



Virtual Meeting of the Board of Directors *
Monday, October 25, 2021
Webinar ID – 818 2535 7266 Passcode – 898698

FINAL AGENDA

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
 - A. Approval of previous Meeting Minutes – September 27, 2021
- 3. Executive Session**
 - A. **Action from Executive Session**
- 4. Public Comment** – “Raise Hand,” or Chat message, max. 3 minutes
- 5. Facility Progress Report** – PERC, Karla Boughton and Peter Batuello
- 6. New Business**
 - A. PERC ILA revision – Brian Lawler, PFD attorney, Karla Boughton
 - B. SKCEC Task 3 – Providing funds for Escrow – ED & Brian Lawler
 - C. 2022 Budget Preview – ED & Walt
 - D. Review Resolution 01-2021 - 2022 Meeting Schedule - ED
- 7. Financial Reports**
 - A. Monthly Reports – Tax revenue (not available) and monthly financials
 - B. Blanket Voucher – KPFD expenses (\$10,091.36)
 - C. Project Voucher Approval
 - Poulsbo PERC Invoice (\$6,450.00)
 - Pt Orchard Invoice (\$86,287.23)
 - PGFHP invoice (\$142,237.84)
- 8. Ongoing Business**
 - A. ED Activity Report (October)
 - B. Regional Facility Reports (September)

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: December 13, 2021, at 5:30 pm
Location: Virtual as Zoom Webinar
Topics: General Business, 2022 Budget, 2022 Meeting Schedule,
PGFHP Progress Report

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

Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Webinar

Monday, September 27th, 2021

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

Staff: Mike Walton, Executive Director; Shannon Thompson, Construction Consultant; Susan Veach, Accountant.

Absent: Brian Lawler, Attorney

1. **Call to Order:** The Chair called the meeting to order at 5:35 PM. He asked the question – “What did your parents say or do that you swore you would never do yourself?”
2. **Meeting Minutes:** The ED presented the Minutes of the August 23rd Virtual Regular Meeting of the Board of Directors.
Erin Leedham moved to approve the Meeting Minutes as submitted. The motion was seconded by Phil Havers and the motion passed unanimously.
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **New Business:**
 - A. **Data Sharing Agreement with WA State Auditor**
The ED explained the reporting of the KPF D annual financials and the posting of those financials by the Auditor’s office for the public to view. This Agreement is a new requirement and formalizes that process and is standardized across all entities that provide financials to the Auditor. The ED provided an email with attorney Lawler’s review and endorsement of the Agreement.
John Morrissey moved to approve the Data Sharing Agreement with the State Auditor’s Office. Walt Draper provided a second and the motion passed unanimously.
 - B. **Demonstration of new KPF D website** – The ED provided some background for the update and the Interlock Solutions expert, Cinnamon Harrington, provided a tour of the new site, the organizational structure and the responsiveness to different viewing platforms. Phil Havers inquired about adding pictures and bios to the About/Director’s page. Cinnamon explained that is relatively easy to do, when provided with quality pictures and personal bios. The ED will follow up at the following meeting.
There was a consensus of the Board that the site was well done and could be made live immediately. The ED suggested that a few days to conduct a few other logistics and the “live date” would be projected to be Oct 1.
 - C. **Mid-year Budget Adjustment** –
The ED presented information about changes in the spend rate in certain areas of the Operations Budget that made an adjustment in the projected Budget numbers necessary. It also included the necessity to transfer additional funds from the 96977 General fund to the 96968 Operations Fund in the amount of \$64,000. That brought the total transferred to Operations up to \$244,000. The ED explained that was his estimate, although the total budget projection was suggested to be raised to \$287,000, if all categories were spent to the maximum proposed limits, which the ED did not expect to happen.
Joh Morrissey moved to approve the budget revisions and balance transfer as presented. Phil Havers seconded the motion and it was approved unanimously.
5. **Financial Reports:**
 - A. **Monthly Financials & Tax Rebate Summary** – The ED reported on results from August data. The KPF D received \$204.7K in tax rebate revenue, up 19.7% over 2020
Note: This amount is the first month in KPF D history to exceed \$200K!

The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$18.3K> in Expenses. The result was a Net to Cash in 96977 of \$116.6K. The 96977 balance rose to \$3.943 Million

- B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher in the amount of \$11,868.99 for expenses from Aug to be paid.
Erin Leedham moved to approve the Blanket Voucher in the amount of \$11,868.99. It was seconded by Walt Draper 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.
Walt Draper moved to approve the Blanket Voucher for \$3,200 as presented. It was seconded by Tom Bullock and passed unanimously.
- D. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulsbo in the amount of \$8,955.00, from the PERC project for August invoices. A question was raised about backup data and tracking the expenditures from each project. The ED brought Construction Consultant, Shannon Thompson, into the meeting for the discussion. It was concluded that the tracking procedure and approval process would be taken over by the construction consultant in future presentations and the procedure would be presented at the next meeting.
Phil Havers made a motion to approve the PERC Project Blanket Voucher in the amount of \$8,955.00. It was seconded by Erin Leedham and passed unanimously.
- E. **Port of Bremerton Invoice Approval Process** –
The new invoice from the Port of Bremerton in the amount of \$58,990.70 was reviewed by the Construction Consultant and was recommended for approval: It was agreed that the process discussed in the previous action would also apply to the POB invoice recommendations. He also recommended that more work product documentation be supplied to the POB to justify future approvals.
Erin Leedham moved that the August invoice for \$58,990.70 be approved for payment by the POB. Tom Bullock 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.

6. Ongoing Business:

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

7. Executive Session: The Chair called for an Executive Session for the purpose of evaluating applicants for a position with the KPFD. It would begin at 6:36 pm and conclude at 7 pm. The Executive Session ended at 7:12 pm with no further action.

The Meeting was adjourned at 7:12 pm.

Next Meeting of the Board: Zoom webinar on October 25th, 2021, at 5:30 pm

**Topics: General Business; PERC Progress Report; 2022 Budget; 2022 Meeting Schedule
Monthly Financials & POB Invoice**

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.**



PERC Feasibility Study Update

Kitsap Public Facilities Board
October 25, 2021



PERC Status Report

Oct. 25,
2021

Tonight we'll present:

July-October 2021 PERC Activity

- Final Market Analysis Findings
- Site Concept and Space Planning and Design
- Draft Management Plan and Financial Analysis preparation
- Potential Land Acquisition
- Request for amendments to ILA




1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Draft Management Plan

5 | Financial Analysis and Feasibility Determination


We are here!



Market Analysis Report

January-
June 2021

BERK Consulting Market Analysis Research:

- Conducted a demographic assessment of anticipated catchment area
- Completed research of national and regional recreation trends
- Completed review of similar facilities in region
- Conducted interviews with potential user groups, stakeholders and business outreach
- Conducted two Steering Committee Market Analysis Work Group meetings
- Final Draft Report released July 19, 2021



Market Analysis Report

July 2021

BERK Consulting Market Analysis Findings:

- PERC needs to serve two purposes: 1) serve local residents and 2) draw outsider visitors
- Despite high desire for an aquatic center, lap pools are a saturated market with the accessibility for 40% of population to pools on military bases and other nearby facilities.
- However, a pool that has unique features and/or speaks to the community's identity could be a destination facility.
- Sports Fields – will need at least four to six fields to support regional tournaments
- Event spaces are also a competitive landscape but niche market and adaptable multi-use facilities that accommodate a variety of use could be supported
- Know what type of facility you want to be and focus on that; do not try to be everything

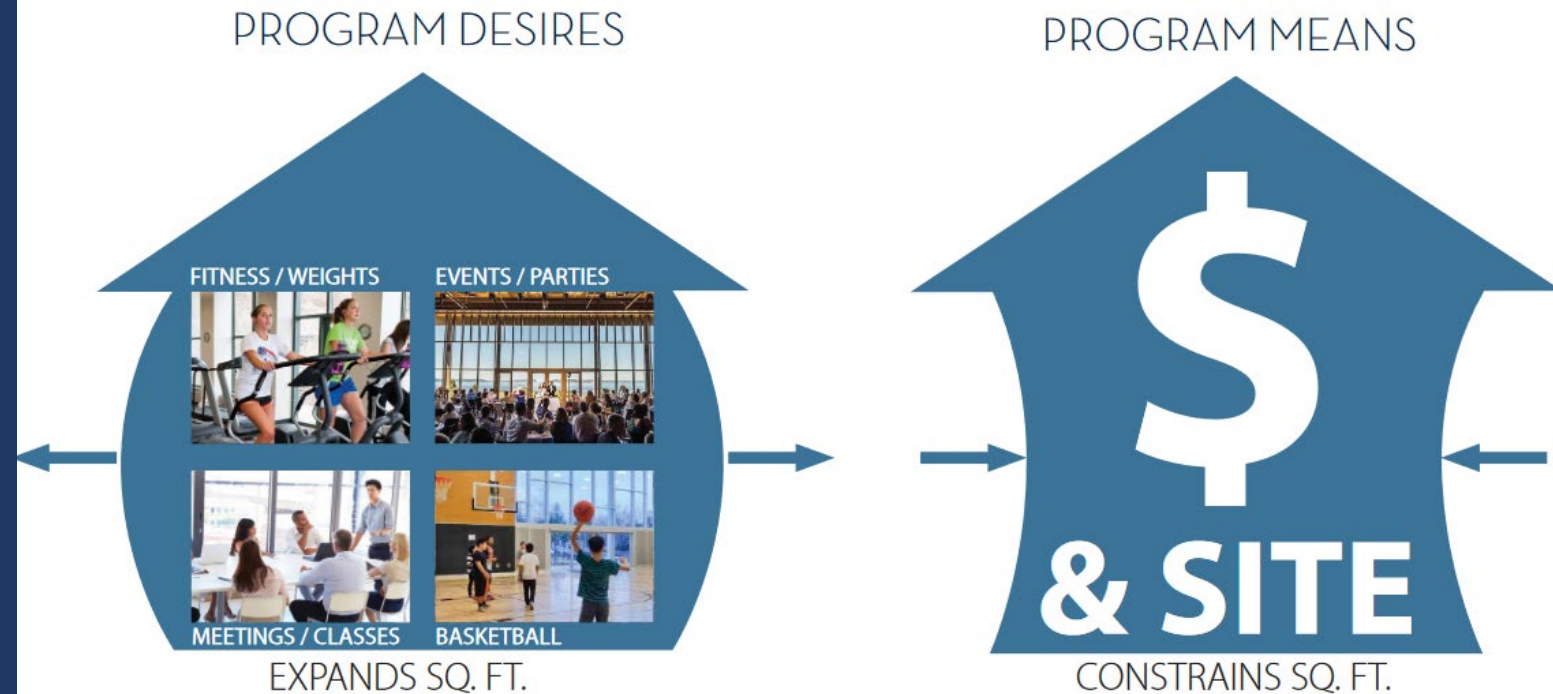


ARC Architects: Program Balancing SC Mtg June 10th

Site and Building Concept Planning

June 2021

PROGRAM - BALANCING



STEERING COMMITTEE MEETING - JUNE 10, 2021
POULSBO EVENT & RECREATION CENTER STUDY

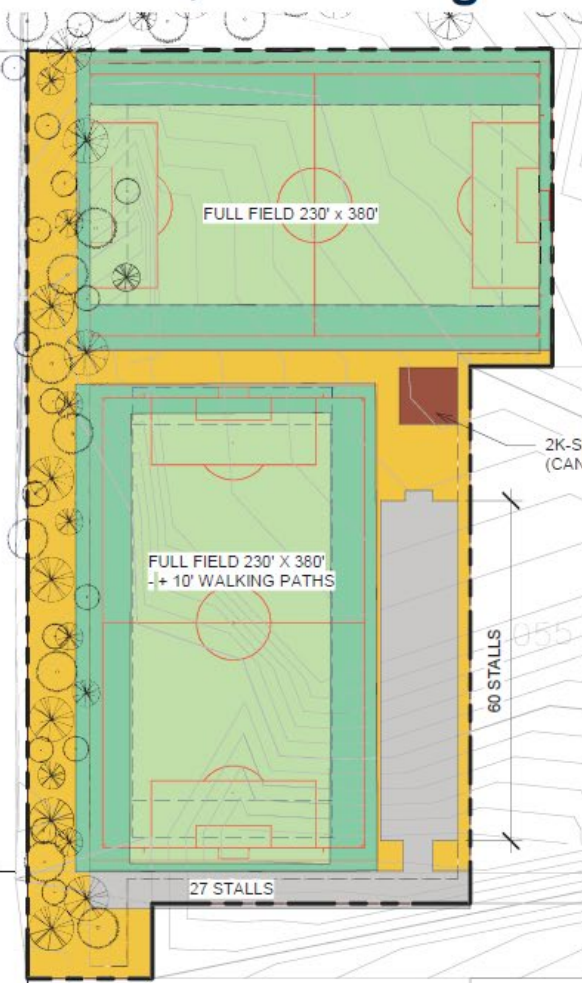


ARC Architects: Program Options SC Mtg July 15th

Site and Building Concept Planning

July 2021

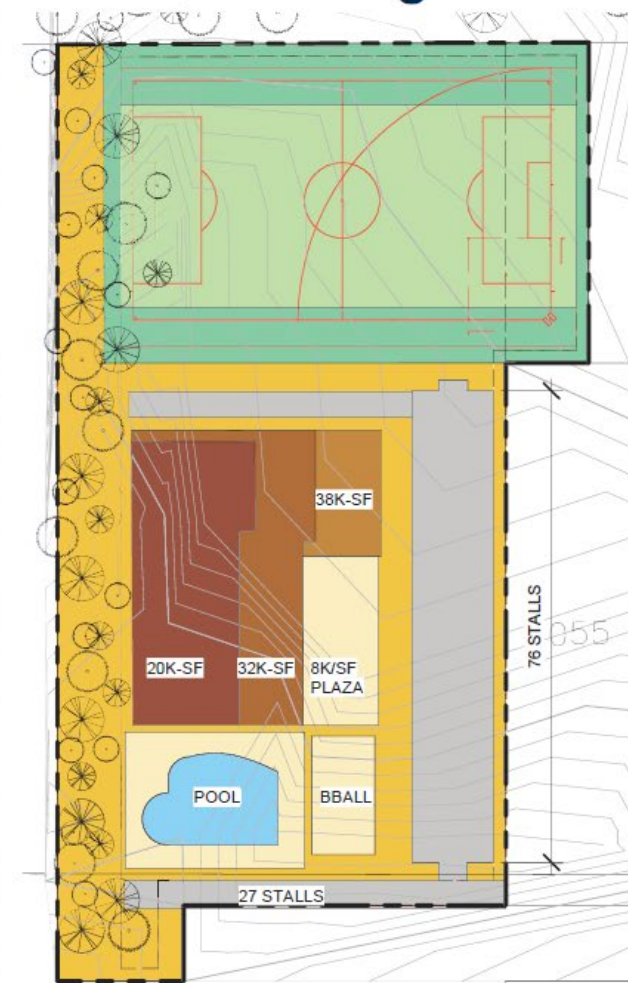
2 Fields, No Building



1 Field, 1 Building - North



1 Field, 1 Building - South



ARC Architects: Program Options SC Mtg July 15th

Site and Building Concept Planning

July 2021

PROGRAMMING - OPTIONS

2 FIELDS
OPTION

\$8M

- RESTROOMS BUILDING
- MAINTENANCE BUILDING
- 2 PLAY FIELDS
- PLAYGROUND
- PARKING

1 SMALL BLDG
1 FIELD OPTION

\$25M

- EVENT SPACE (200 PEOPLE)
- HS GYM (1 FULL - 2 HALF COURTS)
- NO POOL
- 1 FULL SIZE FIELD
- PLAZA & PLAYGROUND
- PARKING

1 MEDIUM BLDG
1 FIELD OPTION

\$41M

- EVENTS (300 PEOPLE)
- HS GYM (1 FULL - 2 HALF COURTS)
- OUTDOOR POOL
- 1 FULL SIZE FIELD
- PLAZA & PLAYGROUND
- PARKING

1 LARGE BLDG
1 FIELD OPTION

\$58M

- EVENT SPACE (450 PEOPLE)
- NBA GYM (1 NBA - 2 HS COURTS)
- INDOOR POOL
- OUTDOOR POOL
- 1 FULL SIZE FIELD
- 2 STORY BUILDING
- PLAZA & PLAYGROUND
- PARKING
- TIGHT FIT ON SITE



ARC Architects: Program Options SC Mtg July 15th

Site and Building Concept Planning

July 2021

Site Constraints

- 6 acres, rectangular shape
- Fit only 2 fields with no building
- 1 field and building and outdoor features
- Adequate parking on-site challenging depending on how much fit on site

Cost Considerations

- Costs can range from \$8 million to \$58 million depending on the size of the building and whether an indoor pool is included
- Small, Medium and Large building sizes and activities were presented
 - General cost estimates made for each size of building and activities
 - Different options and costs for pool presented



ARC Architects: Program Options SC Mtg July 15th

Site and Building Concept Planning

July 2021

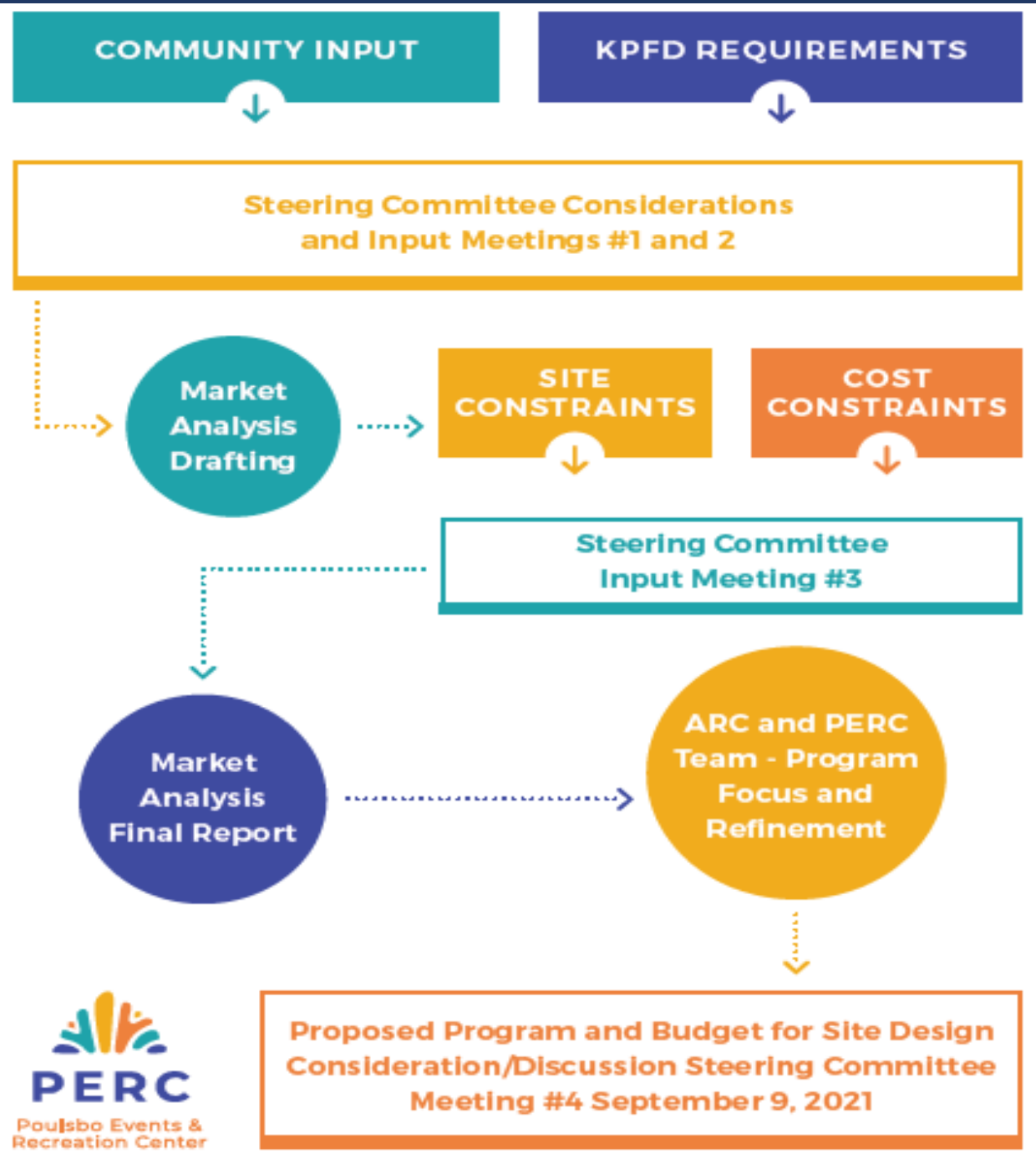
Steering Committee Input

- Large building and price tag is too big for Poulsbo
- Event space needs to be big enough to accommodate a large group (i.e Chamber gala, performing arts), but dividable into smaller rentable rooms
- Event space is what is supported for KPFD funding
- Indoor pool is high cost and outdoor pool is limited but more affordable
- Fields take up too much real estate on the limited site size, and two fields are not enough for tournaments. Fields could be considered a future phase if property could be acquired.
- An indoor gym will be a community recreation gym. Do we need one?
- Scale down the project and do a few things well rather than trying to do several different things.
- If the PERC can combine need to generate revenue with community gather, that is the ideal.



Site and Building Concept Planning

August 2021



Site and Building Concept Design

August 2021

PERC site and building design priorities :

- Determine the elements that best define the PERC is and focus on that
- Consider Market Analysis conclusions related to aquatic facilities and number of fields
- Consider the Steering Committee Meeting #3 comments -
 - Can outdoor recreation be enhanced by eliminating formal tournament field uses?
 - Focus the building on a multi-use event space as much as possible.
 - Ensure the building supports economic development, but the site/project feels like a community gathering space
- Costs need to be reflective of the City of Poulsbo and affordable to the community
- If a pool is to be included, it needs to be family friendly, unique, and a destination
- Fitness/Gym and Parks and Recreation offices could be located at other facilities in the City, and therefore the building focus on multi-use event space.



Site and Building Concept Design

Sept 2021

ARC Architects: Site Plan Goals SC Mtg Sept. 15

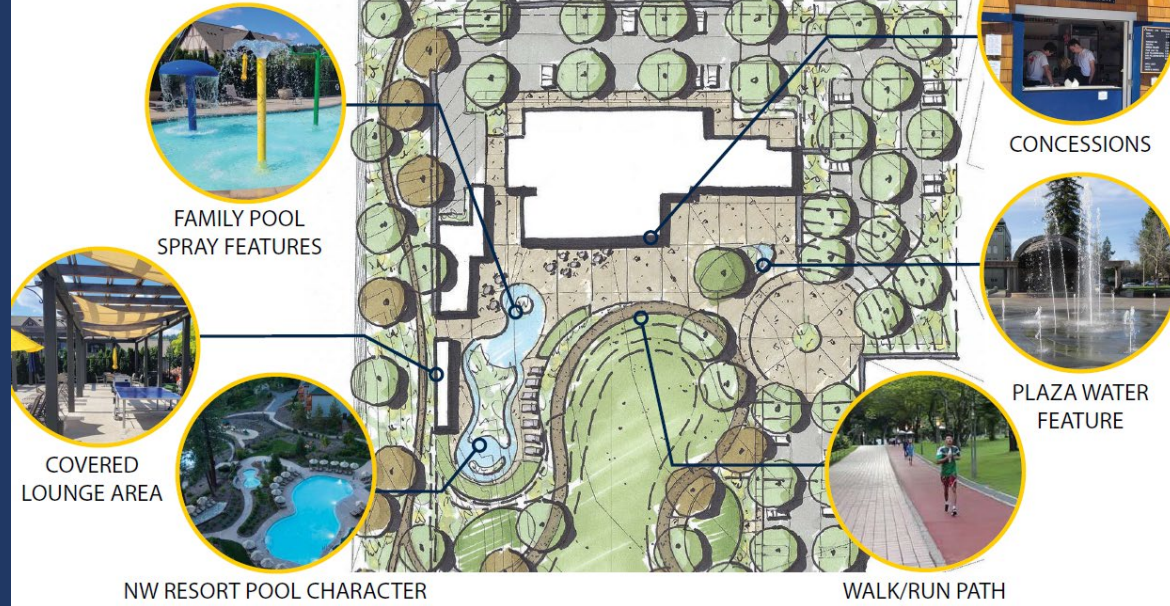
- Provide a variety of outdoor uses and create a destination
- Locate building to maximize views and overlook site activities
- Distribute vehicular access and parking
- Locate site activities to take advantage of natural site grade
- Diverse, shared use facilities wherever possible



Site and Building Concept Design

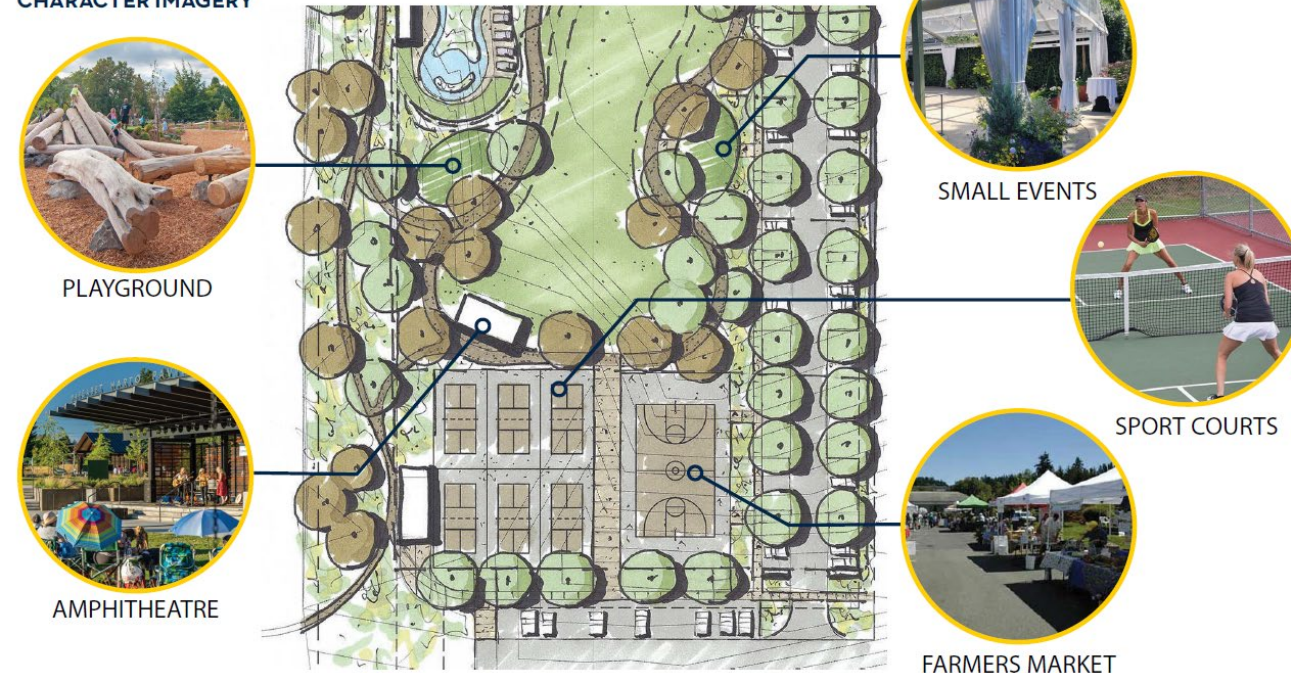
Sept 2021

SITE PLAN - NORTH CHARACTER IMAGERY



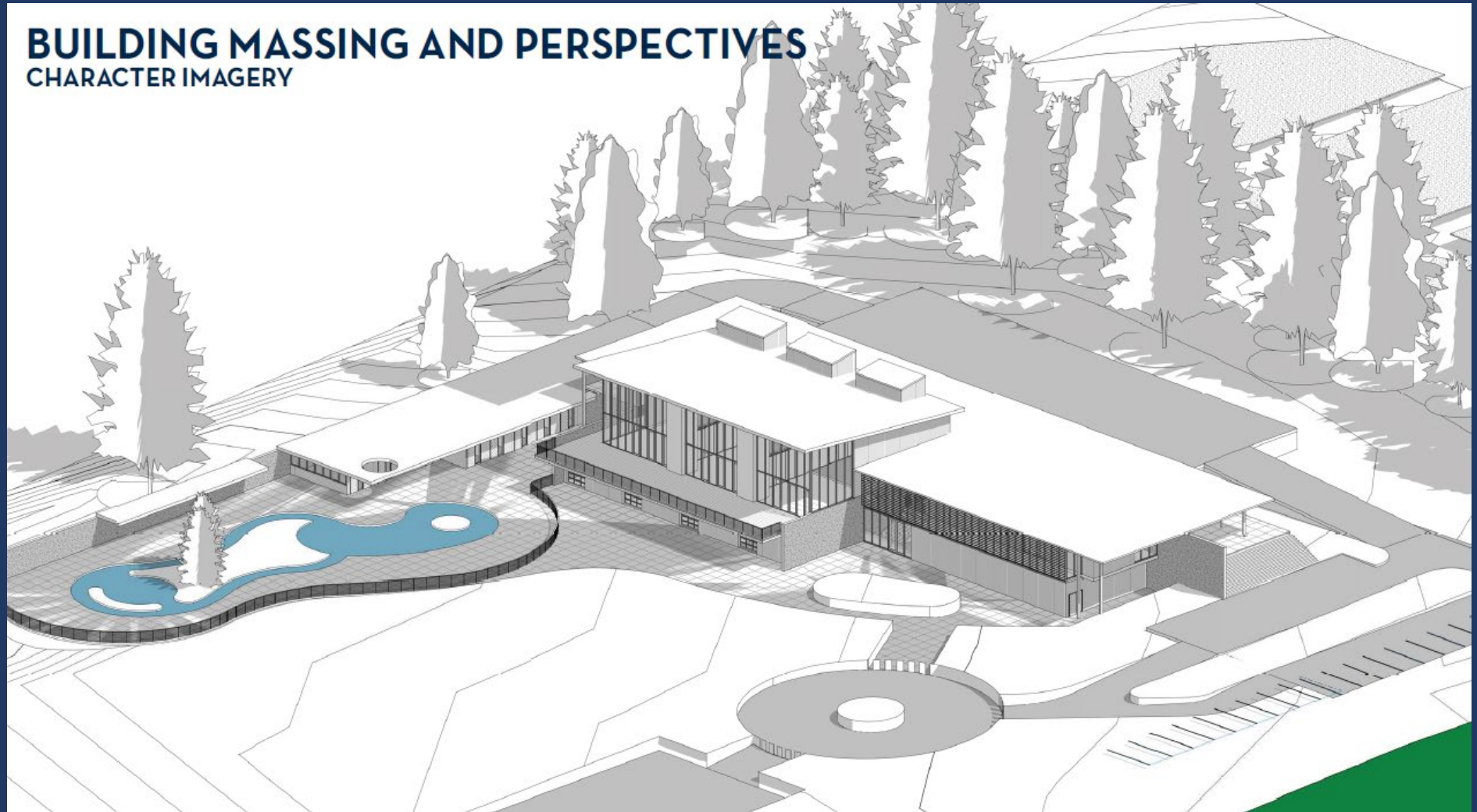
ARC Architects: Proposed
Site Plan Design -
SC Mtg Sept. 15

SITE PLAN - SOUTH CHARACTER IMAGERY



Site and Building Concept Design

Sept 2021



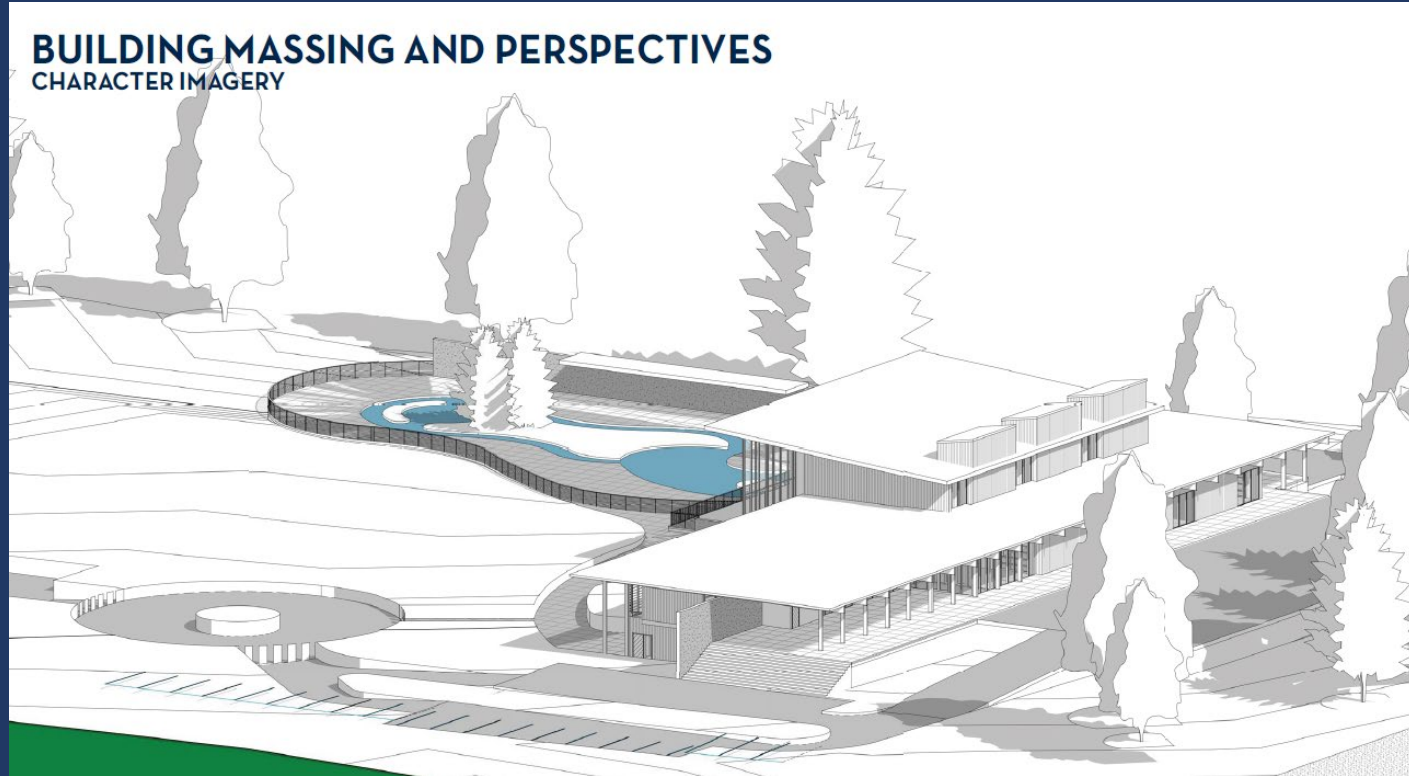
Site and Building Concept Design

Sept 2021

Event Center Design

Goals:

- Maximize views at event space by locating on second floor
- Multiple flexible, dividable, multi-use spaces
- Daylight basement creates direct connection to site
- Include outdoor deck off main event room
- Layout building to allow for possibility of a pool addition
- Clear circulation to minimize staff requirements



Site and Building Concept Design

Sept 2021

STEERING COMMITTEE DRIVEN OPTIONS (2)

EVENT BLDG
+ DEVELOPED SITE



- EVENT SPACE (350 PEOPLE)
- NO POOL
- OPEN GREEN, INFORMAL FIELD
- PLAZA W/ SPRAY PAD & PLAYGROUND
- ON SITE PARKING +/- 125 SPACES
- OUTDOOR SPORT COURTS

EVENT BLDG
+DEVELOPED SITE,
W/ OUTDOOR POOL



- EVENT SPACE (350 PEOPLE)
- FAMILY POOL AREA, NW RESORT
- OPEN GREEN, INFORMAL FIELD
- PLAZA & PLAYGROUND
- ON SITE PARKING
- OUTDOOR SPORT COURTS



Site and Building Concept Design

Sept 2021

Steering Committee members input on proposed Site and Building Plan Sept. 9th:

- It looks inspirational
- Concerned no fields and indoor recreation
- Reasonable compromise; nice concept
- Outdoor pool 'resort' concept is nice; nothing like that around
- Thumbs up! Captures all the input very well
- Appeals to all ages
- Strong revenue potential
- Multi-use and flexibility in every element
- Good approach - have to make choices and cannot be all things
- More community oriented, but with event center meets KPFD reqs
- Splash pad is more cost effective than outdoor pool
- Both WWU and OC representatives were enthusiastic and saw opportunities it would support their students



Site and Building Concept Design

Sept 2021

- The response from the Steering Committee was positive at the Sept. 9th meeting.
- Presented the Site and Building Concept Design to Poulsbo City Council on Sept. 15th.
- Next Steering Committee meeting is Nov. 9th for ARC to present refined cost estimates and final concept renderings.
- Community check in with final site plan and renderings will follow in Nov-Dec.



Draft Management Plan

Nov 2021-Feb
2022

Next step in the feasibility study, is the draft management plan:

- Draft Management Plan is a tool to understand the operations of the PERC – including both the costs and revenue generation.
- The plan will be updated if the PERC moves forward to development and operations.
- The management plan would transition to an operations plan when the PERC is underway and can be updated annually as program audits, usage profiles, event and rental statistics and overall financial outcomes are evaluated.



Draft Management Plan

Nov 2021-Feb
2022

- The Draft Management Plan will include revenue projections, and economic uplift analysis prepared by BERK Consulting.
- It will also include a preliminary marketing plan, fee structure, and operational analysis and cost estimate.



Financial Analysis

Dec 2021-
March 2022

Financial Analysis will include:

- Capital construction estimates from ARC's cost estimator consultant
- Operations and revenue estimate from draft management plan
- Identification of Funding Sources
- Financial Feasibility Analysis and Findings



1 | Community Outreach

2 | Market Analysis – Berk Consulting


We are here!

3 | Conceptual Site and Building Design – ARC Architects

4 | Draft Management Plan

5 | Financial Analysis and Feasibility Determination

Find everything referenced in this presentation at
www.cityofpoulsbo.com/PERC



Oct 2021-Jan
2022

- City Council approved entering into a Letter of Interest with property owner with 9 acres adjacent to the PERC site.
- This additional land will be a PERC Phase II – with the hope to site the tournament fields on this property.



Requested amendments to ILA

ILA Amendment Request – 4 items

- Shift funds between different ILA tasks in Attachment C
- Revise Attachment C to facilitate bottom-line budgeting for each ILA Task at the request of the City Finance Director
- Extend the date for completion of the feasibility study
- Minor amendments/clarifications in ILA identified by PFD and City staff
- Detailed description of each of the requested amendments and red-lined version of ILA and Attachment C





Questions?

Thank you!



City of Poulsbo

Department of Planning and Economic Development

200 NE Moe Street, Poulsbo, Washington 98370
(360) 394-9748



October 21, 2021

Daron Jagodzinske, Chair
Kitsap County Public Facilities District Board
9230 Bayshore Drive NW Suite 101
Silverdale, WA 98383

Subject: City of Poulsbo PERC Funding Agreement – Request for Amendment #2 to ILA & Attachment C

Dear Daron:

The City is appreciative of the Kitsap Public Facilities District (KPF) financial support for a Feasibility Study for the Poulsbo Events and Recreation Center proposal. This letter is a request for a *second* amendment to the *PERC ILA* in order to: 1) shift funds between different ILA tasks in Attachment C; 2) revise Attachment C to facilitate bottom-line budgeting for each Task at the recommendation of the City's Finance Director; 3) extend the date for completion of the feasibility study; and 4) minor amendments/clarifications within the ILA.

The attached packet includes a detailed description of each of the four requested amendments and rationale, as well as a red-lined version of Attachment C and the ILA to clearly see and understand the proposed amendments.

The PERC team will be in attendance at the October 25, 2021 KPF Board meeting, to present the requested amendment and answer any questions from Board members.

Thank you for your consideration of the requested amendments and we look forward to seeing at the next meeting.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Karla Boughton', is written over a horizontal line.

Karla Boughton
Planning and Economic Development Director

REQUESTED AMENDMENTS TO POULSBO EVENT AND RECREATION CENTER (PERC) ILA:

Amendment #1: Shift funds between ILA Tasks in Attachment C

Section 4 of the PERC ILA establishes that: “The District shall fund the tasks set forth in Attachment C and further summarized below in an amount not to exceed two hundred forty three thousand nine hundred dollars (\$243,900). *The CITY may propose to shift or reallocate funds to different tasks, provided the CITY first provides written notice to the KPFD, who shall have a right of approval, not to be unreasonably withheld.*” (emphasis added).

The City of Poulsbo is requesting shifting of funds to different tasks within the PERC ILA Attachment C “Preliminary Feasibility Study Fee Estimate” as allowed by ILA Section 4. Specifically, the request is to shift funding between tasks to increase Task 600 Project Administration budget. The City of Poulsbo hired Perteet (Peter Batuello) as its consultant Project Manager in May 2020. Perteet’s main efforts this past year were in Task 100 Community Outreach, and in the past four months, in Task 600 Project Administration. Consultants specializing in Market Analysis (Task 200) and Site Design (Task 400) have been retained by the City for these components of the PERC Feasibility Study.

The Project Manager’s role is more appropriate to charge to Task 600, as his time is primarily spent with coordination and communication with the City PERC team and the other PERC consultants, rather than on hours for specific deliverables.

Further, as the project has progressed, City staff has increased its contributions. Specifically, City staff will draft the Draft Management Plan (Task 300) with consultant support, as opposed to hiring a consultant to fully prepare the management plan. Similarly, the City will coordinate and draft the Financial Plan (Task 500) with consultant support. Therefore, a reduction of costs from those Tasks are proposed and reassigned to Task 600 for the PERC’s Project Manager time.

The table below details the requested adjustments by showing the ILA approved budget by task total, the requested adjustment, and the new budget task. In summary, the request is to reallocate \$40,509 from Tasks 100, 200, 300 and 500 to Task 600.

ADJUSTMENTS BY TASK TOTAL

PERC ILA ATTACHMENT C – PERC PRELIMINARY FEASIBILITY STUDY FEE ESTIMATE

Work Element Task	ILA Approved Total by Task	Requested Adjustment	Revised Total by Task
100 Community Outreach	\$47,000	Reduce by \$7235 and reassign to Task 600	\$39,765
200 Market Analysis	\$53,800	Reduce by \$4,274 and reassign to Task 600	\$49,526
300 Draft Mgt. Plan	\$27,800	Reduce by \$15,000 and reassign to Task 600	\$12,800
400 Concept Plan	\$45,500	No change	\$45,500
500 Financial Plan	\$56,000	Reduce by \$14,000 and reassign to Task 600	\$42,000

600 Project Administration	\$13,800	Add \$40,509 from above to Task 600	\$54,309
Totals	\$243,900		\$243,900

Note: This table is for informational purposes, and it is not the City's intent that this be incorporated into Attachment C of the ILA.

Amendment #2: Revise Attachment C to present as bottom-line budgeting per ILA Task

In preparation for this amendment request, the City Finance Director reviewed Attachment C and the proposed shifting of funds between task (request #1 above). At the completion of her review, she has recommended the City request revising Attachment C to eliminate the "Costs" row and delete costs assigned to specific tasks. Attachment C's Fee Estimate costs were generated in 2019 and as the PERC project has progressed actual costs are realized differently. The Finance Director recommends eliminating this row to facilitate bottom-line budgeting with each Task identifying a total (as revised in #1 above).

Amendment #3: Extend the timeframe for completion of the Feasibility Study

The current Term of Agreement is set to end December 31, 2021. The PERC Steering Committee is continuing to work methodically through the feasibility study elements and is near completion of Task 400 – Site Concept. Additional time is necessary to continue the community-based process we've established with the Steering Committee.

A second reason is the City has entered into a Letter of Intent to begin the process of acquiring 9 acres of land immediately adjacent to the PERC site. While this additional land will be a PERC Phase II, we would like additional time to work on the land acquisition and fold it into the feasibility study.

Amendment #4: Minor amendment/clarifications within the ILA

The City provided the Attachment C Amendments as detailed in Amendment 1 and 2 above for KPRD Executive Director and Legal Counsel review in August 2021. The Executive Director determined the requested amendments were substantive enough to bring to the full KPRD Board for their review and decision, and legal counsel suggested minor amendments to the ILA text to ensure consistency with the proposed amendments. In a similar spirit, the City has identified minor clarifying edits to acknowledge the dates of initial approval and amendment #1. The intent of these minor amendments/clarifications is to ensure the KPRD Board and City Council has a clear understanding of Amendment #1 (12/2020) and the current requested Amendment #2 (10/2021).

Below please find in this order:

- Attachment C "Preliminary Feasibility Study Fee Estimate" with the proposed amendments in red, deleting "Costs" row, clarifying some assumptions, and revising the Total Task Amount for five tasks.
- ILA with requested amendments/clarifications in red.

ATTACHMENT C
PRELIMINARY FEASIBILITY STUDY FEE ESTIMATE
POULSBORO EVENTS AND RECREATION CENTER DEVELOPMENT PROJECT

Adoption December 4, 2019

Amendment #1 December 7, 2020

Amendment #2 November __, 2021

Work Element	Estimated Duration*	Costs	Assumptions
TASK 100: COMMUNITY OUTREACH			
Prepare Outreach Plan	1 month	\$5,000	City staff and/or consultant
Establish and Administer Coordinating Committee	18 months	\$9,000	9 mo @\$1000/mo
Mailing Lists	on-going	\$2,000	City staff
Establish Web Page	1 month	\$1,500	Modify City webpage
Public Meetings (x2)	Month 14 through 18	\$8,000	City staff w/consultant support
Stakeholder Outreach			City staff w/consultant support
<i>Organizations</i>	Month 12-24	\$3,000	
<i>Institutions</i>	Month 12-24	\$3,000	
Community Outreach			City staff w/consultant support
<i>Opinion leaders</i>	Months 9 - 24	\$2,000	
<i>Businesses</i>	Month 6-24	\$3,500	
Agreements			City attorney
<i>meetings</i>	Month 16 - 20	\$2,500	City staff w/consultant support
<i>legal</i>	Month 1 and on-going	\$5,000	City attorney
Press Plan	Month 1 and on-going	\$2,500	City staff w/consultant support
TOTAL		\$47,000	\$39,765

TASK 200: MARKET ANALYSIS			
Consultant Selection	Month 9-10		Public procurement process by City
<i>RFP</i>		\$2,000	Solicitation and response by City
<i>Selection/Negotiation</i>		\$2,000	Interview and contracting by City
Consultant Mgt- <i>Technical Analysis</i>	Month 10-18	\$6,000	City staff 40 hours @ \$150/hr Consultant
Council Communications	Monthly	\$2,400	4 hr per month for 4 mo. @ \$150 City staff w/consultant support
KPFD 3rd Party Review	Month 16-24	TBD	KPFD work
City Technical Work	Month 6 through 20	\$6,400	City Staff/Consultant
Consultant Fees		\$30,000	To be negotiated
Final Report	Month 18-20	\$5,000	City or Consultant
		\$53,800	\$49,526

TASK 300: DRAFT MANAGEMENT PLAN			
Consultant Selection	Month 9-10		Public procurement process by City
<i>RFP</i>		\$1,000	Solicitation and response by City Completed by City
<i>Selection/Negotiation</i>		\$1,000	Interview and contracting by City Completed by City

Consultant Mgt	Month 10-20	-\$1,500	City staff 10 hours @ \$150/hr Completed by City
Consultant Fees		-\$10,000	To be negotiated
Staff research		\$4,800	City staff/Consultant support
Document Preparation		\$5,000	City or w/Consultant support
KPFD Presentation	Month 19	-\$1,500	City w/ consultant
Final Document	Month 20	\$3,000	City w/ Consultant
		\$27,800	\$12,800

TASK 400: CONCEPT PLAN/LOCATION RATIONALE

Consultant Selection	Month 10-12		Public procurement process by City
<i>RFP</i>		\$3,000	Solicitation and response by City
<i>Selection/Negotiation</i>		\$3,000	Interview and contracting by City
Consultant Mgt	Month 12-16	\$4,500	City staff 30 hrs @ 150
Consultant Fees		\$30,000	To be negotiated
Concept Plan Drawings and Summary	Month 18	\$5,000	Consultant
\$45,500			

TASK 500: FINANCIAL ANALYSIS

Consultant Selection	Month 14-15		Public procurement process by City
<i>RFP</i>		\$3,000	Solicitation and response by City
<i>Selection/Negotiation</i>		\$3,000	Interview and contracting by City
Consultant Mgt	Month 15-20	\$3,000	to be negotiated
Consultant Fees		\$35,000	
Bond Analysis	Month 16-18	\$3,000	Bond Counsel 20 hrs @ 150
20 year financial plan	Month 17-18	\$3,000	Financial Analyst 20 hrs @ 150
Sensitivity Analysis	Month 19	\$2,000	Consultant w/City Staff
Final Report	Month 20	\$4,000	Consultant w/City Staff
		\$56,000—	\$42,000

TASK 600: PROJECT ADMINISTRATION

Monthly Administration	Month 1-24	\$10,800	2 mtgs per month for 9 months
Expenses	Month 1-24	\$3,000	City staff w/consultant
Summary of Feasibility			Misc Costs; Travel
		\$13,800	\$54,309

Preliminary Total

** Durations may adjust based on community input and site opportunities. The City will notify the District of any schedule adjustment.*

REGIONAL CENTER INTERLOCAL AGREEMENT
Between the Kitsap Public Facilities District and the City of Poulsbo

APPROVAL **December 4, 2019**
AMENDMENT #1 **December 16, 2020**
AMENDMENT #2 **November X, 2021**

This **REGIONAL CENTER INTERLOCAL AGREEMENT** (the “Agreement”) is made pursuant to Chapter 39.34 RCW between the City of Poulsbo, a Washington noncharter code city operating under RCW 35A.12 (“the CITY”), and the Kitsap Public Facilities District, a Washington special purpose district operating under Chapter 36.100 RCW (the “District”).

WHEREAS, pursuant to RCW 36.100.030(1) and RCW 35.57.20, the District is authorized to acquire, construct, own, remodel, maintain, equip, repair, and operate a regional center, and pursuant to chapter 36.100.030(2), the District may enter into interlocal agreements with other agencies to operate such facilities. For these purposes, “regional center” means a convention, conference, serving a regional population constructed after July 25, 1999, at cost of at least ten million dollars.

WHEREAS, pursuant to RCW 35.57.020(1) (a), the term “regional center” includes a “special events center.”

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

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

WHEREAS, the CITY has invested \$60,000 to prepare concept plans, renderings, financial analyses, and perform stakeholder outreach for the project (the “Project”) which the parties believe qualifies as a regional center.

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

WHEREAS, the District anticipates collaborating with the CITY on the development of a regional center, specifically, the Poulsbo Event & Recreation Center (PERC) where the District’s primary role would be to provide funding to create public benefits for Kitsap County. This regional center will include, but is not limited or constrained to the following primary features:

- Up to 20,000 square foot events center with multi-use conference space, with private meeting rooms, office space for a management team, field viewing platform, and associated parking, mechanical, electrical, utility and safety systems.

- Up to 20,000 feet of classrooms, catering kitchen, work out facilities, meeting rooms, and work space for the CITY Parks and Recreation team.

- Up to 4 acres of all-season lighted synthetic turf fields for multi-use sporting, recreational, and entertainment events.
- Complimentary facilities that may include swim facilities, sport courts, trails, food service, bleachers, security, fencing, or other facilities or uses that would support the overall PERC operation. Complimentary facilities would be selected based on available space, community need, funding availability, or other criteria established by the CITY and District.

WHEREAS, the District has not yet committed to a funding any elements of the PERC, nor committed to any particular timing of funding, but desires to work collaboratively with the CITY in furtherance of the development of a regional center.

WHEREAS, the District and City intend to jointly conduct a feasibility analysis analyses (Amendment #2) to demonstrate the long-term financial viability of the PERC. The roles and responsibilities for completing the feasibility analysis are presented in Attachment A.

WHEREAS, District funding is subject to an independent financial feasibility review prior to the issuance of any indebtedness or the long-term lease, purchase, or development of a regional facility pursuant to RCW 36.100.025.

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

1. **Purpose of Agreement.** The purpose and intent of this Agreement is for the CITY and District to work collaboratively to evaluate the feasibility of a regional center development project, to wit, the PERC, which will utilize CITY property and funds in part and District funds in part. The CITY project is more fully described in Attachment B (Project Summary).
2. **CITY Funding Request.** The CITY has requested funding in the amount of **\$243,900** for the purposes described in Attachment C, as amended. (Amendment #2)
3. **CITY Obligations.** The CITY shall undertake the following tasks (the "Agreement Tasks"), as set forth in Attachment "A": In addition, the CITY shall perform:
 - 3.1 **Contract Administration.** The CITY shall be responsible for all aspects of the contract administration for the Agreement Tasks, which shall include, but not be limited to, advertising, bidding, awarding, and monitoring the contract(s), as generally required by any applicable RCW.
 - 3.2 **Reporting.** The CITY shall regularly (not less than monthly) meet with the District to evaluate the progress of its Agreement Tasks and all adjustments to the Contract Accounting, as presented in Attachment "C". (Amendment #1) as amended. (Amendment #2)
 - 3.3 **Timing of Agreement Tasks.** The anticipated timing of the Agreement Tasks is set forth in Attachment "C." as amended. (Amendment #2)
 - 3.4 **Ownership of Work Product and/or Intellectual Property.** [Reserved]
 - 3.5 **Recognition.** The CITY shall publicly recognize the District's contribution to

the Project in a manner to be agreed upon. The District may require some identification of the Project as “Regional Center” or “Special Event Center.”

4. **The District’s Obligations.** The District shall fund the tasks set forth in Attachment “C” and further summarized below in an amount not to **exceed two hundred forty three thousand nine hundred dollars (\$243,900)**. The CITY may propose to shift or reallocate funds to different tasks, provided the CITY first provides written notice to the KPF, who shall have a right of approval, not to be unreasonably withheld. (Amendment #1)

5. Process for Payment.

5.1 Establish of Account. The CITY will establish accounting for the PERC through a separate project number unique from any other Poulsbo account to hold the funds deposited by the District for purpose of this Agreement.

5.2 Advance Deposits. The District may, but is not required to, pre-pay Poulsbo for each of the Agreement Tasks and subtasks, where applicable, before the ~~the~~ CITY contracts with the consultant/service provider that will perform the particular task.

5.3 Use of Funds. The funds from the District shall solely be used for the payment of invoices for the Agreement Tasks and no other purposes. The CITY may not reimburse itself for any of its expenses from the funds on deposit.

5.4 Release of Funds. The CITY shall only release funds for the Agreement Tasks upon receipt of invoices for work performed, which work complies with the terms and conditions of the contracts for the Agreement Tasks. Further, the CITY shall notify the District of any proposed payment for review and consent, not to be unreasonably withheld or delayed.

5.5 Increase in Consultant Contract Amounts. The CITY will promptly inform the District if any of the consultants inform the CITY that the consultant/service provider is proposing an increase in a contract sum. The District shall, in its sole discretion, determine if the District’s contribution to the contract sum should be increased.

5.6 Refund of District Funds. The CITY shall not be required to reimburse the District for the funds transmitted to The CITY that are either (i) paid to a consultant/service provider; or (ii) committed to be paid to a consultant/service provider pursuant to a valid contract between The CITY and that consultant/service provider. Otherwise, unused funds shall be reimbursed to the District.

5.7 CITY Funds. The CITY shall keep an accounting of all CITY staff time, CITY expenses, including consultant fees, and CITY contributions directly related to PERC development. This accounting will be considered part of the CITY match to KPF Funding.

5.8 Final Accounting. Within thirty days of the completion of the Assignment Tasks, The CITY shall provide a final written accounting of the District funds.

6. **No Continuing Obligation.** Although the parties contemplate a potential phased project, consisting of completion of Phases I, II and III as described in the District’s Project Proposal Funding Process, dated June 7, 2017. nothing in this Agreement should be construed or interpreted as a commitment by the District fund

further phases.

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

For The CITY: Karla Boughton
Director of Planning and Economic Development
City of Poulsbo
200 Moe Street
Poulsbo, WA 98370
Phone: 360.394.9748
Email: kboughton@cityofpoulsbo.com

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

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

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

9. **Independent Governments – No Liability.** Each party is and shall remain an independent government. This Agreement does not create a partnership or other similar arrangement. The parties shall not be liable for the acts or omissions of the other party or their respective public officials, employees, or agents.

10. **Term of Agreement.** Except as may otherwise be stated herein, the term of this Agreement shall commence upon execution by both of the parties and shall continue until December 31, 2022, 2021. (Amendment #1, Amendment #2) This Agreement shall be reasonably extended by the parties as may be necessary to complete the Assignment Tasks, as the parties otherwise agree.

10.1 **Early Termination – Nonpayment.** Notwithstanding the foregoing, this Agreement is contingent upon funding from the District. In the event that the District's expected funding payable to The CITY hereunder is withdrawn, reduced, limited, or not received after the effective date of this Agreement, this Agreement may be terminated by The CITY by delivering thirty (30) days written notice to the District. The termination notice shall specify the date on which the Agreement shall terminate.

10.2 **District Early Termination.** The District may terminate this Agreement at any time by delivering thirty (30) days written notice to the CITY, subject to the payment

obligations set forth in Section of this Agreement; i.e., pay for all work performed or in progress at the time of the notice.

~~10.3~~ ~~40.2~~ **CITY Early Termination.** The CITY may terminate this Agreement at any time by delivering thirty (30) days written notice to the District, subject to the payment and reimbursement obligations set forth in Section of this Agreement. Upon notice of termination, the CITY shall submit all final invoices to the District.

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

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

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

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

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

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

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

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

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

CITY OF POULSBO

By: Becky Erickson
Its: Mayor

Date: _____

KITSAP PUBLIC FACILITIES DISTRICT

By: Daron Jagodzinske
Its: Chair

Date: _____

ATTEST:

BY:_____

APPROVED AS TO FORM:

Brian E. Lawler, District Legal Counsel

Task 3. Property Acquisition. \$1,000,000

Task 3.1. Acquire property from Kitsap Bank for the Project for \$2.5 M with funding of \$1.2 M from the Washington State Department of Commerce; \$1.0 M from the District; and \$300,000 from the City.

Deliverables for release of funding from District.

- Signed purchase and sale agreement with Kitsap Bank for a not to exceed purchase price of \$2.5 M;
- Assignment of DNR lease from Kitsap Bank, including any assignment approval from DNR.
- Satisfaction of all conditions for \$1.2 M Department of Commerce Grant, as set forth in June 21, 2021. Email from Beth Robinson to Nick Bond, City of Port Orchard, a copy of which is attached hereto as Exhibit 1 to this Attachment B.
- Availability of at least \$300,000 in City funds.
- Establishment of closing escrow.

NOTE; The District shall deposit funds into closing escrow with instructions that if for any reason, the purchase of the Kitsap Bank property does not close, the District funds are to be returned to the District.



**Kitsap Public Facilities District
Resolution 02 - 2021**

A RESOLUTION Authorizing a Transfer/Wire of Funds.

WHEREAS the Kitsap Public Facilities District (KPFDD) is a local governmental agency operating under RCW 36.100;

WHEREAS, the KPFDD has entered into an Interlocal Agreement, as amended, with the City of Port Orchard under terms of which the KPFDD would contribute One Million Dollars (\$1,000,000.00) towards the purchase of certain land for the South Kitsap Community Events Center (SKCEC) as follows: "Acquire property from Kitsap Bank for the Project for \$2.5 M with funding of \$1.2 M from the Washington State Department of Commerce; \$1.0 M from the District; and \$300,000 from the City."

WHEREAS the KPFDD established a set of deliverables from Port Orchard as a condition of releasing funds as follows:

- A signed purchase and sale agreement with Kitsap Bank for a not to exceed purchase price of \$2.5 M.
- An assignment of an existing DNR lease from Kitsap Bank, including any assignment approval from DNR.
- The satisfaction of all conditions for \$1.2 M Department of Commerce Grant, as set forth in the June 21, 2021. Email from Beth Robinson to Nick Bond, City of Port Orchard, a copy of which is attached to the ILA.
- The availability of at least \$300,000 in City funds.
- The establishment of a closing escrow.
- NOTE: The KPFDD shall deposit funds into closing escrow with instructions that if for any reason, the purchase of the Kitsap Bank property does not close, the KPFDD funds are to be returned to the KPFDD.

BE IT RESOLVED by the Board of Directors:

1. The requirements for the release of One Million Dollars will have been satisfied when the DONR signature is secured.
2. The Board authorizes the wiring of funds from its accounts with Kitsap County as follows:

Amount:	One Million Dollars
Wire to:	Land Title Co of Kitsap County, Pt Orchard
Escrow #:	E2021-417239
Bank Contact:	Kitsap Bank, Bremerton



3. In addition to the wire, The Board authorizes its Executive Director to submit written escrow instructions to the effect of: That if for any reason, the purchase of the Kitsap Bank property does not close on or before _____, the KPFD funds are to be returned to the KPFD.

Adopted at a regular and open public meeting of the Kitsap Public Facilities District on the 25th day of October 2021, the following directors being present and voting:

KPFD:

Daron Jagodzinske, Chair

Attest:

Patrick Hatchell, Vice - Chair

Approved As to Form:

Brian E. Lawler, Legal Counsel

2022 Draft BUDGET	PROPOSED	2021 Budget
OPERATIONS DEPOSITS	\$ 304,000.00	\$ 239,000.00

EXPENSES

Payroll (Full-time Exec Director)	\$ 120,000.00	\$ 59,750.00
OT at straight time		\$ 10,000.00
Payroll related expenses	\$ 10,000.00	\$ 9,000.00
Benefits per employ agreement	\$ 10,000.00	\$ 8,000.00
Subtotal	\$ 140,000.00	\$ 86,750.00

Communications

Printing/Copying	\$ 250.00	\$ 250.00
Postage	\$ 50.00	\$ 50.00
Telephone/Internet	\$ 3,000.00	\$ 2,500.00
IT/Website	\$ 3,000.00	\$ 3,000.00

Promotional Hosting/Marketing

Publicity/Advertising	\$ 6,000.00	\$ 6,000.00
Mktg & Advertising services	\$ 24,000.00	\$ 24,000.00
EventFund & event support	\$ 25,000.00	\$ 20,000.00

Consulting Services

Legal	\$ 25,000.00	\$ 25,000.00
Recording	\$ 3,500.00	\$ 5,000.00
Construction Consulting	\$ 15,000.00	\$ 15,000.00
Accounting	\$ 6,000.00	\$ 4,000.00
Bonding/Financing	\$ 15,000.00	\$ 15,000.00

Equipment/office furnishings

	\$ 3,000.00	\$ 1,000.00
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Membership Dues

	\$ 2,000.00	\$ 2,000.00
--	-------------	-------------

Insurance

	\$ 5,500.00	\$ 4,000.00
--	-------------	-------------

Office rent

	\$ 14,400.00	\$ 14,400.00
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Meeting rental -- board mtgs

	\$ 2,000.00	\$ 2,000.00
--	-------------	-------------

Other/Miscellaneous

	\$ 500.00	\$ 500.00
--	-----------	-----------

Supplies

	\$ 1,000.00	\$ 1,000.00
--	-------------	-------------

Governance (BOD stipends, etc)

	\$ 6,000.00	\$ 4,000.00
--	-------------	-------------

Training

BOD registration/fees	\$ 300.00	\$ 300.00
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Staff regist./fees	\$ 600.00	\$ 600.00
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Travel

Board mileage/airfare	\$ 400.00	\$ 400.00
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Staff mileage/airfare	\$ 1,000.00	\$ 1,000.00
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Food/lodging	\$ 1,000.00	\$ 1,000.00
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YTD Operating Expenses

Total Operating Expenses	\$ 303,500.00	\$ 238,750.00
NET	\$ 500.00	\$ 250.00

Kitsap Public Facilities District

Kitsap County, Washington

RESOLUTION 01-2021

A RESOLUTION of the Board of Directors of the Kitsap Public Facilities District (KPF) of Kitsap County, Washington establishing a regular meeting schedule and principal office for the KPF for the calendar year 2022.

Regular meetings will be held at least six times per year and may typically be held once monthly on the fourth (4th) Monday evening beginning at 5:30 PM in one of four sites where BKAT recording is available or virtually via Zoom under Covid-19 conditions, unless otherwise notified by public notice.

Note: Meetings that may be scheduled in the County Administration building would be scheduled on the 3rd or 5th Monday to avoid BOCC meetings.

The following is a schedule of probable dates for calendar year 2022. The Board reserves the right to add or subtract dates as necessary, with public notice.

January 24 *	Zoom webinar
February 28	Bainbridge Island City Hall (or Zoom)
March 28	Poulsbo City Hall (or Zoom)
April 25	Norm Dicks Government Center (or Zoom)
May 30 **	County Administration Bldg. (or May 23 rd via Zoom)
June 27	Bainbridge Island City Hall (or Zoom)
July 25	Poulsbo City Hall (or Zoom)
August 22 *	Norm Dicks Government Center (or Zoom)
September 19	County Administration Bldg. (or Sept 26 via Zoom)
October 24 *	Bainbridge Island City Hall (or Zoom)
December 12 ***	Poulsbo City Hall (or Zoom)

* Fourth Monday in a five-Monday month.

** Third or Fifth Monday (to avoid BOCC meetings)

*** The Board elects to combine the November & December meetings.
(to avoid lack of quorum during year-end Holiday weeks)

The principal office for the KPF is: 9230 Bayshore Dr. NW, Suite 101, Silverdale, WA 98383.

APPROVED: Daron Jagodzinske
Daron Jagodzinske, Board Chair

ATTEST: Patrick Hatchel
Board of Directors

(Seal)

Approve as to Form: Brian E. Lawler

DATE: December 13, 2021

Kitsap Public Facilities District

Profit & Loss Budget Performance

September 2021

September 2021 Operating Fund 968 Budget Performance	Sep 21	Budget	Jan - Sep 21	YTD Budget	Annual Budget	Balance in Annual Budget
Ordinary Income/Expense						
968 Rev · PFD Operations Fund						
96968I · PFD Operations Fund - Other	0.00	57,000.00	180,000.00	237,000.00	237,000.00	57,000.00
Total 96968I · PFD Operations Fund	0.00	57,000.00	180,000.00	237,000.00	237,000.00	57,000.00
Total 968 Rev · PFD Operations Fund	0.00	57,000.00	180,000.00	237,000.00	237,000.00	57,000.00
968 Exp · PFD Operations Fnd						
96968E · PFD Operations Fnd						
5101 · Regular Salaries	3,854.00	4,979.17	34,686.00	44,812.49	59,750.00	25,064.00
5102 · Overtime Pay	3,090.67	833.33	22,668.62	7,500.01	10,000.00	-12,668.62
5140 · Advisory Services	350.00		3,200.00			-3,200.00
5190 · Miscellaneous Pay	631.00	483.33	5,679.00	4,350.01	5,800.00	121.00
5201 · Industrial Insurance	0.00	305.33	169.16	2,748.01	3,664.00	3,494.84
5202 · Social Security	579.54	444.67	4,822.07	4,001.99	5,336.00	513.93
5311 · Office/Operating Supplies	0.00	83.33	636.68	750.01	1,000.00	363.32
5351 · Equipment/Office Furnishings	0.00	83.33	572.23	750.01	1,000.00	427.77
5411 · Accounting & Auditing	0.00	333.33	2,868.75	3,000.01	4,000.00	1,131.25
5415 · Consulting Services						
5415 a · Construction Consulting	0.00	1,250.00	9,883.75	11,250.00	15,000.00	5,116.25
Total 5415 · Consulting Services	0.00	1,250.00	9,883.75	11,250.00	15,000.00	5,116.25
5416 · Special Legal Services	-343.75	2,083.33	21,040.75	18,750.01	25,000.00	3,959.25
5417 · Bonding/Financing	0.00	1,250.00	0.00	11,250.00	15,000.00	15,000.00
5419 · Other Prof Svcs - Reg Ctr Mktg						
5419 a · Professional Services	4,000.00	2,000.00	24,447.32	18,000.00	24,000.00	-447.32
5419 b · Recording	0.00	416.67	2,126.25	3,749.99	5,000.00	2,873.75
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	4,000.00	2,416.67	26,573.57	21,749.99	29,000.00	2,426.43
5420 · Website	0.00	250.00	0.00	2,250.00	3,000.00	3,000.00
5421 · Telephone	130.79	208.33	3,365.67	1,875.01	2,500.00	-865.67
5425 · Postage	0.00	4.17	0.00	37.49	50.00	50.00
5431 · Mileage	67.20	83.33	67.20	750.01	1,000.00	932.80
5432 · Travel	1,157.35	83.33	1,157.35	750.01	1,000.00	-157.35
5438 · Board Mileage/Airfare	0.00	33.33	0.00	300.01	400.00	400.00
5441 · Advertising	0.00	500.00	1,685.19	4,500.00	6,000.00	4,314.81
5451 · Operating Rental/Leases						
5451 a · Printing/ Copying	0.00	20.83	0.00	187.51	250.00	250.00
5451 b · Rental-Office Space	2,500.00	1,200.00	12,500.00	10,800.00	14,400.00	1,900.00
Total 5451 · Operating Rental/Leases	2,500.00	1,220.83	12,500.00	10,987.51	14,650.00	2,150.00
5461 · Gen/Auto/E&O Insurance	0.00	333.33	4,405.00	3,000.01	4,000.00	-405.00
5492 · Dues/Subscriptions/Memberships	0.00	166.67	1,500.00	1,499.99	2,000.00	500.00
5497 · Registration & Tuition						
5497 a · Board Devel/Train Regist/Fees	0.00	50.00	0.00	450.00	600.00	600.00
5497 b · Staff Devel/Train Rester/Fees	275.00	25.00	886.81	225.00	300.00	-586.81
Total 5497 · Registration & Tuition	275.00	75.00	886.81	675.00	900.00	13.19
5499 · Other						
5499 a · Events Support/Seed Money	0.00	1,666.67	4,132.08	14,999.99	20,000.00	15,867.92

Kitsap Public Facilities District

Profit & Loss Budget Performance

September 2021

September 2021 Operating Fund 968 Budget Performance	Sep 21	Budget	Jan - Sep 21	YTD Budget	Annual Budget	Balance in Annual Budget
5499 b · Rental-Meeting Space	0.00	166.67	0.00	1,499.99	2,000.00	2,000.00
5499 c · Other	20.00	41.67	166.28	374.99	500.00	333.72
5499 d · Governance-Board of Dir Related	0.00	333.33	0.00	3,000.01	4,000.00	4,000.00
Total 5499 · Other	20.00	2,208.34	4,298.36	19,874.98	26,500.00	22,201.64
Total 96968E · PFD Operations Fnd	16,311.80	19,712.48	162,666.16	177,412.56	236,550.00	73,883.84
Total 968 Exp · PFD Operations Fnd	16,311.80	19,712.48	162,666.16	177,412.56	236,550.00	73,883.84
Net Income	-16,311.80	37,287.52	17,333.84	59,587.44	450.00	
968 Liabilities - Net change in Liabilities			\$ 17,431.51			
968 Ending Cash Balance (Balances with Balance sheet)			\$ 34,765.35			

Kitsap Public Facilities District

Statement of Financial Position by Fund

As of September 30, 2021

September 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	5,376,613.88	0.00	0.00	5,376,613.88
968 · Fund 96-968 KPFD Operations Fnd	0.00	34,765.35	0.00	34,765.35
977 · Fund 96-977 KPFD Holding Fund	0.00	0.00	4,060,754.30	4,060,754.30
Total Checking/Savings	5,376,613.88	34,765.35	4,060,754.30	9,472,133.53
Total Current Assets	5,376,613.88	34,765.35	4,060,754.30	9,472,133.53
TOTAL ASSETS	5,376,613.88	34,765.35	4,060,754.30	9,472,133.53
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities	0.00	17,431.51	0.00	17,431.51
977-L · PFD Regional Center Liabilities	0.00	0.00	-883,809.89	-883,809.89
Total Other Current Liabilities	0.00	17,431.51	-883,809.89	-866,378.38
Total Current Liabilities	0.00	17,431.51	-883,809.89	-866,378.38
Long Term Liabilities				
286-LT · LTGO Bond Fund Liabilities	250,000.00	0.00	0.00	250,000.00
977-LT · 2636 Regional Ctr Notes Payable	0.00	0.00	4,500,000.00	4,500,000.00
Total Long Term Liabilities	250,000.00	0.00	4,500,000.00	4,750,000.00
Total Liabilities	250,000.00	17,431.51	3,616,190.11	3,883,621.62
Equity				
286 FB · LTGO Bond Fund Balance/RE	4,573,453.73	0.00	0.00	4,573,453.73
Revenue	629,900.78	180,000.00	1,595,537.02	2,405,437.80
Expenses	-76,740.63	-162,666.16	-1,150,972.83	-1,390,379.62
Total Equity	5,126,613.88	17,333.84	444,564.19	5,588,511.91
TOTAL LIABILITIES & EQUITY	5,376,613.88	34,765.35	4,060,754.30	9,472,133.53
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
2021 Revenue	\$ 629,900.78	\$ 180,000.00	\$ 1,595,537.02	\$ 2,405,437.80
2021 Expenses	\$ (76,740.63)	\$ (162,666.16)	\$ (1,150,972.83)	\$ (1,390,379.62)
2021 Increased/(Decreased) Liabilities	\$ -	\$ 2,026.99	\$ -	\$ 2,026.99
Current Ending Balance	\$ 5,376,613.88	\$ 34,765.35	\$ 4,060,754.30	\$ 9,472,133.53
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

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

September 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
Ordinary Income/Expense				
Income				
286 Rev · LTGO Bond Fund 2002B-PFD	629,900.78	0.00	0.00	629,900.78
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	1,595,537.02	1,595,537.02
Total Income	629,900.78	180,000.00	1,595,537.02	2,405,437.80
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	162,666.16	0.00	162,666.16
977 Exp · PFD Regional Cntr Capital	0.00	0.00	1,150,972.83	1,150,972.83
Total Expense	76,740.63	162,666.16	1,150,972.83	1,390,379.62
Net Ordinary Income	553,160.15	17,333.84	444,564.19	1,015,058.18
Net Income	553,160.15	17,333.84	444,564.19	1,015,058.18
Beg Cash +/- Net Income	\$ 553,160.15	\$ 17,333.84	\$ 444,564.19	\$ 1,015,058.18
Net Change in Liabilities	\$ -	\$ -	\$ -	\$ -
September 30, 2021 Ending Cash Balance	\$ 553,160.15	\$ 17,333.84	\$ 444,564.19	\$ 1,015,058.18

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

September 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	540,786.70	0.00	0.00	540,786.70
2861630 · Notes/Contracts Receivable	4,500,000.00	0.00	0.00	4,500,000.00
Total 286 · LTGO Bond Fund 2002A-PFD	5,376,613.88	0.00	0.00	5,376,613.88
968 · Fund 96-968 KPFD Operations Fnd				
9681111 · 00998 Post Interco ITC Ac	0.00	34,765.35	0.00	34,765.35
Total 968 · Fund 96-968 KPFD Operations Fnd	0.00	34,765.35	0.00	34,765.35
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	-392,492.43	-392,492.43
Total 9771111 · 00998 Post Interco ITC Ac	0.00	0.00	455,290.03	455,290.03
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	707,557.59	707,557.59
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	4,060,754.30	4,060,754.30
Total Checking/Savings	5,376,613.88	34,765.35	4,060,754.30	9,472,133.53
Total Current Assets	5,376,613.88	34,765.35	4,060,754.30	9,472,133.53
TOTAL ASSETS	5,376,613.88	34,765.35	4,060,754.30	9,472,133.53
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities				
9682312 · USE Tax Payable	0.00	29.50	0.00	29.50
9682317 · Accrued Taxes	0.00	2,026.99	0.00	2,026.99
9682370 · Custodial Accounts	0.00	15,375.02	0.00	15,375.02
Total 968-L · 968 PFD Operations Liabilities	0.00	17,431.51	0.00	17,431.51
977-L · PFD Regional Center Liabilities				
9772370 · Custodial Accounts	0.00	0.00	-883,809.89	-883,809.89
Total 977-L · PFD Regional Center Liabilities	0.00	0.00	-883,809.89	-883,809.89
Total Other Current Liabilities	0.00	17,431.51	-883,809.89	-866,378.38
Total Current Liabilities	0.00	17,431.51	-883,809.89	-866,378.38
Long Term Liabilities				
286-LT · LTGO Bond Fund Liabilities				
2862639 · LGTO Long Term Liabilities	250,000.00	0.00	0.00	250,000.00

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

September 2021	286	968	977	TOTAL
Total 286-LT · LTGO Bond Fund Liabilities	250,000.00	0.00	0.00	250,000.00
977-LT · 2636 Regional Ctr Notes Payable	0.00	0.00	4,500,000.00	4,500,000.00
Total Long Term Liabilities	250,000.00	0.00	4,500,000.00	4,750,000.00
Total Liabilities	250,000.00	17,431.51	3,616,190.11	3,883,621.62
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	553,160.15	17,333.84	444,564.19	1,015,058.18
Total Equity	5,126,613.88	17,333.84	444,564.19	5,588,511.91
TOTAL LIABILITIES & EQUITY	5,376,613.88	34,765.35	4,060,754.30	9,472,133.53

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

September 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
Ordinary Income/Expense				
Income				
286 Rev · LTGO Bond Fund 2002B-PFD				
2861I · LTGO Bond Fund 2002A PFD				
2863610 · Interest Earnings				
28611 · Investment Interest	1,039.82	0.00	0.00	1,039.82
Total 2863610 · Interest Earnings	1,039.82	0.00	0.00	1,039.82
3380/70 · Intergovernmental Service				
90 · Other Intergovt Services	628,860.96	0.00	0.00	628,860.96
Total 3380/70 · Intergovernmental Service	628,860.96	0.00	0.00	628,860.96
Total 2861I · LTGO Bond Fund 2002A PFD	629,900.78	0.00	0.00	629,900.78
Total 286 Rev · LTGO Bond Fund 2002B-PFD	629,900.78	0.00	0.00	629,900.78
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	1,587,979.43	1,587,979.43
Total 3130 · Retail Sales and Use Tax	0.00	0.00	1,587,979.43	1,587,979.43
3610 · Interest Earnings				
97711 · Investment Interest	0.00	0.00	7,557.59	7,557.59
Total 3610 · Interest Earnings	0.00	0.00	7,557.59	7,557.59
Total 96977I · PFD Regional Center Capital	0.00	0.00	1,595,537.02	1,595,537.02
Total 977 Rev · PFD Regional Center Capital	0.00	0.00	1,595,537.02	1,595,537.02
Total Income	629,900.78	180,000.00	1,595,537.02	2,405,437.80
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	34,686.00	0.00	34,686.00
5102 · Overtime Pay	0.00	22,668.62	0.00	22,668.62
5140 · Advisory Services	0.00	3,200.00	0.00	3,200.00
5190 · Miscellaneous Pay	0.00	5,679.00	0.00	5,679.00
5201 · Industrial Insurance	0.00	169.16	0.00	169.16
5202 · Social Security	0.00	4,822.07	0.00	4,822.07
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 September 2021

September 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	21,040.75	0.00	21,040.75
5419 · Other Prof Svcs - Reg Ctr Mktg				
5419 a · Professional Services	0.00	24,447.32	0.00	24,447.32
5419 b · Recording	0.00	2,126.25	0.00	2,126.25
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	0.00	26,573.57	0.00	26,573.57
5421 · Telephone	0.00	3,365.67	0.00	3,365.67
5431 · Mileage	0.00	67.20	0.00	67.20
5432 · Travel	0.00	1,157.35	0.00	1,157.35
5441 · Advertising	0.00	1,685.19	0.00	1,685.19
5451 · Operating Rental/Leases				
5451 b · Rental-Office Space	0.00	12,500.00	0.00	12,500.00
Total 5451 · Operating Rental/Leases	0.00	12,500.00	0.00	12,500.00
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	886.81	0.00	886.81
Total 5497 · Registration & Tuition	0.00	886.81	0.00	886.81
5499 · Other				
5499 a · Events Support/Seed Money	0.00	4,132.08	0.00	4,132.08
5499 c · Other	0.00	166.28	0.00	166.28
Total 5499 · Other	0.00	4,298.36	0.00	4,298.36
Total 96968E · PFD Operations Fnd	0.00	162,666.16	0.00	162,666.16
Total 968 Exp · PFD Operations Fnd	0.00	162,666.16	0.00	162,666.16
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	628,860.96	628,860.96
6971 · Operating Transfers Out	0.00	0.00	180,000.00	180,000.00
Total 96977E · PFD Regional Cntr Capital	0.00	0.00	1,150,972.83	1,150,972.83
Total 977 Exp · PFD Regional Cntr Capital	0.00	0.00	1,150,972.83	1,150,972.83
Total Expense	76,740.63	162,666.16	1,150,972.83	1,390,379.62
Net Ordinary Income	553,160.15	17,333.84	444,564.19	1,015,058.18
Net Income	\$ 553,160.15	\$ 17,333.84	\$ 444,564.19	\$ 1,015,058.18

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# XXX131**

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 \$10,091.36 on this 25th day of October 2021.

Daron Jagodzinske
Daron Jagodzinske, Chair

Patrick Hatchel
Pat Hatchel, Vice-chair

Walter S Draper IV
Walter Draper IV, Treasurer

Absent
John Morrissey

Erin Leedham
Erin Leedham

Phil Havers
Phil Havers

Absent
Tom Bullock

VENDOR	AMOUNT
Recurring items	
JPC Legal services – (Aug)	\$ 701.25
Barker Creek - construction consult. - 2021	\$
Accountability Plus (bookkeeping June)	\$ 520.00
Mike Walton – Aug/Sept expenses	\$ 210.59
	\$
Interlock Solutions – 2021 Website upgrade	\$ 4,287.32
Comcast	\$ 179.70
	\$
Other items:	
VKP – Rent	\$ 1,250.00
- Marketing services	\$ 2,000.00
City of Bremerton – BKAT recording (Jul-Aug)	\$ 262.50
Dept of L&I – Workers Comp	\$
Sound Publishing – advertising	\$ 680.00
NW Municipal Advisors (2021 services)	\$
PAGE TOTAL	\$10,091.36

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# XXX128**

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 \$6,450.00 on this 25th day of October, 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

Absent

John Morrissey

Absent

Thomas Bullock

VENDOR	AMOUNT
Project items – Poulsbo PERC	
Invoice GRNT #000847	\$ 6,450.00
PAGE TOTAL	\$6,450.00

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# XXX129**

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 \$86,287.13 on this 25th day of October, 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

Absent

John Morrissey

Absent

Thomas Bullock

VENDOR	AMOUNT
Project items – Port Orchard SKCEC	
Invoice – INV00961	\$ 86,287.13
PAGE TOTAL	\$86,287.13

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# XXX130**

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 \$142,237.84 on this 25th day of October, 2021.

Daron Jagodzinske

Daron Jagodzinske, Chair

A handwritten signature in blue ink, appearing to read "Phil Havers", written over a horizontal line.

Phil Havers

Patrick Hatchel

Pat Hatchel, Vice-Chair

Erin Leedham

Erin Leedham

Walter S Draper IV

Walt Draper, Treasurer

Absent

John Morrissey

Absent

Thomas Bullock

VENDOR	AMOUNT
Project items – Kitsap County Parks (PGHP)	
Invoice 21-0101	\$142,237.84
2021 Project Management work – Jan - Apr	
PAGE TOTAL	\$142,237.84

TO: KPF Board of Directors
FROM: Mike Walton, Executive Director
RE: Activity Update as of October 22, 2021.

Salient points for October 2021:

Regional Projects:

NK REC: No interaction, explore terminating agreement in 2022.

KFEC: Soccer remains a staple in the use of available fields, limited activity in Pavilion

KCC: 33 events held there in September, 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 fifth invoice, next will require 30% drawings.

- PGFHP - Attend Master Planning and Steering Committee meetings. First invoices received and processed, invoice process had problems, not have next invoice - \$142K - for processing.

Other Organizations:

VKP: New Director, Beth Javens, has completed Lodging Tax applications, is expecting less \$\$ for 2022. She is proposing a more data driven process for marketing and measurement, which should benefit us on the new project facilities.

Bonding & Funding:

Based on NWMA advice we have approved to move up the \$1 million real estate buy. I have updated the spend plan and record accordingly and are awaiting all the necessary supporting docs

General:

- Process of upgrading PC & network security now complete. PC upgrade complete and Comcast internet speed improved. Some s/w packages are still on old PC and will be re-installed in November.
- KPF website upgrade, is complete and the site was live on October 1.
- Have completed 15 of the almost 30 weekly, monthly, quarterly, annual and bi-annual processes than need to be performed to operate the KPF. These will be mostly complete by end of Oct in order to achieve a smooth transition to the new ED.
- Tracking invoices and payments to facility projects has been transferred to Shannon Thompson and Barker Creek Consulting for reporting at the Board Meetings.
- Have met with new ED and begun discussions about making the transition. He will come on board Nov1 but will be out the first week of Nov. I will cover the office during that time and continue transition when he returns Nov 8th. After that I will come in to assist as he requests it through the remainder of November.



KITSAP COUNTY PARKS

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

	2021 YTD	2020 YTD
REVENUE BY SOURCE		
BALLFIELD USAGE FEES	\$ 19,771	\$ 43,998
EQUIPMENT & VEHICLE RENTAL	\$ 12,594	\$ 5,124
SPACE & FACILITY RENTAL	\$ 119,348	\$ 118,232
YEAR TO DATE REVENUE	\$ 151,713	\$ 167,354

FAIRGROUNDS & EVENT CENTER ACTIVITY FOR SEPTEMBER

FACILITY RENTALS	Dates Reserved
Gordon Field	
Gordon #1 combined use	22
Tracyton Soccer	
Kitsap Alliance	
Gordon #2	22
Tracyton Soccer	
Lobe Field	
Lobee 1 combined use	16
Kitsap Alliance	
Tracyton Soccer	
Lobe #4 combined use	20
Tracyton Soccer Club	
Kitsap Alliance	
Pavilion	n/a
Presidents Hall	3
Van Zee	n/a

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) January 1, 2020 through December 31, 2020