



Virtual Meeting of the Board of Directors *
Monday, December 13, 2021
Webinar ID – 823 6307 4084 Passcode – 796369

AGENDA

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
 - A. Approval of previous Meeting Minutes – October 25, 2021
- 3. Public Comment** –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Within Zoom, use the “Raise Hand” option, or put a message in the Chat Box and the host will ask the question for you.
- 4. Facility Progress Report** – PGFHP, Eric Baker, Kitsap County
- 5. New Business**
 - A. Consent Agenda Consideration – D Jagodzinske & B Lawler
 - B. Review KPFD Office Technology Needs Quote – Exec Director
 - C. KPFD Credit Card Consideration - Exec Director & J Morrissey
 - D. Review Project Voucher Approval Process – S Thompson
 - E. 2022 Budget Approval – Exec Director & W Draper
 - F. Discuss Public Disclosure Requirements for Special Meetings – B Lawler
 - G. Review Resolution 01-2021 - 2022 Meeting Schedule
 - H. Review Resolution 03-2021 – Exec Director Appointment as Investment Officer
 - I. Review Resolution 04-2021 – Exec Director Voucher Approval Level
 - J. KPFD Resolution & Policy Review Committee – D Jagodzinske
- 6. Financial Reports**
 - A. Monthly Reports – OCT/NOV Financials – Exec Director & S Veach
 - B. Blanket Voucher – KPFD Operation Expenses (\$42,557.32)
- 7. Ongoing Business**
 - A. ED Activity Report (NOV/DEC) – Exec Director
 - B. Regional Facility Reports (OCT/NOV) – Exec Director

Meeting Adjourned

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Next 2022 Regular Board of Directors meeting:

Next Meeting: January 24, 2021, at 5:30 pm
Location: Virtual as Zoom Webinar
Topics: General Business, POB Progress Report

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Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Webinar

Monday, October 25th, 2021

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

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

Absent: Tom Bullock and John Morrissey

1. **Call to Order:** The Chair called the meeting to order at 5:31 PM.
2. **Meeting Minutes:** The ED presented the Minutes of the September 27th Virtual Regular Meeting of the Board of Directors.
Erin Leedham moved to approve the Meeting Minutes as submitted. The motion was seconded by Walt Draper and the motion passed unanimously.
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **Executive Session –** The Chair called for an Executive Session for an employment issue at 5:35 pm. Returned from Executive Session at 5:55 pm
Walt Draper moved to hire Russ Shiplet to be the new Executive Director and to adopt the employment agreement presented. Phil Havers seconded and the motion passed unanimously. Russ was invited to speak briefly to the Board and to the audience.
5. **Facility Progress Report:** Poulsbo_PERC – Karla Boughton, Poulsbo
Karla summarized the activities of the various Steering and Market Analysis Committees and the Site Concept and Building Design teams. Taking into account the site, space and budget constraints, a proposal from the architects was a combined event center and multipurpose site design that met the constraints. Also mentioned was that the recreation dept would remain the current city center location until some other conditions allowed it to relocate.
The result was a design with cost of event building at \$17 million w/o an outdoor pool or \$24 million with an outdoor pool. It also included an open green space, outdoor sports courts and a plaza/playground area. The draft Management Plan and the Financial Analysis would be completed by the end of Q1 2022, three months later than the original plan.
6. **New Business:**
 - A. **PERC ILA Revision** – Brian Lawler & Karla Boughton
Brian reviewed the proposed changes, indicating they were routine changes to the task schedule, reducing costs of some tasks and increasing others, keeping the overall total expenses the same. Karla confirmed they were asking for additional time to complete.
Phil Havers moved to approve the proposed changes as presented. Erin Leedham seconded the motion, and it was approved unanimously.
 - B. **Resolution 02-2021 – Authorizing the Wire/Transfer of Funds from 96977 Account**
Brian Lawler and the ED explained the requirement from the County Treasury dept. that a Resolution was necessary to authorize the wire transfer of any funds from the 96977 account of the KPFD portion of the funds to purchase the Kitsap Bank building of \$1 million.
Erin Leedham moved to approve Resolution 02-2021 – Authorizing the Wire/Transfer of Funds. It was seconded by Walt Draper and passed unanimously.
 - C. **2022 Budget Preview** – the chair recommended the Board Members read the budget prepared by the ED and approved by the Treasurer, to be prepared to approve at the next meeting.

- D. **Resolution 01-2021 – Proposed 2022 Meeting schedule.** The chair recommended the Board Members review the proposed Meeting Schedule prepared by the ED and to be prepared to approve at the next meeting.

7. Financial Reports:

- A. **Monthly Financials & Tax Rebate Summary** – No Tax Rebate Summary was available at this time. When it becomes available the ED will send it out. The ED reported on results from Susan Veach's monthly reports. The ED pointed out the transfer of additional funds to complete the fiscal year's budgeted amount. Also notable was that the 96977 balance rose to just over \$4 Million, assuring that the Pt Orchard wire of \$1 million was fully supported.
- B. **Expense Blanket Voucher** – The ED submitted a Blanket Voucher in the amount of \$10,091.36 for KPPD expenses from Sept to be paid.
Phil Havers moved to approve the Blanket Voucher in the amount of \$10,091.36. It was seconded by Erin Leedham and passed unanimously.
- C. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulsbo in the amount of \$6,450.00, from the PERC project for September invoices. It was concluded at the previous meeting that the tracking procedure and approval process would be taken over by the construction consultant in future and the procedure would now be presented at the Dec meeting.
Erin Leedham made a motion to approve the PERC Project Blanket Voucher in the amount of \$6,450.00. It was seconded by Walt Draper and passed unanimously.
- D. **SKCEC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Port Orchard for September invoices in the amount of \$86,287.23
Walt Draper moved to approve the SKCEC project voucher in the amount of \$86,287.23. Phil Havers seconded the motion and it passed unanimously.
- E. **PGFHP Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the County for invoices from January to June in the amount of \$142,237.84. (Note: there was a communication error that allowed the invoices to build up.)
Erin Leedham moved to approve the PGFHP project voucher in the amount of \$142,237.84. Walt Draper 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.

8. 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.

The Chair expressed his thanks to the ED for his 13 years of service to the KPPD. The ED accepted the thanks and expressed his satisfaction with his accomplishments and wished the Board good luck with the projects in the future.

The Meeting was adjourned at 7:01 pm.

Next Meeting of the Board: Zoom webinar on December 13th, 2021, at 5:30 pm

**Topics: General Business; PGFHP 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 2022.**
- Please check the website for updates.**



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PORT GAMBLE PROJECT

KITSAP PFD UPDATE



Kitsap County
December 13, 2022

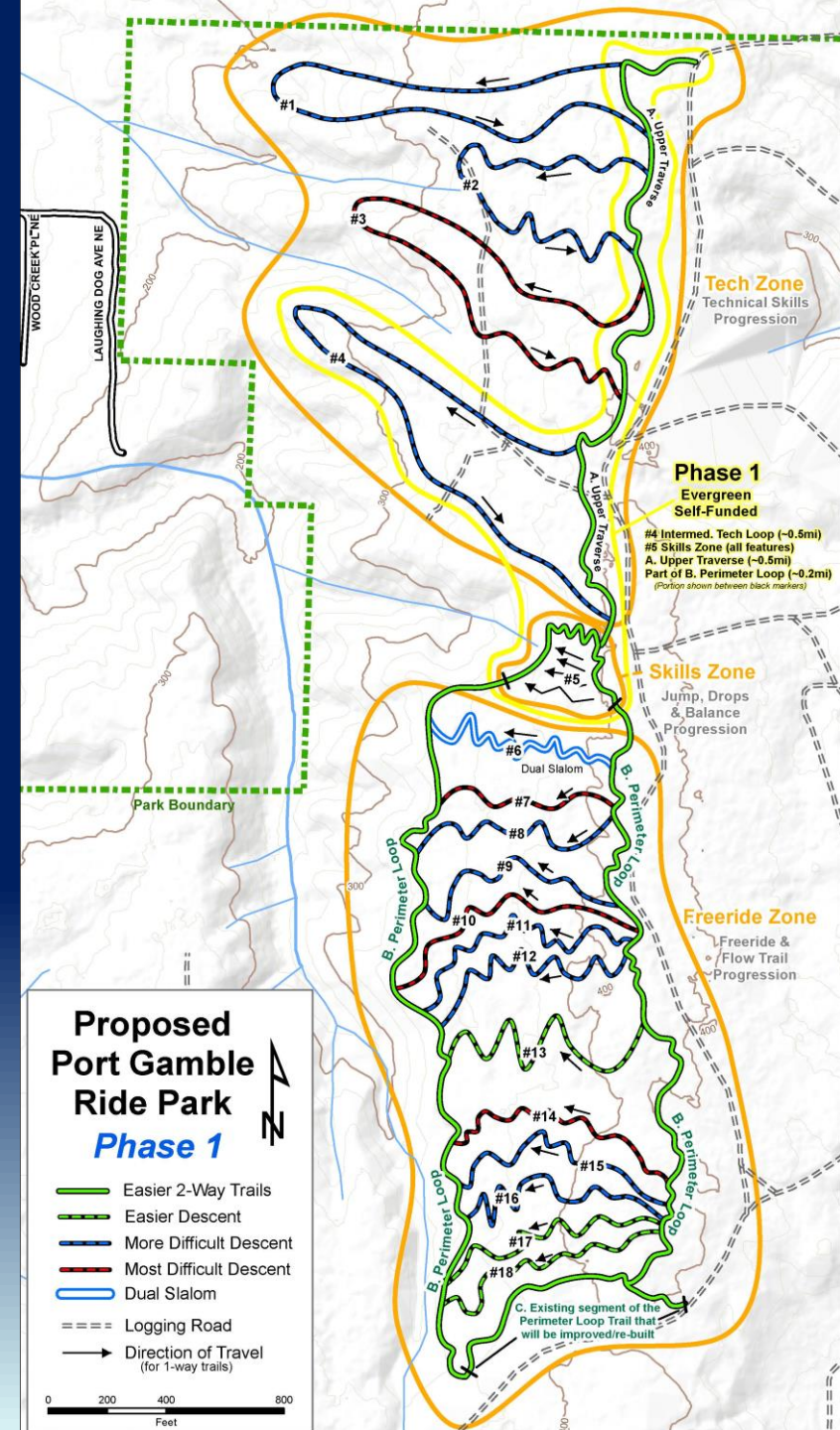
PROJECT ELEMENTS

- Mountain Biking Ride Park
- Sound to Olympic Trail
Northern Segment Trail Design
- Stottlemeyer Trailhead
- Port Gamble Forest Heritage Park
Master Plan



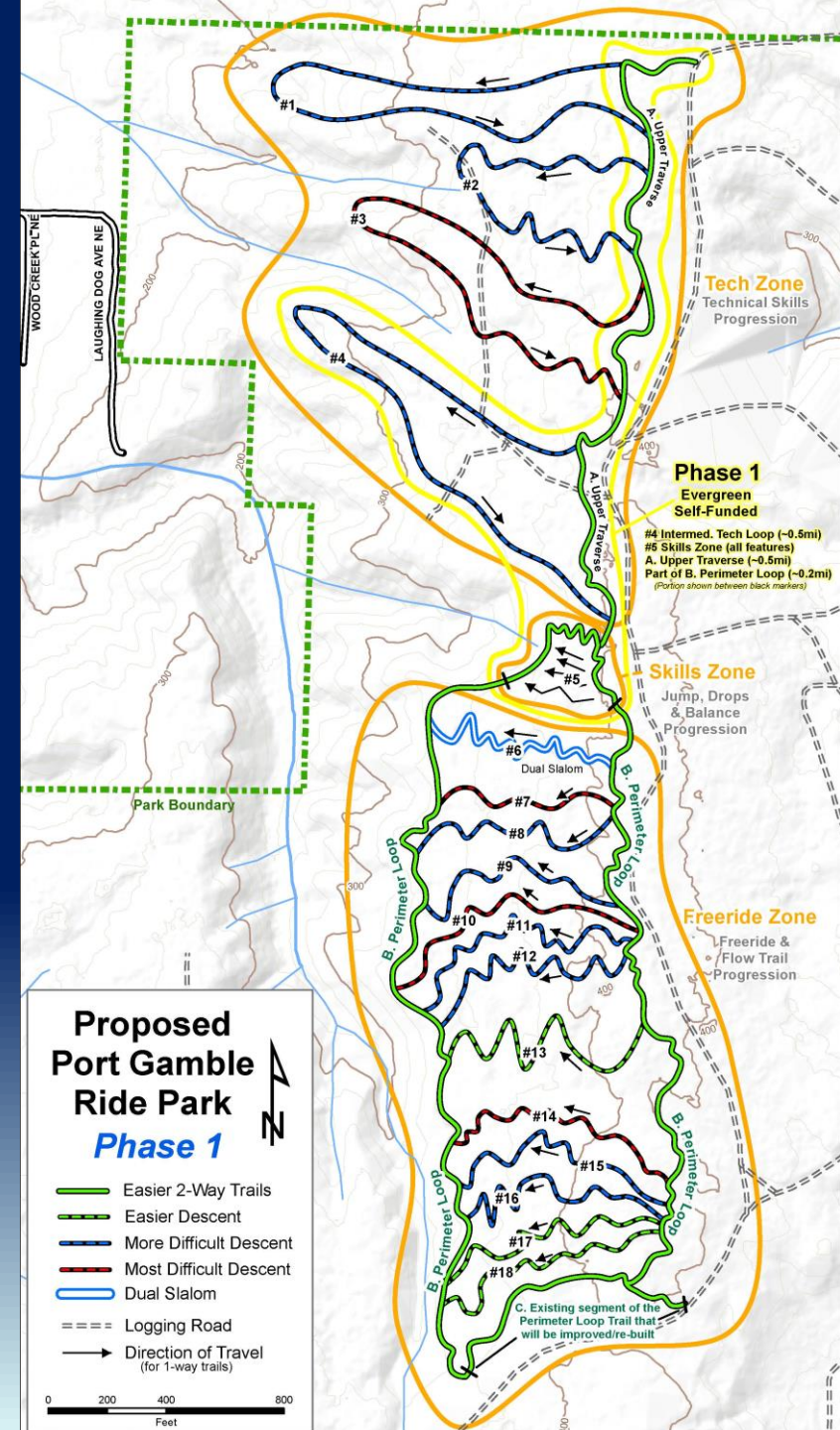
RIDE PARK

- Two Phases
- Phase 1:
Trail
Construction



RIDE PARK

- Contracted with Evergreen Mountain Bike Alliance
- Yellow Area Complete by Early 2022
- Orange area under construction through Summer and Fall 2022

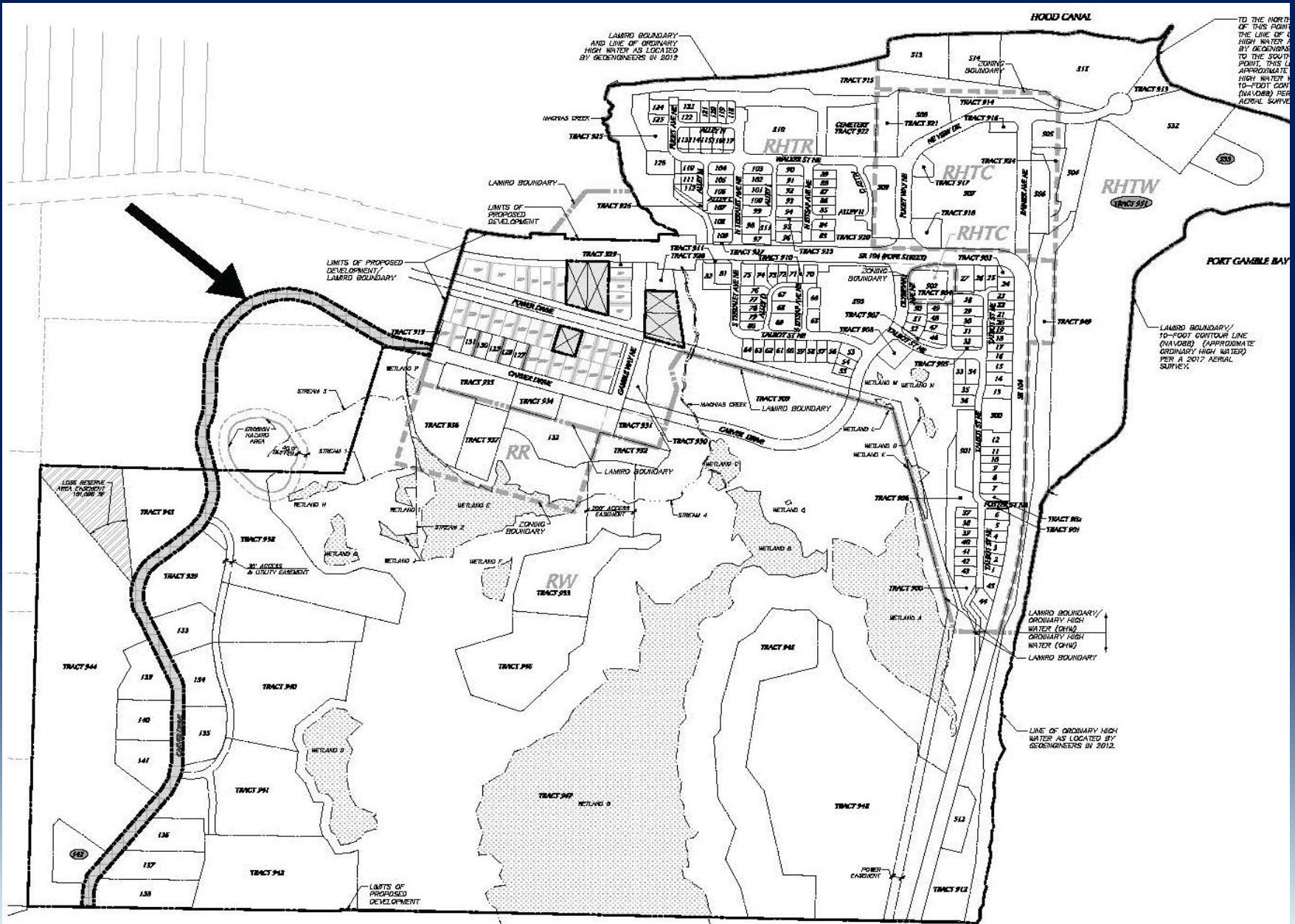


RIDE PARK

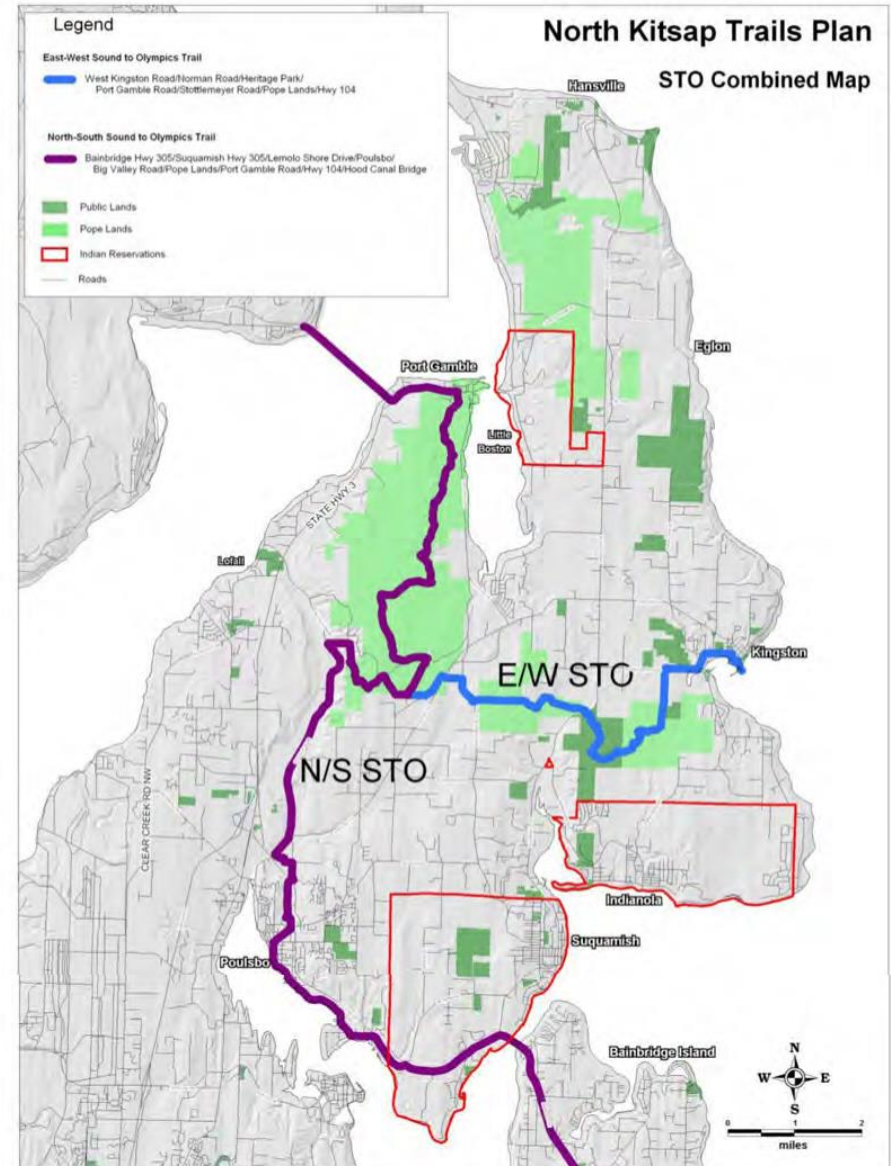
- Phase 2: Parking and Access Road
- 75 Vehicle Stalls
- Vault Bathrooms
- In Design
- Completion Fall 2022



RIDE PARK ACCESS ROAD



SOUND TO OLYMPICS TRAIL (STO)



STO TRAIL

- Connects Port Gamble to Ride Park
- Design Contracted and Underway
- Expected Completion End of 2022
- Some Funding Secured for Construction (2023-2024)



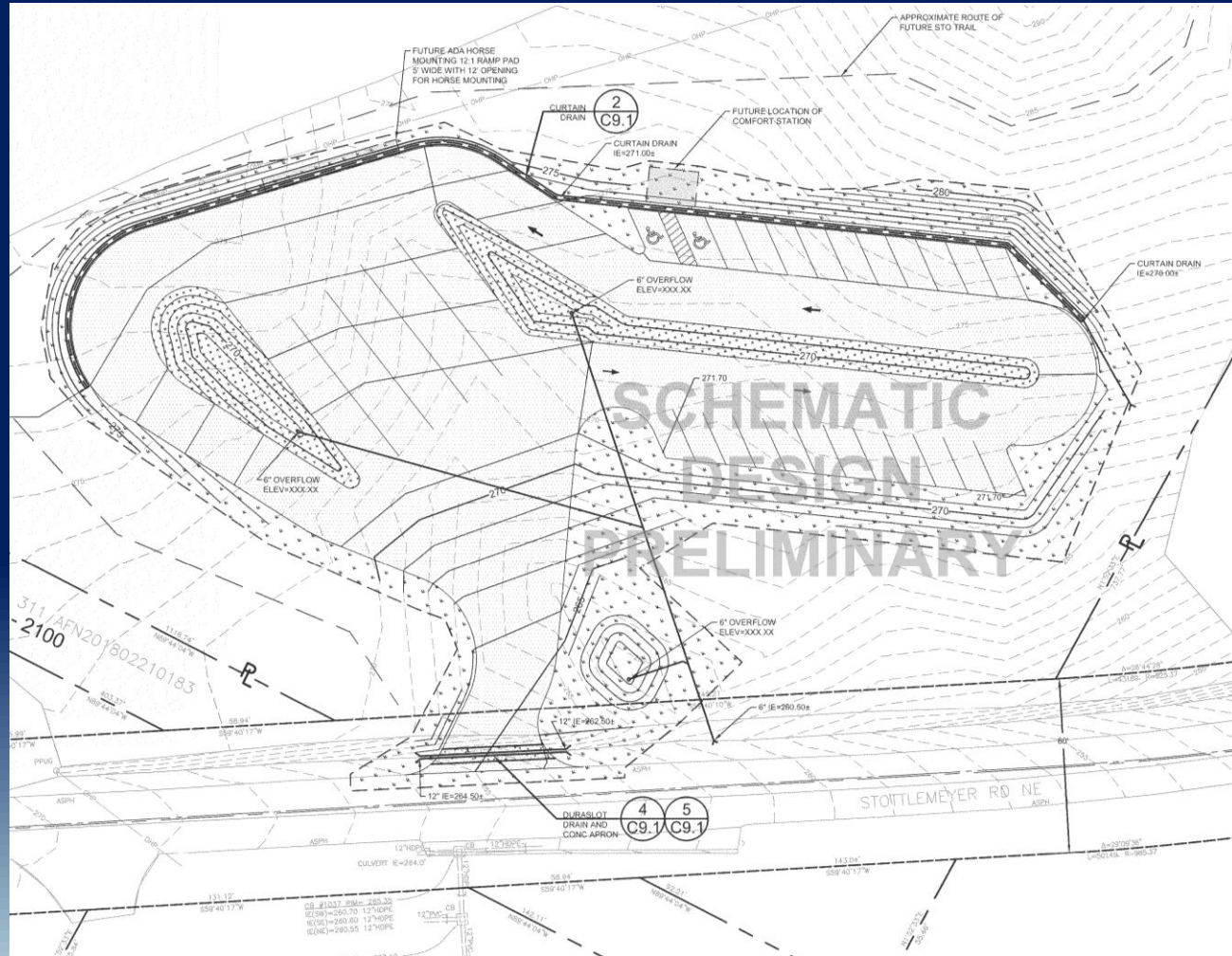
STOTTLEMEYER TRAILHEAD

- Southern Trailhead
- Connects to STO
- In Addition to Current Roadside Parking Area



STOTTLEMEYER TRAILHEAD

- **Design in Production**
- **25 Car and 5 Equestrian Parking Stalls**
- **Future Area for Bathroom**
- **Trees Acquired**



MASTER PLAN

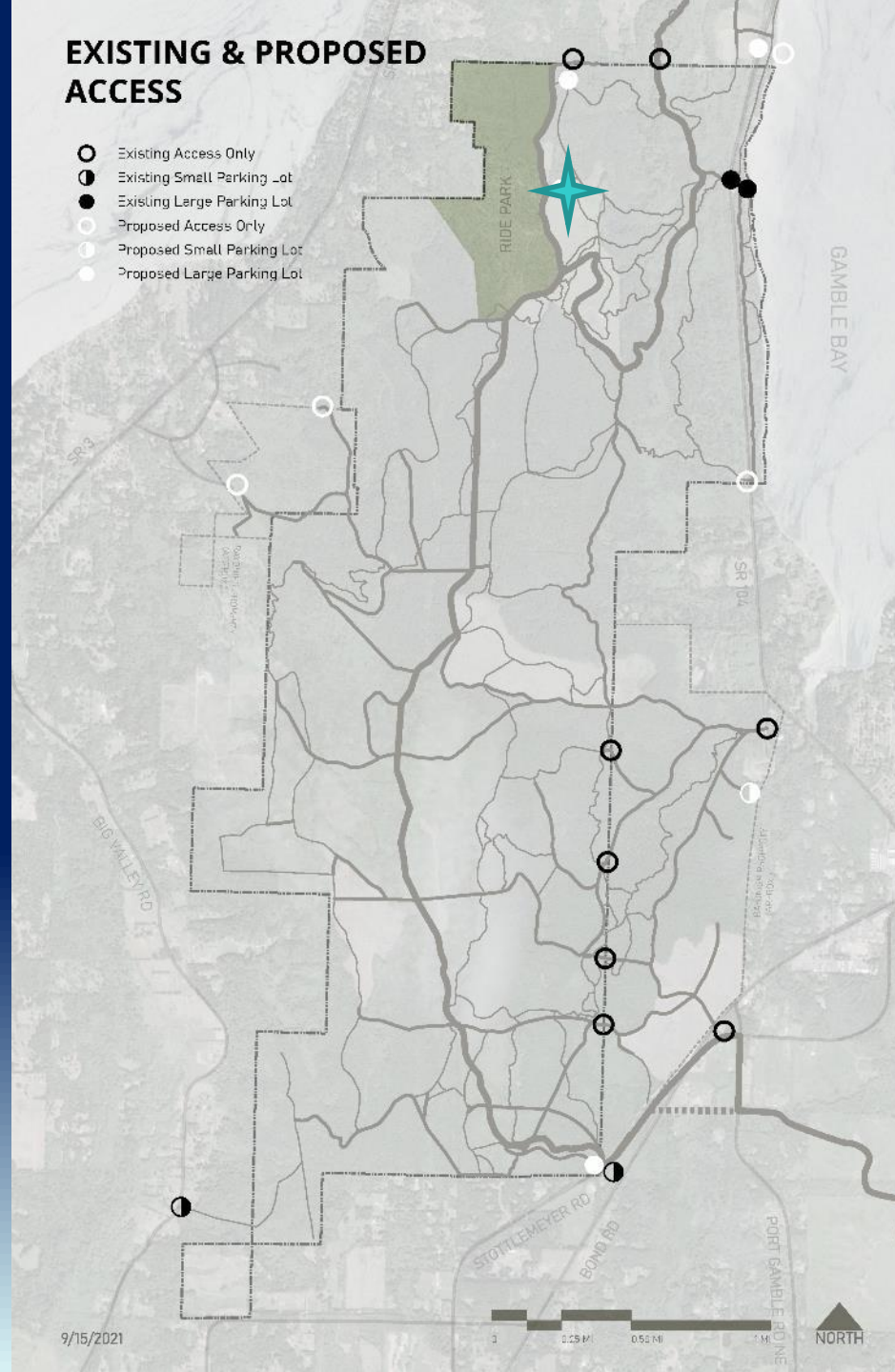
- Robust Public Outreach
- Hundreds of Comments and Suggestions
- Three Sets of Public Meetings
(Intro, Option Solicitation, Alternative Presentation)
- Close Collaboration with the Local Tribes
- Balancing Conservation with Recreation
- Three Draft Alternatives
- Educational Opportunities



MASTER PLAN

RECREATION

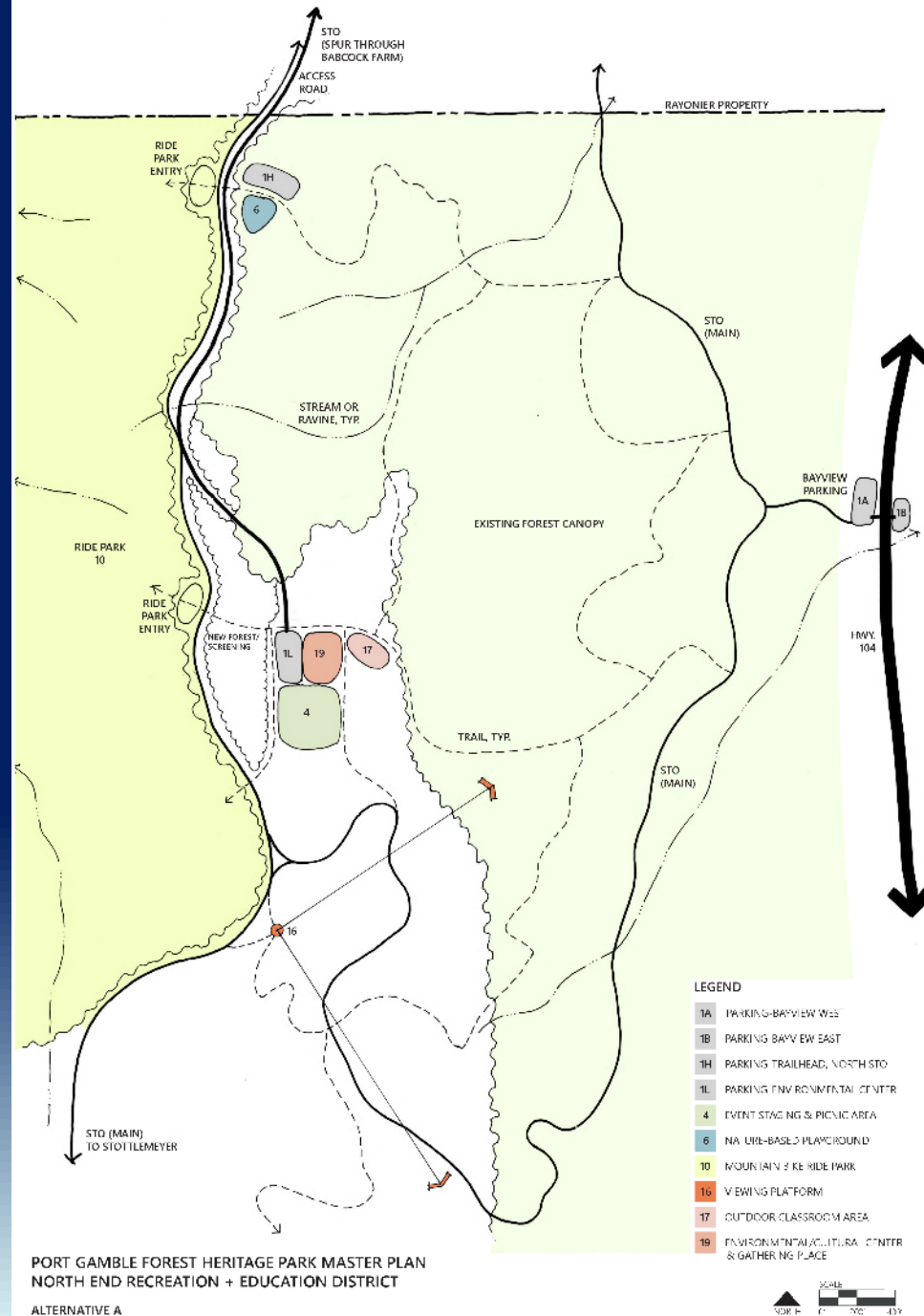
- Small focus of 3500-acre park
- Alts Range from 10 to 50 acres of total area
- Close connection to existing projects (Ride Park, STO)



MASTER PLAN

ALTERNATIVE A

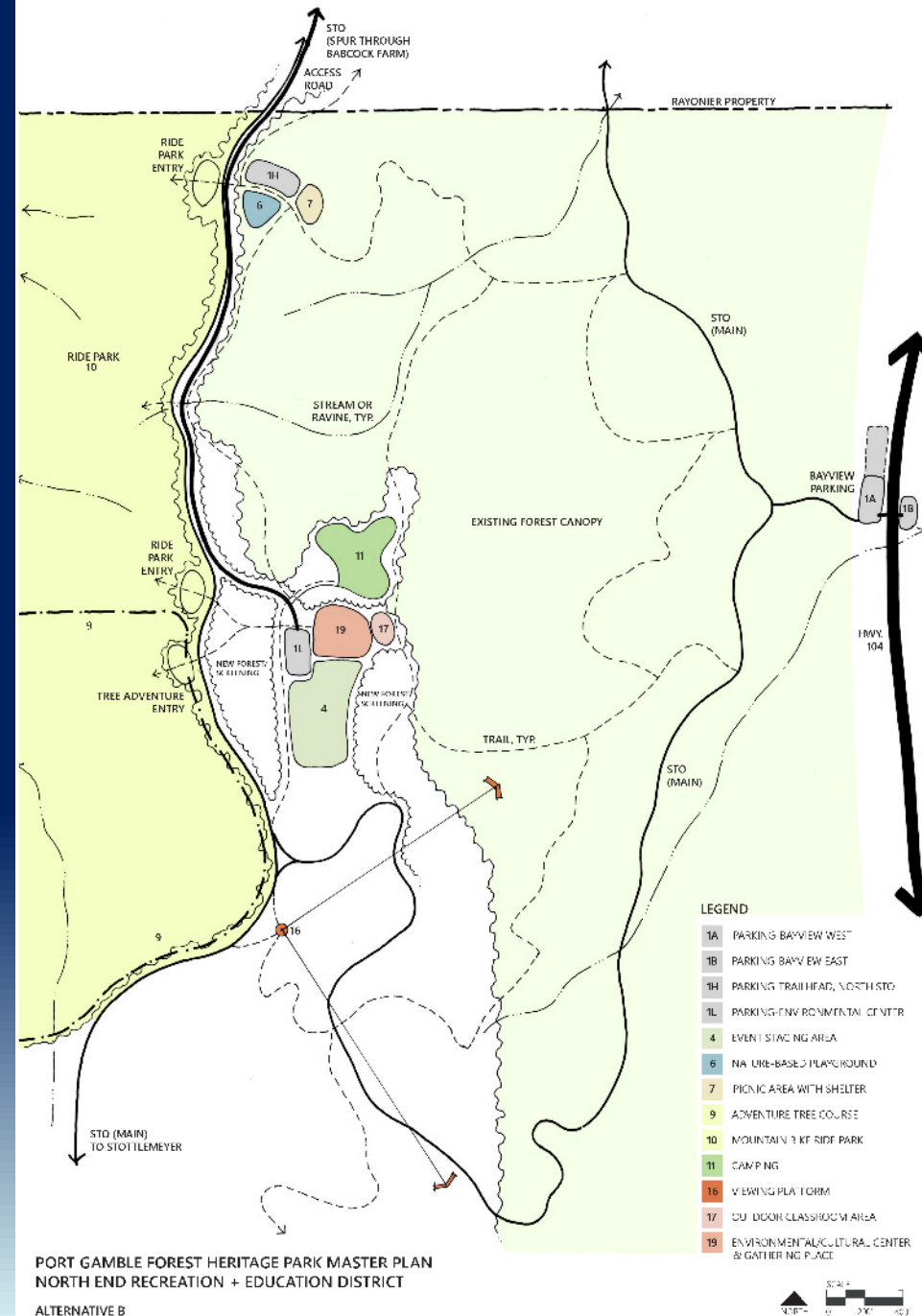
- Small Footprint
- Limited Uses with an Environmental Focus
- Additional parking
- Viewing Platform
- Nature-Based Playground



MASTER PLAN

ALTERNATIVE B

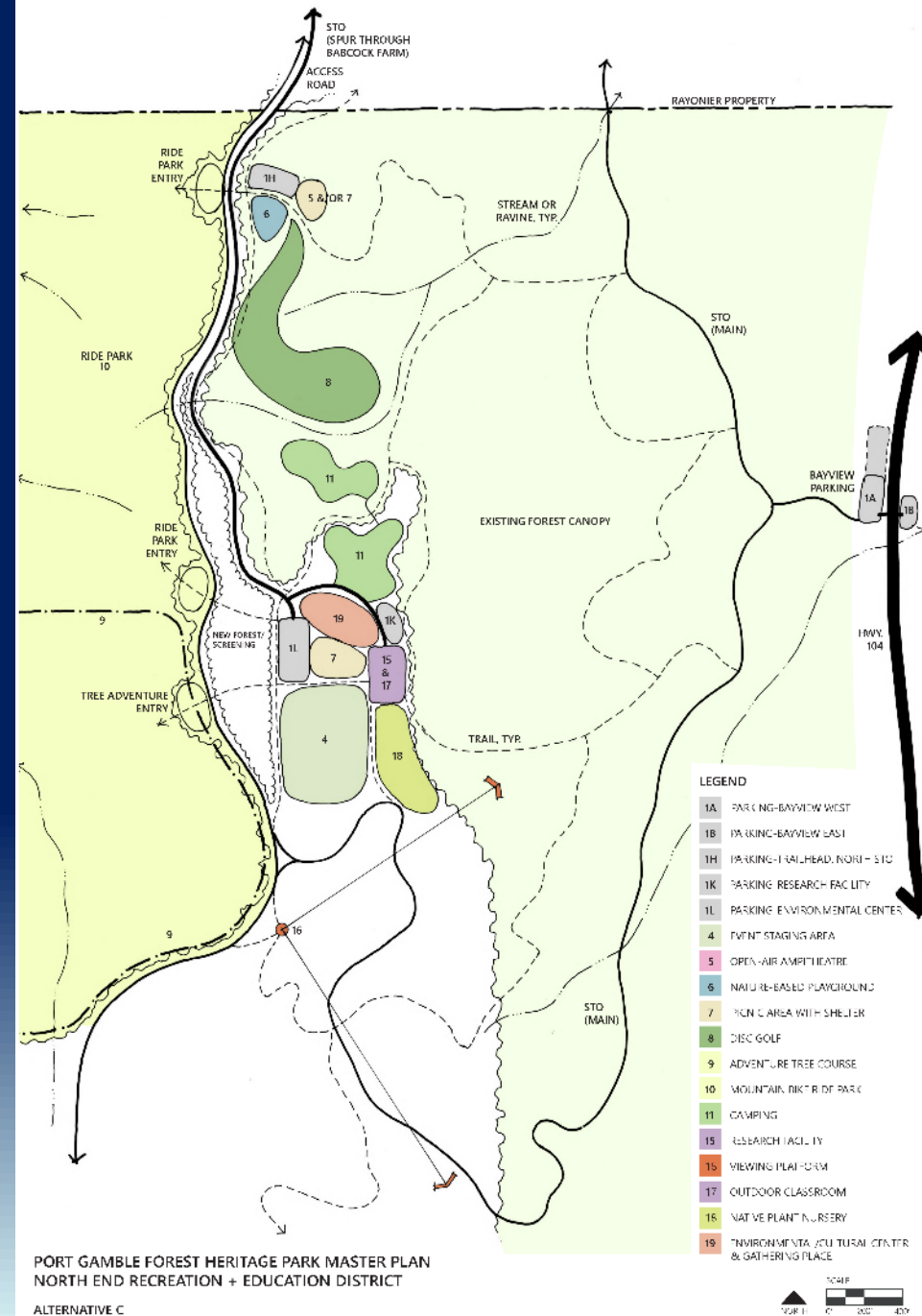
- Larger Footprint
- Uses from Alt A PLUS:
- Camping Area Included
- More Event Space
- Outdoor Classroom
- Picnic Area By Ride Park



MASTER PLAN

ALTERNATIVE C

- Largest Footprint
- Uses from Alt B PLUS:
- Expanded Camping, Event Space, Classroom and Educational/ Gathering Area
- Disc Golf Area
- Research Facility



MASTER PLAN

- Based on Public Comment, Preferred Alternative May Fall Between B and C in Terms of the Uses and Scale
- Preferred Alternative to be Available for Public Review and Comment January 2022
- Board Consideration in March 2022
- Leading to New Exciting Opportunities for Future PFD Funding in Mid-2022

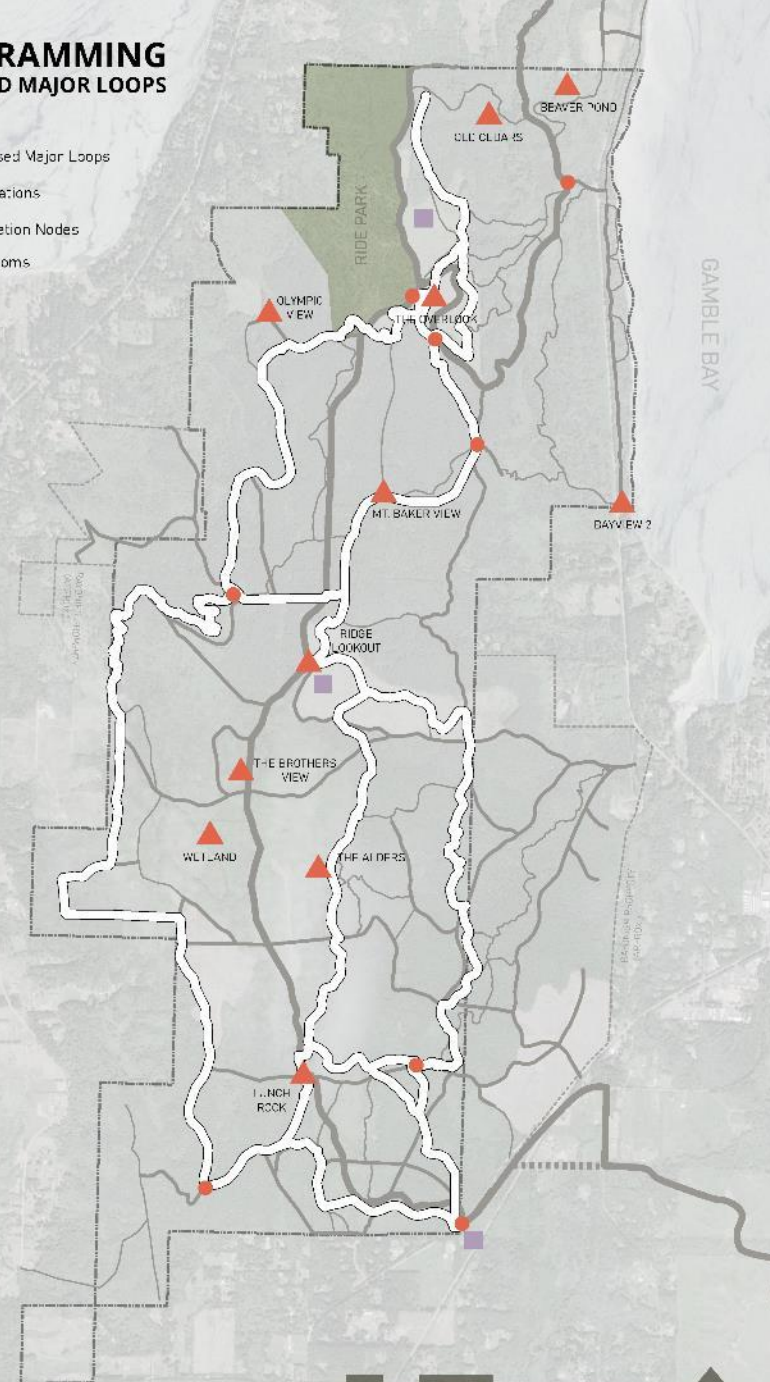
MASTER PLAN

TRAIL ROUTES

- STO
- Existing Recreational Routes
- Some Expansions and Decommissioning
- Focusing on Loops

PROGRAMMING PROPOSED MAJOR LOOPS

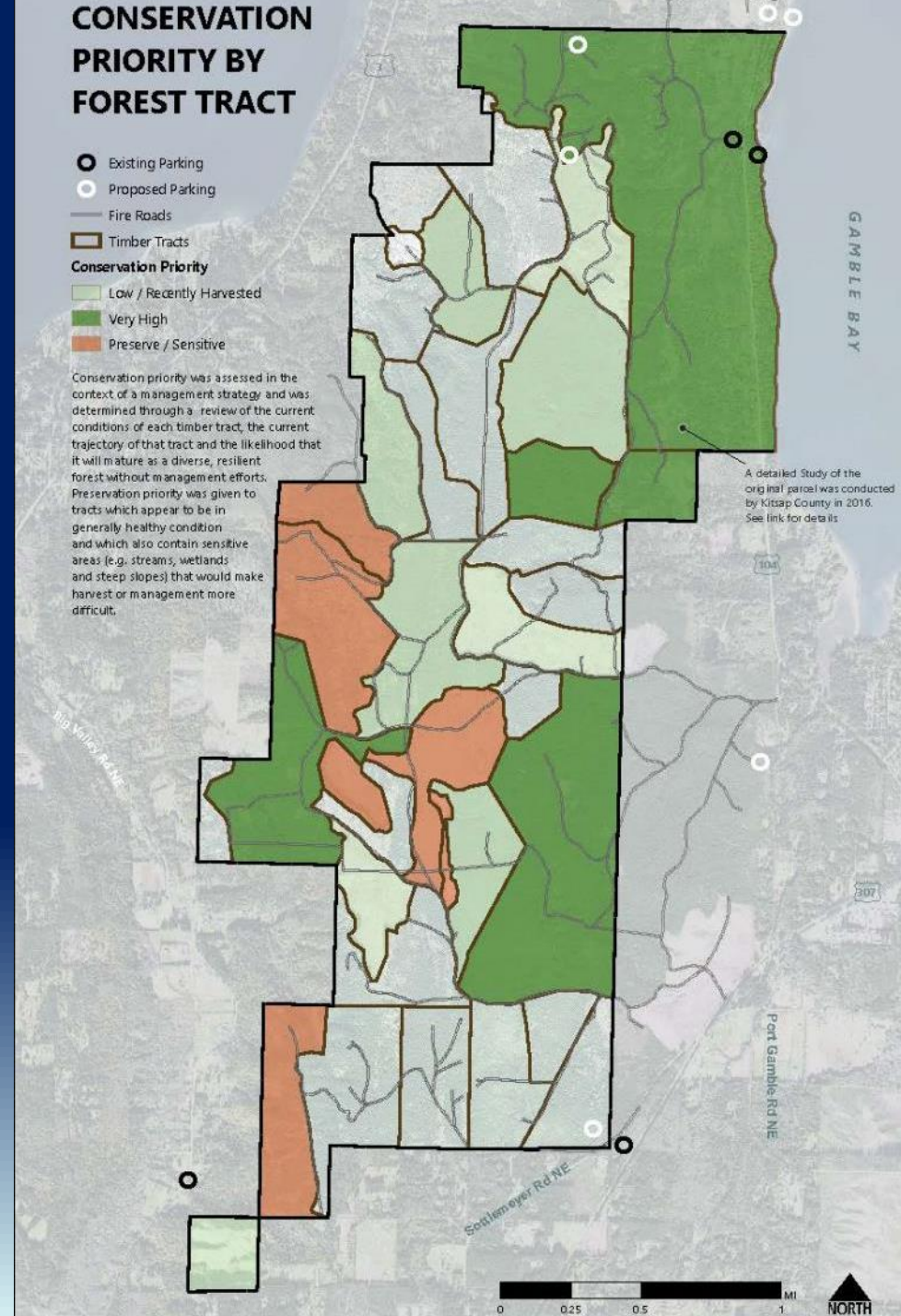
- Proposed Major Loops
- ▲ Destinations
- Orientation Nodes
- Restrooms



MASTER PLAN

CONSERVATION

- Priorities
- Tree Acquisition
- Restoration Focus
- Diverse Stands versus Monoculture
- Protect Wetlands and Stream Corridors



LEVERAGING

PFD Funds Leveraged:

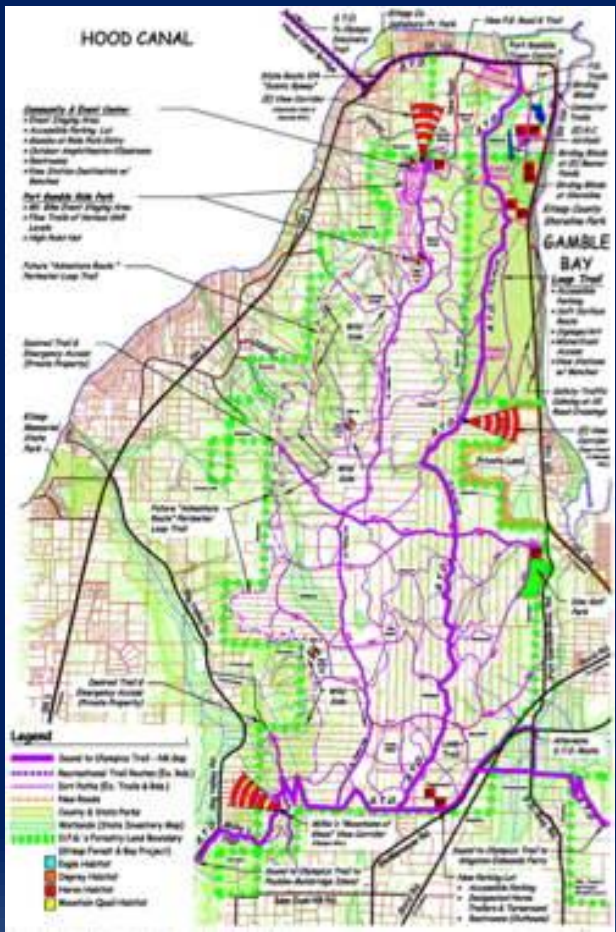
- STO Construction Funding
- Access Road Construction
- In-Kind Labor
(EMBA and Private Contractors)
- Trees on Stottlemeyer Trailhead
- Three New Parking Areas Off St. Hwy 104
- Additional High Habitat Open Space along the Bay and South of Port Gamble
- Land for STO Trail Connection to Kingston



CONSIDERATIONS

- Cost Estimates Based on 2019 Assumptions
- Due to COVID Delays, Workforce and Supply Shortages Prices are Escalating \$\$\$
- Kitsap and Its Partners Have Leveraged In-Kind Services and Costs Savings Where Possible To Stay On Schedule
- Budget May Become an Issue as We Move to Completion
- Kitsap May Request Additional Funds as Final Costs Are Known





FOR MORE INFORMATION

Eric Baker

ebaker@co.kitsap.wa.us

[Port Gamble Forest Heritage Park](http://portgambleforestpark.com)
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Q: What is a "Consent Agenda" and how will it make our meetings go faster?

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion..

What belongs on the consent agenda?

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

How are items on a consent agenda handled?

A consent agenda can only work if the reports and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the president or chairperson determines whether an item belongs on the consent agenda.
2. The president prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
4. At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
6. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
7. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
8. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

How to start using a consent agenda

In order to start using a consent agenda, the board should first adopt a rule of order allowing for the consent agenda process. A sample rule is:

“A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

It is important to make sure that all directors know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program.



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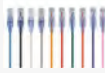
✓ Quote Summary

Network Onboarding


This quote covers the following equipment and services:

- Configure and install a UniFi Dream Machine to provide Firewall and Secure Wireless
- Configure and install a new Dell Latitude Laptop with Docking Station to replace the existing desktop workstation.
- Add an APC UPS for workstation power
- Any miscellaneous cables needed to connect existing peripherals and hardware
- Migrate the mwalton@kitsap-pfd.org email into the same account as the execdirector@kitsap-pfd.org and change licensing to Business Premium
- Clean up Microsoft 365 account and organize cloud storage to back up existing hardware
- Assist in cleaning up the Microsoft accounts signed in on the existing equipment
- Set up monitoring and security software


Infrastructure

Description		Price	Qty	Ext. Price
Ubiquiti Wireless Router - Dream Machine		\$373.75	1	\$373.75
UniFi Dream Machine - High-Performance Dual Band 802.11ac 4x4 Wave 2 AP - Managed 4-Port Gigabit Switch - Advanced Security Gateway with IDS/IPS and DPI - UniFi Network Controller with Intuitive User Interface - Scalable Through Additional UniFi Devices Connected to LAN - Powered by Fast 1.7 GHz Quad-Core Processor				
Miscellaneous One-Time Product		\$100.00	1	\$100.00
Misc - Network and Monitor Cabling				
Subtotal:				\$473.75

Workstations


Description		Price	Qty	Ext. Price
Dell Latitude 5420 Laptop - 16GB Ram, 512GB SSD, 14" Display		\$1,691.36	1	\$1,691.36
Dell Latitude 5420 Laptop - 11th Generation Intel Core i5-1145G7 - 512GB M.2 SSD - 16GB Ram - Win10Pro - 14" Display - 3yr Pro Support				
Subtotal:				\$1,691.36

Peripherals

Description		Price	Qty	Ext. Price
APC workstation UPS 600VA		\$80.46	1	\$80.46
APC Back-UPS 600VA Tower UPS - 10 Hour Recharge - 120 V AC Input - 120 V AC Output - 7 x NEMA 5-15R, 1 x USB CHARGING PORT				



Peripherals

Description		Price	Qty	Ext. Price
Dell WD19S Docking Station		\$310.61	1	\$310.61
Dell Dock – WD19S 90W Power Delivery – 130w AC				
Subtotal:				\$391.07

Services

Description	Price	Qty	Ext. Price
Project Management - Fixed Fee	\$150.00	7	\$1,050.00
Professional Services - Fixed Fee			
Project Engineer - Fixed Fee	\$125.00	8	\$1,000.00
Professional Services - Fixed Fee			
Project Technician - Fixed Fee	\$100.00	27	\$2,700.00
Professional Services - Fixed Fee			
Microsoft 365 Domain Migration	\$500.00	1	\$500.00
Microsoft 365 Domain Migration			
\$500 per domain			
Microsoft 365 User Migration	\$100.00	2	\$200.00
Microsoft 365 User Migration			
Subtotal:			\$5,450.00



HDCav New Client Network Onboarding

**Prepared by:****HDCav**

Jess Mooney
360-930-6990
Jess@Hdcav.com

Prepared for:**Kitsap Public Facilities District**

9230 Bay Shore Dr NW, Suite 101
Silverdale, WA 98383
Russ Shiplet
(360) 698-1885
ExecDirector@kitsap-pfd.org

Quote Information:**Quote #: 001767**

Version: 1
Delivery Date: 12/01/2021
Expiration Date: 12/29/2021

Quote Summary

Description	Amount
Infrastructure	\$473.75
Workstations	\$1,691.36
Peripherals	\$391.07
Services	\$5,450.00

Subtotal: \$8,006.18**Estimated Tax: \$720.55****Total: \$8,726.73**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. By signing this document you agree to pay product and labor invoices linked to this quote in advance. You also agree to the terms and conditions at www.helpdeskcavalry.com/msa

HDCav**Kitsap Public Facilities District**

Signature: _____

Name: Jess MooneyTitle: Director of Sales & MarketingDate: 12/01/2021

Signature: _____

Name: Russ Shiplet

Date: _____

✓ Quote Summary

Managed Service Agreement

This is a quote for a New Managed Service Agreement.

✓ Help Desk Cavalry

Who We Are

Help Desk Cavalry was founded to give businesses a professional IT team without hiring employees of their own. Since our founding, we've welcomed small businesses, large businesses, and organizations into our family. We provide the highest level of care at a monthly rate you can expect. Your technology should not work at the expense of your budget, it should make your business better so you can focus on doing what you do best. We treat our team like family as well as our clients. Our team provides friendly, patient, and knowledgeable service to our community of clients, who know that the success of their business is just a phone call away.

Our Team

Help Desk Cavalry is composed of a family of individuals that take care of each other, so that we can take better care of our clients. The family consists of more than a dozen certified “geeks” with a passion to help others. While other “technicians” provide quality service, our focus is not only to “fix the problem”, but to help the process run smoother moving forward. Our owner served as a Cavalry Scout in the US Army. He then came up with the idea of a community “Help Desk” after working for a local company as the help desk technician. These two experiences are where the company name of “Help Desk Cavalry” originated from. We are obsessed with our clients' success!

Our Mission

Building lasting relationships within our community by being friendly, patient, and knowledgeable.

Our Values

Family

We spend much of our waking life involved in relationships associated with the work place. As a result, “business is personal” to us.

Service

We strive to create loyal clients that are more than satisfied — spreading word that Help Desk Cavalry is extraordinary and they are confident in their technology and the services we provide.

Trust

Trust is earned through support of one another at all times. We believe in the basic honesty and reliability of teammates and clients. We must treat everyone with dignity and respect. Open, honest and respectful communication is essential to our success.

✓ Help Desk Cavalry

Integrity

We value integrity in all of our relationships. Integrity is marked by open and honest communications and delivering on the expectations we set with each other and clients.

✓ STATEMENT OF WORK

INITIAL EFFECTIVE DATE: 01/01/2022

The Statement of Work set forth below is governed by and subject to the Master Services Agreement available on at www.HelpDeskCavalry.com/MSA.

Definition of Coverages

This section details service offerings for all plans. Only the services specifically designated as part of the coverages under "Included Services" are included in this agreement.

AUTOMATED MONITORING; Covers automated monitoring and alerting for all critical server services.

- Automated network monitoring services will be provided 24/7/365.
- If response to alerts generated from the automated monitoring system require escalation to a Technician, such response will only be during Regular Business Hours.

SECURITY; HELP DESK CAVALRY will provide the following services to keep the CLIENT network and computers secure. All covered workstations and servers will receive security patches through our patch management and anti-virus updates as listed below. Firewall logs will be monitored and alerts will be configured for suspicious behavior from both internal and external sources. Web Filtering will be configured per the CLIENT'S needs, modifications and "whitelisting" to the filter are included on an as needed basis. Security logs will be monitored for suspicious activity. User accounts will be added, modified or disabled per CLIENT requests. User account permissions including file system, shares and security groups will be managed on an as needed basis. All changes to the security settings of the CLIENT environment must be approved by authorized CLIENT individuals.

DNS PROTECTION LICENSES; HELP DESK CAVALRY will grant CLIENT a license for a commercial DNS protection with advanced URL reporting and policy customization. This option provides complete endpoint protection through DNS. DNS is included at no extra cost for all devices.

ADVANCED EMAIL THREAT PROTECTION LICENSES; HELP DESK CAVALRY will grant CLIENT a license for a commercial multi-layered filtering and industry leading cyber threat intelligence to monitor email traffic from spam, malicious attacks, ransomware, viruses and phishing.

ANTI-VIRUS AND MALWARE AGENT LICENSES; HELP DESK CAVALRY will grant CLIENT a license for a commercial Anti-Virus Package to use only during the term of this agreement. Such licenses are provided only for the number of devices covered under this Agreement. HELP DESK CAVALRY, at its sole discretion, may change vendors for this application.

PATCH MANAGEMENT; Includes the installation of approved vendor patches from major vendors.

- CLIENT allows HELP DESK CAVALRY to install patches and reboot the server when necessary.
- This is an automated process which runs outside of Regular Business Hours.



STATEMENT OF WORK

- The time window for the patch process & reboots are scheduled after-hours.
- Patches will be tested the week they are released and deployed to CLIENT the following week.
- CLIENT Patch Policy will be adhered to or adjusted as needed.
- Patches that are not deployed for technical reasons will be documented including the risks of not deploying them.

DOCUMENT & PASSWORD VAULT

o Mitigate Cyberattacks

Avoid hackers exploiting sloppy, dangerous password habits by keeping your data locked inside a trusted, secure, and reliable password management tool.

o Airtight Security

Know exactly who accesses what password and when. You can rest easy knowing that your information is protected by the highest security measures, with SSL data encryption, SOC 2 compliance, and ongoing auditing.

o Process Optimization

Give your business a simple way to adopt consistent processes for increasing productivity. You can store and set user permissions for standard operating procedures (SOPs) that align with your business needs.

MULTI-FACTOR AUTHENTICATION; HELP DESK CAVALRY will grant CLIENT a commercial license and assist CLIENT in setting up Two Factor Authentication (2FA). This adds an additional layer of security so that if passwords are ever stolen, data remains protected.

DARK WEB MONITORING; HELP DESK CAVALRY will grant CLIENT a license for a commercial license to monitor the Dark Web in real time for CLIENT domain user information. Proactive alerting will enable us to be proactive in preventing a data breach. We can scan the Dark Web and take action to protect your business from stolen credentials that have been compromised and posted for sale.

HUMAN FIREWALL TESTING & TRAINING; HELP DESK CAVALRY will grant CLIENT a license for a commercial integrated platform for cyber-security awareness training combined with simulated phishing attacks to assist CLIENT with the continued growing problem of social engineering.

ASSET MANAGEMENT; HELP DESK CAVALRY will maintain a comprehensive database of asset information on the entire network. CLIENT may request at any time, a copy of the information in the report.

BACKUP AGENT LICENSES; HELP DESK CAVALRY will grant CLIENT a license for a commercial Backup software to use only during the term of this agreement. Such licenses are provided only for the number of devices covered under this Agreement. HELP DESK CAVALRY, at its sole discretion, may change vendors for this application.

BACKUP MANAGEMENT AND DISASTER RECOVERY PLANNING; HELP DESK CAVALRY will monitor backups to ensure they are running successfully to the local backup server or storage device as well as nightly to the HELP DESK CAVALRY data center. HELP DESK CAVALRY will periodically test the integrity of the backup data. HELP DESK CAVALRY will provide the restoration of required data or systems, from backup as needed. In the event of total failure of a covered system restoration to a Virtual system is included at the discretion of HELP DESK CAVALRY. HELP DESK CAVALRY will conduct an annual analysis and recommendations for business continuity in the event of a major disaster,



STATEMENT OF WORK

including server failure, data loss, or other disaster.

VENDOR MANAGEMENT; Provides interaction with CLIENT's IT vendors, including (if applicable), phone system, printers, websites, proprietary software, line of business applications, and communication services to resolve any service issues, as well as to assist in the negotiation of rates or new service/contracts/acquisition of new equipment.

VOICE OVER IP; Management of telephony platforms provided by HELP DESK CAVALRY, to include call routing, holiday updates, software and hardware firmware updates. Actual Software Version upgrades will be considered out of scope and billable at standard PROJECT rates.

OFFICE 365; HELP DESK CAVALRY will provide administration services for Office 365 of the users under this agreement. Additional users will need to be added to the "Quantity of Coverage / Additional Cost" section or under the "Out of Scope: PROJECT RATES" under the "Rate and Fee Schedule" below. Design or customization work in Office 365 is considered out of scope.

REMOTE SUPPORT; Includes unlimited services delivered by remote means; either by phone or by remote connection to server. Should a server require a reboot, this will be scheduled after hours unless requested or pre-approved by CLIENT. Other than scheduled server reboots, services under this coverage are provided **ONLY** during regular business hours. Remote support will be considered billable at normal onsite rates with travel time one direction.

ONSITE SUPPORT; Includes services performed at CLIENT's sites as covered under this agreement. Onsite support services will only be for devices, sites and users covered under this agreement. Onsite support is at HELP DESK CAVALRY's discretion; and is normally provided after remote support efforts have been exhausted. Onsite support will be considered billable at normal onsite rates with travel time one direction.

AFTER-HOURS SUPPORT; Includes support services outside of Regular Business Hours for critical issues in which the support request is identified and initiated by CLIENT.

- Support requests must be initiated through after-hours phone support by CLIENT.
- It is under HELP DESK CAVALRY's sole discretion to determine what is deemed to be a critical issue; HELP DESK CAVALRY reserves the right to deny coverage outside Regular Business Hours for any service requests that are not considered to be critical to the operation of the business. Typically, any issue in which there is a reasonable work-around is not considered critical.
- Under this coverage item, all critical remote support services are included, regardless of the time of day. On-site services, if required to restore critical services, are **EXCLUDED** and will be invoiced hourly.
- All requests by CLIENT for assistance outside of Regular Business Hours for service other than critical issues will be invoiced hourly per the Rate and Fee Schedule below.

HARDWARE SUPPORT; HELP DESK CAVALRY includes labor on all equipment that is under this agreement. If equipment is purchased from HELP DESK CAVALRY, parts are covered under this agreement as well. Should a piece of equipment that was purchased from HELP DESK CAVALRY fail completely, a replacement device will be provided unless the equipment was stolen or physically damaged.

IT BUSINESS REVIEWS; A comprehensive meeting performed on a regular basis with CLIENT and HELP DESK CAVALRY to analyze service trends over the past period and to work on planning for the future in regards to projects or special service requests. As needed, this service may include more frequent check-in calls with CLIENT and Account Managers at HELP DESK CAVALRY to enhance communication.

Minimum Standards Required for Services



STATEMENT OF WORK

In order for CLIENT's existing environment to qualify for services, the following requirements must be met:



- OPERATING SYSTEM – Support under this agreement will apply only to Operating Systems and software which is on the current commercial version, plus two (2) versions back; ***unless no longer supported by the manufacturer.***
 - o Desktop Operating Systems will only be supported with Professional or Enterprise versions.
- All hardware and systems shall be covered under an active vendor support contract or warranty; and all software must be genuine, currently licensed and vendor-supported. Should third-party vendor support charges be required in order to resolve any issues, CLIENT shall be responsible for any and all such costs.
- The environment must have a currently licensed, HELP DESK CAVALRY approved, up-to-date and vendor-supported anti-virus solution protecting all servers, desktops, notebooks and laptops.
- The CLIENT must have a currently licensed, HELP DESK CAVALRY approved, vendor-supported server-based backup solution that can be monitored, and which can send notifications on job failures and successes.
- The CLIENT must have a currently licensed, vendor-supported hardware firewall between the internal network and the internet. Vendor-supported is defined as the ability of HELP DESK CAVALRY to contact vendor for support specifically for the hardware/appliance/device covered under this agreement.
- All Wireless data traffic in the environment must be securely encrypted.
- All Equipment must be no older than five (5) years old.

Any equipment that doesn't meet the minimum requirements should be scheduled as a project replacement with HELP DESK CAVALRY.

Dealing with Chronically Failing Equipment;

Experience has shown, equipment belonging to the client which has initially passed Minimum Standard Requirements for Service can reveal itself to become chronically failing. This means that the equipment repeatedly breaks down and consistently causes user and business interruption even though repairs are accomplished. Should this occur, while rare, client agrees to work constructively and positively with HELP DESK CAVALRY to replace the equipment at an additional cost to CLIENT through HELP DESK CAVALRY.

Monthly Services

Description		Recurring	Qty	Ext. Recurring
Managed User Security Services		\$150.00	1	\$150.00
Employee IT Services, this includes Server Management and User Management				
Taxable Network Location/Site		\$100.00	1	\$100.00
Network Location Service				

Monthly Services

Description	Recurring	Qty	Ext. Recurring
Monthly Subtotal:			\$250.00

HDCav Managed Service Agreement

**Prepared by:****HDCav**

Jess Mooney
360-930-6990
Jess@Hdcav.com

Prepared for:**Kitsap Public Facilities District**

9230 Bay Shore Dr NW, Suite 101
Silverdale, WA 98383
Russ Shippet
(360) 698-1885
ExecDirector@kitsap-pfd.org

Quote Information:**Quote #: 001766**

Version: 1
Delivery Date: 12/01/2021
Expiration Date: 12/29/2021

Monthly Expenses Summary

Description	Amount
Monthly Services	\$250.00

Monthly Subtotal: **\$250.00**

Estimated Tax: **\$9.00**

Monthly Total: **\$259.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. By signing this document you agree to pay product and labor invoices linked to this quote in advance. You also agree to the terms and conditions at www.helpdeskcavalry.com/msa

HDCav**Kitsap Public Facilities District**

Signature: _____

Name: Jess MooneyTitle: Director of Sales & MarketingDate: 12/01/2021

Signature: _____

Name: Russ Shippet

Date: _____

✓ Response to Service Requests and Support Tiers

The following table shows the targets of response and resolution times for each priority level:

Trouble	Acknowledgement Time	Priority	Response Time	Resolution Time
Service not available (<i>all users and functions unavailable</i>).	Acknowledgement of service request within 1 business hour	1	Within 1 business hour	Best Effort
Significant degradation of service (<i>large number of users or critical functions affected</i>).	Acknowledgement of service request within 1 business hour	2	Within 2 business hours	Best Effort
Limited degradation of service (<i>limited number of users affected, business process can continue</i>).	Acknowledgement of service request within 1 business hour	3	Within 8 business hours	Best Effort
Small service degradation (<i>business process can continue, or one user affected</i>).	Acknowledgement of service request within 1 business hour	4	Within 16 business hours	Best Effort

The following details and describes our Support Tier levels:

Support Tier	Description
Dispatch	All support incidents begin with our dispatcher where the basic information is gathered, the initial trouble ticket is created, and is then assigned to the appropriate support Tier.
Tier 1 Support	Most trouble tickets begin with Tier 1, where the issue is identified and clearly documented, and the basic troubleshooting is initiated.
Tier 2 Support	If trouble ticket cannot be resolved with Tier 1 Support, the ticket is escalated to Tier 2, where more complex support on hardware/software issues are investigated.
Tier 3 Support	Trouble tickets that cannot be resolved by Tier 2 Support are escalated to Tier 3, where support is provided by Technicians who will collaborate with 3 rd Party Support to resolve complex issues.
Onsite Support	Support incidents that are found to require onsite support by any Tier Level of Support are escalated to Onsite support. The onsite technician may work independently, collaborate with other Support Technicians, or even reach out to 3 rd Party Support.
3 rd Party Support	All software and hardware should have a support contract with the appropriate manufacture. Any Tier level of support can work with 3 rd Party Support to resolve the issue as quickly as possible.

✓ Additional Fees

This agreement is based on a monthly flat-fee for the following counts. If during the term of this agreement, CLIENT exceeds or removes any of the "Initial Agreement Quantity", monthly fees will be adjusted accordingly.

✓ Additional Fees

For services covered under this Statement of Work, the following rates and fee structure will apply:

- Standard Billable Rate under this agreement is \$100 per hour. The different rate multipliers for after hours and holidays is listed below (i.e. "1.5x" indicates the hourly rate is 1.5x\$100 = \$150 per hour).

DESCRIPTION OF SERVICE	HOURS	RATE
24x7x365 network monitoring	24x7x365	Included
Remote PC management/Help Desk	7:30am - 5:00pm M-F	Included
Remote printer management	7:30am - 5:00pm M-F	Included
Remote network management	7:30am - 5:00pm M-F	Included
Remote server management	7:30am - 5:00pm M-F	Included
Onsite Services	7:30am - 5:00pm M-F	Included
Remote Services 1-hr minimum	5:01pm – 9:00pm M-F	1x
Onsite Services 1-hr minimum	5:01pm – 9:00pm M-F	1x
Remote Services 2-hr minimum	Holiday and all other times	1.5x
Onsite Services 2-hr minimum	Holiday and all other times	1.5x
Out of Scope: PROJECT RATES	7:30am - 5:00pm M-F	1x
Out of Scope: PROJECT RATES	5:01pm – 9:00pm M-F	1.5x
Out of Scope: PROJECT RATES	All other times	1.5x
vCIO: Additional Hours RATES	24x7x365	2.0x



Virtual Meeting of the Board of Directors *
Monday, December 13, 2021
Webinar ID – 823 6307 4084 Passcode – 796369

AGENDA

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
 - A. Approval of previous Meeting Minutes – October 25, 2021
- 3. Public Comment** –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Within Zoom, use the “Raise Hand” option, or put a message in the Chat Box and the host will ask the question for you.
- 4. Facility Progress Report** – PGFHP, Eric Baker, Kitsap County
- 5. New Business**
 - A. Consent Agenda Consideration – D Jagodzinske & B Lawler
 - B. Review KPFD Office Technology Needs Quote – Exec Director
 - C. KPFD Credit Card Consideration** - Exec Director & J Morrissey
 - D. Review Project Voucher Approval Process – S Thompson
 - E. 2022 Budget Approval – Exec Director & W Draper
 - F. Discuss Public Disclosure Requirements for Special Meetings – B Lawler
 - G. Review Resolution 01-2021 - 2022 Meeting Schedule
 - H. Review Resolution 03-2021 – Exec Director Appointment as Investment Officer
 - I. Review Resolution 04-2021 – Exec Director Voucher Approval Level
 - J. KPFD Resolution & Policy Review Committee – D Jagodzinske
- 6. Financial Reports**
 - A. Monthly Reports – OCT/NOV Financials – Exec Director & S Veach
 - B. Blanket Voucher – KPFD Operation Expenses (\$42,557.32)
- 7. Ongoing Business**
 - A. ED Activity Report (NOV/DEC) – Exec Director
 - B. Regional Facility Reports (OCT/NOV) – Exec Director

Meeting Adjourned

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

Next 2022 Regular Board of Directors meeting:

Next Meeting: January 24, 2021, at 5:30 pm
Location: Virtual as Zoom Webinar
Topics: General Business, POB Progress Report

The Kitsap Public Facilities District does not discriminate based on disability. Individuals who require accommodations should contact KPFD at 360-698-1885.



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Meeting Adjourned

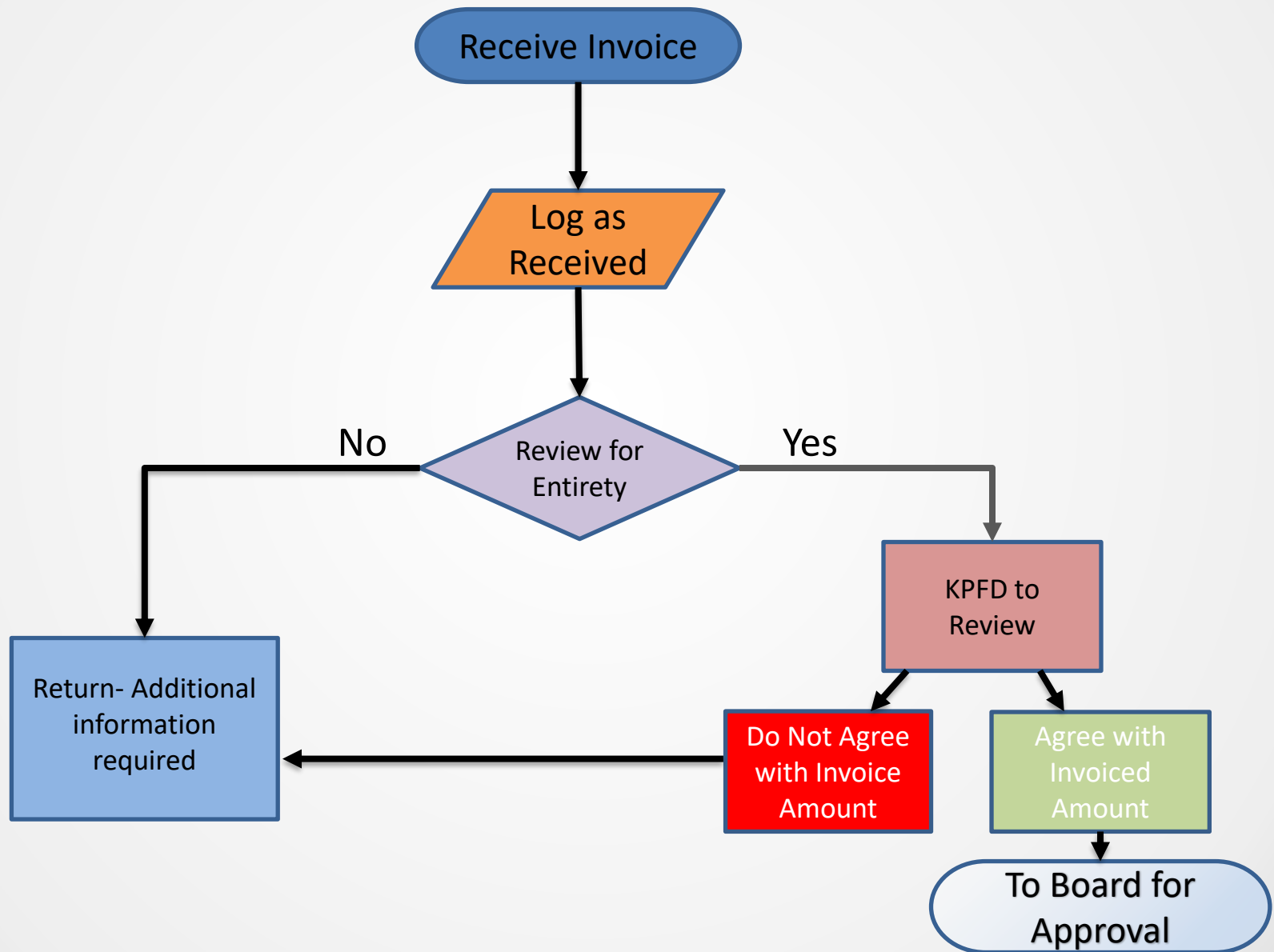
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KPFD Invoice Review Flowchart





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2022 Draft Budget	Proposed	2021 Budget
OPERATIONS DEPOSITS	\$ 312,000.00	\$ 239,000.00
EXPENSES		
Payroll		
Payroll (Full-time Exec Director)	\$ 125,000.00	\$ 59,750.00
OT at straight time	\$ -	\$ 10,000.00
Payroll related expenses	\$ 10,000.00	\$ 9,000.00
Benefits per employ agreement	\$ 12,300.00	\$ 8,000.00
Subtotal	\$ 147,300.00	\$ 86,750.00
Communications		
Printing/Copying	\$ 250.00	\$ 250.00
Postage	\$ 50.00	\$ 50.00
Telephone/Internet	\$ 3,000.00	\$ 2,500.00
IT Services	\$ 3,100.00	\$ 3,000.00
Subtotal	\$ 6,400.00	\$ 5,800.00
Promotional Hosting/Marketing		
Publicity/Advertising	\$ 6,000.00	\$ 6,000.00
Mktg & Advertising services	\$ 24,000.00	\$ 24,000.00
Event Fund & Support	\$ 25,000.00	\$ 20,000.00
Subtotal	\$ 55,000.00	\$ 50,000.00
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
Subtotal	\$ 64,500.00	\$ 64,000.00
Office & Associated Costs		
Equipment/Office Furnishings	\$ 3,000.00	\$ 1,000.00
Membership Dues	\$ 2,000.00	\$ 2,000.00
Insurance	\$ 5,500.00	\$ 4,000.00
Office Rent	\$ 15,000.00	\$ 14,400.00
Meeting (Rental Space)	\$ 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
Subtotal	\$ 35,000.00	\$ 28,900.00
Training		
BOD registration/fees	\$ 300.00	\$ 300.00
Staff regist./fees	\$ 600.00	\$ 600.00
Subtotal	\$ 900.00	\$ 900.00
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
Subtotal	\$ 2,400.00	\$ 2,400.00
Total Operating Expenses	\$ 311,500.00	\$ 238,750.00
NET	\$ 500.00	\$ 250.00



Virtual Meeting of the Board of Directors *
Monday, December 13, 2021
Webinar ID – 823 6307 4084 Passcode – 796369

AGENDA

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
 - A. Approval of previous Meeting Minutes – October 25, 2021
- 3. Public Comment** –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Within Zoom, use the “Raise Hand” option, or put a message in the Chat Box and the host will ask the question for you.
- 4. Facility Progress Report** – PGFHP, Eric Baker, Kitsap County
- 5. New Business**
 - A. Consent Agenda Consideration – D Jagodzinske & B Lawler
 - B. Review KPFD Office Technology Needs Quote – Exec Director
 - C. KPFD Credit Card Consideration - Exec Director & J Morrissey
 - D. Review Project Voucher Approval Process – S Thompson
 - E. 2022 Budget Approval – Exec Director & W Draper
 - F. Discuss Public Disclosure Requirements for Special Meetings** – B Lawler
 - G. Review Resolution 01-2021 - 2022 Meeting Schedule
 - H. Review Resolution 03-2021 – Exec Director Appointment as Investment Officer
 - I. Review Resolution 04-2021 – Exec Director Voucher Approval Level
 - J. KPFD Resolution & Policy Review Committee – D Jagodzinske
- 6. Financial Reports**
 - A. Monthly Reports – OCT/NOV Financials – Exec Director & S Veach
 - B. Blanket Voucher – KPFD Operation Expenses (\$42,557.32)
- 7. Ongoing Business**
 - A. ED Activity Report (NOV/DEC) – Exec Director
 - B. Regional Facility Reports (OCT/NOV) – Exec Director

Meeting Adjourned

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

Next 2022 Regular Board of Directors meeting:

Next Meeting: January 24, 2021, at 5:30 pm
Location: Virtual as Zoom Webinar
Topics: General Business, POB Progress Report

The Kitsap Public Facilities District does not discriminate based on disability. Individuals who require accommodations should contact KPFD at 360-698-1885.



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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



Virtual Meeting of the Board of Directors *
Monday, December 13, 2021
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Kitsap Public Facilities District

KITSAP COUNTY, WASHINGTON

RESOLUTION NO. 3-2021

A RESOLUTION of the Board of Directors of the Kitsap Public Facilities District of Kitsap County, Washington, appointing Russell E. Shiplet as Investment Officer for the Kitsap Public Facilities District.

WHEREAS Russell E. Shiplet is appointed Investment Officer for the Kitsap Public Facilities District.

BE IT RESOLVED, that with this appointment he is responsible for the investment activity for funds numbered 96977 (PFD Regional Center Capital) and 286 (PFD Debt Service Fund).

Adopted at a regular and open public meeting of the Kitsap Public Facilities Board of Directors on the 13th day of December 2021:

APPROVED:

Daron Jagodzinske
Daron Jagodzinske, Chair

Attest:

Patrick Hatchell
Patrick Hatchell, Vice - Chair

Approved As to Form:

Brian E. Lawler
Brian E. Lawler, Legal Counsel

Corporate seal



Virtual Meeting of the Board of Directors *
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Kitsap Public Facilities District

KITSAP COUNTY, WASHINGTON

Resolution 04-2021

A Resolution establishing voucher approval level for invoices of no greater than \$1,000.00, under special conditions, to Executive Director, Russell E. Shiplet

Whereas Kitsap Public Facilities District (KPFDD) is a duly authorized municipal corporation in the State of Washington and incurs financial obligations related to the business of that corporation; and

Whereas KPFDD established by Resolution 07-2001, an expenditure reimbursement policy that stipulates the Board of Directors must approve payment of its financial obligations; and

Whereas the Board of Directors has hired Russell E. Shiplet to serve as the Executive Director of the corporation and has designated certain administrative tasks and authority to him,

Be it resolved that the Board of Directors authorizes Russell E. Shiplet to approve payment requests and invoices with monetary no greater than \$1,000.00, in the event there is some time restriction that prevents presenting them to the Board in the Blanket Voucher at a regularly scheduled meeting and the delay may result in a late charge or other penalty.

APPROVED:

Daron Jagodzinske
Daron Jagodzinske, Chair

Attest:

Patrick Hatchel
Patrick Hatchell, Vice - Chair

Approved As to Form:

Brian E. Lawler
Brian E. Lawler, Legal Counsel

Corporate seal



Virtual Meeting of the Board of Directors *
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Kitsap Public Facilities District
Profit & Loss Budget Performance
October 2021

October 2021 Operating Fund 968 Budget Performance	Oct 21	Budget	Jan - Oct 21	YTD Budget	Annual Budget	Balance in Annual Budget
Ordinary Income/Expense						
Income						
968 Rev · PFD Operations Fund						
96968I · PFD Operations Fund						
96968I · PFD Operations Fund - Other	\$ 64,000.00	\$ -	\$ 244,000.00	\$ 237,000.00	\$ 237,000.00	\$ (7,000.00)
Total 96968I · PFD Operations Fund	\$ 64,000.00	\$ -	\$ 244,000.00	\$ 237,000.00	\$ 237,000.00	\$ (7,000.00)
Total 968 Rev · PFD Operations Fund	\$ 64,000.00	\$ -	\$ 244,000.00	\$ 237,000.00	\$ 237,000.00	\$ (7,000.00)
Expense						
968 Exp · PFD Operations Fnd						
96968E · PFD Operations Fnd						
5101 · Regular Salaries	\$ 3,854.00	\$ 4,979.17	\$ 38,540.00	\$ 49,791.66	\$ 59,750.00	\$ 21,210.00
5102 · Overtime Pay	\$ 2,801.61	\$ 833.33	\$ 25,470.23	\$ 8,333.34	\$ 10,000.00	\$ (15,470.23)
5140 · Advisory Services	\$ -		\$ 3,200.00			\$ (3,200.00)
5190 · Miscellaneous Pay	\$ 631.00	\$ 483.33	\$ 6,310.00	\$ 4,833.34	\$ 5,800.00	\$ (510.00)
5201 · Industrial Insurance	\$ -	\$ 305.33	\$ 169.16	\$ 3,053.34	\$ 3,664.00	\$ 3,494.84
5202 · Social Security	\$ 557.42	\$ 444.67	\$ 5,379.49	\$ 4,446.66	\$ 5,336.00	\$ (43.49)
5311 · Office/Operating Supplies	\$ 146.28	\$ 83.33	\$ 782.96	\$ 833.34	\$ 1,000.00	\$ 217.04
5351 · Equipment/Office Furnishings	\$ -	\$ 83.33	\$ 572.23	\$ 833.34	\$ 1,000.00	\$ 427.77
5411 · Accounting & Auditing	\$ 1,060.00	\$ 333.33	\$ 3,928.75	\$ 3,333.34	\$ 4,000.00	\$ 71.25
5415 · Consulting Services						
5415 a · Construction Consulting	\$ 7,510.00	\$ 1,250.00	\$ 17,393.75	\$ 12,500.00	\$ 15,000.00	\$ (2,393.75)
Total 5415 · Consulting Services	\$ 7,510.00	\$ 1,250.00	\$ 17,393.75	\$ 12,500.00	\$ 15,000.00	\$ (2,393.75)
5416 · Special Legal Services	\$ 3,376.75	\$ 2,083.33	\$ 24,417.50	\$ 20,833.34	\$ 25,000.00	\$ 582.50
5417 · Bonding/Financing	\$ -	\$ 1,250.00	\$ -	\$ 12,500.00	\$ 15,000.00	\$ 15,000.00
5419 · Other Prof Svcs - Reg Ctr Mktg						
5419 a · Professional Services	\$ 6,287.32	\$ 2,000.00	\$ 30,734.64	\$ 20,000.00	\$ 24,000.00	\$ (6,734.64)
5419 b · Recording	\$ 735.00	\$ 416.67	\$ 2,861.25	\$ 4,166.66	\$ 5,000.00	\$ 2,138.75
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	\$ 7,022.32	\$ 2,416.67	\$ 33,595.89	\$ 24,166.66	\$ 29,000.00	\$ (4,595.89)
5420 · Website	\$ -	\$ 250.00	\$ -	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00
5421 · Telephone	\$ 349.67	\$ 208.33	\$ 3,584.55	\$ 2,083.34	\$ 2,500.00	\$ (1,084.55)
5425 · Postage	\$ -	\$ 4.17	\$ -	\$ 41.66	\$ 50.00	\$ 50.00
5431 · Mileage	\$ -	\$ 83.33	\$ -	\$ 833.34	\$ 1,000.00	\$ 1,000.00
5432 · Travel	\$ -	\$ 83.33	\$ -	\$ 833.34	\$ 1,000.00	\$ 1,000.00
5438 · Board Mileage/Airfare	\$ -	\$ 33.33	\$ -	\$ 333.34	\$ 400.00	\$ 400.00
5441 · Advertising	\$ 680.00	\$ 500.00	\$ 2,365.19	\$ 5,000.00	\$ 6,000.00	\$ 3,634.81
5451 · Operating Rental/Leases						
5451 a · Printing/ Copying	\$ -	\$ 20.83	\$ -	\$ 208.34	\$ 250.00	\$ 250.00
5451 b · Rental-Office Space	\$ 1,250.00	\$ 1,200.00	\$ 13,750.00	\$ 12,000.00	\$ 14,400.00	\$ 650.00
Total 5451 · Operating Rental/Leases	\$ 1,250.00	\$ 1,220.83	\$ 13,750.00	\$ 12,208.34	\$ 14,650.00	\$ 900.00
5461 · Gen/Auto/E&O Insurance	\$ -	\$ 333.33	\$ 4,405.00	\$ 3,333.34	\$ 4,000.00	\$ (405.00)
5492 · Dues/Subscriptions/Memberships	\$ -	\$ 166.67	\$ 1,500.00	\$ 1,666.66	\$ 2,000.00	\$ 500.00
5497 · Registration & Tuition						
5497 a · Board Devel/Train Regist/Fees	\$ -	\$ 50.00	\$ -	\$ 500.00	\$ 600.00	\$ 600.00
5497 b · Staff Devel/Train Rester/Fees	\$ -	\$ 25.00	\$ 611.81	\$ 250.00	\$ 300.00	\$ (311.81)
Total 5497 · Registration & Tuition	\$ -	\$ 75.00	\$ 611.81	\$ 750.00	\$ 900.00	\$ 288.19
5499 · Other						
5499 a · Events Support/Seed Money	\$ -	\$ 1,666.67	\$ 4,132.08	\$ 16,666.66	\$ 20,000.00	\$ 15,867.92
5499 b · Rental-Meeting Space	\$ -	\$ 166.67	\$ -	\$ 1,666.66	\$ 2,000.00	\$ 2,000.00
5499 c · Other	\$ -	\$ 41.67	\$ 146.28	\$ 416.66	\$ 500.00	\$ 353.72
5499 d · Governance-Board of Dir Related	\$ -	\$ 333.33	\$ -	\$ 3,333.34	\$ 4,000.00	\$ 4,000.00
Total 5499 · Other	\$ -	\$ 2,208.34	\$ 4,278.36	\$ 22,083.32	\$ 26,500.00	\$ 22,221.64
Total 96968E · PFD Operations Fnd	\$ 29,239.05	\$ 19,712.48	\$ 190,254.87	\$ 197,125.04	\$ 236,550.00	\$ 46,295.13
Total 968 Exp · PFD Operations Fnd	\$ 29,239.05	\$ 19,712.48	\$ 190,254.87	\$ 197,125.04	\$ 236,550.00	\$ 46,295.13
Net Ordinary Income	\$ 34,760.95	\$ (19,712.48)	\$ 53,745.13	\$ 39,874.96	\$ 450.00	
968 Liabilities - Net change in Liabilities			\$ 13,171.17			
968 Ending Cash Balance (Balances with Balance sheet)			\$ 66,916.30			

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

October 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	\$ 5,446,657.38	\$ -	\$ -	\$ 5,446,657.38
968 · Fund 96-968 KPFD Operations Fnd	\$ -	\$ 66,916.30	\$ -	\$ 66,916.30
977 · Fund 96-977 KPFD Holding Fund	\$ -	\$ -	\$ 3,812,443.72	\$ 3,812,443.72
Total Checking/Savings	\$ 5,446,657.38	\$ 66,916.30	\$ 3,812,443.72	\$ 9,326,017.40
Total Current Assets	\$ 5,446,657.38	\$ 66,916.30	\$ 3,812,443.72	\$ 9,326,017.40
TOTAL ASSETS	\$ 5,446,657.38	\$ 66,916.30	\$ 3,812,443.72	\$ 9,326,017.40
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities	\$ -	\$ 13,171.17	\$ -	\$ 13,171.17
977-L · PFD Regional Center Liabilities	\$ -	\$ -	\$ (883,809.89)	\$ (883,809.89)
Total Other Current Liabilities	\$ -	\$ 13,171.17	\$ (883,809.89)	\$ (870,638.72)
Total Current Liabilities	\$ -	\$ 13,171.17	\$ (883,809.89)	\$ (870,638.72)
Long Term Liabilities				
286-LT · LTGO Bond Fund Liabilities	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
977-LT · 2636 Regional Ctr Notes Payable	\$ -	\$ -	\$ 4,500,000.00	\$ 4,500,000.00
Total Long Term Liabilities	\$ 250,000.00	\$ -	\$ 4,500,000.00	\$ 4,750,000.00
Total Liabilities	\$ 250,000.00	\$ 13,171.17	\$ 3,616,190.11	\$ 3,879,361.28
Equity				
286 FB · LTGO Bond Fund Balance/RE	\$ 4,573,453.73	\$ -	\$ -	\$ 4,573,453.73
Revenue	\$ 699,944.28	\$ 244,000.00	\$ 1,778,467.18	\$ 2,722,411.46
Expenses	\$ (76,740.63)	\$ (190,254.87)	\$ (1,582,213.57)	\$ (1,849,209.07)
Total Equity	\$ 5,196,657.38	\$ 53,745.13	\$ 196,253.61	\$ 5,446,656.12
TOTAL LIABILITIES & EQUITY	\$ 5,446,657.38	\$ 66,916.30	\$ 3,812,443.72	\$ 9,326,017.40
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
2021 Revenue	\$ 699,944.28	\$ 244,000.00	\$ 1,778,467.18	\$ 2,722,411.46
2021 Expenses	\$ (76,740.63)	\$ (190,254.87)	\$ (1,582,213.57)	\$ (1,849,209.07)
2021 Increased/(Decreased) Liabilities	\$ -	\$ (2,233.35)	\$ -	\$ (2,233.35)
Current Ending Balance	\$ 5,446,657.38	\$ 66,916.30	\$ 3,812,443.72	\$ 9,326,017.40
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Kitsap Public Facilities District

Statement of Financial Revenue & Expense by Fund

January through October 2021

October 2021	286	968	977	TOTAL
Ordinary Income/Expense	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
Income				
286 Rev · LTGO Bond Fund 2002B-PFD	699,944.28	0.00	0.00	699,944.28
968 Rev · PFD Operations Fund	0.00	244,000.00	0.00	244,000.00
977 Rev · PFD Regional Center Capital	0.00	0.00	1,778,467.18	1,778,467.18
Total Income	\$ 699,944.28	\$ 244,000.00	\$ 1,778,467.18	\$ 2,722,411.46
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	190,254.87	0.00	190,254.87
977 Exp · PFD Regional Cntr Capital	0.00	0.00	1,582,213.57	1,582,213.57
Total Expense	\$ 76,740.63	\$ 190,254.87	\$ 1,582,213.57	\$ 1,849,209.07
Net Ordinary Income	623,203.65	53,745.13	196,253.61	873,202.39
Net Income	\$ 623,203.65	\$ 53,745.13	\$ 196,253.61	\$ 873,202.39
Beg Cash +/- Net Income	\$ 5,446,657.38	\$ 69,149.65	\$ 3,812,443.72	\$ 9,328,250.75
Net Change in Liabilities	\$ -	\$ (2,233.35)	\$ -	\$ -
October 31, 2021 Ending Cash Balance	\$ 5,446,657.38	\$ 66,916.30	\$ 3,812,443.72	\$ 9,328,250.75

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

October 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	\$ 291,867.21	\$ -	\$ -	\$ 291,867.21
2861181 · Beginning Investment	\$ 253,580.29	\$ -	\$ -	\$ 253,580.29
2861182 · Investments Purchased	\$ 401,209.88	\$ -	\$ -	\$ 401,209.88
2861630 · Notes/Contracts Receivable	\$ 4,500,000.00	\$ -	\$ -	\$ 4,500,000.00
Total 286 · LTGO Bond Fund 2002A-PFD	\$ 5,446,657.38	\$ -	\$ -	\$ 5,446,657.38
968 · Fund 96-968 KPFD Operations Fnd				
9681111 · 00998 Post Interco ITC Ac	\$ -	\$ 66,916.30	\$ -	\$ 66,916.30
Total 968 · Fund 96-968 KPFD Operations Fnd	\$ -	\$ 66,916.30	\$ -	\$ 66,916.30
977 · Fund 96-977 KPFD Holding Fund				
9771111 · 00998 Post Interco ITC Ac				
PERC · PERC Fund	\$ -	\$ -	\$ 111,286.02	\$ 111,286.02
PGHP · PG Heritage Park Allocation	\$ -	\$ -	\$ 425,518.46	\$ 425,518.46
SKCEC · SKCEC Fund	\$ -	\$ -	\$ 13,610.68	\$ 13,610.68
9771111 · 00998 Post Interco ITC Ac - Other	\$ -	\$ -	\$ (344,307.40)	\$ (344,307.40)
Total 9771111 · 00998 Post Interco ITC Ac	\$ -	\$ -	\$ 206,107.76	\$ 206,107.76
9771181 · PFD Reg Ctr Beg Investment	\$ -	\$ -	\$ 2,647,906.68	\$ 2,647,906.68
9771182 · Investments Purchased	\$ -	\$ -	\$ 708,429.28	\$ 708,429.28
9771650 · Receivable-Advances to Other	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00
Total 977 · Fund 96-977 KPFD Holding Fund	\$ -	\$ -	\$ 3,812,443.72	\$ 3,812,443.72
Total Checking/Savings	\$ 5,446,657.38	\$ 66,916.30	\$ 3,812,443.72	\$ 9,326,017.40
Total Current Assets	\$ 5,446,657.38	\$ 66,916.30	\$ 3,812,443.72	\$ 9,326,017.40
TOTAL ASSETS	\$ 5,446,657.38	\$ 66,916.30	\$ 3,812,443.72	\$ 9,326,017.40
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities				
9682134 · Vouchers Payable	\$ -	\$ (2,233.35)	\$ -	\$ (2,233.35)
9682312 · USE Tax Payable	\$ -	\$ 29.50	\$ -	\$ 29.50
9682370 · Custodial Accounts	\$ -	\$ 15,375.02	\$ -	\$ 15,375.02
Total 968-L · 968 PFD Operations Liabilities	\$ -	\$ 13,171.17	\$ -	\$ 13,171.17
977-L · PFD Regional Center Liabilities				
9772370 · Custodial Accounts	\$ -	\$ -	\$ (883,809.89)	\$ (883,809.89)
Total 977-L · PFD Regional Center Liabilities	\$ -	\$ -	\$ (883,809.89)	\$ (883,809.89)
Total Other Current Liabilities	\$ -	\$ 13,171.17	\$ (883,809.89)	\$ (870,638.72)
Total Current Liabilities	\$ -	\$ 13,171.17	\$ (883,809.89)	\$ (870,638.72)
Long Term Liabilities				
286-LT · LTGO Bond Fund Liabilities				

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

October 2021	286	968	977	TOTAL
2862639 · LGTO Long Term Liabilities	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
Total 286-LT · LTGO Bond Fund Liabilities	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
977-LT · 2636 Regional Ctr Notes Payable	\$ -	\$ -	\$ 4,500,000.00	\$ 4,500,000.00
Total Long Term Liabilities	\$ 250,000.00	\$ -	\$ 4,500,000.00	\$ 4,750,000.00
Total Liabilities	\$ 250,000.00	\$ 13,171.17	\$ 3,616,190.11	\$ 3,879,361.28
Equity				
286 FB · LTGO Bond Fund Balance/RE				
2862821 · LTGO Loans/Advances	\$ 4,500,000.00	\$ -	\$ -	\$ 4,500,000.00
2862880 · LTGO Undesignated Retained	\$ (586,546.27)	\$ -	\$ -	\$ (586,546.27)
2862940 · 49 Uses Other Than OP	\$ 660,000.00	\$ -	\$ -	\$ 660,000.00
Total 286 FB · LTGO Bond Fund Balance/RE	\$ 4,573,453.73	\$ -	\$ -	\$ 4,573,453.73
Net Income	\$ 623,203.65	\$ 53,745.13	\$ 196,253.61	\$ 873,202.39
Total Equity	\$ 5,196,657.38	\$ 53,745.13	\$ 196,253.61	\$ 5,446,656.12
TOTAL LIABILITIES & EQUITY	\$ 5,446,657.38	\$ 66,916.30	\$ 3,812,443.72	\$ 9,326,017.40

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

October 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	\$ 1,209.88	\$ -	\$ -	\$ 1,209.88
Total 2863610 · Interest Earnings	\$ 1,209.88	\$ -	\$ -	\$ 1,209.88
3380/70 · Intergovernmental Service				
90 · Other Intergovt Services	\$ 698,734.40	\$ -	\$ -	\$ 698,734.40
Total 3380/70 · Intergovernmental Service	\$ 698,734.40	\$ -	\$ -	\$ 698,734.40
Total 2861I · LTGO Bond Fund 2002A PFD	\$ 699,944.28	\$ -	\$ -	\$ 699,944.28
Total 286 Rev · LTGO Bond Fund 2002B-PFD	\$ 699,944.28	\$ -	\$ -	\$ 699,944.28
968 Rev · PFD Operations Fund				
96968I · PFD Operations Fund				
9684970 · Operating Transfers In	\$ -	\$ 244,000.00	\$ -	\$ 244,000.00
Total 96968I · PFD Operations Fund	\$ -	\$ 244,000.00	\$ -	\$ 244,000.00
Total 968 Rev · PFD Operations Fund	\$ -	\$ 244,000.00	\$ -	\$ 244,000.00
977 Rev · PFD Regional Center Capital				
96977I · PFD Regional Center Capital				
3130 · Retail Sales and Use Tax				
19 · Regional Centers Sales & Use	\$ -	\$ -	\$ 1,770,037.90	\$ 1,770,037.90
Total 3130 · Retail Sales and Use Tax	\$ -	\$ -	\$ 1,770,037.90	\$ 1,770,037.90
3610 · Interest Earnings				
97711 · Investment Interest	\$ -	\$ -	\$ 8,429.28	\$ 8,429.28
Total 3610 · Interest Earnings	\$ -	\$ -	\$ 8,429.28	\$ 8,429.28
Total 96977I · PFD Regional Center Capital	\$ -	\$ -	\$ 1,778,467.18	\$ 1,778,467.18
Total 977 Rev · PFD Regional Center Capital	\$ -	\$ -	\$ 1,778,467.18	\$ 1,778,467.18
Total Income	\$ 699,944.28	\$ 244,000.00	\$ 1,778,467.18	\$ 2,722,411.46
Expense				
286 Exp · LTGO Bnd Fnd 2002B-PFD				
2861E · LTGO Bnd Fnd 2002A PFD				
5830 · Interest on Long-Term Ex	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
Total 2861E · LTGO Bnd Fnd 2002A PFD	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
Total 286 Exp · LTGO Bnd Fnd 2002B-PFD	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
968 Exp · PFD Operations Fnd				
96968E · PFD Operations Fnd				
5101 · Regular Salaries	\$ -	\$ 38,540.00	\$ -	\$ 38,540.00
5102 · Overtime Pay	\$ -	\$ 25,470.23	\$ -	\$ 25,470.23
5140 · Advisory Services	\$ -	\$ 3,200.00	\$ -	\$ 3,200.00
5190 · Miscellaneous Pay	\$ -	\$ 6,310.00	\$ -	\$ 6,310.00
5201 · Industrial Insurance	\$ -	\$ 169.16	\$ -	\$ 169.16
5202 · Social Security	\$ -	\$ 5,379.49	\$ -	\$ 5,379.49
5311 · Office/Operating Supplies	\$ -	\$ 782.96	\$ -	\$ 782.96
5351 · Equipment/Office Furnishings	\$ -	\$ 572.23	\$ -	\$ 572.23
5411 · Accounting & Auditing	\$ -	\$ 3,928.75	\$ -	\$ 3,928.75
5415 · Consulting Services				
5415 a · Construction Consulting	\$ -	\$ 17,393.75	\$ -	\$ 17,393.75
Total 5415 · Consulting Services	\$ -	\$ 17,393.75	\$ -	\$ 17,393.75
5416 · Special Legal Services	\$ -	\$ 24,417.50	\$ -	\$ 24,417.50
5419 · Other Prof Svcs - Reg Ctr Mktg				
5419 a · Professional Services	\$ -	\$ 30,734.64	\$ -	\$ 30,734.64

Kitsap Public Facilities District

Statement of Financial Revenue & Expenses by Fund

January through October 2021

October 2021	286	968	977	TOTAL
5419 b · Recording	\$ -	\$ 2,861.25	\$ -	\$ 2,861.25
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	\$ -	\$ 33,595.89	\$ -	\$ 33,595.89
5421 · Telephone	\$ -	\$ 3,584.55	\$ -	\$ 3,584.55
5441 · Advertising	\$ -	\$ 2,365.19	\$ -	\$ 2,365.19
5451 · Operating Rental/Leases				
5451 b · Rental-Office Space	\$ -	\$ 13,750.00	\$ -	\$ 13,750.00
Total 5451 · Operating Rental/Leases	\$ -	\$ 13,750.00	\$ -	\$ 13,750.00
5461 · Gen/Auto/E&O Insurance	\$ -	\$ 4,405.00	\$ -	\$ 4,405.00
5492 · Dues/Subscriptions/Memberships	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
5497 · Registration & Tuition				
5497 b · Staff Devel/Train Rester/Fees	\$ -	\$ 611.81	\$ -	\$ 611.81
Total 5497 · Registration & Tuition	\$ -	\$ 611.81	\$ -	\$ 611.81
5499 · Other				
5499 a · Events Support/Seed Money	\$ -	\$ 4,132.08	\$ -	\$ 4,132.08
5499 c · Other	\$ -	\$ 146.28	\$ -	\$ 146.28
Total 5499 · Other	\$ -	\$ 4,278.36	\$ -	\$ 4,278.36
Total 96968E · PFD Operations Fnd	\$ -	\$ 190,254.87	\$ -	\$ 190,254.87
Total 968 Exp · PFD Operations Fnd	\$ -	\$ 190,254.87	\$ -	\$ 190,254.87
977 Exp · PFD Regional Cntr Capital				
96977E · PFD Regional Cntr Capital				
5650 · Facility Project Investments				
5650 a · SKCEC - Port Orchard	\$ -	\$ -	\$ 326,293.42	\$ 326,293.42
5650 b · PERC - City of Poulsbo	\$ -	\$ -	\$ 120,993.98	\$ 120,993.98
5650 c · PGFHP - Kitsap County Parks	\$ -	\$ -	\$ 172,181.54	\$ 172,181.54
Total 5650 · Facility Project Investments	\$ -	\$ -	\$ 619,468.94	\$ 619,468.94
5519 · Misc Intergovernmental Service	\$ -	\$ -	\$ 20,010.23	\$ 20,010.23
5520 · I/G Pymts, Fed, State, Local	\$ -	\$ -	\$ 698,734.40	\$ 698,734.40
6971 · Operating Transfers Out	\$ -	\$ -	\$ 244,000.00	\$ 244,000.00
Total 96977E · PFD Regional Cntr Capital	\$ -	\$ -	\$ 1,582,213.57	\$ 1,582,213.57
Total 977 Exp · PFD Regional Cntr Capital	\$ -	\$ -	\$ 1,582,213.57	\$ 1,582,213.57
Total Expense	\$ 76,740.63	\$ 190,254.87	\$ 1,582,213.57	\$ 1,849,209.07
Net Ordinary Income	\$ 623,203.65	\$ 53,745.13	\$ 196,253.61	\$ 873,202.39
Net Income	\$ 623,203.65	\$ 53,745.13	\$ 196,253.61	\$ 873,202.39

Kitsap Public Facilities District

Profit & Loss Budget Performance

November 2021

November 2021 Operating Fund 968 Budget Performance	Nov 2021	Budget	Jan - Nov 21	YTD Budget	Annual Budget	Balance in Annual Budget
Ordinary Income/Expense						
Income						
968 Rev · PFD Operations Fund						
96968I · PFD Operations Fund						
96968I · PFD Operations Fund - Other	\$ -	\$ -	\$ 244,000.00	\$ 237,000.00	\$ 237,000.00	\$ (7,000.00)
Total 96968I · PFD Operations Fund	\$ -	\$ -	\$ 244,000.00	\$ 237,000.00	\$ 237,000.00	\$ (7,000.00)
Total 968 Rev · PFD Operations Fund	\$ -	\$ -	\$ 244,000.00	\$ 237,000.00	\$ 237,000.00	\$ (7,000.00)
Expense						
968 Exp · PFD Operations Fnd						
96968E · PFD Operations Fnd						
5101 · Regular Salaries	\$ 14,901.67	\$ 4,979.17	\$ 53,441.67	\$ 54,770.83	\$ 59,750.00	\$ 6,308.33
5102 · Overtime Pay	\$ -	\$ 833.33	\$ 25,470.23	\$ 9,166.67	\$ 10,000.00	\$ (15,470.23)
5140 · Advisory Services	\$ -		\$ 3,200.00			\$ (3,200.00)
5190 · Miscellaneous Pay	\$ 400.00	\$ 483.33	\$ 6,710.00	\$ 5,316.67	\$ 5,800.00	\$ (910.00)
5201 · Industrial Insurance	\$ -	\$ 305.33	\$ 169.16	\$ 3,358.67	\$ 3,664.00	\$ 3,494.84
5202 · Social Security	\$ 1,170.58	\$ 444.67	\$ 6,550.07	\$ 4,891.33	\$ 5,336.00	\$ (1,214.07)
5311 · Office/Operating Supplies	\$ 124.51	\$ 83.33	\$ 907.47	\$ 916.67	\$ 1,000.00	\$ 92.53
5351 · Equipment/Office Furnishings	\$ -	\$ 83.33	\$ 572.23	\$ 916.67	\$ 1,000.00	\$ 427.77
5411 · Accounting & Auditing	\$ -	\$ 333.33	\$ 3,928.75	\$ 3,666.67	\$ 4,000.00	\$ 71.25
5415 · Consulting Services						
5415 a · Construction Consulting	\$ -	\$ 1,250.00	\$ 17,393.75	\$ 13,750.00	\$ 15,000.00	\$ (2,393.75)
Total 5415 · Consulting Services	\$ -	\$ 1,250.00	\$ 17,393.75	\$ 13,750.00	\$ 15,000.00	\$ (2,393.75)
5416 · Special Legal Services	\$ -	\$ 2,083.33	\$ 24,417.50	\$ 22,916.67	\$ 25,000.00	\$ 582.50
5417 · Bonding/Financing	\$ -	\$ 1,250.00	\$ -	\$ 13,750.00	\$ 15,000.00	\$ 15,000.00
5419 · Other Prof Svcs - Reg Ctr Mktg						
5419 a · Professional Services	\$ 20,250.00	\$ 2,000.00	\$ 50,984.64	\$ 22,000.00	\$ 24,000.00	\$ (26,984.64)
5419 b · Recording	\$ 262.50	\$ 416.67	\$ 3,123.75	\$ 4,583.33	\$ 5,000.00	\$ 1,876.25
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	\$ 20,512.50	\$ 2,416.67	\$ 54,108.39	\$ 26,583.33	\$ 29,000.00	\$ (25,108.39)
5420 · Website	\$ -	\$ 250.00	\$ -	\$ 2,750.00	\$ 3,000.00	\$ 3,000.00
5421 · Telephone	\$ -	\$ 208.33	\$ 3,584.55	\$ 2,291.67	\$ 2,500.00	\$ (1,084.55)
5425 · Postage	\$ -	\$ 4.17	\$ -	\$ 45.83	\$ 50.00	\$ 50.00
5431 · Mileage	\$ -	\$ 83.33	\$ -	\$ 916.67	\$ 1,000.00	\$ 1,000.00
5432 · Travel	\$ -	\$ 83.33	\$ -	\$ 916.67	\$ 1,000.00	\$ 1,000.00
5438 · Board Mileage/Airfare	\$ -	\$ 33.33	\$ -	\$ 366.67	\$ 400.00	\$ 400.00
5441 · Advertising	\$ -	\$ 500.00	\$ 2,365.19	\$ 5,500.00	\$ 6,000.00	\$ 3,634.81
5451 · Operating Rental/Leases						
5451 a · Printing/ Copying	\$ -	\$ 20.83	\$ -	\$ 229.17	\$ 250.00	\$ 250.00
5451 b · Rental-Office Space	\$ -	\$ 1,200.00	\$ 13,750.00	\$ 13,200.00	\$ 14,400.00	\$ 650.00
Total 5451 · Operating Rental/Leases	\$ -	\$ 1,220.83	\$ 13,750.00	\$ 13,429.17	\$ 14,650.00	\$ 900.00
5461 · Gen/Auto/E&O Insurance	\$ -	\$ 333.33	\$ 4,405.00	\$ 3,666.67	\$ 4,000.00	\$ (405.00)
5492 · Dues/Subscriptions/Memberships	\$ -	\$ 166.67	\$ 1,500.00	\$ 1,833.33	\$ 2,000.00	\$ 500.00
5497 · Registration & Tuition						
5497 a · Board Devel/Train Regist/Fees	\$ -	\$ 50.00	\$ -	\$ 550.00	\$ 600.00	\$ 600.00
5497 b · Staff Devel/Train Rester/Fees	\$ -	\$ 25.00	\$ 611.81	\$ 275.00	\$ 300.00	\$ (311.81)
Total 5497 · Registration & Tuition	\$ -	\$ 75.00	\$ 611.81	\$ 825.00	\$ 900.00	\$ 288.19
5499 · Other						
5499 a · Events Support/Seed Money	\$ -	\$ 1,666.67	\$ 4,132.08	\$ 18,333.33	\$ 20,000.00	\$ 15,867.92
5499 b · Rental-Meeting Space	\$ -	\$ 166.67	\$ -	\$ 1,833.33	\$ 2,000.00	\$ 2,000.00
5499 c · Other	\$ -	\$ 41.67	\$ 146.28	\$ 458.33	\$ 500.00	\$ 353.72
5499 d · Governance-Board of Dir Related	\$ -	\$ 333.33	\$ -	\$ 3,666.67	\$ 4,000.00	\$ 4,000.00
Total 5499 · Other	\$ -	\$ 2,208.34	\$ 4,278.36	\$ 24,291.66	\$ 26,500.00	\$ 22,221.64
Total 96968E · PFD Operations Fnd	\$ 37,109.26	\$ 19,712.48	\$ 227,364.13	\$ 216,837.52	\$ 236,550.00	\$ 9,185.87
Total 968 Exp · PFD Operations Fnd	\$ 37,109.26	\$ 19,712.48	\$ 227,364.13	\$ 216,837.52	\$ 236,550.00	\$ 9,185.87
Net Ordinary Income	\$ (37,109.26)	\$ (19,712.48)	\$ 16,635.87	\$ 20,162.48	\$ 450.00	
968 Liabilities - Net change in Liabilities			\$ 17,220.28			
968 Ending Cash Balance (Balances with Balance sheet)			\$ 33,856.15			

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

November 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	\$ 5,446,657.38	\$ -	\$ -	\$ 5,446,657.38
968 · Fund 96-968 KPFD Operations Fnd	\$ -	\$ 33,856.15	\$ -	\$ 33,856.15
977 · Fund 96-977 KPFD Holding Fund	\$ -	\$ -	\$ 2,812,443.72	\$ 2,812,443.72
Total Checking/Savings	\$ 5,446,657.38	\$ 33,856.15	\$ 2,812,443.72	\$ 8,292,957.25
Total Current Assets	\$ 5,446,657.38	\$ 33,856.15	\$ 2,812,443.72	\$ 8,292,957.25
TOTAL ASSETS	\$ 5,446,657.38	\$ 33,856.15	\$ 2,812,443.72	\$ 8,292,957.25
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities	\$ -	\$ 17,220.28	\$ -	\$ 17,220.28
977-L · PFD Regional Center Liabilities	\$ -	\$ -	\$ (883,809.89)	\$ (883,809.89)
Total Other Current Liabilities	\$ -	\$ 17,220.28	\$ (883,809.89)	\$ (866,589.61)
Total Current Liabilities	\$ -	\$ 17,220.28	\$ (883,809.89)	\$ (866,589.61)
Long Term Liabilities				
286-LT · LTGO Bond Fund Liabilities	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
977-LT · 2636 Regional Ctr Notes Payable	\$ -	\$ -	\$ 4,500,000.00	\$ 4,500,000.00
Total Long Term Liabilities	\$ 250,000.00	\$ -	\$ 4,500,000.00	\$ 4,750,000.00
Total Liabilities	\$ 250,000.00	\$ 17,220.28	\$ 3,616,190.11	\$ 3,883,410.39
Equity				
286 FB · LTGO Bond Fund Balance/RE	\$ 4,573,453.73	\$ -	\$ -	\$ 4,573,453.73
Revenue	\$ 699,944.28	\$ 244,000.00	\$ 1,778,467.18	\$ 2,722,411.46
Expenses	\$ (76,740.63)	\$ (227,364.13)	\$ (2,582,213.57)	\$ (2,886,318.33)
Total Equity	\$ 5,196,657.38	\$ 16,635.87	\$ (803,746.39)	\$ 4,409,546.86
TOTAL LIABILITIES & EQUITY	\$ 5,446,657.38	\$ 33,856.15	\$ 2,812,443.72	\$ 8,292,957.25
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
2021 Revenue	\$ 699,944.28	\$ 244,000.00	\$ 1,778,467.18	\$ 2,722,411.46
2021 Expenses	\$ (76,740.63)	\$ (227,364.13)	\$ (2,582,213.57)	\$ (2,886,318.33)
2021 Increased/(Decreased) Liabilities	\$ -	\$ 1,815.76	\$ -	\$ 1,815.76
Current Ending Balance	\$ 5,446,657.38	\$ 33,856.15	\$ 2,812,443.72	\$ 8,292,957.25
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

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

November 2021	286	968	977	TOTAL
Ordinary Income/Expense	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
Income				
286 Rev · LTGO Bond Fund 2002B-PFD	\$ 699,944.28	\$ -	\$ -	\$ 699,944.28
968 Rev · PFD Operations Fund	\$ -	\$ 244,000.00	\$ -	\$ 244,000.00
977 Rev · PFD Regional Center Capital	\$ -	\$ -	\$ 1,778,467.18	\$ 1,778,467.18
Total Income	\$ 699,944.28	\$ 244,000.00	\$ 1,778,467.18	\$ 2,722,411.46
Expense				
286 Exp · LTGO Bnd Fnd 2002B-PFD	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
968 Exp · PFD Operations Fnd	\$ -	\$ 227,364.13	\$ -	\$ 227,364.13
977 Exp · PFD Regional Cntr Capital	\$ -	\$ -	\$ 2,582,213.57	\$ 2,582,213.57
Total Expense	\$ 76,740.63	\$ 227,364.13	\$ 2,582,213.57	\$ 2,886,318.33
Net Ordinary Income	\$ 623,203.65	\$ 16,635.87	\$ (803,746.39)	\$ (163,906.87)
Net Income	\$ 623,203.65	\$ 16,635.87	\$ (803,746.39)	\$ (163,906.87)
Beg Cash +/- Net Income	\$ 5,446,657.38	\$ 32,040.39	\$ 2,812,443.72	\$ 8,291,141.49
Net Change in Liabilities	\$ -	\$ 1,815.76	\$ -	\$ -
November 30, 2021 Ending Cash Balance	\$ 5,446,657.38	\$ 33,856.15	\$ 2,812,443.72	\$ 8,291,141.49

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

November 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	\$ 291,867.21	\$ -	\$ -	\$ 291,867.21
2861181 · Beginning Investment	\$ 253,580.29	\$ -	\$ -	\$ 253,580.29
2861182 · Investments Purchased	\$ 401,209.88	\$ -	\$ -	\$ 401,209.88
2861630 · Notes/Contracts Receivable	\$ 4,500,000.00	\$ -	\$ -	\$ 4,500,000.00
Total 286 · LTGO Bond Fund 2002A-PFD	\$ 5,446,657.38	\$ -	\$ -	\$ 5,446,657.38
968 · Fund 96-968 KPFD Operations Fnd				
9681111 · 00998 Post Interco ITC Ac	\$ -	\$ 33,856.15	\$ -	\$ 33,856.15
Total 968 · Fund 96-968 KPFD Operations Fnd	\$ -	\$ 33,856.15	\$ -	\$ 33,856.15
977 · Fund 96-977 KPFD Holding Fund				
9771111 · 00998 Post Interco ITC Ac				
PERC · PERC Fund	\$ -	\$ -	\$ 111,286.02	\$ 111,286.02
PGHP · PG Heritage Park Allocation	\$ -	\$ -	\$ 425,518.46	\$ 425,518.46
SKCEC · SKCEC Fund	\$ -	\$ -	\$ 13,610.68	\$ 13,610.68
9771111 · 00998 Post Interco ITC Ac - Other	\$ -	\$ -	\$ (1,344,307.40)	\$ (1,344,307.40)
Total 9771111 · 00998 Post Interco ITC Ac	\$ -	\$ -	\$ (793,892.24)	\$ (793,892.24)
9771181 · PFD Reg Ctr Beg Investment	\$ -	\$ -	\$ 2,647,906.68	\$ 2,647,906.68
9771182 · Investments Purchased	\$ -	\$ -	\$ 708,429.28	\$ 708,429.28
9771650 · Receivable-Advances to Other	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00
Total 977 · Fund 96-977 KPFD Holding Fund	\$ -	\$ -	\$ 2,812,443.72	\$ 2,812,443.72
Total Checking/Savings	\$ 5,446,657.38	\$ 33,856.15	\$ 2,812,443.72	\$ 8,292,957.25
Total Current Assets	\$ 5,446,657.38	\$ 33,856.15	\$ 2,812,443.72	\$ 8,292,957.25
TOTAL ASSETS	\$ 5,446,657.38	\$ 33,856.15	\$ 2,812,443.72	\$ 8,292,957.25
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities				
9682134 · Vouchers Payable	\$ -	\$ (2,233.35)	\$ -	\$ (2,233.35)
9682312 · USE Tax Payable	\$ -	\$ 29.50	\$ -	\$ 29.50
9682317 · Accrued Taxes	\$ -	\$ 4,049.11	\$ -	\$ 4,049.11
9682370 · Custodial Accounts	\$ -	\$ 15,375.02	\$ -	\$ 15,375.02
Total 968-L · 968 PFD Operations Liabilities	\$ -	\$ 17,220.28	\$ -	\$ 17,220.28
977-L · PFD Regional Center Liabilities				
9772370 · Custodial Accounts	\$ -	\$ -	\$ (883,809.89)	\$ (883,809.89)
Total 977-L · PFD Regional Center Liabilities	\$ -	\$ -	\$ (883,809.89)	\$ (883,809.89)
Total Other Current Liabilities	\$ -	\$ 17,220.28	\$ (883,809.89)	\$ (866,589.61)
Total Current Liabilities	\$ -	\$ 17,220.28	\$ (883,809.89)	\$ (866,589.61)
Long Term Liabilities				
286-LT · LTGO Bond Fund Liabilities				
2862639 · LGTO Long Term Liabilities	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00

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

November 2021	286	968	977	TOTAL
Total 286-LT · LTGO Bond Fund Liabilities	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
977-LT · 2636 Regional Ctr Notes Payable	\$ -	\$ -	\$ 4,500,000.00	\$ 4,500,000.00
Total Long Term Liabilities	\$ 250,000.00	\$ -	\$ 4,500,000.00	\$ 4,750,000.00
Total Liabilities	\$ 250,000.00	\$ 17,220.28	\$ 3,616,190.11	\$ 3,883,410.39
Equity				
286 FB · LTGO Bond Fund Balance/RE				
2862821 · LTGO Loans/Advances	\$ 4,500,000.00	\$ -	\$ -	\$ 4,500,000.00
2862880 · LTGO Undesignated Retained	\$ (586,546.27)	\$ -	\$ -	\$ (586,546.27)
2862940 · 49 Uses Other Than OP	\$ 660,000.00	\$ -	\$ -	\$ 660,000.00
Total 286 FB · LTGO Bond Fund Balance/RE	\$ 4,573,453.73	\$ -	\$ -	\$ 4,573,453.73
Net Income	\$ 623,203.65	\$ 16,635.87	\$ (803,746.39)	\$ (163,906.87)
Total Equity	\$ 5,196,657.38	\$ 16,635.87	\$ (803,746.39)	\$ 4,409,546.86
TOTAL LIABILITIES & EQUITY	\$ 5,446,657.38	\$ 33,856.15	\$ 2,812,443.72	\$ 8,292,957.25

Kitsap Public Facilities District

Statement of Financial Revenue & Expenses by Fund

January through November 2021

November 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	\$ 1,209.88	\$ -	\$ -	\$ 1,209.88
Total 2863610 · Interest Earnings	\$ 1,209.88	\$ -	\$ -	\$ 1,209.88
3380/70 · Intergovernmental Service				
90 · Other Intergovt Services	\$ 698,734.40	\$ -	\$ -	\$ 698,734.40
Total 3380/70 · Intergovernmental Service	\$ 698,734.40	\$ -	\$ -	\$ 698,734.40
Total 2861I · LTGO Bond Fund 2002A PFD	\$ 699,944.28	\$ -	\$ -	\$ 699,944.28
Total 286 Rev · LTGO Bond Fund 2002B-PFD	\$ 699,944.28	\$ -	\$ -	\$ 699,944.28
968 Rev · PFD Operations Fund				
96968I · PFD Operations Fund				
9684970 · Operating Transfers In	\$ -	\$ 244,000.00	\$ -	\$ 244,000.00
Total 96968I · PFD Operations Fund	\$ -	\$ 244,000.00	\$ -	\$ 244,000.00
Total 968 Rev · PFD Operations Fund	\$ -	\$ 244,000.00	\$ -	\$ 244,000.00
977 Rev · PFD Regional Center Capital				
96977I · PFD Regional Center Capital				
3130 · Retail Sales and Use Tax				
19 · Regional Centers Sales & Use	\$ -	\$ -	\$ 1,770,037.90	\$ 1,770,037.90
Total 3130 · Retail Sales and Use Tax	\$ -	\$ -	\$ 1,770,037.90	\$ 1,770,037.90
3610 · Interest Earnings				
97711 · Investment Interest	\$ -	\$ -	\$ 8,429.28	\$ 8,429.28
Total 3610 · Interest Earnings	\$ -	\$ -	\$ 8,429.28	\$ 8,429.28
Total 96977I · PFD Regional Center Capital	\$ -	\$ -	\$ 1,778,467.18	\$ 1,778,467.18
Total 977 Rev · PFD Regional Center Capital	\$ -	\$ -	\$ 1,778,467.18	\$ 1,778,467.18
Total Income	\$ 699,944.28	\$ 244,000.00	\$ 1,778,467.18	\$ 2,722,411.46
Expense				
286 Exp · LTGO Bnd Fnd 2002B-PFD				
2861E · LTGO Bnd Fnd 2002A PFD				
5830 · Interest on Long-Term Ex	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
Total 2861E · LTGO Bnd Fnd 2002A PFD	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
Total 286 Exp · LTGO Bnd Fnd 2002B-PFD	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
968 Exp · PFD Operations Fnd				
96968E · PFD Operations Fnd				
5101 · Regular Salaries	\$ -	\$ 53,441.67	\$ -	\$ 53,441.67
5102 · Overtime Pay	\$ -	\$ 25,470.23	\$ -	\$ 25,470.23
5140 · Advisory Services	\$ -	\$ 3,200.00	\$ -	\$ 3,200.00
5190 · Miscellaneous Pay	\$ -	\$ 6,710.00	\$ -	\$ 6,710.00
5201 · Industrial Insurance	\$ -	\$ 169.16	\$ -	\$ 169.16
5202 · Social Security	\$ -	\$ 6,550.07	\$ -	\$ 6,550.07
5311 · Office/Operating Supplies	\$ -	\$ 907.47	\$ -	\$ 907.47
5351 · Equipment/Office Furnishings	\$ -	\$ 572.23	\$ -	\$ 572.23
5411 · Accounting & Auditing	\$ -	\$ 3,928.75	\$ -	\$ 3,928.75
5415 · Consulting Services				
5415 a · Construction Consulting	\$ -	\$ 17,393.75	\$ -	\$ 17,393.75

Kitsap Public Facilities District

Statement of Financial Revenue & Expenses by Fund

January through November 2021

November 2021	286	968	977	TOTAL
Total 5415 · Consulting Services	\$ -	\$ 17,393.75	\$ -	\$ 17,393.75
5416 · Special Legal Services	\$ -	\$ 24,417.50	\$ -	\$ 24,417.50
5419 · Other Prof Svcs - Reg Ctr Mktg				
5419 a · Professional Services	\$ -	\$ 50,984.64	\$ -	\$ 50,984.64
5419 b · Recording	\$ -	\$ 3,123.75	\$ -	\$ 3,123.75
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	\$ -	\$ 54,108.39	\$ -	\$ 54,108.39
5421 · Telephone	\$ -	\$ 3,584.55	\$ -	\$ 3,584.55
5441 · Advertising	\$ -	\$ 2,365.19	\$ -	\$ 2,365.19
5451 · Operating Rental/Leases				
5451 b · Rental-Office Space	\$ -	\$ 13,750.00	\$ -	\$ 13,750.00
Total 5451 · Operating Rental/Leases	\$ -	\$ 13,750.00	\$ -	\$ 13,750.00
5461 · Gen/Auto/E&O Insurance	\$ -	\$ 4,405.00	\$ -	\$ 4,405.00
5492 · Dues/Subscriptions/Memberships	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
5497 · Registration & Tuition				
5497 b · Staff Devel/Train Rester/Fees	\$ -	\$ 611.81	\$ -	\$ 611.81
Total 5497 · Registration & Tuition	\$ -	\$ 611.81	\$ -	\$ 611.81
5499 · Other				
5499 a · Events Support/Seed Money	\$ -	\$ 4,132.08	\$ -	\$ 4,132.08
5499 c · Other	\$ -	\$ 146.28	\$ -	\$ 146.28
Total 5499 · Other	\$ -	\$ 4,278.36	\$ -	\$ 4,278.36
Total 96968E · PFD Operations Fnd	\$ -	\$ 227,364.13	\$ -	\$ 227,364.13
Total 968 Exp · PFD Operations Fnd	\$ -	\$ 227,364.13	\$ -	\$ 227,364.13
977 Exp · PFD Regional Cntr Capital				
96977E · PFD Regional Cntr Capital				
5650 · Facility Project Investments				
5650 a · SKCEC - Port Orchard	\$ -	\$ -	\$ 326,293.42	\$ 326,293.42
5650 b · PERC - City of Poulsbo	\$ -	\$ -	\$ 120,993.98	\$ 120,993.98
5650 c · PGFHP - Kitsap County Parks	\$ -	\$ -	\$ 172,181.54	\$ 172,181.54
Total 5650 · Facility Project Investments	\$ -	\$ -	\$ 619,468.94	\$ 619,468.94
5519 · Misc Intergovernmental Service	\$ -	\$ -	\$ 20,010.23	\$ 20,010.23
5520 · I/G Pymts, Fed, State, Local	\$ -	\$ -	\$ 698,734.40	\$ 698,734.40
5890 · Custodial Accounts				
5890.10 · Agency Withdrawals	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
Total 5890 · Custodial Accounts	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
6971 · Operating Transfers Out	\$ -	\$ -	\$ 244,000.00	\$ 244,000.00
Total 96977E · PFD Regional Cntr Capital	\$ -	\$ -	\$ 2,582,213.57	\$ 2,582,213.57
Total 977 Exp · PFD Regional Cntr Capital	\$ -	\$ -	\$ 2,582,213.57	\$ 2,582,213.57
Total Expense	\$ 76,740.63	\$ 227,364.13	\$ 2,582,213.57	\$ 2,886,318.33
Net Ordinary Income	\$ 623,203.65	\$ 16,635.87	\$ (803,746.39)	\$ (163,906.87)
Net Income	\$ 623,203.65	\$ 16,635.87	\$ (803,746.39)	\$ (163,906.87)



Virtual Meeting of the Board of Directors *
Monday, December 13, 2021
Webinar ID – 823 6307 4084 Passcode – 796369

AGENDA

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
 - A. Approval of previous Meeting Minutes – October 25, 2021
- 3. Public Comment** –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Within Zoom, use the “Raise Hand” option, or put a message in the Chat Box and the host will ask the question for you.
- 4. Facility Progress Report** – PGFHP, Eric Baker, Kitsap County
- 5. New Business**
 - A. Consent Agenda Consideration – D Jagodzinske & B Lawler
 - B. Review KPFD Office Technology Needs Quote – Exec Director
 - C. KPFD Credit Card Consideration - Exec Director & J Morrissey
 - D. Review Project Voucher Approval Process – S Thompson
 - E. 2022 Budget Approval – Exec Director & W Draper
 - F. Discuss Public Disclosure Requirements for Special Meetings – B Lawler
 - G. Review Resolution 01-2021 - 2022 Meeting Schedule
 - H. Review Resolution 03-2021 – Exec Director Appointment as Investment Officer
 - I. Review Resolution 04-2021 – Exec Director Voucher Approval Level
 - J. KPFD Resolution & Policy Review Committee – D Jagodzinske
- 6. Financial Reports**
 - A. Monthly Reports – OCT/NOV Financials – Exec Director & S Veach
 - B. Blanket Voucher – KPFD Operation Expenses (\$42,557.32)
- 7. Ongoing Business**
 - A. ED Activity Report (NOV/DEC) – Exec Director
 - B. Regional Facility Reports (OCT/NOV) – Exec Director

Meeting Adjourned

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

Next 2022 Regular Board of Directors meeting:

Next Meeting: January 24, 2021, at 5:30 pm
Location: Virtual as Zoom Webinar
Topics: General Business, POB Progress Report

The Kitsap Public Facilities District does not discriminate based on disability. Individuals who require accommodations should contact KPFD at 360-698-1885.

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# XXX136**

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 \$ 42,557.32 on this 13th day of December 2021

Daron Jagodzinske
Daron Jagodzinske, Chair

Erin Leedham
Erin Leedham


Walter S Draper IV
Walter Draper IV, Treasurer

Tom Bullock
Tom Bullock

John Morrissey
John Morrissey

VENDOR	AMOUNT
Recurring items	
JPC Legal Services – (NOV)	\$ 3,735.75
Barker Creek - Construction Consult – (NOV)	\$ 4,467.50
Accountability Plus- Bookkeeping (OCT/NOV)	\$ 1,046.50
Comcast – Phone & Internet Service (NOV)	\$ 124.51
BKAT Recording KPFD BOD Meeting (OCT)	\$ 262.50
Other items:	
West Sound Workforce – Exec Director Search	\$ 20,250.00
Executive Director Reimbursements	\$ 1,002.70
Board of Director Stipends	\$ 2,941.13
Help Desk Calvary IT Equipment & Installation	\$ 8,726.73
PAGE TOTAL	\$ 42,557.32



TEL (206) 292-1994

FAX (206) 292-1995

801 Second Avenue, Suite 700
Seattle, WA 98104

TAX I.D. #91-1627039

Pay On Line: (no fee to pay on line)

<https://secure.lawpay.com/pages/jbsl/operating>

November 4, 2021

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

Invoice # 128881 BEL
Client Matter # L1022 01000
Billing through 10/31/2021

General Advisory

Professional Services

10/01/2021	BEL	Review minutes and comments.	0.20 hrs.	55.00
10/04/2021	BEL	Review accumulated emails.	0.20 hrs.	55.00
10/08/2021	BEL	Review emails regarding employment agreement. Reply.	0.20 hrs.	55.00
10/12/2021	BEL	Review emails and document regarding data sharing agreement. Review email re payment to J Cohen. Review email re minutes. Review October schedule.	0.20 hrs.	55.00
10/13/2021	BEL	Exchange emails with Daron J re to do list and call. Work on employment agreement. Check on current OPMA requirements. Review Mike W email to Russ S. Call with Daron J. re employment agreement issues. Redraft and edit agreement. Draft termination notice.	3.10 hrs.	852.50
10/13/2021	TBW	Search files for Walton Employment Agreement and email B. Lawler; Format and revise Shiplet Employment Agreement.	0.50 hrs.	105.00
10/14/2021	BEL	Review Daron J email with attachments. Revise attachments to serve as Job Description. Work with office staff re same. Email to Daron J. Call with Daron re transition. Discussion re executive session.	0.40 hrs.	110.00
10/14/2021	TBW	Format and add job description to Employment Agreement; Email to BEL.	0.20 hrs.	42.00
10/15/2021	BEL	Email exchange with client on employment agreement.	0.10 hrs.	27.50
10/18/2021	BEL	Review emails regarding ED contract.	0.10 hrs.	27.50
10/20/2021	BEL	Review email regarding leasehold excise tax. Reply. Review emails re SKRECA and property acquisition. Draft response. Review Poulsbo email regarding ILA modifications. Reply.	0.60 hrs.	165.00

RECEIVED NOV 15 2021

10/21/2021	BEL	Review Morrissey email. Review K Boughton email. Review agenda and weblink. Call with Daron J. Work on employment agreement.	0.50 hrs.	137.50
10/22/2021	BEL	Emails re employment agreement and Monday meeting.	0.10 hrs.	27.50
10/25/2021	BEL	Further emails re employment agreement status. Review Shiplet email. Follow up. Meeting prep. Provide info re ILA funds to Port Orchard. Further emails re funding. Draft resolution. Further emails. Revision to resolution. Pre meeting emails. Monthly meeting.	3.70 hrs.	1,017.50
10/27/2021	BEL	Review multiple emails to follow up to Monday meeting , Email with Russ S. Review minutes.	0.40 hrs.	110.00
10/28/2021	BEL	Further emails re financial issues and exhibits. Review Nick Bond email and DNR lease attachment. Email follow up.	0.20 hrs.	55.00
10/29/2021	BEL	Emails re EC status. Call with Daron J. Follow up re transition protocols.	0.50 hrs.	137.50
				<hr/> \$3,034.50

Billing Summary

Total Professional Services	\$3,034.50
Previous Balance	\$3,376.75
10/18/2021 Payment - Thank you, Check # 3826774	(\$2,675.50)
Total Balance Due	<u><u>\$3,735.75</u></u>

BALANCE DUE UPON RECEIPT IN U.S. DOLLARS.

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

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

Barker Creek Consulting Inc.

PO Box 2011

Silverdale, WA 98383 US

3602719207

shannont@barkercreek-ors.com

<http://barkercreek-ors.com/>**Invoice****BILL TO**

Russ Shipleet

KFPD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1290	11/21/2021	\$4,467.50	12/21/2021	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	KFPD			
	Project management:Project Billing	2	85.00	170.00
	SUBTOTAL - KFPD			170.00
	KFPD:Kitsap Public Facilities District			
09/06/2021	Project management:KFPD - Project Oversight [Sept 6 – Oct 28] - Shannon D Thompson	19:30	165.00	3,217.50
10/08/2021	Project management:KFPD- Coordinator [Oct 8 – Oct 25] - Cynthia E Rogers	9:00	120.00	1,080.00
	SUBTOTAL - KFPD:Kitsap Public Facilities District			4,297.50

BALANCE DUE

\$4,467.50



Accountability Plus, Inc.

Accounting Design & Training
Business Consulting

BILL TO

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

DATE

11/30/2021

INVOICE #

KPFD Oct/Nov

DESCRIPTION	QTY	RATE	AMOUNT
Accounting Services for the Months of October & November 2021	23.25	45.00	1,046.25
This invoice is for 2 months. 1800 Kitsap County 9.0%		9.00%	0.00

It was a pleasure to meet you. I look forward to doing business with you.

Total \$1,046.25

Payments/Credits \$0.00

Balance Due \$1,046.25

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

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

COMCAST BUSINESS

Kitsap Public Facilities

Account number
8498 36 001 1712908

For service at:
9230 BAYSHORE DR NW
STE 101
SILVERDALE WA 98383

Thanks for choosing Comcast Business

Need help?

Visit business.comcast.com/help or
call 1-800-391-3000

Ready to pay?

Visit business.comcast.com/myaccount

Bill date Oct 28, 2021
Services from Nov 03, 2021 to Dec 02, 2021

Page 1 of 5

Your monthly account summary

Previous balance	179.70
Payment - Thank You Oct 20, 2021	-169.97 cr
Balance forward	9.73
New charges	
Comcast Business services	41.02
Other charges and credits	68.55
Taxes and fees	5.21

Balance forward \$9.73
New charges due Nov 24, 2021 \$114.78

Amount due **\$124.51**

Payment due Nov 24, 2021

➔ Manage your services online

Your Comcast Business account online is the one-stop destination to pay your bill and manage your services. Visit business.comcast.com/myaccount.

Service updates

See the "additional information" section for upcoming service updates.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

COMCAST BUSINESS

9602 S 300 W. STE B SANDY UT 84070-3302
8633 0440 NO RP 28 10292021 NNNNNYNN 01 000105 0001

KITSAP PUBLIC FACILITIES
STE 101 ATTN MIKE WALTON
9230 BAYSHORE DR NW
SILVERDALE, WA 98383-9162

Account number **8498 36 001 1712908**
Balance forward \$9.73
New charges due Nov 24, 2021 \$114.78

Please pay **\$124.51**

Amount enclosed \$

Make checks payable to Comcast
Do not send cash

COMCAST
PO BOX 60533
CITY OF INDUSTRY CA 91716-0533



849836001171290800124511

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

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

Customer Number: 10560

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

INVOICE: BKAT000639
Date: Nov 16, 2021
Service: BKAT SERVICES
Customer PO:
Customer Ph:
Terms: NET 15 DAYS

Page 1
of 1

Due Date: Dec 01, 2021

Service Address:

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

Description	Qty	Unit Price	Total Price	Tax
BKAT OTHER OCT 2021 - KPFD BOARD MTGS	1.00	262.50	262.50	N

Total Charges:	262.50
Total Tax:	0.00

Total Invoice:	262.50
Payments:	0.00
Adjustments:	0.00
Total Due:	262.50



West Sound Workforce, Inc
5790 Soundview Dr. Suite 103
Gig Harbor, WA 98335
(253) 853-3633

INVOICE

Invoice Amount

\$20,250.00

Payment Terms

Due On Receipt

Invoice Date

11/08/2021

Invoice No.

44165

Customer No.

8263

Make Check Payable to West Sound Workforce, Inc

Kitsap Public Facilities District
9481 Silverdale Loop Rd NW
265
Silverdale, WA 98383

Customer Name	Department	Customer No.	Payment Terms
Kitsap Public Facilities District	Corporate	8263	Due On Receipt

Description	Type	Units	Rate	Amount
WeekWorked: 11/07/2021 Shiplot, Russ	DHFee	1.00	\$20,250.00	\$20,250.00
Total This WeekWorked:				\$20,250.00

Reg: 0 OT: 0 DT: 0	Total - This Invoice:	\$20,250.00
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Updated 01/6/2021

Name		Russ Shiplet				Vendor# 223114		Date		11/23/2021		Dept		Kitsap Public Facilities District									
Date Mo/Day	Mileage	Overnight Meals, Lodging & Travel Expense					MISC BUSINESS EXP		NON Overnight Meals & Misc. Taxable				To / From Travel Destination	Business Description									
	\$0.560	PER DIEM	Per Diem-B	Per Diem-L	Per Diem-D	Lodging	Misc.	Parking	Meal-B	Meal-L	Meal-D	Allowance											
	\$0.00																						
10/30/21	\$0.00						190.75						Office Monitor Walmart	Office Equipment 5311									
11/01/21	\$0.00						32.70						Business Lunch Meeting Yacht Club Broiler	Business Lunch Meeting									
11/06/21	0.0 \$0.00						61.04						Business Lunch Meeting Yacht Club Broiler	Business Lunch Meeting									
11/08/21	\$0.00						155.27						Office Chair Staples	Office Equipment 5311									
11/15/21	\$0.00						38.70						Business Lunch Meeting Yacht Club Broiler	Business Lunch Meeting									
11/16/21	\$0.00						55.58						Business Cards www.vistaprint.com	Office Supplies 5311									
11/18/21	\$0.00						69.76						Business Lunch Meeting Yacht Club Broiler	Business Lunch Meeting									
11/18/21	\$0.00						398.90						Office Copier Staples	Office Equipment 5311									
	\$0.00																						
Totals	0.0 \$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,002.70	\$ -	\$ -	\$ -	\$ -	\$ -	Total Expenses Excluding Emp Non-overnight & Misc. Taxable		\$1,002.70								
Remarks																							
Accounts Payable Coding					Amount		Payroll Account Coding-Taxable Fringe Benefit					Total Taxable Fringe Benefit											
Cost Center	Account	Subsidiary	Sub Ledger	Activity			Cost Center	Account	117	118	Subledger	Employee Non- Overnight Meals & Misc. Taxable											
														\$ -									
				5311	\$ 800.50			\$ -					Auditors Office - Approval										
					\$ 202.20								NON OVERNIGHT MEALS & MISC TAXABLE										
					\$ 1,002.70				\$ -				Audited by Date										
											X												
I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account there of. Claimant								I the undersigned do hereby certify under penalty of perjury that the claim is a just, due, and unpaid obligation against Kitsap County and that I am authorized to certify said claim. Approved By															
X								Date								X		Walter S Draper IV		Date		11/23/2021	

OFFICE MONITOR

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDT101V2U65



360-697-3670 Mgr:BRONSON

21200 OLHAHA WAY NW
POULSBORO WA 98370

STW 05272 OPN 003763 TEN 67 TRW 06665

PRODUCT SERIAL # 1CR1290H64

HP 27M MONI 019485002176

175.00 X

SUBTOTAL 175.00

TAX 1 9.000 % 15.75

TOTAL 190.75

DEBIT TEND 190.75

CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY

190.75 TOTAL PURCHASE

US DEBIT **** * 9068 I 0

REF # 130300278404

NETWORK ID. 0076 APPR CODE 143054

US DEBIT

AID A0000000980840

AAC EFA050316FF1A02

TERMINAL # SC011046

10/30/21 13:35:45

ITEMS SOLD 1

TCN 5676 1943 4744 9562 2263 9



10/30/21 13:36:00

E-Cycle Washington: Free Recycling

for Computers, Monitors, and TV's

www.ecyclewashington.org

1-800-RECYCLE

***** RETURN & EXCHANGE POLICY *****

Electronics may be returned

for refund or exchange with receipt

WITHIN 30 days

LUNCH MEETING

YACHT CLUB BROILER

9226 Bayshore Dr NW

Silverdale, WA 98383

(360) 698-1601

DINING ROOM

TABLE# 0
SERVER 722/ELLEANNA
CHECK# 1571

Trans Time : 11/15/2021

11:55 AM

TID : 76008016

Trans Type : Purchase

AMERICAN EXPRESS:

XXXXXXXXXX2004

Entry Mode : Chip

CVM : SIGN

Invoice : 0000064353

Response : APPROVED

Auth Code : 847404

AID : A000000025010801

TVR : 0000008000

IAD :

06460103A0A002

TSI : E800

ARC : Z3

Amount : USD \$35.70

Tip : 3

Total : 38.70

SHIPLET/RUSSELL
*** CUSTOMER COPY ***

LUNCH MEETING

YACHT CLUB BROILER

9226 Bayshore Dr NW

Silverdale, WA 98383

(360) 698-1601

DINING ROOM

TABLE# 0
SERVER 722/ELLEANNA
CHECK# 392

Trans Time : 11/14/2021 12:11

PM

TID : 760080160004

Trans Type: Purchase

MT - DEBIT: XXXXXXXXXXXX2004

Entry Mode: Chip

CVM : SIGN

Invoice : 0000064353

Response : APPROVED

Auth Code : 191412

AID : A0000000031010

TVR : 8080008000

IAD : 06010A03A08000

TSI : E800

ARC : Z3

Amount : USD \$32.70

Tip :

Total :

SHIPLET/RUSSELL E
*** CUSTOMER COPY ***

Thank You!

GUEST COPY
(For your records)

OFFICE CHAIR Staples Connect

2850 NW Bucklin Hill Rd

Silverdale, WA 98383

(360) 307-0777

SALE 1000044 7 002 31746

1023 11/08/21 10:02

QTY SKU PRICE

1 STAPLES MCOLLUM CH 122.46

1 3YFURN \$100 199.99 19.99

24390885

Salesperson #1000044

SUBTOTAL 142.45

Standard Tax 9.0000%

TOTAL \$155.27

US DEBIT USD \$155.27

Card No.: XXXXXXXXXXXX9068 [C]

Chip Read

Auth No.: 000075

AID.: A0000000980840

Verified By PIN

TOTAL ITEMS 2

OFFICE COPIER

Staples Connect

2850 NW Bucklin Hill Rd

Silverdale, WA 98383

(360) 307-0777

SALE 1188888 9 006 49580

1023 11/18/21 03:41

QTY SKU PRICE

REWARDS NUMBER 6948920720

1 EPSON T822 HY BLK/ 75.99

010343959071

1 WORKFORCE PRO WF-4 199.99

010343954434

1 VICTOR WOOD DESKDR 39.99

014751952501

1 4V CON \$150-299.99 49.99

24390871

Salesperson #2012906

SUBTOTAL 365.96

Standard Tax 9.0000%

TOTAL \$398.90

AMERICAN EXPRESS USD \$398.90

Card No.: XXXXXXXXXXXX2004 [C]

Chip Read

Auth No.: 848774

AID.: A000000025010801

TOTAL ITEMS 4

LUNCH MEETING

YACHT CLUB BROILER

9226 Bayshore Dr NW

Silverdale, WA 98383

(360) 698-1601

DINING ROOM

TABLE# 0
SERVER 722/ELLEANNA
CHECK# 926

Trans Time : 11/06/2021

12:02 PM

TID : 76008016

Trans Type : Purchase

AMERICAN EXPRESS:

XXXXXXXXXX2004

Entry Mode : Chip

CVM : SIGN

Invoice : 0000062753

Response : APPROVED

Auth Code : 801622

AID : A000000025010801

TVR : 0000008000

IAD :

06460103A0A002

TSI : E800

ARC : Z3

Amount : USD \$61.04

Tip :

Total :

SHIPLET/RUSSELL
*** CUSTOMER COPY ***

Thank You!

GUEST COPY
(For your records)

LUNCH MEETING

YACHT CLUB BROILER

9226 Bayshore Dr NW

Silverdale, WA 98383

(360) 698-1601

DINING ROOM

TABLE# 0
SERVER 713/DESTIN S
CHECK# 1623

Trans Time : 11/18/2021

12:02 PM

TID : 76008016

Trans Type : Purchase

AMERICAN EXPRESS:

XXXXXXXXXX2004

Entry Mode : Chip

CVM : SIGN

Invoice : 0000064999

Response : APPROVED

Auth Code : 845557

AID :

A000000025010801

TVR : 0000008000

IAD :

06460103A0A002

TSI : E800

ARC : Z3

Amount : USD \$69.70

Tip :

Total :

SHIPLET/RUSSELL
*** CUSTOMER COPY ***

Thank You!

GUEST COPY
(For your records)

[My Account](#) / [Order History](#) / **Order Details**

Account # 1537-2766-8173

Order Details | Order # 5XCC8-V6A91-3P0

Order Date: 11/16/2021 1:21 PM

Estimated Date of Arrival: 11/29/2021

Order Status: **Processing****Shipping Address**

Russ Shiplet
9230 Bayshore Dr. NW
Suite 101
Silverdale, WA 98383
United States of America
3606981885
Kitsap Public Facilities District
[Edit Shipping Address](#)

Billing Address

Russell Shiplet
21923 NW Westwood St
Poulsbo, WA 98370
United States of America
3609304458

Delivery Speed

Standard

Payment Information

****2004
Exp. 12/2023

Order Total

Product Total	\$42.00
Shipping & Processing Standard - Est. Arrival Nov 29	\$8.99
Sales Tax	\$4.59
You Paid:	\$55.58

2 Item(s)

[Cancel Items](#)[Resi](#)[Edit Your Design](#)**Business cards - premium matte**

KPPD Business Card

Status: **Processing**

Qty 250

Base Price

\$28.00

Item Total *

\$28.00



BOARD OF DIRECTORS STIPEND WORKSHEET

BOARD MEMBER NAME			DARON JAGODZINSKE					
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION	per Meeting	Mileage RT	@\$.55
APR	26	2021	BOARD	ZOOM		\$50	0	
MAY	10	2021	SPECIAL	ZOOM		\$50	0	
MAY	11	2021	SPECIAL	ZOOM		\$50	0	
MAY	24	2021	BOARD	ZOOM		\$50	0	
AUG	23	2021	BOARD	ZOOM		\$50	0	
SEP	9	2021	SPECIAL	ZOOM		\$50	0	
SEP	13	2021	SPECIAL	ZOOM		\$50	0	
SEP	14	2021	SPECIAL	ZOOM		\$50	0	
SEP	16	2021	SPECIAL	ZOOM		\$50	0	
SEP	23	2021	SPECIAL	ZOOM		\$50	0	
SEP	27	2021	BOARD	ZOOM		\$50	0	
OCT	5	2021	SPECIAL	ZOOM		\$50	0	
OCT	13	2021	SPECIAL	ZOOM		\$50	0	
OCT	25	2021	BOARD	ZOOM		\$50	0	
NOV	9	2021	SPECIAL	ZOOM		\$50	0	
NOV	1	2021	SPECIAL	IN PERSON	KPFD OFFICE	\$50	23	\$ 12.65
NOV	8	2021	SPECIAL	IN PERSON	KPFD OFFICE	\$50	23	\$ 12.65
NOV	15	2021	SPECIAL	IN PERSON	KPFD OFFICE	\$50	23	\$ 12.65
NOV	18	2021	SPECIAL	IN PERSON	KPFD OFFICE	\$50	23	\$ 12.65
NOV	23	2021	SPECIAL	IN PERSON	SILVERDALE	\$50	23	\$ 12.65
DEC	13	2021	BOARD	ZOOM		\$50	0	\$ -
						\$1,050		\$ 63.25
TOTAL						\$1,113.25		



BOARD OF DIRECTORS STIPEND WORKSHEET

BOARD MEMBER NAME			PATRICK HATCHEL					
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION	per Meeting	Mileage RT	@\$.55
DEC	13	2021	BOARD	ZOOM		\$ 50		
OCT	25	2021	BOARD	ZOOM		\$ 50		
SEP	27	2021	BOARD	ZOOM		\$ 50		
SEP	24	2021	SPECIAL	IN PERSON	SILVERDALE	\$ 50	29	15.95
AUG	23	2021	BOARD	ZOOM		\$ 50		
JUL	26	2021	BOARD	ZOOM		\$ 50		
JUN	28	2021	BOARD	ZOOM		\$ 50		
JUN	8	2021	SPECIAL	ZOOM		\$ 50		
MAY	28	2021	SPECIAL	ZOOM		\$ 50		
MAY	24	2021	BOARD	ZOOM		\$ 50		
APR	26	2021	BOARD	ZOOM		\$ 50		
						\$ 550		15.95
TOTAL						\$ 565.95		



BOARD OF DIRECTORS STIPEND WORKSHEET

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

per Meeting Mileage RT @\$.55

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$650

TOTAL

\$650



BOARD OF DIRECTORS STIPEND WORKSHEET

BOARD MEMBER NAME			WALT DRAPER		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
APR	9	2021	SPECIAL	ZOOM	
APR	26	2021	BOARD	ZOOM	
MAY	24	2021	BOARD	ZOOM	
JUN	21	2021	SPECIAL	IN PERSON	KPFD OFFICE
JUN	28	2021	BOARD	ZOOM	
JUL	19	2021	SPECIAL	ZOOM	
JUL	26	2021	BOARD	ZOOM	
AUG	16	2021	SPECIAL	ZOOM	
AUG	23	2021	BOARD	ZOOM	
SEP	27	2021	BOARD	ZOOM	
OCT	25	2021	BOARD	ZOOM	
DEC	13	2021	BOARD	ZOOM	

per Meeting Mileage RT @\$.55

\$50

\$50

\$50

\$50

22 \$ 12.10

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$50

\$600

\$ 12.10

TOTAL	\$612.10
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Virtual Meeting of the Board of Directors *
Monday, December 13, 2021
Webinar ID – 823 6307 4084 Passcode – 796369

AGENDA

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
 - A. Approval of previous Meeting Minutes – October 25, 2021
- 3. Public Comment** –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Within Zoom, use the “Raise Hand” option, or put a message in the Chat Box and the host will ask the question for you.
- 4. Facility Progress Report** – PGFHP, Eric Baker, Kitsap County
- 5. New Business**
 - A. Consent Agenda Consideration – D Jagodzinske & B Lawler
 - B. Review KPFD Office Technology Needs Quote – Exec Director
 - C. KPFD Credit Card Consideration - Exec Director & J Morrissey
 - D. Review Project Voucher Approval Process – S Thompson
 - E. 2022 Budget Approval – Exec Director & W Draper
 - F. Discuss Public Disclosure Requirements for Special Meetings – B Lawler
 - G. Review Resolution 01-2021 - 2022 Meeting Schedule
 - H. Review Resolution 03-2021 – Exec Director Appointment as Investment Officer
 - I. Review Resolution 04-2021 – Exec Director Voucher Approval Level
 - J. KPFD Resolution & Policy Review Committee – D Jagodzinske
- 6. Financial Reports**
 - A. Monthly Reports – OCT/NOV Financials – Exec Director & S Veach
 - B. Blanket Voucher – KPFD Operation Expenses (\$42,557.32)
- 7. Ongoing Business**
 - A. ED Activity Report (NOV/DEC) – Exec Director
 - B. Regional Facility Reports (OCT/NOV) – Exec Director

Meeting Adjourned

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

Next 2022 Regular Board of Directors meeting:

Next Meeting: January 24, 2021, at 5:30 pm
Location: Virtual as Zoom Webinar
Topics: General Business, POB Progress Report

The Kitsap Public Facilities District does not discriminate based on disability. Individuals who require accommodations should contact KPFD at 360-698-1885.

EXECUTIVE DIRECTOR ACTIVITY REPORT

TO: KPF Board of Directors
FROM: Russ Shippet, Executive Director
RE: Activity Report for NOV/DEC 2021

Regional Projects:

NK REC: No interaction

KFEC: Facility rentals totaled 53 for DEC 2021. Facility rental total revenue for NOV 2021 is \$229,219 – up from \$182,499 in NOV 2020

KCC: Hosted events totaled 21 in OCT 2021. A large event totaling over \$100,000 will be held in DEC 2021. Net operating income YTD in OCT 2021 is down %31.4%.

New Projects:

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

-SKCEC: \$1M was provided to the City of Port Orchard for the purchase of property and land that the South Kitsap Community & Events Center will be built in the future.

-PERC: Daron and I attended the NOV 2021 Steering Committee meeting. Updates to the project, as well as renderings were discussed.

-POB/CNW: I met with Fred Salisbury, COO at the Port of Bremerton to discuss the CNW project. In JAN 2022 I will take a tour around the grounds where the project is slated to be constructed.

-PGFHP: No interaction, other than project update presented at the DEC 2021 BOD Meeting.

Other Organizations:

VKP: A new Marketing Support Proposal will be presented in JAN 2022 for KPF Board consideration.

Bonding & Funding:

No updates to report

General:

-I have spent the majority of my first few weeks meeting with county officials, our legal counsel, construction consultant, accountant, and financial advisor.

-I have spoken with the Kitsap County Commissioners office to schedule bi-monthly meetings with the KPF Board of Directors and the Board of County Commissioners to provide updates on current projects across the region. Details to follow in JAN 2022.

-We were notified in late NOV 2021 that the WA State Auditors Office will be conducting a 3-year compliance audit for FY2018, 2019, & 2020. KPF Board Treasurer Walt Draper will be assisting as our board representative.

-Kitsap County recently switched over to a new AP processing system – Workday. I have obtained my login credentials and received several tutorials to get me started.

-I look forward to the new year!



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KITSAP COUNTY PARKS

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

	2021	2020
REVENUE BY SOURCE		
BALLFIELD USAGE FEES	74,190.68	\$ 23,896
EQUIPMENT & VEHICLE RENTAL	7790.12	\$ 12,594
SPACE & FACILITY RENTAL	147238.01	\$ 145,959
YEAR TO DATE REVENUE	\$ 229,219	\$ 182,449

FAIRGROUNDS & EVENT CENTER ACTIVITY FOR December

FACILITY RENTALS	Total Usage
Gordon Field	
Gordon #1 Kitsap Allicance FC, Tracyton Soccer	26
Gordon #1 Crosspoint Combined	
Gordon #2 Tracyton	17
Lobe Field	
Lobe #1	0
Lobe #4	0
Pavilion Veterans Celebration	2
Van Zee Landsafe Clinic, Bainbridge Saddle Club	3
Presidents Hall Rodeo Queen Pageant, Rabbit Show	5

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) beginning January 1, 2021 through December 31, 31, 2021

Team Member

We are fortunate to have strong and dedicated individuals on our team here at KCC. Our team has really planted their feet on the ground in their hired roles, while consistently wearing multiple hats and helping one another where needed. We hired one new server in October and two new culinary team members, who are all doing fantastic work! As we continue to share employees across our portfolio, we will also build a team dedicated to KCC for the days that our other properties have events. This month our team celebrated working for Columbia Hospitality, who was recently named 7th in the top 100 places to work in Washington!



Sales

Our Director of Sales has been working on some very significant events for both 2021 as well as 2022. In October he sent out 10 proposals totaling over \$47,000.00 in revenues. Overall, client behaviors and expectations have changed during the pandemic. Our Sales Team is continuing to evolve our offerings and research new trends, which keeps us in front of many who have become stagnant during the pandemic. In October we established a partnership with a state-of-the-art Audio-Visual Company, who will help us handle large audio-visual needs for our clients.

Marketing/Communications

Campaigns were produced and executed for:

Festive Holiday Packages

Wedding Throwbacks

Looking Ahead

We are working diligently on large events that will help finish 2021 as strong as possible. The USS Theodore Roosevelt will fulfill a contract over \$100k in the first week of December. This event is one of many, that we have the opportunity to serve with our square footage advantage and expanded ideas. There's no doubt that pandemic-weary clients are craving the energy that in-person events bring and we are here to be a part of this.



Financial Results

**Kitsap Conference Center
Consolidated Income Statement
For Period Ending 10/31/2021**

Current Month				Year to Date				
Actual	%	Budget	%		Actual	%	Budget	%
0	0.0%	13,620	11.6%	Conference Services	0	0.0%	66,595	10.7%
2,365	3.6%	4,635	3.9%	Audio Visual	10,230	2.4%	20,564	3.3%
37,334	57.1%	47,970	40.8%	Food	198,155	47.0%	278,517	44.7%
5,483	8.4%	13,200	11.2%	Beverage	40,551	9.6%	60,944	9.8%
11,137	17.0%	24,975	21.2%	Room Rental	117,659	27.9%	114,000	18.3%
9,010	13.8%	13,263	11.3%	Miscellaneous	54,777	13.0%	82,507	13.2%
65,329	100.0%	117,663	100.0%	GROSS REVENUE	421,371	100.0%	623,127	100.0%
				COSTS OF SALES				
0	0.0%	3,258	5.8%	Conference Services	277	0.2%	26,888	9.5%
11,844	31.7%	11,273	23.5%	Food	49,384	24.9%	65,451	23.5%
1,085	19.8%	2,747	20.8%	Beverage	9,064	22.4%	12,682	20.8%
12,929	19.8%	17,278	14.7%	TOTAL COST OF SALES	58,724	13.9%	105,022	16.9%
52,400	80.2%	100,385	85.3%	GROSS MARGIN	362,647	86.1%	518,104	83.1%
				DIRECT EXPENSES:				
3,341	5.1%	11,245	9.6%	Conference Services Payroll Related	12,264	2.9%	67,583	10.8%
0	0.0%	0	0.0%	Conference Services Other Direct	1,428	0.3%	0	0.0%
24,121	36.9%	32,919	28.0%	Food & Beverage Payroll Related	123,589	29.3%	156,076	25.0%
2,591	4.0%	3,584	3.0%	Food & Beverage Other Direct	29,316	7.0%	27,145	4.4%
30,054	46.0%	47,748	40.6%	TOTAL DIRECT EXPENSES	166,596	39.5%	250,804	40.2%
22,346	34.2%	52,637	44.7%	DEPARTMENT PROFIT	196,051	46.5%	267,301	42.9%
				UNDISTRIBUTED OPERATING EXPENSES				
18,069	27.7%	20,608	17.5%	Administrative & General	153,642	36.5%	171,969	27.6%
13,422	20.5%	11,272	9.6%	Sales & Marketing	95,959	22.8%	118,935	19.1%
0	0.0%	560	0.5%	Repairs & Maintenance	269	0.1%	8,050	1.3%
9,227	14.1%	5,308	4.5%	Utilities	46,741	11.1%	48,509	7.8%
40,718	62.3%	37,748	32.1%	TOTAL UNDISTRIBUTED OPERATING EXPENSES	296,611	70.4%	347,463	55.8%
(18,372)	-28.1%	14,889	12.7%	INCOME BEFORE FIXED CHARGES	(100,560)	-23.9%	(80,163)	-12.9%
				FIXED CHARGES				
1,960	3.0%	3,530	3.0%	Capital Reserve	12,641	3.0%	18,694	3.0%
980	1.5%	1,765	1.5%	Incentive Management Fee	6,321	1.5%	9,347	1.5%
362	0.6%	410	0.3%	Insurance	3,231	0.8%	4,100	0.7%
438	0.7%	451	0.4%	Leases	3,310	0.8%	4,510	0.7%
7,500	11.5%	7,500	6.4%	Management Fee	75,000	17.8%	75,000	12.0%
1,396	2.1%	706	0.6%	Property & Other Taxes	3,704	0.9%	3,739	0.6%
12,636	19.3%	14,362	12.2%	TOTAL FIXED CHARGES	104,206	24.7%	115,389	18.5%
96,336	147.5%	117,136	99.6%	TOTAL OPERATING EXPENSES	626,138	148.6%	818,679	131.4%
(31,008)	-47.5%	528	0.4%	NET OPERATING INCOME	(204,767)	-48.6%	(195,552)	-31.4%





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 - E. 2022 Budget Approval – Exec Director & W Draper
 - F. Discuss Public Disclosure Requirements for Special Meetings – B Lawler
 - G. Review Resolution 01-2021 - 2022 Meeting Schedule
 - H. Review Resolution 03-2021 – Exec Director Appointment as Investment Officer
 - I. Review Resolution 04-2021 – Exec Director Voucher Approval Level
 - J. KPFD Resolution & Policy Review Committee – D Jagodzinske
- 6. Financial Reports**
 - A. Monthly Reports – OCT/NOV Financials – Exec Director & S Veach
 - B. Blanket Voucher – KPFD Operation Expenses (\$42,557.32)
- 7. Ongoing Business**
 - A. ED Activity Report (NOV/DEC) – Exec Director
 - B. Regional Facility Reports (OCT/NOV) – Exec Director

Meeting Adjourned

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

Next 2022 Regular Board of Directors meeting:

Next Meeting: January 24, 2021, at 5:30 pm
Location: Virtual as Zoom Webinar
Topics: General Business, POB Progress Report

The Kitsap Public Facilities District does not discriminate based on disability. Individuals who require accommodations should contact KPFD at 360-698-1885.