



Virtual Meeting of the Board of Directors *
Monday, September 27, 2021
Webinar ID – 838 3199 2342 Passcode – 023301

FINAL AGENDA

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
 - A. Approval of previous Meeting Minutes – August 23, 2021
- 3. Public Comment** – “Raise Hand,” or Chat message, max. 3 minutes
- 4. New Business**
 - A. Data Sharing Agreement with WA State Auditor - Brian
 - B. Demo of new KPFD website – ED & Cinnamon H., Interlock Solutions
 - C. 2021 Budget Mid-year adjustment – ED & Walt
- 5. Financial Reports**
 - A. Monthly Reports – Tax revenue and monthly financials (August)
 - B. Blanket Voucher – KPFD expenses (\$11,868.99)
 - C. BV for Director’s Stipends (\$3,200)
 - D. Project Voucher Approval
 - Poulsbo PERC Invoice (\$8,955.00)
 - E. POB Invoice Approval (\$58,990.70*)
(* to be approved for POB payment, not by KPFD)
- 6. Ongoing Business**
 - A. ED Activity Report (September)
 - B. Regional Facility Reports (August)
- 7. Executive Session**

Meeting Adjourned

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

Next 2021 Regular Board of Directors meeting:

Next Meeting: October 25, 2021, at 5:30 pm
Location: Virtual as Zoom Webinar
Topics: General Business, 2022 Budget, 2022 Meeting Schedule,
 PERC Progress Report

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Individuals who require accommodations should contact the PFD at 360-698-1885.*

Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Webinar

Monday, August 23rd, 2021

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

Staff: Mike Walton, Executive Director; Brian Lawler, Attorney; Shannon Thompson, Barker Creek.

Absent: Patrick Hatchel, Vice-Chair

1. **Call to Order:** The Chair called the meeting to order at 5:31 PM. He asked the question – “What memory or time spent was most memorable this summer?”

2. **Meeting Minutes:** The ED presented the Minutes of the July 26th Virtual Regular Meeting of the Board of Directors.

John Morrissey moved to approve the Meeting Minutes as submitted and Erin Leedham seconded. The motion passed unanimously, with one abstention, Daron was not present.

3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**

4. **Regional Project Status Reports:**

Port of Bremerton/Circuit of the NW Progress Report – Jim Rothlin POB & Joel Cohen, CNW
Jim reported on the continuing progress of the POB/CNW Project: Joel Cohen & Andy Gerdorn reported on the specific public portions of the project the KPFD are funding in part.

The Amphitheater/Special Event Areas -

- a) The grading requirements in this area has been changed dramatically.
- b) The public access and parking is being significantly altered.
- c) A central Concessions and Restroom facility is being designed for the final facility.

The CStock Theater –

- a) A separate facility is being designed for the CStock theater.
- b) It will offer both indoor and outdoor performance capability.

The Technology Pad and STEM Center –

- a) Still in design phase, many cooperative plans with private companies being negotiated.

This planned activity is generally proceeding as planned, to be completed in early 2022. The initial set of drawings has been delivered to the Port and KPFD should get a copy shortly. Construction is currently planned to start in Mid-2022.

Note: This presentation and the rest of the meeting can be found on the KPFD YouTube Channel - <https://www.youtube.com/channel/UCX9s374H7UNnsaRjsBPgyBw>

5. **New Business:**

- A. **SKCEC ILA Revision** – Brian Lawler & Nick Bond, Pt Orchard

This was discussed at some length last month, so this is the ILA verbiage to support the pull-in of the \$1 million commitment to the purchase of the Kitsap Bank property for the eventual construction of the SKCEC on that site. Brian described the changes and the stipulations about documenting the sale. Nick Bond confirmed the language is what the City & the KPFD agreed upon.

John Morrissey moved to adopt the changes to the ILA as presented, with the notation about the DOC grant email, as discussed. Erin Leedham provided a second and the motion passed unanimously.

- B. **Demonstration of new KPFD website** – The Interlock Solutions expert was not present, so the Chair decided to table the item without any comment from the ED.

6. Financial Reports:

- A. **Monthly Financials & Tax Rebate Summary** – The ED reported on results from July data. The KPFD received \$192.6K in tax rebate revenue, up 16.5% over 2020
Note: This % increase is after the maximum impact from Covid-19.
The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$18.2K> in Expenses. The result was a Net to Cash in 96977 of \$104.5K. That amount rose to \$3.807 Million
- B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher in the amount of \$8,836.75 for expenses from July-Aug to be paid.
Walt Draper moved to approve the Blanket Voucher in the amount of \$8,836.75. It was seconded by Phil Havers and passed unanimously.
- C. **Directors Stipend** – The Ed submitted a Blanket Voucher for Director's stipends in the amount of \$3200 for Q3 & Q4 of 2020 and the first quarter of 2021. Some discrepancies were noted in the listing of the recipients again and the item was tabled again until next month.
- D. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulsbo in the amount of \$23,434.49, from the PERC project for July invoices.
Phil Havers made a motion to approve the PERC Project Blanket Voucher in the amount of \$23,434.49. It was seconded by Erin Leedham and passed unanimously.

SKCEC Blanket Voucher – The ED submitted a Project Blanket Voucher from the City of Port Orchard in the amount of \$30,002.84 for July invoices.

John Morrissey made a motion to approve the SKCEC Blanket Voucher in the amount of \$30,002.84. It was seconded by Phil Havers and passed unanimously.

- E. **Port of Bremerton Invoice Approval Process** –
The new invoice from the Port of Bremerton in the amount of \$70,703.55 was reviewed by the Construction Consultant Barker Creek and was recommended for approval:
Erin Leedham moved that the July invoices for \$70,703.55 be approved. Phil Havers seconded the motion and it passed unanimously.

Note: The ED uses the Digital Signatures of the Directors on the Blanket Voucher approval forms 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.
The ED added that the County Fair would be held at the KFEC in the coming week, but the size and scope of the Fair would be reduced because of the Pandemic.
- B. **Regional Facility Reports** – Activity is increasing at both current Regional Centers with increasingly better prospects for the future. The Chair asked the Directors them to read them at their leisure.

The Meeting was adjourned at 6:54 pm.

Next Meeting of the Board: Zoom webinar on September 27th, 2021, at 5:30 pm

Topics: General Business; SKCEC Progress Report; Monthly Financials & POB Invoices

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 2021.**
- Please check the website for updates.**

INTERAGENCY DATA SHARING AGREEMENT

Between

Kitsap Public Facilities District

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between Kitsap Public Facilities District hereinafter referred to as “Agency”, and the Office of the Washington State Auditor, hereinafter referred to as “SAO”, pursuant to the authority granted by Chapter 39.34 RCW and 43.09 RCW.

AGENCY PROVIDING DATA: Agency

Agency Name:	<u>Kitsap Public Facilities District</u>
Contact Name:	<u>Mike Walton</u>
Title:	<u>Executive Director</u>
Address:	<u>9230 Bayshore Dr NW</u> <u>Silverdale, WA 98383</u>
Phone:	<u>(360) 698-1885</u>
E-mail:	<u>mwalton@kitsap-pfd.org</u>

AGENCY RECEIVING DATA: SAO

Agency Name:	<u>Office of the Washington State Auditor</u>
Contact Name:	<u>Carol Ehlinger</u>
Title:	<u>Program Manager</u>
Address:	<u>451 Sedgwick Rd Suite 200</u> <u>Port Orchard, WA 98367</u>
Phone:	<u>(360) 895-6133</u>
E-mail:	<u>ehlingerc@sao.wa.gov</u>

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141.10) in the handling of information considered confidential.

2. DEFINITIONS

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

3. PERIOD OF AGREEMENT

This agreement shall begin on May 24, 2021, or date of execution, whichever is later, and end on May 23, 2024, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO’s authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA ACCESS

If desired, with the Agency’s permission, the Agency can provide direct, read-only access into its system. SAO will limit access to the system to employees who need access in support of the audit(s). SAO agrees to notify the agency when access is no longer needed.

7. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

8. DATA STORAGE AND HANDLING REQUIREMENTS

Agency will notify SAO if they are providing confidential data. All confidential data provided by Agency will be stored with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

9. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09.

10. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09.

11. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

12. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

13. OVERSIGHT

The SAO agrees that Agency will have the right, at any time, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

14. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agreement Administrator named on Page 1. However, once data is accessed by the SAO, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

15. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

16. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the

DSA Agreement between Agency and SAO
Agency DSA: 21-01

other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.

- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

17. SIGNATURES

The signatures below indicate agreement between the parties.

Kitsap Public Facilities District

Office of the Washington State Auditor

Signature

Date

Signature

Date

Title: Board Chairman 9/27/2021

Title: _____

From: [Brian E. Lawler](#)
To: execdirector@kitsap-pfd.org
Subject: Re: Monday meeting
Date: Tuesday, September 21, 2021 9:52:34 PM

Mike.

Just reading this now. Hope it's still timely.

I have reviewed the Auditors Agreement. It conforms to current state law. I have no issues with the form or substance of the Agreement.

I have reviewed the Proposed amendment to the PERC ILA. Likewise, I have no issues or concerns. It represents a restructuring and restatement of Tasks. The Board has approved similar restructuring in other project ILA's.

Brian

Sent from my iPad

2021 BUDGET - Mid-Year Adj**OPERATIONS DEPOSITS****PROPOSED****2021 Final****YTD (Aug)**

\$ 270,000.00

\$ 237,000.00

\$ 180,000.00

Recommend Transfer \$64,000

\$ 64,000.00

EXPENSES

Payroll (Full-time Exec Director-3 mos)

\$ 30,000.00

Payroll (Part-time Exec Director)

\$ 46,249.00

\$ 59,750.00

\$ 30,832.00

OT @ straight time

\$ 33,000.00

\$ 10,000.00

\$ 19,577.95

Payroll related expenses

\$ 9,000.00

\$ 9,000.00

\$ 4,242.53

Benefits per employ agreement

\$ 7,572.00

\$ 5,800.00

\$ 5,217.16

Subtotal

\$ 125,821.00

\$ 84,550.00

\$ 59,869.64

Communications

Printing/Copying

\$ 250.00

\$ 250.00

Postage

\$ 50.00

\$ 50.00

Telephone/Internet

\$ 5,000.00

\$ 2,500.00

\$ 3,234.88 incl Zoom

IT/Website

\$ 8,000.00

\$ 3,000.00

\$ 4,447.32

Promotional Hosting/Marketing

Publicity/Advertising

\$ 6,000.00

\$ 6,000.00

\$ 1,685.19

Mktg & Advertising services

\$ 24,000.00

\$ 24,000.00

\$ 16,000.00 \$ 4,447.32

EventFund & event support

\$ 5,000.00

\$ 20,000.00

\$ 4,132.08

Consulting Services

Legal

\$ 30,000.00

\$ 25,000.00

\$ 21,384.50

Recording

\$ 3,500.00

\$ 5,000.00

\$ 2,126.25

Construction Consulting

\$ 15,000.00

\$ 15,000.00

\$ 9,883.75

Accounting

\$ 6,000.00

\$ 4,000.00

\$ 2,868.75

Bonding/Financing

\$ 8,000.00

\$ 15,000.00

\$ 4,447.32

Equipment/office furnishings

\$ 1,000.00

\$ 1,000.00

\$ 572.23

Membership Dues

\$ 2,000.00

\$ 2,000.00

\$ 1,500.00

Insurance

\$ 4,000.00

\$ 4,000.00

\$ 4,405.00

Office rent

\$ 14,400.00

\$ 14,400.00

\$ 9,600.00

Meeting rental -- board mtgs

\$ 2,000.00

\$ 2,000.00

Other/Miscellaneous

\$ 500.00

\$ 500.00

\$ 146.28

Supplies

\$ 1,000.00

\$ 1,000.00

\$ 636.68

Governance (BOD stipends, etc)

\$ 4,000.00

\$ 4,000.00

\$ 2,850.00

Training

BOD registration/fees

\$ 300.00

\$ 300.00

Staff regist./fees

\$ 600.00

\$ 600.00

\$ 611.81

Travel

Board mileage/airfare

\$ 400.00

\$ 400.00

Staff mileage/airfare

\$ 1,000.00

\$ 1,000.00

Food/lodging

\$ 1,000.00

\$ 1,000.00

YTD Operating Expenses

\$ 150,401.68

Total Operating Expenses

\$ 268,821.00

\$ 236,550.00

\$ 244,000.00 Est.

NET

\$ 1,179.00

\$ 450.00

**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%	\$	188,771.05	49.7%
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%	\$	177,293.20	40.6%
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%	\$	192,556.37	16.5%
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%	\$	204,719.00	19.7%
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%	\$	1,401,080.91	
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		\$	175,135.11	
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		\$		204,719.00		up 19.7% 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		\$134,846									
22											- Expenses		(\$18,279)									
23											Net to Cash		\$116,567									
24																						

Kitsap Public Facilities District

Profit & Loss Budget Performance

August 2021

August 2021 Operating Fund 968 Budget Performance	Aug 21	Budget	Jan - Aug 21	YTD Budget	Annual Budget	Balance in Annual Budget
Income						
968 Rev - PFD Operations Fund						
96968I - PFD Operations Fund						
9684970 - Operating Transfers In						
96968I - PFD Operations Fund - Other	0.00	0.00	180,000.00	180,000.00	237,000.00	57,000.00
Total 96968I - PFD Operations Fund	0.00	0.00	180,000.00	180,000.00	237,000.00	57,000.00
Total 968 Rev - PFD Operations Fund	0.00	0.00	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	30,832.00	39,833.32	59,750.00	28,918.00
5102 - Overtime Pay	4,113.48	833.33	19,577.95	6,666.68	10,000.00	-9,577.95
5140 - Advisory Services - New Line Item Aug 21	2,850.00		2,850.00			-2,850.00
5190 - Miscellaneous Pay	631.00	483.33	5,048.00	3,866.68	5,800.00	752.00
5201 - Industrial Insurance	0.00	305.33	169.16	2,442.68	3,664.00	3,494.84
5202 - Social Security	657.78	444.67	4,242.53	3,557.32	5,336.00	1,093.47
5311 - Office/Operating Supplies	0.00	83.33	636.68	666.68	1,000.00	363.32
5351 - Equipment/Office Furnishings	0.00	83.33	572.23	666.68	1,000.00	427.77
5411 - Accounting & Auditing	438.75	333.33	2,868.75	2,666.68	4,000.00	1,131.25
5415 - Consulting Services						
5415 a - Construction Consulting	880.00	1,250.00	9,883.75	10,000.00	15,000.00	5,116.25
Total 5415 - Consulting Services	880.00	1,250.00	9,883.75	10,000.00	15,000.00	5,116.25
5416 - Special Legal Services	0.00	2,083.33	21,384.50	16,666.68	25,000.00	3,615.50
5417 - Bonding/Financing	0.00	1,250.00	0.00	10,000.00	15,000.00	15,000.00
5419 - Other Prof Svcs - Reg Ctr Mktg						
5419 a - Professional Services	0.00	2,000.00	20,447.32	16,000.00	24,000.00	3,552.68
5419 b - Recording	288.75	416.67	2,126.25	3,333.32	5,000.00	2,873.75
Total 5419 - Other Prof Svcs - Reg Ctr Mktg	288.75	2,416.67	22,573.57	19,333.32	29,000.00	6,426.43
5420 - Website	0.00	250.00	0.00	2,000.00	3,000.00	3,000.00
5421 - Telephone	160.01	208.33	3,234.88	1,666.68	2,500.00	-734.88
5425 - Postage	0.00	4.17	0.00	33.32	50.00	50.00
5431 - Mileage	0.00	83.33	0.00	666.68	1,000.00	1,000.00
5432 - Travel	0.00	83.33	0.00	666.68	1,000.00	1,000.00
5438 - Board Mileage/Airfare	0.00	33.33	0.00	266.68	400.00	400.00
5441 - Advertising	0.00	500.00	1,685.19	4,000.00	6,000.00	4,314.81
5451 - Operating Rental/Leases						
5451 a - Printing/ Copying	0.00	20.83	0.00	166.68	250.00	250.00
5451 b - Rental-Office Space	0.00	1,200.00	10,000.00	9,600.00	14,400.00	4,400.00
Total 5451 - Operating Rental/Leases	0.00	1,220.83	10,000.00	9,766.68	14,650.00	4,650.00
5461 - Gen/Auto/E&O Insurance	4,405.00	333.33	4,405.00	2,666.68	4,000.00	-405.00
5492 - Dues/Subscriptions/Memberships	0.00	166.67	1,500.00	1,333.32	2,000.00	500.00
5497 - Registration & Tuition						
5497 a - Board Devel/Train Regist/Fees	0.00	50.00	0.00	400.00	600.00	600.00
5497 b - Staff Devel/Train Rester/Fees	0.00	25.00	611.81	200.00	300.00	-311.81
Total 5497 - Registration & Tuition	0.00	75.00	611.81	600.00	900.00	288.19
5499 - Other						
5499 a - Events Support/Seed Money	0.00	1,666.67	4,132.08	13,333.32	20,000.00	15,867.92
5499 b - Rental-Meeting Space	0.00	166.67	0.00	1,333.32	2,000.00	2,000.00
5499 c - Other	0.00	41.67	146.28	333.32	500.00	353.72
5499 d - Governance-Board of Dir Related	0.00	333.33	0.00	2,666.68	4,000.00	4,000.00
Total 5499 - Other	0.00	2,208.34	4,278.36	17,666.64	26,500.00	22,221.64
Total 96968E - PFD Operations Fnd	18,278.77	19,712.48	146,354.36	157,700.08	236,550.00	90,195.64
Total 968 Exp - PFD Operations Fnd	18,278.77	19,712.48	146,354.36	157,700.08	236,550.00	90,195.64
Net Ordinary Income	-18,278.77	-19,712.48	33,645.64	22,299.92	450.00	
968 Liabilities - Net change in Liabilities			\$	15,404.52		
968 Ending Cash Balance (Balances with Balance sheet)			\$	49,050.16		

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

August 2021	286	968	977	TOTAL
ASSETS	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
Current Assets				
Checking/Savings				
286 - LTGO Bond Fund 2002A-PFD	5,306,582.67	0.00	0.00	5,306,582.67
968 - Fund 96-968 KPFD Operations Fnd	0.00	49,050.16	0.00	49,050.16
977 - Fund 96-977 KPFD Holding Fund	0.00	0.00	3,942,920.63	3,942,920.63
Total Checking/Savings	5,306,582.67	49,050.16	3,942,920.63	9,298,553.46
Total Current Assets	5,306,582.67	49,050.16	3,942,920.63	9,298,553.46
TOTAL ASSETS	5,306,582.67	49,050.16	3,942,920.63	9,298,553.46
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L - 968 PFD Operations Liabilities	0.00	15,404.52	0.00	15,404.52
977-L - PFD Regional Center Liabilities	0.00	0.00	-883,809.89	-883,809.89
Total Other Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
Total Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
Long Term Liabilities				
286-LT - LTGO Bond Fund Liabilities	250,000.00	0.00	0.00	250,000.00
977-LT - 2636 Regional Ctr Notes Payable	0.00	0.00	4,500,000.00	4,500,000.00
Total Long Term Liabilities	250,000.00	0.00	4,500,000.00	4,750,000.00
Total Liabilities	250,000.00	15,404.52	3,616,190.11	3,881,594.63
Equity				
286 FB - LTGO Bond Fund Balance/RE	4,573,453.73	0.00	0.00	4,573,453.73
Revenue	559,869.57	180,000.00	1,407,829.91	2,147,699.48
Expenses	-76,740.63	-146,354.36	-1,081,099.39	-1,304,194.38
Total Equity	5,056,582.67	33,645.64	326,730.52	5,416,958.83
TOTAL LIABILITIES & EQUITY	5,306,582.67	49,050.16	3,942,920.63	9,298,553.46
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
2021 Revenue	\$ 559,869.57	\$ 180,000.00	\$ 1,407,829.91	\$ 2,147,699.48
2021 Expenses	\$ (76,740.63)	\$ (146,354.36)	\$ (1,081,099.39)	\$ (1,304,194.38)
2021 Increased/(Decreased) Liabilities	\$ -	\$ -	\$ -	\$ -
Current Ending Balance	\$ 5,306,582.67	\$ 49,050.16	\$ 3,942,920.63	\$ 9,298,553.46
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

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

January - August 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
286 Rev - LTGO Bond Fund 2002B-PFD	559,869.57	0.00	0.00	559,869.57
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	1,407,829.91	1,407,829.91
Total Income	559,869.57	180,000.00	1,407,829.91	2,147,699.48
Expense				
286 Exp - LTGO Bnd Fnd 2002B-PFD	76,740.63	0.00	0.00	76,740.63
968 Exp - PFD Operations Fnd	0.00	146,354.36	0.00	146,354.36
977 Exp - PFD Regional Cntr Capital	0.00	0.00	1,081,099.39	1,081,099.39
Total Expense	76,740.63	146,354.36	1,081,099.39	1,304,194.38
Net Ordinary Income	483,128.94	33,645.64	326,730.52	843,505.10
Net Income	<u>483,128.94</u>	<u>33,645.64</u>	<u>326,730.52</u>	<u>843,505.10</u>
Beg Cash +/- Net Income	\$ 5,306,582.67	\$ 49,050.16	\$ 3,942,920.63	\$ 9,298,553.46
Net Change in Liabilities	\$ -	\$ -	\$ -	\$ -
July 31, 2021 Ending Cash Balance	\$ 5,306,582.67	\$ 49,050.16	\$ 3,942,920.63	\$ 9,298,553.46

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

August 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	82,246.89	0.00	0.00	82,246.89
2861181 - Beginning Investment	253,580.29	0.00	0.00	253,580.29
2861182 - Investments Purchased	470,755.49	0.00	0.00	470,755.49
2861630 - Notes/Contracts Receivable	4,500,000.00	0.00	0.00	4,500,000.00
Total 286 - LTGO Bond Fund 2002A-PFD	5,306,582.67	0.00	0.00	5,306,582.67
968 - Fund 96-968 KPFD Operations Fnd				
9681111 - 00998 Post Interco ITC Ac	0.00	49,050.16	0.00	49,050.16
Total 968 - Fund 96-968 KPFD Operations Fnd	0.00	49,050.16	0.00	49,050.16
977 - Fund 96-977 KPFD Holding Fund				
9771111 - 00998 Post Interco ITC Ac				
PERC - PERC Fund	0.00	0.00	150,125.51	150,125.51
PGHP - PG Heritage Park Allocation	0.00	0.00	567,756.30	567,756.30
SKCEC - SKCEC Fund	0.00	0.00	129,900.65	129,900.65
9771111 - 00998 Post Interco ITC Ac - Other	0.00	0.00	-509,517.41	-509,517.41
Total 9771111 - 00998 Post Interco ITC Ac	0.00	0.00	338,265.05	338,265.05
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	706,748.90	706,748.90
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	3,942,920.63	3,942,920.63
Total Checking/Savings	5,306,582.67	49,050.16	3,942,920.63	9,298,553.46
Total Current Assets	5,306,582.67	49,050.16	3,942,920.63	9,298,553.46
TOTAL ASSETS	5,306,582.67	49,050.16	3,942,920.63	9,298,553.46
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L - 968 PFD Operations Liabilities				
9682134 - Vouchers Payable	0.00	0.00	0.00	0.00
9682312 - USE Tax Payable	0.00	29.50	0.00	29.50
9682370 - Custodial Accounts	0.00	15,375.02	0.00	15,375.02
Total 968-L - 968 PFD Operations Liabilities	0.00	15,404.52	0.00	15,404.52
977-L - PFD Regional Center Liabilities				
9772134 - Vouchers Payable	0.00	0.00	0.00	0.00
9772370 - Custodial Accounts	0.00	0.00	-883,809.89	-883,809.89
Total 977-L - PFD Regional Center Liabilities	0.00	0.00	-883,809.89	-883,809.89
Total Other Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
Total Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
Long Term Liabilities				
286-LT - LTGO Bond Fund Liabilities				

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

August 2021	286	968	977	TOTAL
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	15,404.52	3,616,190.11	3,881,594.63
Equity				
286 FB · LTGO Bond Fund Balance/RE				
2862821 · LTGO Loans/Advances	4,500,000.00	0.00	0.00	4,500,000.00
2862880 · LTGO Undesignated Retained	-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	483,128.94	33,645.64	326,730.52	843,505.10
Total Equity	5,056,582.67	33,645.64	326,730.52	5,416,958.83
TOTAL LIABILITIES & EQUITY	5,306,582.67	49,050.16	3,942,920.63	9,298,553.46

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

January - August 2021	286	968	977	TOTAL
Ordinary Income/Expense	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
Income				
286 Rev - LTGO Bond Fund 2002B-PFD				
2861I - LTGO Bond Fund 2002A PFD				
2863610 - Interest Earnings				
28611 - Investment Interest	882.05	0.00	0.00	882.05
Total 2863610 - Interest Earnings	882.05	0.00	0.00	882.05
3380 - Intergovernmental Service				
90 - Other Intergovt Services	558,987.52	0.00	0.00	558,987.52
Total 3380 - Intergovernmental Service	558,987.52	0.00	0.00	558,987.52
Total 2861I - LTGO Bond Fund 2002A PFD	559,869.57	0.00	0.00	559,869.57
Total 286 Rev - LTGO Bond Fund 2002B-PFD	559,869.57	0.00	0.00	559,869.57
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	1,401,081.01	1,401,081.01
Total 3130 - Retail Sales and Use Tax	0.00	0.00	1,401,081.01	1,401,081.01
3610 - Interest Earnings				
97711 - Investment Interest	0.00	0.00	6,748.90	6,748.90
Total 3610 - Interest Earnings	0.00	0.00	6,748.90	6,748.90
Total 96977I - PFD Regional Center Capital	0.00	0.00	1,407,829.91	1,407,829.91
Total 977 Rev - PFD Regional Center Capital	0.00	0.00	1,407,829.91	1,407,829.91
Total Income	559,869.57	180,000.00	1,407,829.91	2,147,699.48
Expense				
286 Exp - LTGO Bnd Fnd 2002B-PFD				
2861E - LTGO Bnd Fnd 2002A PFD				
5830 - Interest on Long-Term Ex	76,740.63	0.00	0.00	76,740.63
Total 2861E - LTGO Bnd Fnd 2002A PFD	76,740.63	0.00	0.00	76,740.63
Total 286 Exp - LTGO Bnd Fnd 2002B-PFD	76,740.63	0.00	0.00	76,740.63
968 Exp - PFD Operations Fnd				
96968E - PFD Operations Fnd				
5101 - Regular Salaries	0.00	30,832.00	0.00	30,832.00
5102 - Overtime Pay	0.00	19,577.95	0.00	19,577.95
5140 - Advisory Services	0.00	2,850.00	0.00	2,850.00
5190 - Miscellaneous Pay	0.00	5,048.00	0.00	5,048.00
5201 - Industrial Insurance	0.00	169.16	0.00	169.16
5202 - Social Security	0.00	4,242.53	0.00	4,242.53
5311 - Office/Operating Supplies	0.00	636.68	0.00	636.68
5351 - Equipment/Office Furnishings	0.00	572.23	0.00	572.23

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

January - August 2021	286	968	977	TOTAL
5411 · Accounting & Auditing	0.00	2,868.75	0.00	2,868.75
5415 · Consulting Services				
5415 a · Construction Consulting	0.00	9,883.75	0.00	9,883.75
Total 5415 · Consulting Services	0.00	9,883.75	0.00	9,883.75
5416 · Special Legal Services	0.00	21,384.50	0.00	21,384.50
5419 · Other Prof Svcs - Reg Ctr Mktg				
5419 a · Professional Services	0.00	20,447.32	0.00	20,447.32
5419 b · Recording	0.00	2,126.25	0.00	2,126.25
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	0.00	22,573.57	0.00	22,573.57
5421 · Telephone	0.00	3,234.88	0.00	3,234.88
5441 · Advertising	0.00	1,685.19	0.00	1,685.19
5451 · Operating Rental/Leases				
5451 b · Rental-Office Space	0.00	10,000.00	0.00	10,000.00
Total 5451 · Operating Rental/Leases	0.00	10,000.00	0.00	10,000.00
5461 · Gen/Auto/E&O Insurance	0.00	4,405.00	0.00	4,405.00
5492 · Dues/Subscriptions/Memberships	0.00	1,500.00	0.00	1,500.00
5497 · Registration & Tuition				
5497 b · Staff Devel/Train Rester/Fees	0.00	611.81	0.00	611.81
Total 5497 · Registration & Tuition	0.00	611.81	0.00	611.81
5499 · Other				
5499 a · Events Support/Seed Money	0.00	4,132.08	0.00	4,132.08
5499 c · Other	0.00	146.28	0.00	146.28
Total 5499 · Other	0.00	4,278.36	0.00	4,278.36
Total 96968E · PFD Operations Fnd	0.00	146,354.36	0.00	146,354.36
Total 968 Exp · PFD Operations Fnd	0.00	146,354.36	0.00	146,354.36
977 Exp · PFD Regional Cntr Capital				
96977E · PFD Regional Cntr Capital				
5650 · Facility Project Investments				
5650 a · SKCEC - Port Orchard	0.00	0.00	210,003.45	210,003.45
5650 b · PERC - City of Poulsbo	0.00	0.00	82,154.49	82,154.49
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	322,101.64	322,101.64
5519 · Misc Intergovernmental Service	0.00	0.00	20,010.23	20,010.23
5520 · I/G Pymts, Fed, State, Local	0.00	0.00	558,987.52	558,987.52
6971 · Operating Transfers Out	0.00	0.00	180,000.00	180,000.00
Total 96977E · PFD Regional Cntr Capital	0.00	0.00	1,081,099.39	1,081,099.39
Total 977 Exp · PFD Regional Cntr Capital	0.00	0.00	1,081,099.39	1,081,099.39
Total Expense	76,740.63	146,354.36	1,081,099.39	1,304,194.38
Net Ordinary Income	483,128.94	33,645.64	326,730.52	843,505.10
Net Income	483,128.94	33,645.64	326,730.52	843,505.10

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# XXX126**

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 \$11,868.99 on this 27th day of September 2021.

Daron Jagodzinske
Daron Jagodzinske, Chair

Patrick Hatchel
Pat Hatchel, Vice-chair

Walter S Draper IV
Walter Draper IV, Treasurer

John Morrisey
John Morrisey

Erin Leedham
Erin Leedham

Phil Havers
Phil Havers

Thomas S. Bullock
Tom Bullock

VENDOR	AMOUNT
Recurring items	
JPC Legal services – (Aug)	\$ 2,675.50
Barker Creek - construction consult. - 2021	\$ 1,600.00
Accountability Plus (bookkeeping June)	\$ 540.00
Mike Walton – Aug/Sept expenses	\$ 354.97
Daron Jagodzinske – June expenses	\$ 146.28
Interlock Solutions – 2021 Website upgrade	\$
Comcast	\$ 169.74
	\$
Other items:	
VKP – Rent (\$1250) & Monthly stipend (\$2000)	\$ (auto pay monthly)
	\$
City of Bremerton – BKAT recording (Jul-Aug)	\$ 472.50
Dept of L&I – Workers Comp	\$
NW Municipal Advisors (2020 services)	\$ 1,657.50
NW Municipal Advisors (2021 services)	\$ 4,252.50
PAGE TOTAL	\$11,868.99

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

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 \$3,200.00 on this 23rd day of August 2021.

Daron Jagodzinske
Daron Jagodzinske, Chair

Patrick Hatchel
Pat Hatchel, Vice-chair

Walter S Draper IV
Walter Draper IV, Treasurer

John Morrissey
John Morrissey

Erin Leedham
Erin Leedham

Phil Havers
Phil Havers

Thomas S. Bullock
Tom Bullock

VENDOR	AMOUNT
Recurring items	
JPC Legal services –	\$
Barker Creek - construction consult. - 2021	\$
Accountability Plus (bookkeeping June)	\$
Mike Walton – June expenses	\$
Interlock Solutions – 2021 Website upgrade	\$
	\$
Comcast	\$
	\$
Other items: (Board Stipends Q3&Q4 2020 and Q1 2021)	
Daron Jagodzinske – board stipend	\$ 550.00
Pat Hatchel - board stipend	\$ 600.00
Walt Draper - board stipend	\$ 600.00
Erin Leedham - board stipend	\$ 400.00
John Morrissey - board stipend	\$ 400.00
Tom Bullock - board stipend	\$ 300.00
Phil Havers - board stipend	\$ 350.00
PAGE TOTAL	\$3,200.00

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# XXX127**

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 \$8,955.00 on this 27th day of September, 2021.

Daron Jagodzinske

Daron Jagodzinske, Chair

Phil Havers

Patrick Hatchel

Pat Hatchel, Vice-Chair

Erin Leedham

Erin Leedham

Walter S Draper IV

Walt Draper, Treasurer

John Morrissey

Thomas S. Bullock

Thomas Bullock

VENDOR	AMOUNT
Project items – Poulsbo PERC	
Invoice GRNT #000839	\$ 8,955.00
PAGE TOTAL	\$8,955.00

RECEIVED SEP 20 2021

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

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

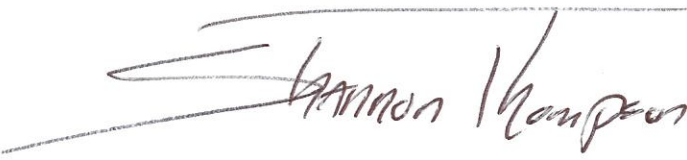


INVOICE

Bill to:

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

Document Date: 09/15/2021
Reference Number:
Customer ID: KPFD Notes Receivable
Terms: Due on the 10th of the Month

DESCRIPTION	QUANTITY	RATE	PRICE
Joel Cohen Service Contract Inv#7044	1		\$58,990.70
Services 08/13-09/15/2021 27.815 % Project Complete			
 A handwritten signature in dark ink, appearing to read 'Shannon Thompson', is written over the signature line. To the right of the signature is the date '9/27/21'.			
TOTAL			\$58,990.70

TO: KPF Board of Directors
FROM: Mike Walton, Executive Director
RE: Activity Update as of September 21, 2021.

Salient points for September 2021:

Regional Projects:

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

KFEC: County Fair was successfully held and attendance was very strong. Wife & I had a booth and was the 2nd best sales in 7 years.

KCC: 33 events held there in August activity increasing, forecast promising.

New Projects:

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

- SKCEC: Approved accelerated payout of land purchase, they have postponed their update.

- PERC: I have attended Steering Committee and Management committees, will add Shannon as necessary. They presented their proposal for building design, all voted for it but Daron. Their next Status Report due again in October.

- POB/CNW – Project now proceeding ahead, significant clearing occurring on site. Construction to start by mid-2022. Approval process has approved four invoices and fifth is pending approval.

- PGFHP - Attend Master Planning and Steering Committee meetings. First invoices received and processed, but invoicing appears to be slow.

Other Organizations:

VKP: New Director, Beth Javens, has struggled with the Lodging Tax funding process, but is getting \$\$ committed for 2022. She is proposing a more data driven process for marketing and measurement.

Bonding & Funding:

Scott & Ryan of NWMA have provided projections of revenue/resources and planned expenditure alternatives for three projects plus POB allocated funding. Based on their advice we have approved to move up the \$1 million real estate buy. I have updated the spend plan and record accordingly.

General:

- Process of upgrading network security complete. PC upgrade is progressing, and almost all activities, with the exception of old website updates, are conducted on new PC. Some s/w packages are still on old PC and will be re-installed in September/October.
- KPF website upgrade, will be presented at Sept meeting to go live. Interlock Solution team of Chris Blair and staff have done an excellent job in making the conversion.
- Have completed 9 of the almost 30 weekly, monthly, quarterly, annual and bi-annual processes than need to be performed to operate the KPF. These will be complete in order to achieve a smooth transition to a new ED.
- I presented the KPF existing Facilities and the plans for the four new facilities to the Kitsap Builders Association



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: September 21st, 2021

Month End Recap – for August 2021

August was a month to celebrate here at Kitsap Conference Center. With 33 events, the team was quite busy, and overall revenues totaled just over \$94k. The Kitsap Wine Festival was our main source of income for the month. What a delight it was to host this community festival, along with multiple other events. Our building surely bustling with high energy from both clients as well as our team!

KCC Event Highlights

The 11th annual Kitsap Wine Festival was fantastic! We appreciate the City of Bremerton for allowing us to host this wonderful event in the beautiful Fountain Park. It's also wonderful to see the support from the community, making this festival a tremendous success. The wine festival has benefited several non-profits over the years. This year, the beneficiary was the Downtown Bremerton Association. They were extremely grateful for the support, and we were able to donate just over \$10k to the DBA. Other events that took place in August were made up of a Celebrations of life, weddings, a technology showcase, Kitsap Mental Health trainings, a local market and more. All in all, August was spectacular, and clients continue to praise us for our services.



Operations & Team Member Updates

Operations:

Our operations team had quite the busy month. Our teams continue to work cohesively as one, from both City owned properties, ensuring we are both set up to succeed in times of demand. The Kitsap Wine Festival has a lot of moving parts, and our team pulled it off with confidence and grace. We continue to grow our operations team little by little and welcomed two new team members in the month of August.

Team Member Updates:

Chef Jon Forcier has made Kitsap Conference Center his permanent home after more than 15 years as Executive Chef at Gold Mountain Golf Club. Jon is doing a wonderful job and guests have continued to rave about his presentations, quality of food and excellent flavors for the pallet. Columbia Hospitality has also given Chef Jon additional training at one of our Seattle high-end properties; another added perk to working under the umbrella of such a robust hospitality company.

Sales

With Covid spiking, we did experience a couple of cancellations and/or limited number of attendees towards the end of the month. August overall, was a success with just shy of \$100k in revenues with almost \$60k in new revenue booked for future events. In-person tours were slow this month with only three taking place on sight. Many clients opted for phone or e-mail bookings. New contracts include St. Michael's Hospital, Watson Furniture, Kitsap Mental Health, USS Theodore Roosevelt and more. The USS Theodore Roosevelt signed a contract minimum spend of \$21K to take place this November. Inquiries for future bookings are still holding steady, and we have posted a position for Director of Sales to help drive the large corporate events here to Kitsap.

Marketing

The Columbia Hospitality Marketing team did an outstanding job supporting the Kitsap Wine Festival in all facets. From social media posts, e-mail distribution, swag bags, gifts, ticket sales and more, we could not have received better support. This festival was financially the most successful on record here in years, and it truly could not have had the outcome it did without the support of marketing. They also added a new link to our website answering the many questions clients have when booking a venue. This link is very robust and offers our clients great information.

Looking Ahead

We will see pace slow just a bit in September, however we feel strongly that recovery is taking place. This road to revenue recovery will take time, however investing in a solid Sales Team is key to future successes.

Financial Results

Kitsap Conference Center Consolidated Income Statement For Period Ending 08/31/2021

Current Month				Year to Date			
Actual	%	Budget	%	Actual	%	Budget	%
0	0.0%	9,900	13.5%	0	0.0%	38,295	10.7%
1,182	1.3%	1,770	2.4%	7,105	2.5%	8,559	2.4%
29,216	31.0%	30,250	41.1%	120,676	42.1%	162,827	45.6%
14,084	14.9%	9,730	13.2%	24,462	8.5%	33,867	9.5%
42,040	44.6%	12,375	16.8%	96,785	33.8%	60,300	16.9%
7,826	8.3%	9,531	13.0%	37,634	13.1%	52,889	14.8%
94,348	100.0%	73,556	100.0%	286,661	100.0%	356,736	100.0%
32	0.1%	2,765	8.2%	277	0.2%	20,002	12.5%
5,376	18.4%	7,109	23.5%	28,733	23.8%	38,264	23.5%
3,185	22.6%	2,025	20.8%	5,448	22.3%	7,048	20.8%
8,593	9.1%	11,898	16.2%	34,458	12.0%	65,314	18.3%
85,755	90.9%	61,657	83.8%	252,203	88.0%	291,422	81.7%
1,852	2.0%	9,291	12.6%	7,789	2.7%	44,409	12.4%
0	0.0%	0	0.0%	1,428	0.5%	0	0.0%
26,174	27.7%	19,895	27.0%	77,269	27.0%	91,286	25.6%
4,599	4.9%	3,568	4.9%	16,215	5.7%	19,647	5.5%
32,625	34.6%	32,754	44.5%	102,700	35.8%	155,342	43.5%
53,130	56.3%	28,903	39.3%	149,503	52.2%	136,080	38.1%
18,989	20.1%	19,659	26.7%	125,145	43.7%	129,586	36.3%
16,342	17.3%	11,729	15.9%	71,832	25.1%	95,264	26.7%
0	0.0%	760	1.0%	269	0.1%	6,430	1.8%
4,199	4.5%	5,308	7.2%	32,433	11.3%	37,893	10.6%
39,529	41.9%	37,456	50.9%	229,680	80.1%	269,173	75.5%
13,601	14.4%	(8,553)	-11.6%	(80,177)	-28.0%	(133,093)	-37.3%
2,830	3.0%	2,207	3.0%	8,600	3.0%	10,702	3.0%
1,415	1.5%	1,103	1.5%	4,300	1.5%	5,351	1.5%
309	0.3%	410	0.6%	2,506	0.9%	3,280	0.9%
438	0.5%	451	0.6%	2,395	0.8%	3,608	1.0%
7,500	7.9%	7,500	10.2%	60,000	20.9%	60,000	16.8%
1,348	1.4%	441	0.6%	1,723	0.6%	2,140	0.6%
13,840	14.7%	12,112	16.5%	79,523	27.7%	85,082	23.8%
94,588	100.3%	94,220	128.1%	446,361	155.7%	574,911	161.2%
(240)	-0.3%	(20,665)	-28.1%	(159,700)	-55.7%	(218,174)	-61.2%



KITSAP COUNTY PARKS

EVENT CENTER REVENUE, YEAR TO DATE - August 31, 2020

	2021 YTD	2020 YTD
REVENUE BY SOURCE		
BALLFIELD USAGE FEES	43944.28	\$ 17,541
EQUIPMENT & VEHICLE RENTAL	4107.22	\$ 12,594
SPACE & FACILITY RENTAL	86807.54	\$ 104,460
YEAR TO DATE REVENUE	<u>\$ 134,859</u>	<u>\$ 134,595</u>

FAIRGROUNDS & EVENT CENTER ACTIVITY FOR AUGUST

FACILITY RENTALS		Dates Reserved
Gordon Field		
Gordon #1	Tracyton Soccer, Santos Soccer	16
Gordon #1, #2	Tracyton Soccer	15
Lobe Field	Blaze, Church & Liberty Bay Auto	3
Thunderbird		Fair
Van Zee		Fair
Pavilion		Fair

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 System (JDE) from January 1, 2020 through December 31, 2020



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