



Virtual Meeting of the Board of Directors *
Monday, January 24, 2022
Webinar ID – 885 6108 Passcode – 194980

AGENDA

1. Call to Order / Comments by Vice-Chair Hatchel

CONSENT AGENDA

- A. December 13, 2021, Meeting Minutes
 - B. Resolution 01-2022 – Executive Director Appointment as Public Relations Officer
 - C. Blanket Voucher # 01-JAN 2022 96968 Operating Expenses
 - D. Blanket Voucher # 02-JAN 2022 96977 PERC Project Invoices
 - E. Blanket Voucher # 03-JAN 2022 96977 SKCEC Project Invoices
 - F. Blanket Voucher # 04-JAN 2022 96977 POBCNW Project Invoices
 - G. Blanket Voucher # 05-JAN 2022 96977 PGFHP Project Invoices
 - H. Executive Director Report – JAN 2022
 - I. Regional Facilities Report – JAN 2022
-

- 2. Public Comment** –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Within Zoom, use the “Raise Hand” option, or put a message in the Chat Box and the host will ask the question for you.
- 3. Approval of Consent Agenda**
Note: If a Board Member wishes to discuss any item, it may be pulled from the Consent Agenda for further dialogue and individual board vote of approval
- 4. Facility Progress Report** – South Kitsap Community Events Center - City of Port Orchard, Mayor Putaansuu
- 5. New Business**
- A. Resolution & Policy Review Committee Report – Exec Director Shiplet
 - B. Project Invoice Review Report – Exec Director Shiplet & Barker Creek Consultant, Mr. Thompson
 - C. Email Migration to Office 365 – Exec Director Shiplet
- 6. Financial Reports**
- A. No Financial Report this Month
- 7. Ongoing Business**

Meeting Adjournment

***NOTE:** This meeting will be recorded and will be available on the Kitsap Public Facilities District website: www.kitsap-pfd.org and the KPFD YouTube channel.

Next Meeting: February 28, 2022, at 5:30 pm

Location: Virtual as Zoom Webinar

Topics: General Business, Port of Bremerton Circuit of the Northwest Project Progress Report



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January 24, 22 Board of Directors Meeting

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Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Webinar

Monday, December 13, 2021

Attending: Daron Jagodzinske, Chair, Patrick Hatchel, Vice-Chair, Walt Draper; Treasurer, Erin Leedham, Director, and John Morrissey, Director

Staff: Russ Shiple, Executive Director, Brian Lawler, Attorney, Shannon Thompson, Construction Consultant, Susan Veach, Accountant

Absent: Tom Bullock, Director and Phil Havers, Director

1. **Call to Order:** Chair Jagodzinske called the meeting to order at 5:30 PM.
2. **Meeting Minutes:** Chair Jagodzinske presented the Minutes of the October 25th, 2021, Virtual Regular Meeting of the Board of Directors. Director Leedham moved to approve the Meeting Minutes as submitted. The motion was seconded by Director Draper. The motion passed unanimously.
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented**
4. **Project Progress Report:** Kitsap County – **Port Gamble Forest Heritage Park Project** – Eric Baker, Kitsap County
Mr. Baker presented on elements of the project to date: Mountain Biking Ride Park, Sound to Olympic Trail and Northern Segment Trail Design, Stottlemeyer Trailhead, and the Port Gamble Forest Heritage Park Master Plan.
-Mountain Bike Ride Park: Two Phases. Phase 1-Trail Construction is underway. Phase 2-Parking and Access Road. Anticipated completion is Fall 2022.
-Sound to Olympic Trail: Connecting Bainbridge Island to the Hood Canal Bridge and Kingston to Port Gamble. Anticipated completion is 4th Qtr., 2022.
-Stottlemeyer Trailhead: Paved parking, including 25 cars and 5 equestrian slots off Stottlemeyer Rd, connecting to the Sound to Olympic Trail.
-Master Plan: Consideration of recreation, trails, conservation, and economic development. Public outreach was conducted. Three draft alternative plans were created, focusing on education: Alternative A – smallest footprint that includes event space and viewing platform. Alternative B – larger footprint that includes camping areas. Alternative C – Largest footprint that includes expanded camping, event space, classroom/educational gathering area, disc golf area, and research facility. Board of County Commissioners will meet in March 2022 to determine which alternate plan will be implemented.
5. **New Business:**
 - A. **Consent Agenda Consideration** – Chair Jagodzinske, Mr. Lawler, & Executive Director
A Consent Agenda would allow the Board to save time by reviewing previous meeting minutes, KPFD blanket vouchers, project vouchers, ED and regional facilities reports. If a single board member wishes to have a discussion on any item of the Consent Agenda, it would be withdrawn and discussed during the Board meeting. The consensus of the board was to move forward with adopting the Consent Agenda for each board meeting moving forward.
 - B. **Review KPFD Office Technology Needs Quote** – Executive Director
Overview – There are currently several concerns regarding the security of the KPFD electronic data, including a lack of a cloud server for backing up files, and a firewall to prevent outside access to data. In addition, there is no way to remote into KPFD email or work on files that are located on the office desktop.

The Executive Director reached out to Help Desk Calvary and requested two quotes: 1. IT hardware and software needs within the office, including a laptop that would allow for remote access, as well as the establishment of a cloud-based server and firewall installation. 2. IT 24/7, 365 days hardware and software monthly support cost. The hardware and software needs quote are \$8,726.73. The monthly monitoring service quote is \$259.00. Director Morrissey moved to allow for the expenditures of \$8,726.73 for IT hardware and software needs, as well as \$259.00 per month for IT support. It was seconded by Director Draper and passed unanimously.

C. KPFD Credit Card Consideration – Executive Director

This discussion will be tabled until the next Board of Directors Meeting.

D. Discuss on Approval for Invoice Payment Process – Chair Jagodzinske & Mr. Thompson of Barker Creek Consultant

An Invoice Review Flowchart was presented and discussed to provide clarity on how project-related invoices come in, sent to Barker Creek Consulting for review of completeness and entirety, returned for additional information, or sent back to KPFD for Board approval. Based upon the review of project invoices recently received, each invoice does not meet the criteria for completeness and entirety. Therefore, no project invoices were presented for board approval at this meeting.

E. 2022 Budget Approval – Executive Director & Treasurer Draper

The proposed budget was presented to the board. Treasurer Draper noted some minor increases commiserate with payroll and is reasonable. IT services is another increase from previous years. At some point the Executive Director would like to have a further discussion on the advertising and marketing budget line item, ensuring that what is earmarked is money well spent. Board of Director stipends was increased as well, based on 2021 payouts. Treasurer Draper moved to approve the 2022 Budget as presented. It was seconded by Director Leedham and passed unanimously.

F. Discuss of Public Disclosure Requirements for Special Meetings – Mr. Lawler of JPC PLLC

A special meeting is defined as a quorum of the Board of Directors who desires to get together to discuss a variety of topics. There is a 24-hour notice requirement by mail, fax, or email to each board member and member of the news media on file with the KPFD that requests to get noticed at any public meetings. The best practice is to also publish the notice on the KPFD website 24 hours prior to the meeting. Physical signage of the meeting must be placed on the door where the special meeting is being held. Of note, during a special meeting, you cannot act on any items that are not listed on the agenda.

G. Review Resolution 01-2021- 2022 Meeting Schedule – Chair Jagodzinske
Director Leedham moved to accept Resolution 01-2021 for the 2022 Board of Directors Meeting Schedule. Treasurer Draper seconded the motion. Discussion – May 30 is Memorial Day. The Executive Director recommends meeting schedule be amended to move the May meeting to the 23rd. The motion passed unanimously.

H. Review Resolution 03-2021- Executive Director Appointment as the KPFD Investment Officer – Chair Jagodzinske & Executive Director

The Executive Director will have the authority to communicate with the Kitsap County Treasurers Office to invest funds that allows the KPFD to pay its overhead costs and project invoices. Treasurer Draper made a motion to approve Resolution 03-2021, appointing the Executive Director as the KPFD Investment Officer. Vice-Chair Hatchel seconded the motion and passed unanimously.

- I. **Review Resolution 04-2021- Executive Director Voucher Approval Level** – Chair Jagodzinske & Executive Director

The Executive Director will have the authority to approve a voucher up to, but not to exceed \$1,000. Director Leedham moved to approve Resolution 04-2021. It was seconded by Director Morrissey and passed unanimously.

- J. **KPFD Resolution & Policy Review Committee**– Chair Jagodzinske

The purpose of the committee is to look back historically on all the policies and resolutions put in place and have an accurate understanding and listing of those, as well as where does the KPFD have gaps. Are other resolutions needed to ensure we are operating in a clear and transparent manner for the board and public? Chair Jagodzinske suggested that the KPFD Chair, Directors Morrissey and Havers serve on the committee. Director Morrissey moved to form the Resolution & Policy Review Committee. It was seconded by Treasurer Draper and the motion passed unanimously.

6. **Financial Reports:** Executive Director & Ms. Veach of Accountability Plus, Inc.

- A. **November 2021** – Budget performance was presented, and adjustments to the 2022 Budget have been addressed for line items that were over budget in 2021.

- B. **96968 Blanket Voucher XXX136** –The Executive Director submitted a Blanket Voucher in the amount of \$42,557.32 for KPFD October and November invoices.

Treasurer Draper moved to approve the Blanket Voucher in the amount of \$42,557.32. It was seconded by Vice-Chair Hatchel and passed unanimously.

Note: The Executive Director uses the Digital Signatures of the Board of Directors on the Blanket Voucher approval forms submitted.

7. **Ongoing Business:** - Chair Jagodzinske

- A. The Chair asked that the Board review the Executive Director and Regional Facilities Reports on their own.

- B. Treasurer Draper noted that he was contacted by the WA State Auditor's Office and will be having a virtual meeting with them later in the week to discuss the upcoming 3-year audit.

The Meeting was adjourned at 7:24 PM.

Next Meeting of the Board: Zoom webinar on January 24, 2021, at 5:30 PM

Topics: General Business, Project Progress Report, New Business, End of the Year Financials & Ongoing Business.

NOTE:

- 1) **Future meetings may be in-person when a public site becomes available.**
 - 2) **There may be other location or format changes at meeting dates in 2022.**
- Please check the website for updates.**

Kitsap Public Facilities District

KITSAP COUNTY, WASHINGTON

Resolution 01-2022

A RESOLUTION establishing a Public Records Officer for the Kitsap Public Facilities District (KPFDD), under the Public Records Act, RCW 42.56.580.

WHEREAS the KPFDD is a local governmental agency operating under RCW 36.100;

WHEREAS the KPFDD is required to designate a Public Records Officer under RCW 42.56.580, to serve as a point of contact for members of the public requesting the disclosure of public records and to oversee the KPFDD's compliance with RCW 42.56.

BE IT RESOLVED that the Kitsap Public Facilities District Board of Directors appoints Executive Director Russell E. Shiplet as the Public Records Officer, who shall undertake such actions as are necessary to establish and maintain the required procedures for compliance with the Public Records Act.

Adopted at a regular and open public meeting of the Kitsap Public Facilities District on the 24th day of January 2022, the following directors being present and voting:

Approved:

Patrick Hatchel

Patrick Hatchel, Vice-Chair

Attested:

Walter Draper IV

Walter Draper IV, Treasurer

Approved As to Form:

Brian E. Lawler

Brian E. Lawler, Legal Counsel

Corporate seal

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# 01-JAN 2022**

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 \$ 19,513.26 on this 24th day of January 2022

Daron Jagodzinske
Daron Jagodzinske, Chair

Patrick Hatchel
Pat Hatchel, Vice-Chair

Walter S Draper IV
Walter Draper IV, Treasurer

Tom Bullock
Tom Bullock

Phil Havers
Phil Havers

Erin Leedham
Erin Leedham

John Morrissey
John Morrissey

VENDOR		AMOUNT
Reoccurring items:	Spend Category	
JPC Legal Services – (NOV & DEC 2021)	5419	\$ 7,338.25
Barker Creek - Construction Consult – (DEC 2021)	5419	\$ 4,152.50
Accountability Plus- Bookkeeping (DEC 2021)	5419	\$ 720.00
Comcast – Phone & Internet Service (DEC 2021)	5311	\$ 270.45
BKAT Recording KPFD BOD Meeting (DEC 2021)	5311	\$ 315.00
Visit Kitsap Peninsula – Rent (JAN 2022)	5451	\$ 1,250.00
Visit Kitsap Peninsula – Advertising (JAN 2022)	5419	\$ 2,000.00
Help Desk Calvary Monthly IT Service (JAN 2022)	5311	\$ 259.00
Other items:		
Help Desk Calvary Email Migration to Office 365	5311	\$ 654.00
WA State L&I (Q4 2021)	5311	\$ 148.96
Board of Director Stipend – Phil Havers	5140	\$ 600.00
WA State Auditor's Office	5311	\$ 1,244.10
Interlock Web Solutions LLC	5311	\$ 561.00
PAGE TOTAL		\$ 19,513.26



TEL (206) 292-1994

FAX (206) 292-1995

801 Second Avenue, Suite 700
Seattle, WA 98104

TAX I.D. #91-1627039

Pay On Line: (no fee to pay on line)
<https://secure.lawpay.com/pages/jbsl/operating>

December 8, 2021

Kitsap Public Facilities District
Attn: Mike Walton
9230 Bayshore Dr. NW, Suite 101
Silverdale, WA 98383

Invoice # 130204 BEL
Client Matter # L1022 01000
Billing through 11/30/2021

General Advisory

Professional Services

11/01/2021	BEL	Emails re meeting with R Shiplet.	0.10 hrs.	27.50
11/08/2021	BEL	Update ED transition document. Prep for noon meeting. Meeting with new ED and Daron J. Follow up information to new ED.	2.90 hrs.	797.50
11/09/2021	BEL	Locate and provide PRA and OPMA resources to Russ S. Draft additional comments.	1.70 hrs.	467.50
11/11/2021	BEL	Review email re DocuSign for PERC ILA amendment. Follow up.	0.10 hrs.	27.50
11/17/2021	BEL	Email regarding Poulsbo ILA. Email and reply re funds for Port Orchard property purchase.	0.20 hrs.	55.00
11/18/2021	BEL	Email from Russ S re State Audit. Reply.	0.20 hrs.	55.00
11/22/2021	BEL	Review emails re audit. Review current state rules on meetings and COVID. Review legal updates in guidance docs for special purpose districts.	0.20 hrs.	55.00
11/28/2021	BEL	Review and reply to email re PFD Audit.	0.10 hrs.	27.50
11/29/2021	BEL	Further emails regarding State Audit.	0.10 hrs.	27.50
				<u>\$1,540.00</u>

Billing Summary

Total Professional Services	\$1,540.00
Previous Balance	\$3,735.75
11/05/2021 Payment - Thank you, Check # 3827628	(\$701.25)
Total Balance Due	<u>\$4,574.50</u>

RECEIVED DEC 14 2021

BALANCE DUE UPON RECEIPT IN U.S. DOLLARS.

LATE CHARGE OF 1% PER MONTH WILL BE ADDED ON PAST DUE BALANCES. THIS STATEMENT MAY NOT INCLUDE EXPENSE ITEMS SUCH AS COSTS ADVANCED, FOR WHICH WE HAVE NOT YET BEEN BILLED, NOR ACCOUNT ACTIVITY NOT ENTERED AS OF THE LAST DAY OF THE MONTH.

CLOSED FILES MAY BE DESTROYED AFTER 7 YEARS. CLIENT IS RESPONSIBLE FOR REMOVAL OF THEIR FILES BEFORE THAT TIME.



TEL (206) 292-1994

FAX (206) 292-1995

801 Second Avenue, Suite 700
Seattle, WA 98104

TAX I.D. #91-1627039

Pay On Line: (no fee to pay on line)
<https://secure.lawpay.com/pages/jbsl/operating>

January 7, 2022

Kitsap Public Facilities District
Attn: Mike Walton
9230 Bayshore Dr. NW, Suite 101
Silverdale, WA 98383

Invoice # 130775 BEL
Client Matter # L1022 01000
Billing through 12/31/2021

General Advisory

RECEIVED JAN 10 2022

Professional Services

12/01/2021	BEL	Call with Russ S re PRA issue in context of recent Board.	0.20 hrs.	55.00
12/02/2021	BEL	Review Dec 13 agenda proposal. Review and reply to email re stipends. Review email re employment contract follow up. Review PRA update. Draft email memo on meeting issues, e-mail issues, and stipend issues. Review and reply to Daron J emails re employment contract and stipend issues. Review email from MRSC on retreats. Follow up with client. Further emails and updates on stipends and tax issues.	2.10 hrs.	577.50
12/03/2021	BEL	Call with Russ S on multiple questions and issues.	0.40 hrs.	110.00
12/06/2021	BEL	Review emails re signatures on Employment Agreement.	0.10 hrs.	27.50
12/08/2021	BEL	Review email regarding upcoming meeting and my topic of special meetings and retreat. Reply.	0.10 hrs.	27.50
12/09/2021	BEL	Review ED employment contract signatures page. Follow up and forward with my signature. Emails re ED benefits. Reply.	0.20 hrs.	55.00
12/12/2021	BEL	Review P Hatchel email regarding reimbursement for meals. Review legal authority. Draft reply.	0.30 hrs.	82.50
12/13/2021	BEL	Review notes and OPMA guidance on special meetings and retreats. Review Daron J email regarding working lunches. Draft reply email. Attend zoom meeting.	2.50 hrs.	687.50
12/14/2021	BEL	Call with Russ S re detail from December meeting.	0.10 hrs.	27.50
12/15/2021	BEL	Review Russ S emails re credit card for KPFD.	0.10 hrs.	27.50
12/22/2021	BEL	Review Russ S email re credit card practices and drafting new policy. Reply.	0.20 hrs.	55.00
12/27/2021	BEL	More emails on credit card issues.	0.10 hrs.	27.50
12/28/2021	BEL	Review pending year end issues and loose ends.	0.20 hrs.	55.00

12/30/2021	BEL	Review draft minutes of December meeting. Draft reply email. Review Russ S email re VKP budget.	0.40 hrs.	110.00
				<u>\$1,925.00</u>

Billing Summary

Total Professional Services	\$1,925.00
Previous Balance	\$4,574.50
01/03/2022 Payment - Thank you, Check # 3829593	<u>(\$3,735.75)</u>
Total Balance Due	<u><u>\$2,763.75</u></u>

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Barker Creek Consulting Inc.

PO Box 2011

Silverdale, WA 98383 US

3602719207

shannont@barkercreek-ors.com

http://barkercreek-ors.com/

Invoice



BILL TO

Russ Shiplet

KFPD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1296	12/20/2021	\$1,360.00	01/19/2022	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	KFPD			
	Project management:Project Billing	1	85.00	85.00
	SUBTOTAL - KFPD			85.00
	KFPD:Kitsap Public Facilities District			
11/01/2021	Project management:KFPD - Project Oversight [Nov 1 – Nov 29] - Shannon D Thompson	7:00	165.00	1,155.00
12/02/2021	Project management:KFPD- Coordinator Cynthia E Rogers	1:00	120.00	120.00
	SUBTOTAL - KFPD:Kitsap Public Facilities District			1,275.00

BALANCE DUE

\$1,360.00

Barker Creek Consulting Inc.

PO Box 2011

Silverdale, WA 98383 US

3602719207

shannont@barkercreek-ors.com

http://barkercreek-ors.com/

Invoice



BILL TO

Russ Shiplet

KFPD

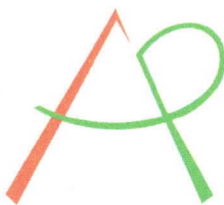
INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1302	01/11/2022	\$2,792.50	02/10/2022	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	KFPD			
	Project management:Project Billing	1	85.00	85.00
	SUBTOTAL - KFPD			85.00
	KFPD:Kitsap Public Facilities District			
12/06/2021	Project management:KFPD - Project Oversight [Dec 6 – Dec 27, 2021] - Shannon D Thompson	7:30	165.00	1,237.50
12/10/2021	Project management:KFPD- Coordinator [Dec 10 – Dec 31, 2021] - Cynthia E Rogers	11:15	120.00	1,350.00
12/27/2021	Project management:KFPD- Coordinator Cynthia E Rogers	1:00	120.00	120.00
	SUBTOTAL - KFPD:Kitsap Public Facilities District			2,707.50

BALANCE DUE

\$2,792.50

RECEIVED JAN 11 2022



Accountability Plus, Inc.

Accounting Design & Training
Business Consulting

BILL TO

KPFD
9230 Bay Shore Dr NW, Suite 101
Silverdale, WA 98383

DATE

1/17/2022

INVOICE #

KPFD-Dec-21

DESCRIPTION**QTY****RATE****AMOUNT**

Accounting Services for the Month of December 2021

16

45.00

720.00

Daily Details Available Upon Request
1800 Kitsap County 9.0%

9.00%

0.00

RECEIVED JAN 17 2022

Total \$720.00

Payments/Credits \$0.00

Balance Due \$720.00

It is an honor to partner with your business. Your innovation and courage in business is inspiring!

13285 Spruce Run Drive #102, North Royalton, OH 44133
(360) 509-5445 * suziejoveach@gmail.com

Services from Jan 03, 2022 to Feb 02, 2022

Your new charges in detail

Comcast Business services **\$243.39**

Comcast Bundled Services

Ultimate Business	414.80
Package Includes: Business Internet 300 Plus, 1 Mobility Voice Line, Security Edge, and Connection Pro.	
Bundle Discount	-229.81 cr
Equipment Fee	28.45
Voice and Connection Pro.	

Comcast Business Voice

Phone number:	
(360) 698-1885 (360) 698-6898	
Mobility Voice Line	24.95
Business Voice.	
Voice Mail Service	5.00

Other charges and credits **\$17.00**

Late Fee	12/28	10.00
Federal Universal Service Fund		0.92
Regulatory Cost Recovery		1.08
Directory Listing Management Fee		2.00
Voice Network Investment		3.00

Taxes and fees **\$10.06**

911 Fees	1.90
Sales Tax	7.68
988 Fee	0.48

New charges **\$270.45**

Additional information

Price Change Notice: Effective January 1, 2022, the lease equipment fee for modems used with Comcast Business Internet and Voice services will increase to \$19.95 per month, excluding tax. To learn more about Comcast Business fees, please visit <https://business.comcast.com/understand-your-bill> or call us at 800-391-3000.

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

View Voice taxes and fees details at
business.comcast.com/myaccount

Hearing/Speech Impaired - Call 711

Notice: Comcast Business has revised early termination charge calculation set forth in Article 1 and has clarified the parties obligations with respect to termination of an Agreement pursuant to Article 5.2(c).

Your Franchise Authority's Name And Address Is:
Kitsap County, 619 Division St, Port Orchard, WA 98366. Your FCC
Community Unit Is: WA0198. Please Do Not Mail Payments To Your
Franchise Authority.



CITY OF BREMERTON
FINANCE DEPARTMENT
345 6TH STREET SUITE 100
BREMERTON, WA 98337-1891

PHONE: 360-473-5208x
FAX: 360-473-5200x

INVOICE: BKAT000646
Date: Dec 30, 2021
Service: BKAT SERVICES
Customer PO:
Customer Ph:
Terms: NET 15 DAYS

Page 1
of 1

Due Date: Jan 14, 2022

Customer Number: 10560

Service Address:

KITSAP PUBLIC FACILITIES DISTRICT
9230 BAY SHORE DR NW STE 101
SILVERDALE, WA 98383

KITSAP PUBLIC FACILITIES DISTRICT
9230 BAY SHORE DR NW STE 101
SILVERDALE, WA 98383

Description	Qty	Unit Price	Total Price	Tax
BKAT OTHER DEC 2021 - KPFD BOARD MTGS	1.00	315.00	315.00	N

RECEIVED JAN 10 2022

Total Charges:	315.00
Total Tax:	0.00

Total Invoice:	315.00
Payments:	0.00
Adjustments:	0.00
Total Due:	315.00

9230 Bayshore Dr. NW, Suite 101
Silverdale, WA 98383

Visit Kitsap Peninsula

VISITKITSAP.COM

Please make checks payable to
Visit Kitsap Peninsula
Thank you.

Due Date

12/29/2021

Date _____

Invoice #

12/29/2021

11404

Description	Qty	Rate	Amount
Sub-lease Rent January		1,250.00	1,250.00

Total	\$1,250.00
--------------	------------

Payments/Credits	\$0.00
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Balance Due	\$1,250.00
--------------------	-------------------

Thank you for supporting tourism marketing program that provide economic benefits to the Kisap Peninsula region.

Visit Kitsap Peninsula
9230 Bayshore Dr. NW, Suite 101
Silverdale, WA 98383

Contract Funding Invoice

Bill To

Kitsap Public Facilities District
9230 Bayshore Dr. NW, Suite 101
Silverdale, WA 98383



800-337-0580
office@visitkitsap.com

RECEIVED DEC 14 2021

Date	Invoice #
12/29/2021	11406

Description		Amount
Kitsap PFD Contract 2022- Month of January		2,000.00
<i>Thank You for you continued support of Visit Kitsap Peninsula working to create economic benefits through tourism and events.</i>		
Total		\$2,000.00
Payments/Credits		\$0.00
Balance Due		\$2,000.00



Help Desk Cavalry, LLC

Bill To

Kitsap Public Facilities District
Attention: Russ Shiplet
9230 Bay Shore Dr NW, Suite 101
Silverdale, WA 98383

1676 NE McWilliams Rd
Bremerton, WA 98311
360-9306990

[Click here for W-9](#)

Invoice Number	Invoice Date	Account
33070	1/6/2022	Kitsap Public Facilities District
Billing Terms	PO Number	Reference
Due Upon Receipt		

Quoted Product

Unit Price

Quantity

Extended Price

Microsoft 365 User Migration

\$100.00

6

\$600.00

Due to vendor control on product, if payment is not received in 15 days of invoice, Help Desk Cavalry may need to adjust pricing. Please use the link emailed with this invoice to make a secure one-time payment online. If you do not wish to pay online, please make checks payable to Help Desk Cavalry, LLC.

Estimated Subtotal	\$600.00
Estimated Tax	\$54.00
Estimated Total	\$654.00
Required Down Payment	\$654.00
Payments Applied	\$0.00
Total Invoice Amount Due	\$654.00



Help Desk Cavalry, LLC

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Kitsap Public Facilities District
Attention: Russ Shiplet
9230 Bay Shore Dr NW, Suite 101
Silverdale, WA 98383

1676 NE McWilliams Rd
Bremerton, WA 98311
360-9306990

[Click here for W-9](#)

Invoice Number	Invoice Date	Account
32879	1/1/2022	Kitsap Public Facilities District
Billing Terms	PO Number	Reference
Due Upon Receipt		Monthly Billing for January

Agreement Information

HDCav Managed Service Agreement

Additional Details	Unit Price	Quantity	Total Amount
Managed User Security Services	\$150.00	1	\$150.00
Taxable Network Location/Site	\$100.00	1	\$100.00

Due to vendor control on product, if payment is not received in 15 days of invoice, Help Desk Cavalry may need to adjust pricing. Please use the link emailed with this invoice to make a secure one-time payment online. If you do not wish to pay online, please make checks payable to Help Desk Cavalry, LLC.

Subtotal	\$250.00
Tax	\$9.00
Invoice Total	\$259.00
Payments Applied	\$0.00
Total Amount Due	\$259.00



Washington State Department of
Labor & Industries

Payment Voucher

To AVOID penalties and interest, this voucher and payment must be POSTMARKED no later than 1/31/2022

Print and mail this Payment Voucher along with your check to:

Department of Labor & Industries

PO Box 24106

Seattle, WA 98124-6524

* by mailing the voucher and payment to the wrong address, your account may be subject to accrue penalty and interest.

KITSAP PUBLIC FACILITIES DIST

9230 BAYSHORE DR NW STE 101

SILVERDALE, WA 98383

WA UBI 602 345 042

L&I Account ID 057,209-00

4th Quarter:

October 1, 2021 – December 31, 2021

Total amount due for this quarter **\$148.96**

For any changes to this account please call your account manager, 360-902-6133 .

RECEIVED JAN 10 2022



BOARD OF DIRECTORS STIPEND WORKSHEET

BOARD MEMBER NAME			PHIL HAVERS		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
APR	26	2021	BOARD	ZOOM	
MAY	24	2021	BOARD	ZOOM	
MAY	28	2021	SPECIAL	ZOOM	
JUN	8	2021	SPECIAL	ZOOM	
JUN	28	2021	BOARD	ZOOM	
JUL	26	2021	BOARD	ZOOM	
AUG	3	2021	SPECIAL	ZOOM	
AUG	23	2021	BOARD	ZOOM	
SEP	13	2021	SPECIAL	ZOOM	
SEP	14	2021	SPECIAL	ZOOM	
SEP	23	2021	SPECIAL	ZOOM	
SEP	27	2021	SPECIAL	ZOOM	
OCT	25	2021	BOARD	ZOOM	

per Meeting Mileage RT

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

TOTAL

\$600

Kitsap-PFD.org Website Support, Oct - Dec 2021

Invoice #2022-010

January 5, 2022

Interlock Web Solutions LLC
PO Box 10842
Bainbridge Is WA 98110-0842

Hourly Rate: \$110.00

Work Description	Hours	Fee
Website support from October - December 2021 - Oct: troubleshot DNS issues with Mike to get KPFD emails working properly - Oct: looked into options for Mike to add staff/board bios to site - Nov: held initial meeting with Russ to discuss site and roles moving forward - Dec: provided options to Russ for adding staff/board bios to site - Dec: created five training videos for Russ on how to manage site	5.1	\$561.00
TOTAL DUE	5.1	\$561.00

Invoice payable upon receipt

Please make check out to:
Interlock Web Solutions LLC

THANK YOU FOR YOUR BUSINESS!



BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 02-JAN 2022

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 \$ 12,263.00 on this 24th day of January 2022

Daron Jagodzinske

Daron Jagodzinske, Chair

Patrick Hatchel

Pat Hatchel, Vice-Chair

Walter S Draper IV

Walter Draper IV, Treasurer

Tom Bullock

Tom Bullock

Phil Havers

Phil Havers

Erin Leedham

Erin Leedham

John Morrissey

John Morrissey

VENDOR	AMOUNT
Project Item – City of Port Orchard – South Kitsap Community & Events Center (SKCEC)	
Invoice #INV01025	\$ 12,263.00
PAGE TOTAL	\$ 12,263.00

City of Port Orchard
216 Prospect St.
Port Orchard, WA 98366-5304
Phone: 360-876-4407

INVOICE

Billed To:
Kitsap Public Facilities District
Executive Director
9230 Bay Shore Drive NW
Suite 101
Silverdale, WA 98383

DATE: 12/1/2021
INVOICE #: INV01025
DUE DATE: 12/31/2021
TOTAL DUE: 12,263.00

CUSTOMER ACCOUNT # : 0131

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
SK Community Center-KPFD	1.00	12,263.00	12,263.00
TOTAL THIS INVOICE			12,263.00

For questions, please call 360-876-7019

REMIT TO:

City of Port Orchard
216 Prospect St
Port Orchard, WA 98366-5304

A copy of this invoice should accompany your check. Thank you!



BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 03-JAN 2022

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 \$ 6,300.00 on this 24th day of January 2022

Daron Jagodzinske

Daron Jagodzinske, Chair

Patrick Hatchel

Pat Hatchel, Vice-Chair

Walter S Draper IV

Walter Draper IV, Treasurer

Tom Bullock

Tom Bullock

Phil Havers

Phil Havers

Erin Leedham

Erin Leedham

John Morrisey

John Morrisey

VENDOR	AMOUNT
Project Item – City of Poulsbo – Poulsbo Events & Recreation Center (PERC)	
Invoice GRNT #000854	\$ 6,300.00
PAGE TOTAL	\$ 6,300.00

CITY OF POULSBO
200 NE MOE STREET
POULSBO, WA 98370

PHONE: 360-394-9881x
FAX: - - x

CUSTOMER NO: 0000002630

KITSAP PUBLIC FACILITIES DISTRICT
9230 BAY SHORE DR. NW #101
SILVERDALE, WA 98383

INVOICE: GRNT000854 PAGE 1
DATE: Nov 09, 2021 OF 1

SERVICE: GRANT REIMBURSEMENT
CUSTOMER PO:
CUSTOMER PH: (360) 698-1885
TERMS: 30 DAYS

DUE DATE: Dec 09, 2021

SERVICE ADDRESS:

KITSAP PUBLIC FACILITIES DISTRICT
9230 BAY SHORE DR. NW #101
SILVERDALE, WA 98383

-----DESCRIPTION-----	QTY----	UNIT PRICE	-TOTAL PRICE-	TAX
PERC GRANT - OCTOBER 2021	1.00	6,300.00	6,300.00	N

TOTAL CHARGES:	6,300.00
TOTAL TAX:	0.00

TOTAL INVOICE:	6,300.00
PAYMENTS:	0.00
ADJUSTMENTS:	0.00
TOTAL DUE:	6,300.00



BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 04-JAN 2022

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 \$ 61,194.29 on this 24th day of January 2022

Daron Jagodzinske

Daron Jagodzinske, Chair

Patrick Hatchel

Pat Hatchel, Vice-Chair

Walter S Draper IV

Walter Draper IV, Treasurer

Tom Bullock

Tom Bullock

Phil Havers

Phil Havers

Erin Leedham

Erin Leedham

John Morrissey

John Morrissey

VENDOR	AMOUNT
Project Item – Kitsap County – Port Gamble Forest Heritage Park Trails (PGFHP)	
Invoice #21-0104	\$ 61,194.29
(Supporting Internal Invoices)	
-Saez Consulting Engineers Inv # 2338 - \$8,150	
-OAC Inv # 142193 - \$9,934.85	
-Fischer Bouma Partnership Inv # 2021-140 - \$9,126.25	
-Fischer Bouma Partnership Inv # 2021-124 - \$33,983.19	
PAGE TOTAL	\$ 61,194.29



INVOICE

Kitsap County Board of Commissioners

INVOICE # 21-0104
DATE: NOVEMBER 19, 2021

Eric Baker
Policy Manager
Kitsap County Commissioners
614 Division Street MS-4, Port Orchard, WA 98366
Phone 360-337-4495 Fax 360-337-7052
ebaker@co.kitsap.wa.us

BILL TO Kitsap Public Facilities District
Attn: Mike Walton
9230 Bay Shore Dr NW #101
Silverdale, WA 98383

DATE	DESCRIPTION				BALANCE	AMOUNT
10/14/21	Planning & Design - Fischer Bouma - September 2021				\$33,983.19	\$33,983.19
11/15/21	Planning & Design - Fischer Bouma - October 2021				\$9,126.25	\$9,126.25
11/16/21	Project Management - OAC Services Inc. - October 2021				\$9,934.85	\$9,934.85
10/04/21	Engineering Services - SAEZ Consulting - September 2021				\$8,150.00	\$8,150.00
RE: PORT GAMBLE PROJECT						

REMITTANCE	
INVOICE #	#21-0104
Date	
Amount Due	\$61,194.29
Amount Enclosed	

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# 05-JAN 2022**

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 \$ 155,993.55 on this 24th day of January 2022

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

VENDOR	AMOUNT
Project Item – Port of Bremerton – Circuit of the Northwest (POBCNW)	
Invoice Reference #090338	\$ 86,340.00
Invoice Document Date 05/20/2021	\$ 69,653.55
PAGE TOTAL	\$ 155,993.55

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

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



INVOICE

Kitsap Public Facilities District3
ATTN: Mike Walton
9230 Bayshore Drive NW
Suite 1010
Silverdale, WA 98383

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

DESCRIPTION	QUANTITY	RATE	PRICE
Joel Cohen Service Contract Inv#7018	1		\$69,653.55
Services 04/17-05/18/2021 10.8% Project Complete			
		TOTAL	\$69,653.55

EXECUTIVE DIRECTOR ACTIVITY REPORT

TO: KPFD Board of Directors
FROM: Russ Shiplet, Executive Director
RE: Activity Report for JAN 2022

Project Updates:

All projects are proceeding; all are invoicing for contractor activity.

- **SKCEC:** City of Port Orchard Mayor Putaansuu is providing an update to the Board at the monthly meeting on Jan 24, 2022.
- **PERC:** No interaction to report
- **POB/CNW:** The most recent set of project plans was delivered to the KPFD Office. An additional set of plans was provided to Barker Creek Consulting
- **PGFHP:** No interaction to report

Other Organizations:

- **VKP:** VKP Executive Director Beth Javens announced the hiring of their new Marketing Director Kellie Kitchel Cooper.

Bonding & Funding:

- No updates to report

General:

- Our 3-year state audit (FY18-F20) is underway. All documents requested by the auditor have been delivered. An exit report will be presented in FEB 2022.
- Barker Creek Consulting and I had individual meetings with the four project leads to discuss invoicing and the details required to satisfy and justify KPFD reimbursements. Each meeting was fruitful and further invoicing met all criteria
- Help Desk Calvary has conducted a tech refresh of all KPFD computer equipment. The next step is email migration of all KPFD accounts to Outlook, which will be conducted the week of JAN 24, 2022. Once all email accounts have transitioned to Outlook, a One Drive will be set up to allow Board members to access documents related to the business of KFPD.
- The KPFD Resolutions and Policy Review Committee met for the first time to discuss the collection of documents and indexing. The next steps are to link the index list with the associated document for electronic retrieval on the KPFD One Drive. All resolutions and policies will also be made available on the KPFD website for public review.



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: January 18th, 2022

December 2021 Month End Recap

Overview

December was an extraordinary month for KCC. We were honored to host a total of 14 events, including the largest event of the year. We realized over \$200k in revenue; a fantastic way to end 2021! We were pleasantly reminded that we are fortunate to have such a beautiful waterfront venue with square footage not many local venues can compete with, and those clients are wanting to return with every bit of normalcy that returns.

Event Highlights

The month commenced with celebrating our local Military. The USS Theodore Roosevelt hosted their holiday party after nearly three long years of the pandemic halting such events for the sailors. We were honored to be part of this celebration. With just over 900 guests in attendance, this 007(1) themed event took the extraordinary efforts of our extended Columbia Hospitality family (Gold Mountain, Bell Harbor and McCormick Woods), as well as our own local culinary gem, Olympic College. The event took place in all ten rooms of the main Conference Center. Guests were able to spread out and enjoy the multiple food stations, casino tables, caricature artists, ice carvings, photo booths and more. Modern technology allowed guests to see and hear the DJ in the main ballrooms in every room of the facility. Sailors and their spouses danced, laughed, and enjoyed one another for an unforgettable evening. Other events included the USS Turner Joy holiday party, St. Michael's holiday party, Kitsap Mental Health training and the USS Henry M. Jackson awards banquet.



Operations

The collaboration it took to successfully host December operations was significant. Our strong partnership with Olympic College was beneficial to the students of OC as well as our small KCC team. The culinary students at OC worked for an entire week (in their facility) learning how to make Hor D' Ouvres, fine tuning presentation skills, as well as learning logistically and financially what it takes to pull off an event of this nature. Our CH teams also stepped up, providing extra culinary help, servers, and bartenders. It's wonderful to be able to staff our events with trained professionals from within our own organization who truly appreciate the hours and experience. It has proven year after year to provide financial savings, stability, and professionalism for KCC.

Team Member

Kitsap Conference Center ended the year with a total of 26 team members, many of them who are at an on-call status with us. Increased revenues and large parties warranted building a team to provide ample staffing for our facility. In a time where finding employees has been a struggle for so many employers, we are thankful and grateful to have such a dedicated and professional team.

Sales

Bookings totaled over \$44k in December. \$1200.00 of this was realized in the month of December with the remaining \$42,800 booking for future dates withing 2022. The “fun boss” for the USS Nimitz was in attendance of our large military holiday party and scheduled a meeting with our Director of Sales immediately following. He requested we host their holiday party the exact same way as we hosted the Theodore Roosevelt, bringing our initial discussion of a \$40k event to a total of \$180k. This event should take place in Q-1 of 2022. We are seeing some great things come our way, and clients recognize and appreciate the level of professionalism KCC has to offer.

Marketing/Communications

Our main marketing focus for December was wedding offerings, with a large emphasis being placed on two wedding shows we will participate in early 2022. We will be participating the local Kitsap Wedding Expo the first week of February as well as the Seattle Wedding Show Feb. 19th & 20th. Facebook posts shared our new networking event “Kitsap Alive After 5” which has been a great success thus far.

Looking Ahead

The volumes of new contracted events were significantly on the rise Q-4 of 2021; however, December and the beginning of 2022 have many concerned about holding in person events with the new Omnicron variant of the virus. We are still extremely diligent in our cleaning and sanitizing procedures, as well as fortunate to have the square footage to offer spacing for clients who request extra distance from one another. Booking trends for 2022 will most likely contract in short windows of time. With almost two years of lockdown, clients are also looking for “workcations”. We will continue to focus on ideas for our clients to enjoy Bremerton and the surrounding areas while in town for their conferences and add this concierge type of service that others do not offer. Reshaping our team and empowering them through technology, new ideas and innovative thinking will ensure we keep a competitive edge here in Kitsap and surrounding areas.

Financial Results

Kitsap Conference Center Consolidated Income Statement For Period Ending 12/31/2021

Current Month				Year to Date			
Actual	%	Budget	%	Actual	%	Budget	%
0	0.0%	10,845	9.9%	0	0.0%	89,265	10.7%
450	0.2%	4,743	4.3%	10,980	1.6%	27,969	3.3%
94,870	46.2%	52,470	47.8%	316,313	46.8%	382,962	45.7%
23,344	11.4%	12,663	11.5%	69,662	10.3%	80,394	9.6%
7,646	3.7%	15,975	14.6%	138,927	20.6%	148,950	17.8%
78,885	38.4%	12,975	11.8%	139,937	20.7%	107,707	12.9%
205,195	100.0%	109,671	100.0%	675,820	100.0%	837,247	100.0%
66,467	76.4%	3,039	6.8%	66,744	23.0%	32,835	8.8%
35,044	36.9%	12,330	23.5%	88,791	28.1%	89,996	23.5%
3,658	15.7%	2,617	20.7%	14,159	20.3%	16,712	20.8%
105,169	51.3%	17,987	16.4%	169,695	25.1%	139,543	16.7%
100,025	48.7%	91,684	83.6%	506,125	74.9%	697,704	83.3%
1,576	0.8%	9,145	8.3%	15,880	2.3%	86,511	10.3%
34	0.0%	0	0.0%	1,462	0.2%	0	0.0%
24,138	11.8%	19,895	18.1%	167,915	24.8%	195,239	23.3%
9,382	4.6%	3,282	3.0%	40,731	6.0%	33,508	4.0%
35,130	17.1%	32,321	29.5%	225,987	33.4%	315,257	37.7%
64,895	31.6%	59,363	54.1%	280,138	41.5%	382,447	45.7%
19,498	9.5%	20,711	18.9%	191,318	28.3%	213,028	25.4%
7,874	3.8%	11,686	10.7%	114,392	16.9%	144,033	17.2%
140	0.1%	560	0.5%	691	0.1%	9,420	1.1%
4,111	2.0%	5,308	4.8%	55,175	8.2%	59,125	7.1%
31,623	15.4%	38,265	34.9%	361,577	53.5%	425,606	50.8%
33,272	16.2%	21,098	19.2%	(81,439)	-12.1%	(43,159)	-5.2%
6,156	3.0%	3,290	3.0%	20,275	3.0%	25,117	3.0%
3,078	1.5%	1,645	1.5%	10,137	1.5%	12,559	1.5%
464	0.2%	410	0.4%	4,158	0.6%	4,920	0.6%
478	0.2%	451	0.4%	4,265	0.6%	5,412	0.6%
7,500	3.7%	7,500	6.8%	90,000	13.3%	90,000	10.7%
350	0.2%	658	0.6%	4,006	0.6%	5,023	0.6%
18,025	8.8%	13,954	12.7%	132,840	19.7%	143,032	17.1%
189,948	92.6%	102,527	93.5%	890,099	131.7%	1,023,438	122.2%
15,247	7.4%	7,144	6.5%	(214,279)	-31.7%	(186,191)	-22.2%



Virtual Meeting of the Board of Directors *
Monday, January 24, 2022
Webinar ID – 885 6108 Passcode – 194980

AGENDA

1. Call to Order / Comments by Vice-Chair Hatchel

CONSENT AGENDA

- A. December 13, 2021, Meeting Minutes
 - B. Resolution 01-2022 – Executive Director Appointment as Public Relations Officer
 - C. Blanket Voucher # 01-JAN 2022 96968 Operating Expenses
 - D. Blanket Voucher # 02-JAN 2022 96977 PERC Project Invoices
 - E. Blanket Voucher # 03-JAN 2022 96977 SKCEC Project Invoices
 - F. Blanket Voucher # 04-JAN 2022 96977 POBCNW Project Invoices
 - G. Blanket Voucher # 05-JAN 2022 96977 PGFHP Project Invoices
 - H. Executive Director Report – JAN 2022
 - I. Regional Facilities Report – JAN 2022
-

- 2. Public Comment** –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Within Zoom, use the “Raise Hand” option, or put a message in the Chat Box and the host will ask the question for you.
- 3. Approval of Consent Agenda**
Note: If a Board Member wishes to discuss any item, it may be pulled from the Consent Agenda for further dialogue and individual board vote of approval
- 4. Facility Progress Report** – South Kitsap Community Events Center - City of Port Orchard, Mayor Putaansuu
- 5. New Business**
- A. Resolution & Policy Review Committee Report – Exec Director Shiplet
 - B. Project Invoice Review Report – Exec Director Shiplet & Barker Creek Consultant, Mr. Thompson
 - C. Email Migration to Office 365 – Exec Director Shiplet
- 6. Financial Reports**
- A. No Financial Report this Month
- 7. Ongoing Business**

Meeting Adjournment

***NOTE:** This meeting will be recorded and will be available on the Kitsap Public Facilities District website: www.kitsap-pfd.org and the KPFD YouTube channel.

Next Meeting: February 28, 2022, at 5:30 pm

Location: Virtual as Zoom Webinar

Topics: General Business, Port of Bremerton Circuit of the Northwest Project Progress Report



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Monday, January 24, 2022
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5. New Business

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- A. No Financial Report this Month

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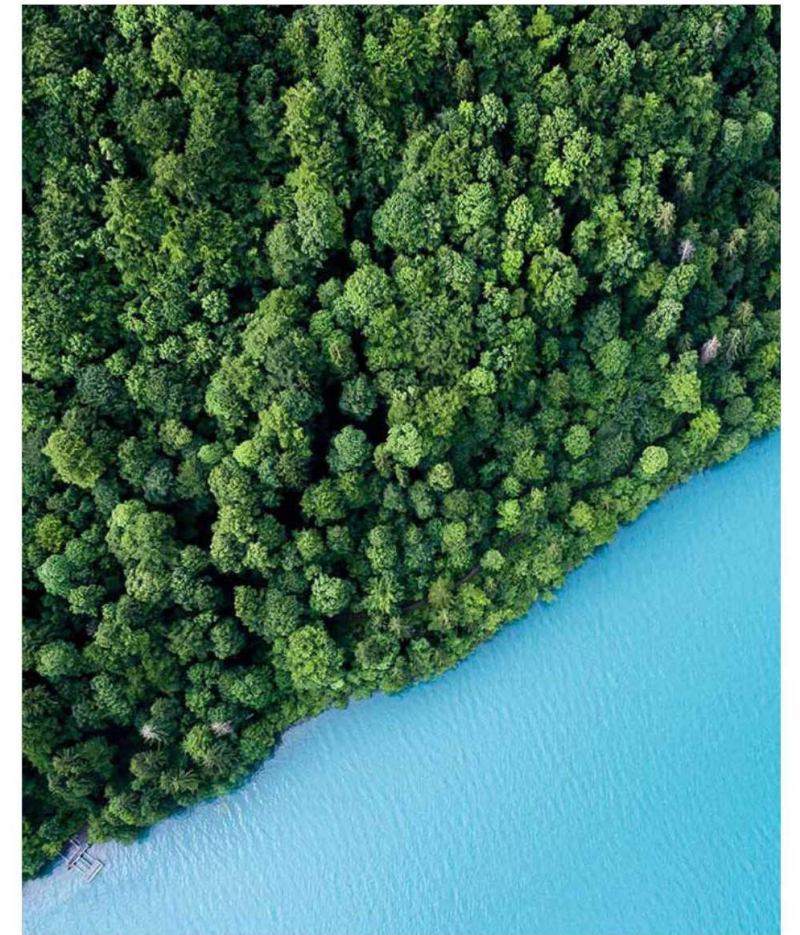
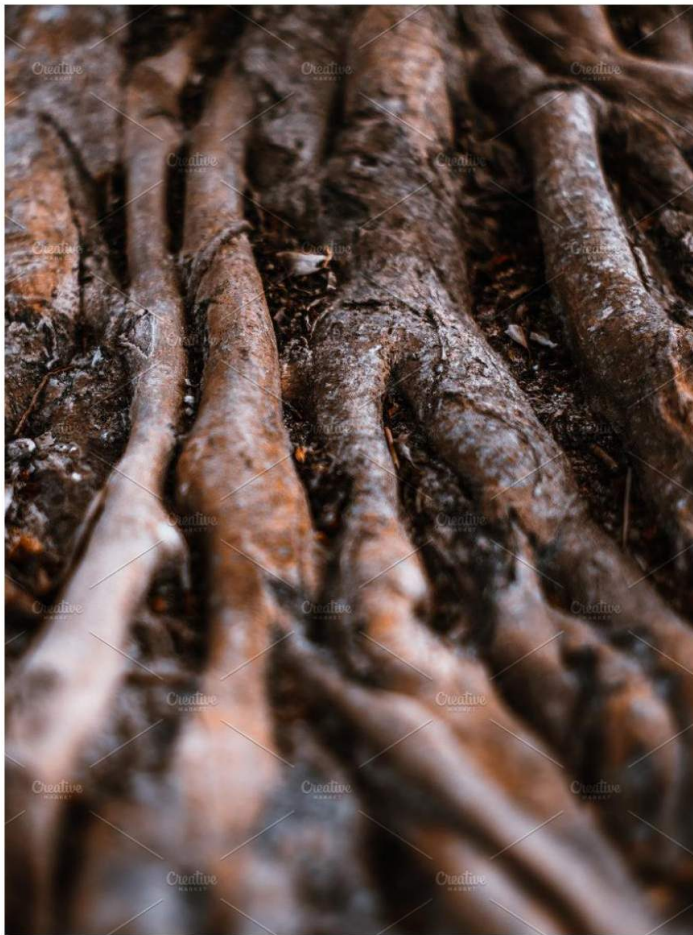
Location: Virtual as Zoom Webinar

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SOUTH KITSAP COMMUNITY EVENTS CENTER

SCHEMATIC DESIGN

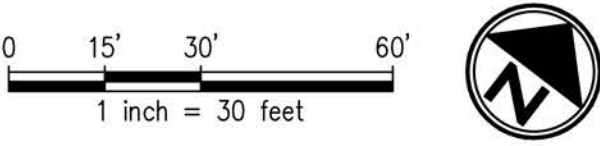
JANUARY 3, 2022





SKCEC OFF-SITE IMPROVEMENTS

date: 1.21.22

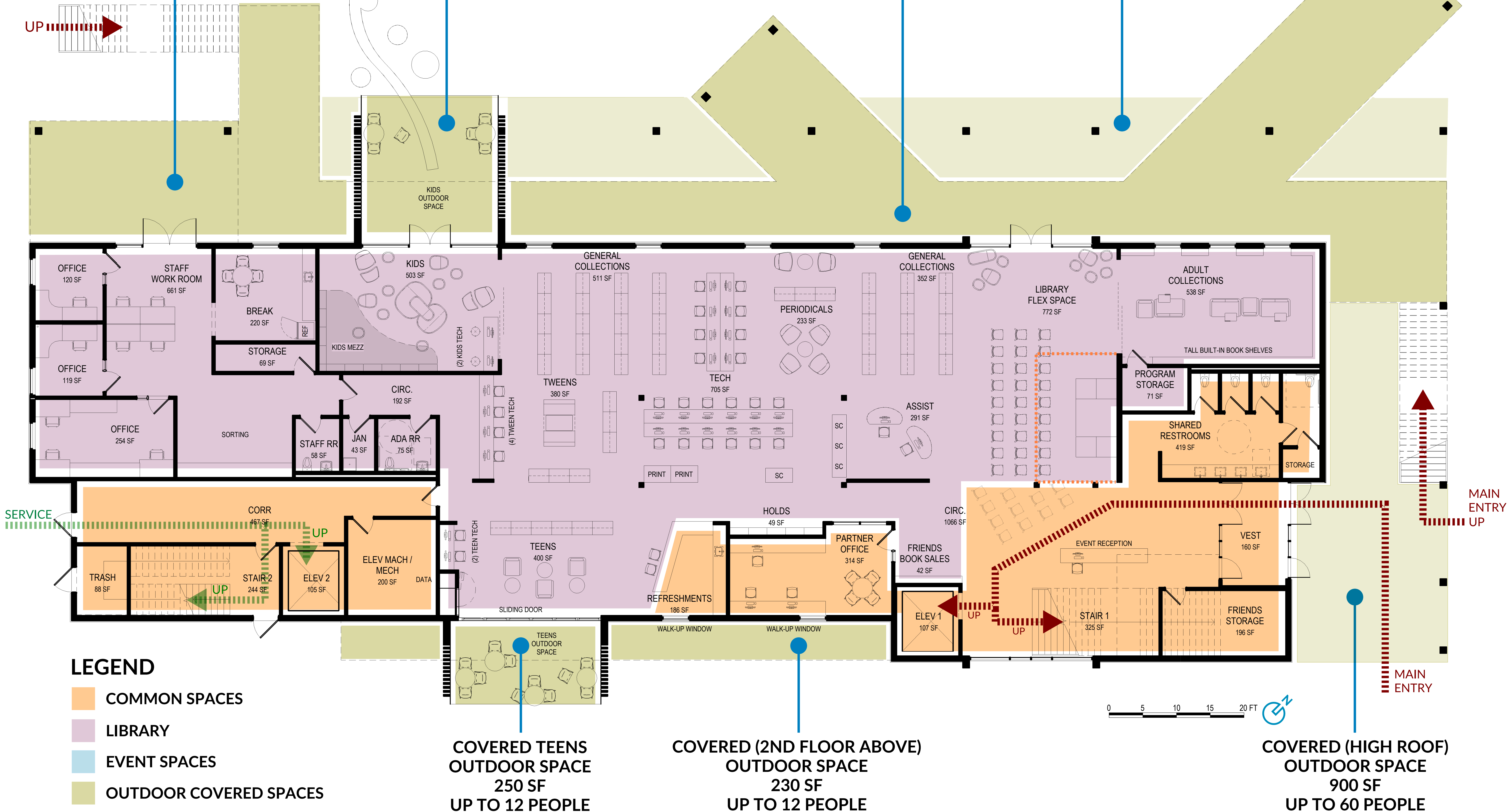


COVERED (2ND FLOOR & DECK ABOVE)
OUTDOOR SPACE
1000 SF
UP TO 60 PEOPLE

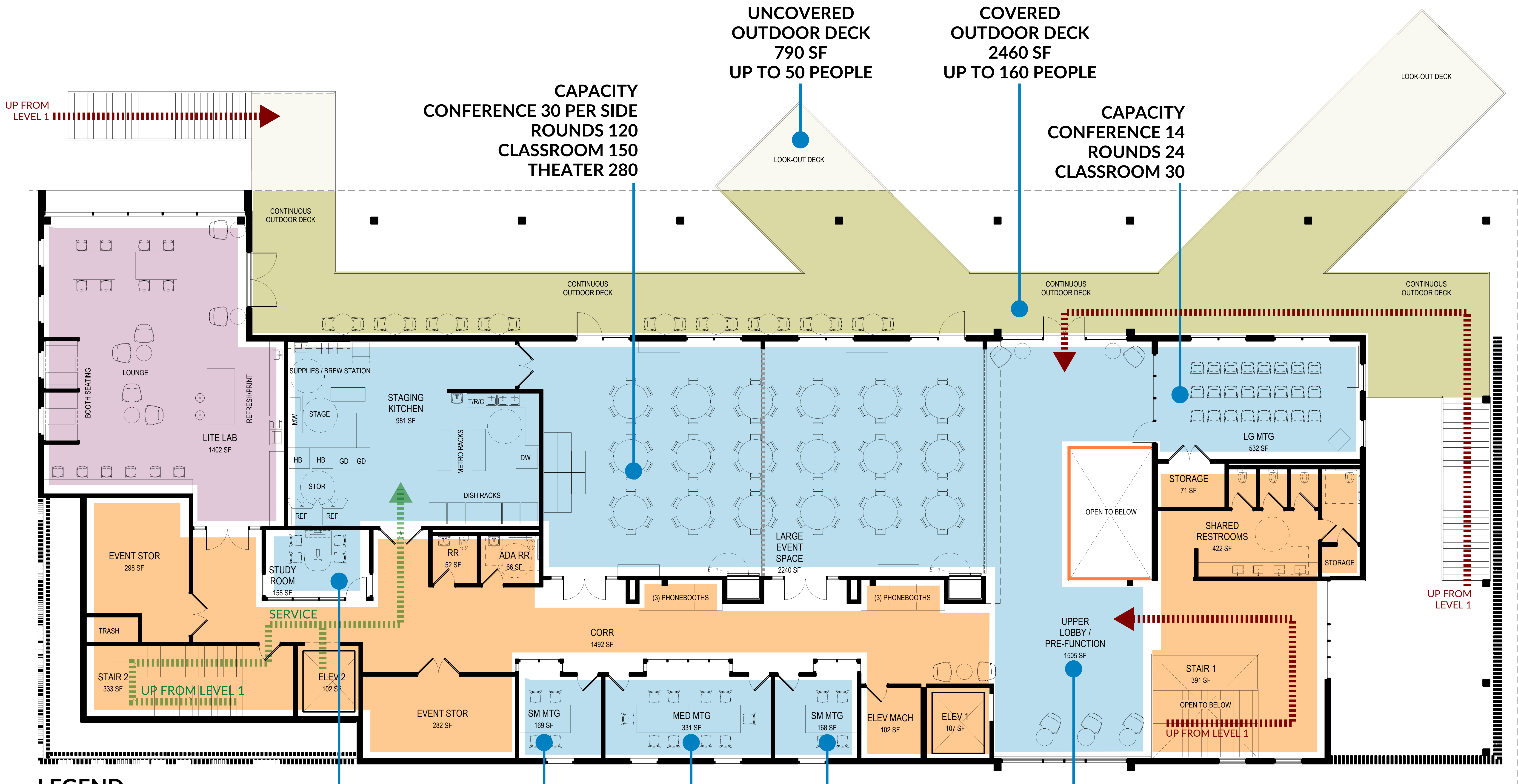
COVERED KIDS
OUTDOOR SPACE
440 SF
UP TO 20 PEOPLE

COVERED (DECK ABOVE)
OUTDOOR SPACE
2600 SF
UP TO 130 PEOPLE

COVERED (HIGH ROOF)
OUTDOOR SPACE
1150 SF
UP TO 70 PEOPLE



FLOOR PLAN - LEVEL 1



- LEGEND**
- COMMON SPACES
 - LIBRARY
 - EVENT SPACES
 - OUTDOOR COVERED SPACES

FLOOR PLAN - LEVEL 2



VIEW FROM ORCHARD STREET - MAIN ENTRY



RICEfergusMILLER

VIEW FROM NORTHWEST WATER SIDE - OUTDOOR DECK

SCHEMATIC DESIGN | SKCEC | JANUARY 3, 2022

RICEfergusMILLER



VIEW FROM SOUTHEAST APPROACH ALONG BAY STREET



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Webinar ID – 885 6108 Passcode – 194980

AGENDA

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**Kitsap PFD
Project Funding Record**

		SKCEC			PERC			PGFHP			POB/CNWF		
Year	Month												
		Invoices	Date Approved	Funded	Invoices	Date Approved	Funded	Invoices	Date Approved	Funded	Committed	Date Approved	
2018				ILA			ILA			ILA		Phase 1	\$ 60,000
				\$12,000,000.00			\$ 243,900			\$ 1,697,556.00		Jun-18	\$ (30,000)
												Sep-18	\$ (30,000)
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	January										\$2,341,456.00		
	February												
	March												
	April												
	May											Jan-20	01/20/20. \$ (90,214)
	June											Feb-20	02/24/20. \$ (153,675)
	July				GRNT000725	09/21/20.	\$ (8,650.00)						
	August				GRNT000731	09/21/20.	\$ (5,317.50)						
	September				GRNT000723	09/21/20.	\$ (1,318.75)						
	October				GRNT000738	10/26/20.	\$ (5,156.25)						
	November							21-0100	Paid on 02/22/21	\$ (26,418)			
	December	Invoice 1	12/14/20.	\$ (60,096)	GRNT000754	12/14/20.	\$ (6,693.75)						
	2020 Totals			\$ (60,096)			\$ (27,136.25)			\$ (26,417.50)		Ph2 Bal	\$ -
2021	January				GRNT000765	1/25/2021.	\$ (13,441.75)					Ph3 Commit	\$ 1,436,807
	February	Invoice 2	2/22/2021.	\$ (137,372)	GRNT000771	1/25/2021.	\$ (16,387.93)	21-0100	Paid on 02/22/21	\$ (3,526)		Invoices*	
	March				GRNT000785	3/22/2021	\$ (9,410.81)	21-0100	02/22/21.	\$ (29,943.00)			
	April	INV00753	4/26/2021.	\$ (20,628)	GRNT000791	4/26/2021.	\$ (10,868.75)						
	May	INV01025			GRNT000805	5/24/2021.	\$ (15,516.25)					POB Inv #1 *	5/24/2021. \$ (86,340) \$ (155,994)
	June	INV00795	6/28/2021	\$ (22,000)	GRNT000811	6/28/2021	\$ (9,253.35)	jan-june	10/25/21.	\$ (142,237.84)		POB Inv #2 *	6/28/2021 \$ (69,654) To be paid 02/2022
	July			\$ (30,004)	GRNT000818	7/26/2021.	\$ (7,275.65)					POB inv #3 *	7/26/2021. \$ (62,174) \$ (114,509)
	August	INV00873	8/23/2021.	\$ (30,003)	GRNT000831	8/23/2021.	\$ (23,434.49)					POB inv #4 *	7/26/2021. \$ (52,336) To be paid 02/2023
	September				GRNT000839	9/27/2021.	\$ (8,955.00)					POB inv#5 *	8/23/2021. \$ (70,704) \$ (129,694)
	October	INV00961	10/25/21.	\$ (86,287)		10/25/2021.	\$ (6,450.00)					POB inv#6 *	9/27/2021. \$ (58,991) To be paid 02/2024
	November											POB inv#7	\$ (17,775) pending review
	December											POB inv#8	\$ (20,275)
	2021 Totals			\$ (326,294)			\$ (120,993.98)			\$ (145,764.04)		sub-total	\$ (438,247)
2022	January	INV01025	1/24/2022	\$ (12,263)				21-0104	1/24/2022	\$ (61,194.29)		POB inv#9	1/24/2022 \$ (118,025) \$ (118,025)
													To be paid 02/2025
Total Approved				\$ (398,652)			\$ (148,130.23)			\$ (233,375.13)			\$ (518,222)
Remaining Balance				\$ 1,348			\$ 95,769.77			\$ 1,464,181			

*invoices not paid by KPFD approved for payment

\$ (155,994)
To be paid 02/2022
\$ (114,509)
To be paid 02/2023
\$ (129,694)
To be paid 02/2024
pending review

\$ (118,025)
To be paid 02/2025



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