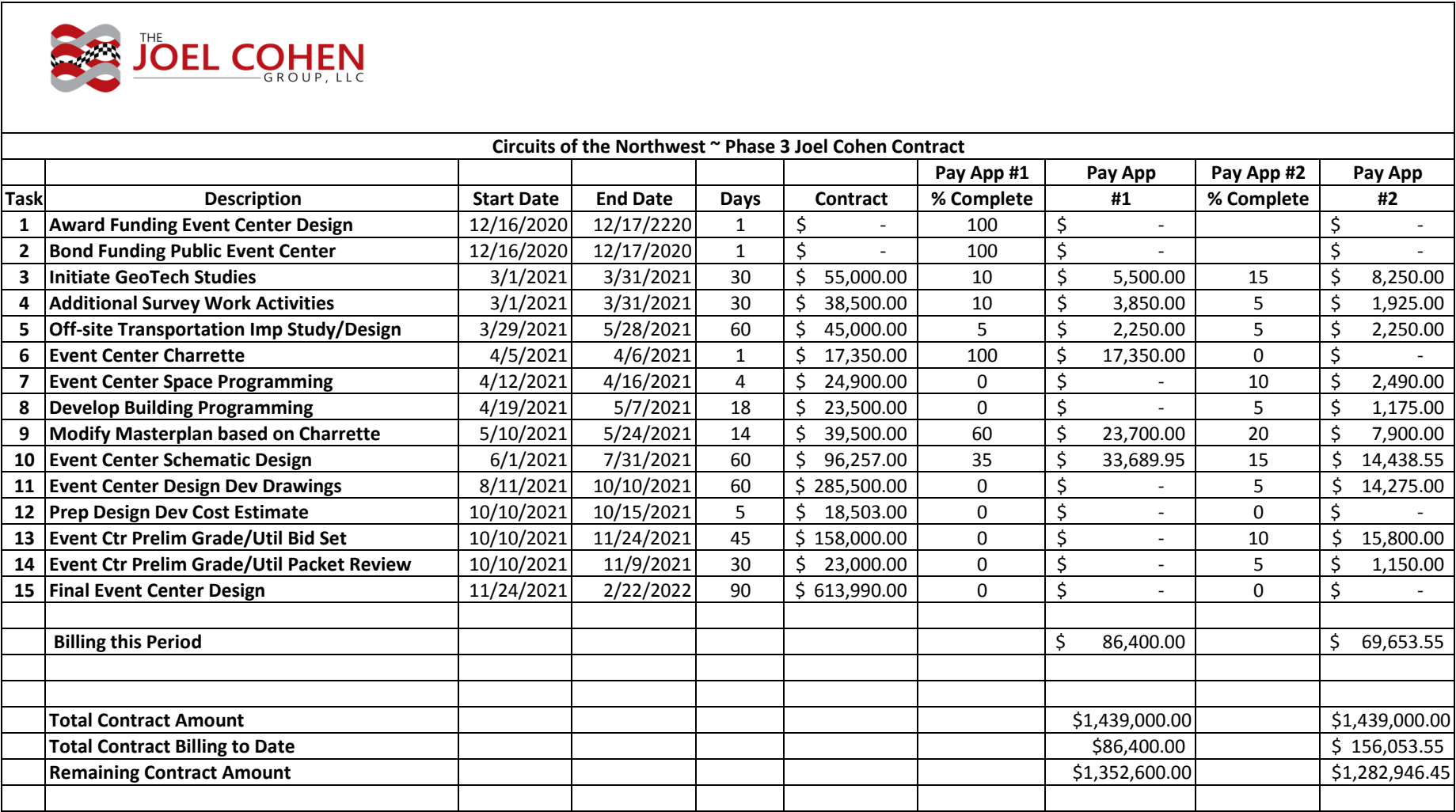
INVOICE

Bill to:

Kitsap Public Facilities District
c/o Mike Walton
9230 Bayshore Dr NW, Suite 101
Silverdale, WA 98383

Document Date: 04/22/2021
Reference Number: 090338
Customer ID: 414018
Terms: Due on the 10th of the Month

DESCRIPTION	QUANTITY	RATE	PRICE
Public regional Event Center – Design Fee, Architect and Engineering Services 2/1/2021 to 4/16/2021 – 6% Project Complete	1	86,340	\$86,340.00
TOTAL			\$86,340.00



Circuit of the Northwest- Service Contract

Phase 3 Public Facilities

Progress Report

Prepared for the Port of Bremerton

By

The Joel Cohen Group LLC

5-19-2021

Purpose of the project:

The purpose of this discussion is to provide a progress report on the services provided by the Joel Cohen Group LLC on the Public Event Center Design contract from April 17, 2021 to May 18, 2021. The project is in compliance with RCW 35.57.020 with funding being authorized under RCW 36.100. All elements are a result of the inclusion of a Regional Special Event Center which includes a Sports Special Event Center and a Community Special Event Center and support facilities. The facilities are explained below.

Current Status of the Project: Since the April progress report the team has been busy moving forward with the analysis of existing data for the facility and defining additional needs for site data. Due to the previous activity on the site, a large amount of data has been reviewed for use in the design of the public event spaces. The team has also moved forward with events space programming together with the redesign of grading and utilities. The follow discussion will expand on the progress for this period.

Work Element Progress:

- **Initiation of Geotechnical Study for the Public Facilities** - In order to move forward with the design of the Public Facilities additional investigation work is needed to know the underground soil conditions and constraints. All existing data that was previously acquired on the site through the different projects has been reviewed in order to define the shortfalls of the data moving forward. To supplement the data an additional soil boring request has been developed that will acquire the missing data needed for the Public Facility design. We are currently in the process of working with the Geotechnical firm to establish the cost and develop a contract for the additional work. Although previous work was performed across the entire site, the new work contract will be specific to the public facilities. This task is approximately 25% complete and the remaining effort will focus on the field activities and analysis of the data.
- **Review and Define Additional Survey Work Required for the project** - Similar to the geotechnical work the existing survey data from CNW has been reviewed for the inclusion into the public facility design. Given that there has been no activity on the site since the original survey work, the existing survey data has been reviewed and it has been determined that it would be beneficial to supplement the existing data with additional survey work. Collection of the data will be done by LIDAR scanning from drones. We are reviewing the contract with the provider at this time. Additional survey data will be manually collected for the utilities, and specific roadway or building connections.
- **Event Center Space programming** - After the design Charrette for the public facilities the team has moved to develop space programming for the specific event center spaces. This includes the design of indoor and outdoor facilities in the Community

Events Center, Regional event Center, and the parking areas. The space programming that will define the overall spaces is approximately 10 percent complete. Building programming is approximately 5 percent complete. An additional multi-day programming session is scheduled for the beginning of June to address continued interaction between the event spaces.

- **Modification of the Masterplan based on Charrette** - The masterplan has been revised based on the Charrette but there continues to be a need to modify the overall masterplan as the need for some of the event spaces grows. An example of the change includes the deletion of a portion of the motorsports facility to increase the usability of the Community Event space. The road course carousel has been removed to make for a large event center space. This required the complete redesign of the event and motorsport road course in the specific area; however, it will allow for larger events to be held. Other changes to the masterplan include the inclusion of an additional vehicular tunnel under the road course to the event space. Additional pedestrian tunnels have also been included to allow better movement of the public around the event spaces.
- **Event Center Schematic Design** - With the revisions to the masterplan nearing completion, the schematic design on the facility has begun. Although only 50 percent complete, the schematic design is already defining the location of public event requirements such as restrooms, utility needs, access (vehicular and pedestrian). The next month will mature the schematic design principles and move toward the finalization of size and location of all event spaces.
- **Preliminary Grading and Utility Design** - As mentioned above, the masterplan changes have affected a number of areas in the project. The biggest impact has been to the overall layout of the road course and to all the grading and utilities on the site. We are currently defining the impacts to the individual services and how the services can be changed to allow for the proposed changes in the event centers.
- **Next areas for action** - The project will continue to refine the Event spaces and their needs. In the next month, we will move forward with the completion of the schematic design and the completion of the final masterplan. We will also move forward with the discussion of traffic impact analysis and the refinement of systems to minimize the traffic impact.

Summary: Although there has been good progress with the defining of the event spaces and the impacts on the previous design, there continues to be ideas that make the event spaces more usable and efficient and therefore the team continue to make changes to the overall layout for the facility and the utilities that have been proposed for the project. These ideas will

continue to be accepted and tested through the next month as the final masterplan reaches completion. Although there was an initial delay with the start of the project, the team should be able to be back on schedule as we enter the Schematic Design Phase which is scheduled to be completed by the end of July.

TO: KPF Board of Directors
FROM: Mike Walton, Executive Director
RE: Activity Update as of May 19, 2021

Salient points for May 2021:

Regional Projects:

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

KFEC: Activity returning – soccer at Gordon and baseball at Lobe Fields. Pavilion is still a homeless shelter.

KCC: Although activity levels are low, there are some bookings. They are booking significant new business for 2022 at this time.

New Projects:

All projects are proceeding, although some at a slower pace, and all are invoicing for contractor activity.

- PERC I have begun attending Steering Committee and Management committees, will add Shannon as necessary They will present Status Report in June.

- POB/CNW – Phase 3 partial funding approved, new ILA was approved, project now proceeding ahead. First invoice for Phase 3 work received this month. Payment process details to be worked out.

- PGFHP - Attended Master Planning committee and observed their process with 20+ contributors. First invoices processed.

Other Organizations:

VKP: New 2021 agreement being revised, on to the Board for approval. Website work proceeding, first demo of site look & feel at April meeting went well- site looks great!

Bonding & Funding:

I have received a new timeline for PGFHP after Feb meeting and have prepared a new Gannt chart. Construction of Ride Park to begin mid-2021. No expectation of bond sales before 2022-3.

Board members met with County to begin process on bond refunding requirements, target is for 4th quarter of 2021.

Director Certifications:

PRA training certificates received from all Directors.

Will send request for updated Conflict of Interest statements in May to be completed by June..

General:

- Zoom Seems to be working more smoothly, with John Morrissey as co-host, even for Exec. Session meetings
- Process of upgrading network security complete. PC upgrade is progressing, new PC now has Outlook, and most activities are conducted there. Will complete conversion of other s/w packages from old PC in May/June.
- KPF website upgrade, to make it mobile friendly and add more document storage, is progressing well, with Chris Blair and staff, who built the first site 20 years ago
- Also working with Patty for Community Reports.
 - o (Note – Patty left at end of April, may need to hire her as a consultant.)
- Continue documenting the more than 20 monthly, quarterly and annual processes than I perform to operate the KPF for the purpose of the transition to a new ED.



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: May 20th, 2021

April 2021 Month End Recap

Overview

In April, we hosted nearly \$21k in revenue. Although we did not hit our targeted budget for the month, we are happy to see inquiries continue to rise and cancellations slow. The announcement made by our Governor, informing vaccines were available to all over the age of 16 played an important role in the interest of future bookings.

Event Highlights

We hosted nine total events in the month of April spanning over a fourteen-day period. Two of these events were last minute bookings. One was a celebration of life, and another, the local chamber of commerce board of directors meeting. The chamber of commerce was so thrilled with the food, service, and cleanliness measures in place, that they have opted to host all monthly meetings (both breakfast and lunch), here in person for the remainder of 2021. The other twelve events consisted of a wedding, public retail market, government trainings and the rental of our Oyster Bay room by Anthony's restaurant. The feedback was wonderful to hear.

"We had our best experience yet last week at your venue! Many thanks to you and your staff!"

"Mike's Celebration of Life was beautiful. Thank you for everything you did to make the day perfect, Mike would have loved it."

"The group that KCC hosted last month was a huge success and there was lots of good feedback from participants. Word has gotten around, and I'm working with another group that is interested in having a half-day event with you in July."

Team Member

Navigating the waters through thoughtful and conscious leadership, along with increased business volumes is something we are greatly focused on. We are taking the time to ensure that each team member is equipped with the hours, training, and communication they so greatly deserve. We continue to partner teams with both City owned properties, ensuring we offer enough work for those who have been so dedicated to us throughout Covid-19, as well as the new team members we have welcomed. We have seen a national shortage of both servers and culinary applicants. We continue to seek new talent through multiple outlets as the business steadily increases.

Operations

Overall, it seems that the nature of Conference Centers and Hotels globally, has shifted to leaner and more efficient operations. We have ordered two new Point of Sale terminals to replace the four that we had and were obsolete. As business returns to a greater normalcy, we hope to add additional terminals. Technology can and will play a large role in our future, with offerings such as touchless pay and tableside ordering.

Sales

We ended the month with \$21k in revenue. We celebrated booking nearly \$32K in future bookings, which the majority will take place in 2021, and two of these events will take place in 2022. We are booking a great deal of events in the month for the month, or in the year for the year. As future year bookings are starting to increase, this is still an area that has been slow to recover. We have \$22K in tentative bookings that we hope to secure and sign in May. We did have two events cancel in April totaling \$13,750.00. One of these events was to take place in July of this year and the other in July of 2022. Again, we have seen a large decrease in cancellations which has been a wonderful change. Tours in April were strong and kept our sales team of one quite busy. We toured five wedding couples, (which all signed agreements), and one local restaurant, who also booked their leadership summit with us here next month.

Marketing/Communications

The marketing team is building an “FAQ” page to add to our website for the generations of consumers who prefer to surf the internet rather than have that phone conversation. This page will house questions related to parking, directions, ADA accessibility, safety, and health guidelines and more. Posts on Instagram, Facebook and Twitter continue to draw followers, building excitement for those who plan to return to our venue in person.



Looking Ahead

The future is bright! There have surely been peaks and valleys that we will continue to recover alongside of creative innovations and enhanced operational practices. We are grateful to have a management company guiding us with the newest trends in mind such as sustainability, and creative lodging ideas outside of the standard hotels.

Financial Results

**Kitsap Conference Center
Consolidated Income Statement
For Period Ending 04/30/2021**

Current Month					Year to Date				
Actual	%	Budget	%		Actual	%	Budget	%	
0	0.0%	4,450	12.9%	Conference Services	0	0.0%	5,920	9.8%	
650	3.0%	415	1.2%	Audio Visual	2,500	4.6%	1,111	1.8%	
9,821	44.8%	16,900	48.9%	Food	16,805	30.7%	27,525	45.5%	
137	0.6%	1,590	4.6%	Beverage	137	0.2%	3,446	5.7%	
7,850	35.8%	5,500	15.9%	Room Rental	25,997	47.5%	7,300	12.1%	
3,488	15.9%	5,710	16.5%	Miscellaneous	9,278	17.0%	15,189	25.1%	
21,945	100.0%	34,565	100.0%	GROSS REVENUE	54,716	100.0%	60,491	100.0%	
				COSTS OF SALES					
0	0.0%	2,408	15.0%	Conference Services	0	0.0%	9,060	30.7%	
2,102	21.4%	3,972	23.5%	Food	3,693	22.0%	6,468	23.5%	
139	101.9%	331	20.8%	Beverage	88	64.7%	717	20.8%	
2,241	10.2%	6,711	19.4%	TOTAL COST OF SALES	3,781	6.9%	16,245	26.9%	
19,704	89.8%	27,854	80.6%	GROSS MARGIN	50,935	93.1%	44,245	73.1%	
				DIRECT EXPENSES:					
933	4.3%	6,124	17.7%	Conference Services Payroll Related	900	1.6%	7,819	12.9%	
0	0.0%	0	0.0%	Conference Services Other Direct	0	0.0%	0	0.0%	
4,976	22.7%	5,851	16.9%	Food & Beverage Payroll Related	12,777	23.4%	19,114	31.6%	
1,235	5.6%	2,174	6.3%	Food & Beverage Other Direct	3,798	6.9%	7,640	12.6%	
7,144	32.6%	14,149	40.9%	TOTAL DIRECT EXPENSES	17,475	31.9%	34,573	57.2%	
12,560	57.2%	13,705	39.6%	DEPARTMENT PROFIT	33,460	61.2%	9,672	16.0%	
				UNDISTRIBUTED OPERATING EXPENSES					
17,252	78.6%	14,229	41.2%	Administrative & General	53,268	97.4%	57,359	94.8%	
7,555	34.4%	11,734	33.9%	Sales & Marketing	29,569	54.0%	47,555	78.6%	
0	0.0%	510	1.5%	Repairs & Maintenance	0	0.0%	2,990	4.9%	
7,216	32.9%	4,375	12.7%	Utilities	19,455	35.6%	17,075	28.2%	
32,024	145.9%	30,848	89.2%	TOTAL UNDISTRIBUTED OPERATING EXPENSES	102,291	186.9%	124,979	206.6%	
(19,464)	-88.7%	(17,143)	-49.6%	INCOME BEFORE FIXED CHARGES	(68,831)	-125.8%	(115,307)	-190.6%	
				FIXED CHARGES					
658	3.0%	1,037	3.0%	Capital Reserve	1,641	3.0%	1,815	3.0%	
329	1.5%	518	1.5%	Incentive Management Fee	821	1.5%	907	1.5%	
362	1.7%	410	1.2%	Insurance	1,110	2.0%	1,640	2.7%	
478	2.2%	451	1.3%	Leases	955	1.7%	1,804	3.0%	
7,500	34.2%	7,500	21.7%	Management Fee	30,000	54.8%	30,000	49.6%	
(120)	-0.5%	207	0.6%	Property & Other Taxes	(27)	0.0%	363	0.6%	
9,208	42.0%	10,124	29.3%	TOTAL FIXED CHARGES	34,500	63.1%	36,529	60.4%	
50,617	230.7%	61,832	178.9%	TOTAL OPERATING EXPENSES	158,047	288.8%	212,327	351.0%	
(28,672)	-130.7%	(27,267)	-78.9%	NET OPERATING INCOME	(103,331)	-188.8%	(151,836)	-251.0%	
0		0		OUT OF BALANCE	0		0		



KITSAP COUNTY PARKS

EVENT CENTER REVENUE, YEAR TO DATE - April 30, 2021

	2021 YTD	2020 YTD
REVENUE BY SOURCE		
BALLFIELD USAGE FEES	\$ 21,299	\$ 12,393
EQUIPMENT & VEHICLE RENTAL		\$ 12,428
SPACE & FACILITY RENTAL	\$ 45,462	\$ 59,339
YEAR TO DATE REVENUE	\$ 66,761	\$ 84,160

FAIRGROUNDS & EVENT CENTER ACTIVITY FOR APRIL

FACILITY RENTALS		Dates Reserved
Gordon Field 1	Kitsap Alliance FC, Tracyton Soccer	13
Gordon Field 2	Tracyton Soccer Club	5
Lobe Field 1	Olympic HS, NW Blaze BB Club, Sluggers BB	14
Lobe Field 4	Sluggers BB, Olympic HS, NW Blaze	18
Pavilion		n/a
Presidents Hall		n/a
Thunderbird Arena		0
Van Zee	Kitsap Conservation District	14

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 Sys System (JDE) January 1, 2021 through December 31, 2021