
Board of Directors Meeting*
Monday, June 27, 2022
Poulsbo City Hall
& Zoom Webinar ID – 851 0097 3328 Passcode: 397721
AGENDA

1. Call to Order / Comments Board Chair Jagodzinske

CONSENT AGENDA

- A. May 23, 2022, Meeting Minutes
 - B. Blanket Voucher # 16-JUN 2022 96968 Operating Expenses
 - C. Blanket Voucher # 17-JUN 2022 96977 POBCNW Project
 - D. Blanket Voucher # 18-JUN 2022 96977 PERC Project
 - E. Blanket Voucher # 19-JUN 2022 96977 PGFHP Project
 - F. EventFund Application – The Found Market
 - G. Executive Director Report – JUN 2022
 - H. Regional Facilities Report – JUN 2022
-

2. Public Comment –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Within Zoom, use the “Raise Hand” option, or put a message in the Chat Box and the host will ask the question for you.

3. Approval of Consent Agenda

Note: If a Board Member wishes to discuss any item, it may be pulled from the Consent Agenda for further dialogue and individual board vote for approval

4. Facility Progress Report – Kitsap County Port Gamble Forest Heritage Parks Trails (PGFHP) Project Update

5. New Business

- A. Resolution 094-2022 - Reappointment of Chairman Jagodzinske, Treasurer Draper, & Director Leedham to another 4-year term on the KPFD Board of Directors
- B. Resolution 03-2022 –Remaining 2022 Board of Director Meeting Locations and Motion for Approval
- C. Resolution 04-2022 – KPFD Credit Card Policy Resolution and Motion for Approval
- D. Election of KPFD Executive Officers – Chairman, Vice Chairman, Treasurer, and Motion for Approval
- E. Costs Associated with KPFD Office Relocation in AUG 2022 and Motion for Approval

6. Financial Reports

- A. MAY 2022 Financial Report
- B. MAY 2022 Rebate Summary Report
- C. JUN 2022 Facilities Tracking Report

7. Ongoing Business/Good of the Order

- A. 2021B Bond Updates
- B. Port of Bremerton/Circuit of the Northwest funding request

8. Meeting Adjournment

Next Meeting: July 25, 2022, at 5:30 pm
Location: Port Orchard City Hall & Virtual Zoom Webinar
Topics: General Business, Poulsbo Events & Recreation Center (PERC) Project Report

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Port Gamble Forest Heritage Park

Project Status





Project Components

- Mountain Biking Ride Park (Phases 1 and 2)
- Framework (FKA Master Plan)
- Sound to Olympics Trail Design (Northern Segments)
- Stottlemeyer Trailhead

Proposed Port Gamble Ride Park Phase 1

Legend:

- Easier 2-Way Trails (Green line)
- Easier Descent (Green dashed line)
- More Difficult Descent (Blue dashed line)
- Most Difficult Descent (Red dashed line)
- Dual Slalom (Blue solid line)
- Logging Road (Dashed line)
- Direction of Travel (for 1-way trails) (Arrow)

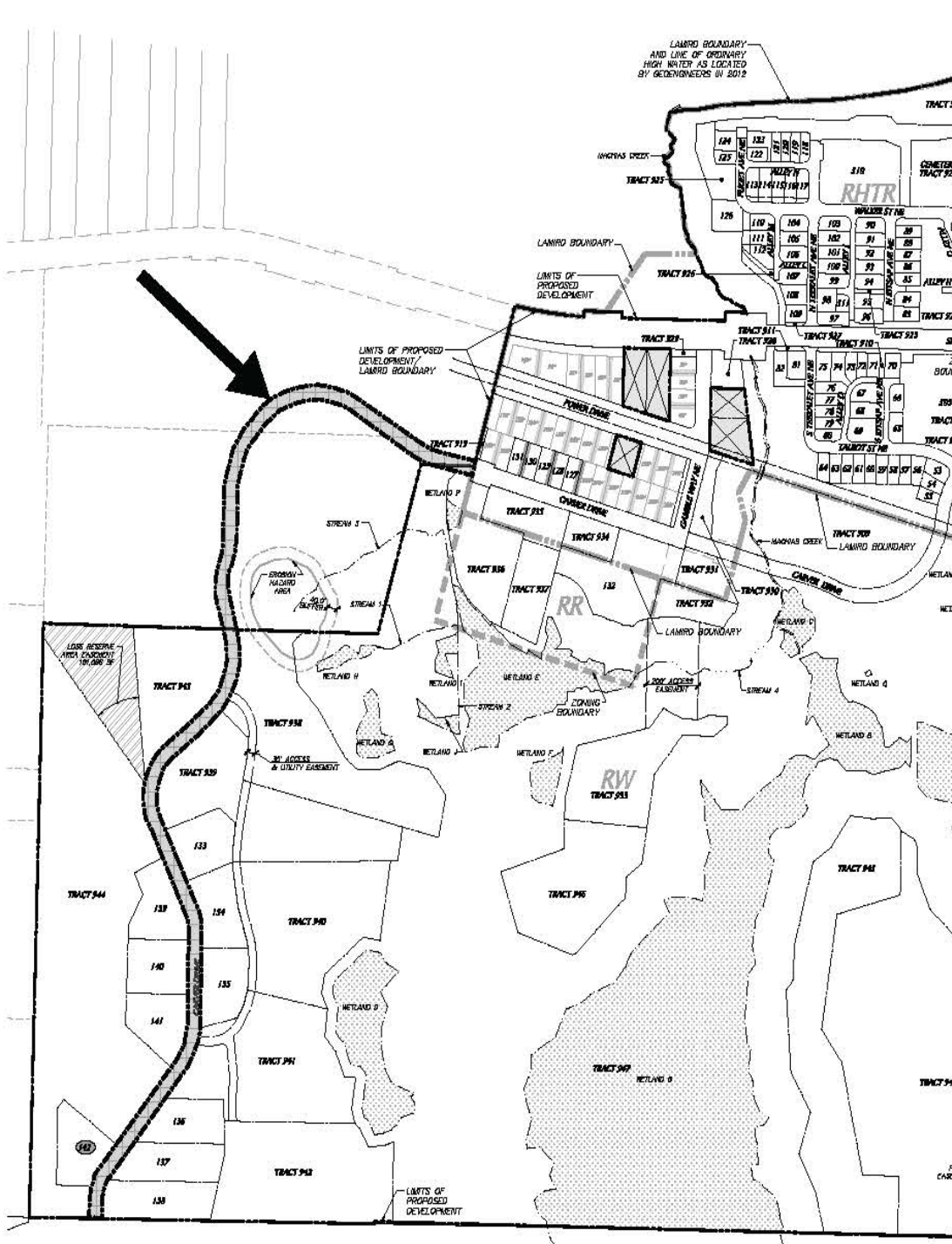
Map Features:

- Phase 1 Evergreen Self-Funded:**
 - #4 Interm. Tech Loop (~0.5mi)
 - #5 Skills Zone (all features)
 - A. Upper Traverse (~0.5mi)
 - Part of B. Perimeter Loop (~0.2mi) (Portion shown between black markers)
- Tech Zone:** Technical Skills Progression
- Skills Zone:** Jump, Drops & Balance Progression
- Freeride Zone:** Freeride & Flow Trail Progression
- Boundaries:** Park Boundary, Wood Creek Pkwy, Laughing Dog Ave NE
- Trails:** A. Upper Traverse, B. Perimeter Loop, C. Existing segment of the Perimeter Loop Trail that will be improved/re-built
- Trail Markers:** #1 through #18
- Scale:** 0 to 800 Feet
- Orientation:** North arrow pointing up

- # Ride Park Phase 1
- 70% Complete
 - The Evergreen Mountain Bike Festival was held this weekend drawing more than a thousand attendees both days.
 - Evergreen Mountain Biking Alliance (EMBA) constructing and maintaining
 - Construction resuming in Fall 2022
- 
- The logo for Kitsap County, Washington, is located in the bottom right corner. It features a circular emblem with a red and black design in the center, surrounded by the text "KITSAP COUNTY" at the top and "WASHINGTON" at the bottom. The numbers "18" and "67" are also visible on the left and right sides of the emblem respectively.

Ride Park Phase 1

- Good news: Rayonier to construct full paved access road (2023)
- Bad news: Affects timing of Ride Park Phase 2.
- Possible Delay to July 2023.







Framework

Work to Date & Partners

- Over a Decade in the Making
- Pope subdivided 20-acre residential lots.
- Close collaboration between conservation groups, the Tribes, park stewards, bikers, bird watchers, hikers and horseback riders.
- All of these groups supported acquisition and provided funding to conserve the 3,500 Port Gamble Forest Heritage Park.





VISION

Port Gamble Forest Heritage Park is focused on the quality of its diverse environment, wildlife, user experience and recreation opportunities. The Park is managed to ensure ecological, educational and economic sustainability by attracting local and regional visitors while bringing compatible economic benefits to the area.

GOALS



WILDLIFE HABITAT ENHANCEMENT & REGENERATION

To promote sensitive stewardship of park lands and trails, especially from previously altered landscapes, to improve habitat and regenerate natural systems for a wide range of wildlife.



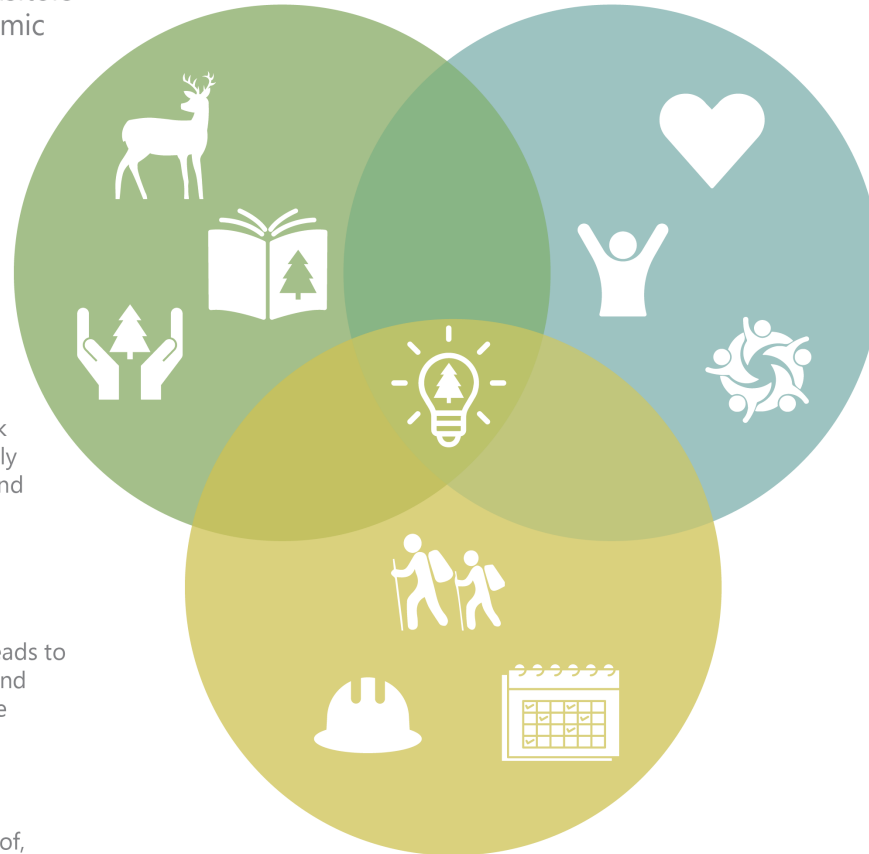
CONSERVATION ETHIC

To promote outdoor recreation, which leads to people placing value on natural places and believing it is important to steward these places for future generations.



EDUCATION

To provide access to, and interpretation of, park lands that have the array of wildlife, vegetation, history, and other assets that give the public a greater understanding of the importance of nature in our lives.



QUALITY OF LIFE

To improve quality of life for those in the community by increasing the amount of open space, particularly spaces with recreation opportunities.



PHYSICAL & EMOTIONAL HEALTH

To provide access to natural areas, trails, and outdoor recreation facilities, which has been shown to support improved physical and emotional health of users.



ACCESS & INCLUSION

To create a park and policies that support community values and provide equitable access to all people, with an active effort to ensure diverse participation in advancing the park's vision and goals.



NEW VENUES FOR ACTIVE RECREATION

To develop new facilities targeting specific events and activities providing a benefit to the local and regional community.



ECONOMIC VITALITY

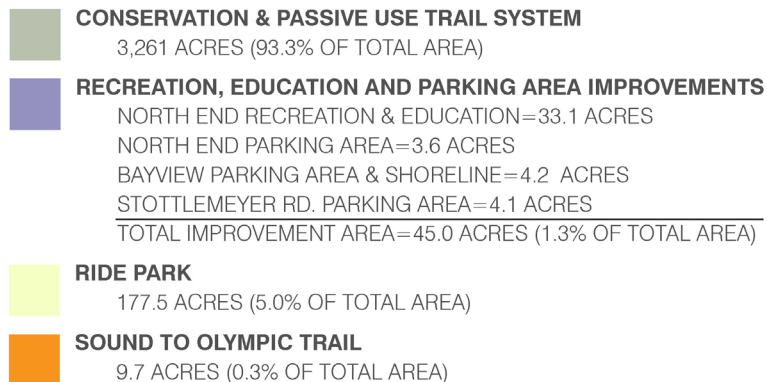
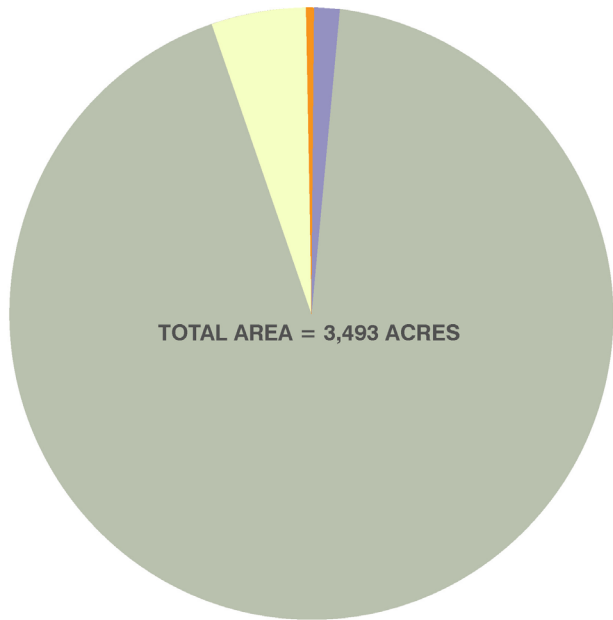
To realize the economic benefits of increased recreation and conservation-related jobs while providing job stability and security.



PREDICTABILITY

To plan for the long term to ensure that development and programming will move forward in a way that is predictable, reliable and in keeping with community goals and aspirations.

PROPORTION OF IMPROVEMENTS TO
CONSERVATION/RESTORATION AREA



Framework Overview

- 93.3% dedicated to conservation and passive recreation.
- Most of the elements shown in the master plan are either currently existing (trails) or part of the conversation from the very beginning (Sound to Olympics Trail, Mountain Bike Ride Park, Trailheads).
- The only portion fully new is the 33-acre education and recreation area adjacent to the Ride Park (less than 1% of Park).





Land Conservation and Restoration Strategy

- Transform PGFHP into a more natural resilient and diverse forest ecosystem for people and wildlife
- Identify a strategy that looks toward the next 150 years
- Implement through County's Forest Stewardship Program



CONSERVATION PRIORITY BY FOREST TRACT

- Existing Parking
- Proposed Parking

----- Fire Roads

▭ Timber Tracts

Conservation Priority

- Low / Recently Harvested
- Very High
- Preserve / Sensitive

Conservation priority was assessed in the context of a management strategy and was determined through a review of the current conditions of each timber tract, the current trajectory of that tract and the likelihood that it will mature as a diverse, resilient forest without management efforts. Preservation priority was given to tracts which appear to be in generally healthy condition and which also contain sensitive areas (e.g. streams, wetlands and steep slopes) that would make harvest or management more difficult.

A detailed Study of the original parcel was conducted by Kitsap County in 2016. See link for details

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Conservation Priorities

- Conserve forest stands that are on a trajectory to develop into healthy, diverse, and resilient forest ecosystems with little additional input
- Conserve forest stands that are in a healthy condition
- Conserve forest stands that contain sensitive areas



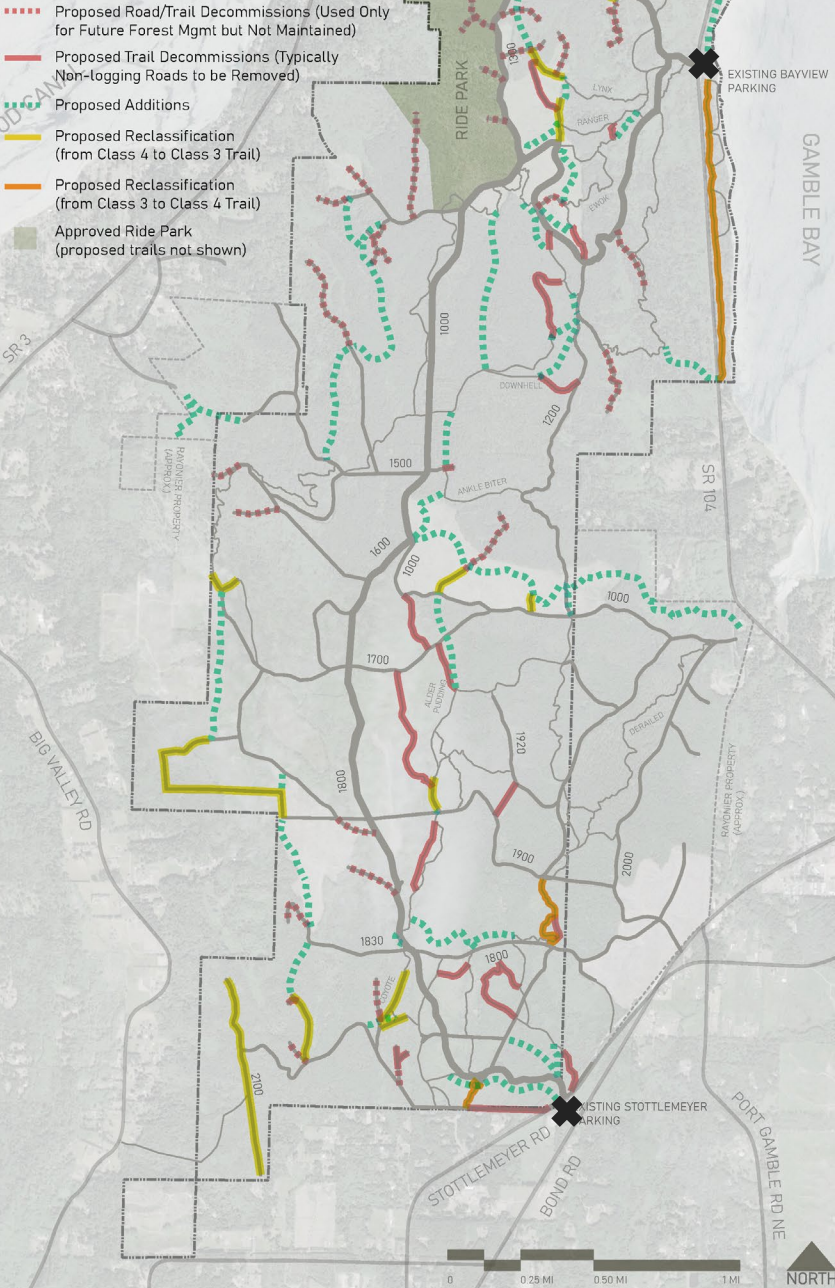


Restoration Priorities

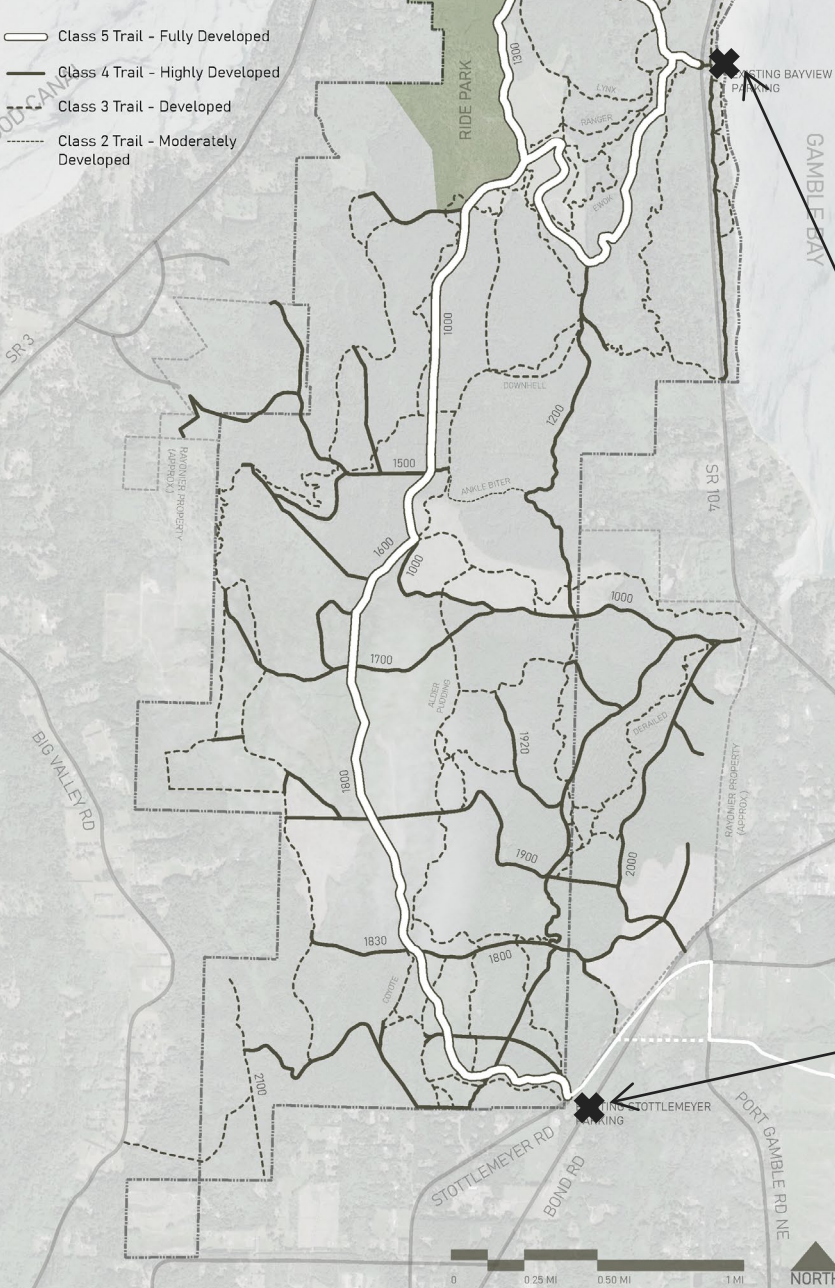
- Promote the development of healthier and more resilient forests through selective forest thinning
- Control invasive vegetation
- Plant native vegetation (trees) to develop more species and forest structure diversity



TRAIL DECOMMISSIONS
& ADDITIONS



PROPOSED TRAIL CLASSIFICATIONS



Trails:
Proposed
Changes &
Trail
Classifications

Bayview Parking

Focus on
Access and
Safety

Net Reduction
in Trails Miles

Stottlemeyer Parking

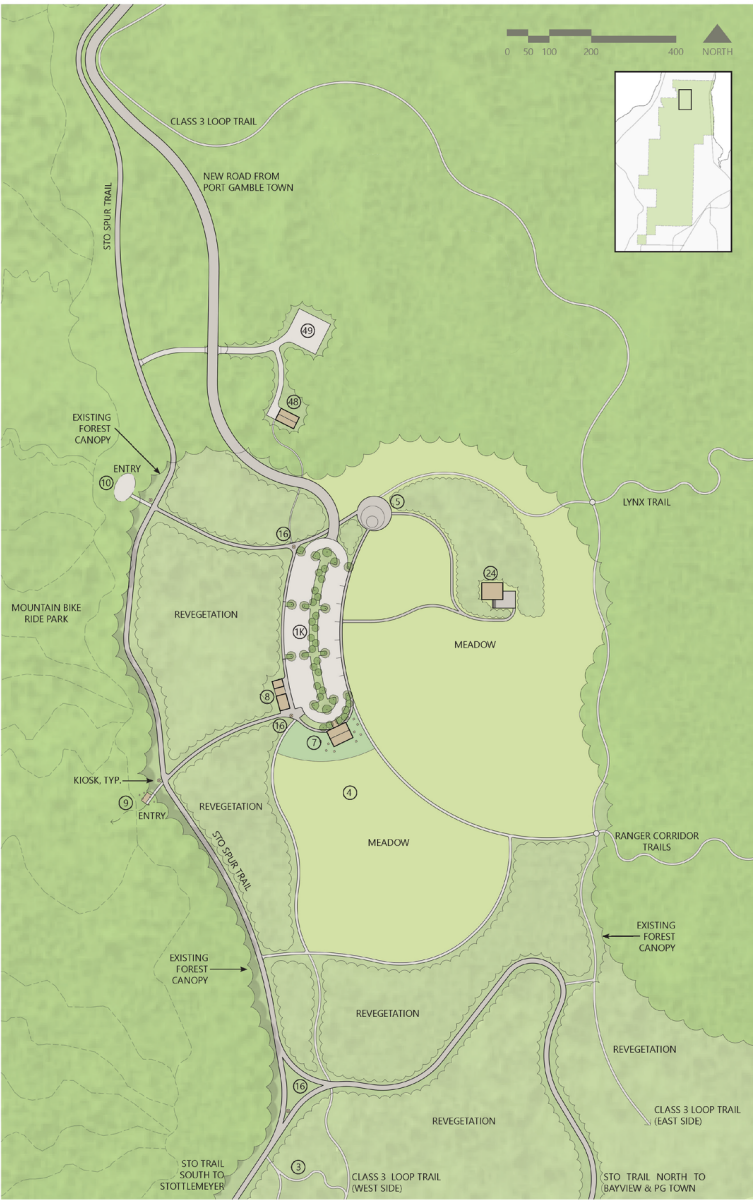




North End Recreation & Educational District

Benefits to Clustering Facilities/Uses

- Close to Port Gamble Town and existing utilities
- Serviced by a new road through Rayonier property
- Adjacent to approved STO trail and Ride Park
- Relatively large, flat area
- Avoids critical areas in this location (streams, wetlands, steep slopes)
- Maximizes views from top of ridge
- Focused on existing logged areas
- Reduced implementation and maintenance costs



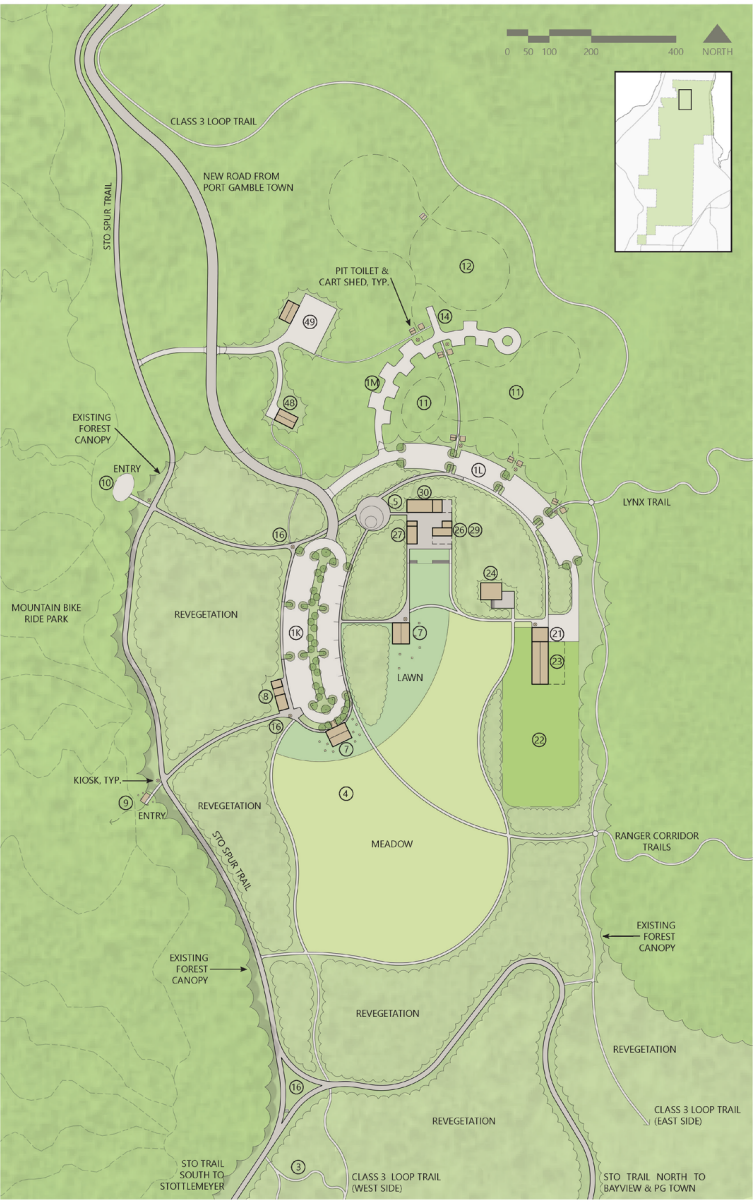
NORTH END RECREATION/EDUCATION DISTRICT - PHASE 1

- LEGEND
- 15 PARKING - GATHERING PLACE / STAGING AREA PARKING
 - 16 TRAIL ADVENTURE PARK
 - 17 GATHERING PLACE / STAGING AREA PARKING
 - 18 ORIENTATION POINT
 - 19 EVENT STAGING AREA
 - 20 OUTDOOR CLASSROOM AREA
 - 21 PICNIC AREA WITH SHELTER
 - 22 PARK RANGER RESIDENCE
 - 23 CONCESSIONS/STAND STRUCTURE
 - 24 PARK MAINTENANCE YARD



NORTH END RECREATION/EDUCATION DISTRICT - PHASE 2

- LEGEND
- 15 PARKING - GATHERING PLACE / STAGING AREA PARKING
 - 16 TRAIL ADVENTURE PARK
 - 17 GATHERING PLACE / STAGING AREA PARKING
 - 18 ORIENTATION POINT
 - 19 EVENT STAGING AREA
 - 20 OUTDOOR CLASSROOM AREA
 - 21 PICNIC AREA WITH SHELTER
 - 22 PARK RANGER RESIDENCE
 - 23 CONCESSIONS/STAND STRUCTURE
 - 24 PARK MAINTENANCE YARD
 - 25 RESTROOM & DOCK/ENT SPACE
 - 26 EDUCATION CENTER/MULTI-USE FACILITY
 - 27 EDUCATION BUNKHOUSE
 - 28 PARK RANGER RESIDENCE
 - 29 PARK MAINTENANCE YARD & SHOP
 - 30 NURSERY



NORTH END RECREATION/EDUCATION DISTRICT - PHASE 3

- LEGEND
- 15 PARKING - GATHERING PLACE / STAGING AREA PARKING
 - 16 TRAIL ADVENTURE PARK
 - 17 GATHERING PLACE / STAGING AREA PARKING
 - 18 ORIENTATION POINT
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Facility Highlights

- Nature-based
- Multi-use, flexible, adaptable over time
- Accessible
- Sustainable
- Improvements clustered
- Improvements will occur in conjunction with a program to improve landscape health





Phasing

- Funding
- Partnerships
- Ongoing Community Support
- Priority: Phased development to ensure sustainability and success



Cost Estimate Summary (2022 Dollars)

Capital Costs (Construction Costs or "Hard" Costs)

Category	Phase 1	Phase 2	Phase 3	Total
Recreation Facilities	\$5,358,397	\$2,341,831	\$723,817	\$8,424,045
Education Facilities	\$71,400	\$6,738,931	\$6,591,400	\$13,401,731
Infrastructure	\$2,690,918	\$1,107,423	\$28,776	\$3,827,117
Resource Management	\$50,423	\$50,423	\$50,423	\$151,268
Subtotals*	\$8,171,138	\$10,238,607	\$7,394,416	\$25,804,161

Indirect Costs ("Soft" Costs)

Category	Phase 1	Phase 2	Phase 3	Total
Recreation Facilities	\$2,411,279	\$1,053,824	\$325,718	\$3,790,820
Education Facilities	\$32,130	\$3,032,519	\$2,966,130	\$6,030,779
Infrastructure	\$1,210,913	\$498,340	\$12,949	\$1,722,203
Resource Management	\$22,690	\$22,690	\$22,690	\$68,070
Subtotals	\$3,677,012	\$4,607,373	\$3,327,487	\$11,611,872

Annual Operations & Maintenance (O&M) Costs

	Phase 1 (by 2026)	Phase 1+2 (by 2031)	Phase 1+2+3 (by 2036)
Recreation/Education	\$119,488/year	\$327,535/year	\$558,556/year
Resource Management	\$368,750/year	\$504,660/year	\$613,996/year

*Note: Refer to the detailed cost estimate in the Appedix 7-1 for additional contingency and escalation costs over the life of the project.



Funding Options

- Public funding – taxes or special districts
- Donations/Public Grants/Partnerships with non-profits and institutions
- General park user fees
- Specific facility user fees/concession arrangements at park
 - Multipurpose event space/pavilions
 - Yurts
 - Camping
 - Adventure Tree Course



Funding Recommendations

- Develop in phases as funding procured
- Pursue all funding strategies (except general user fees): all have potential to be key \$ sources.
- Taxing mechanism (such as a special district) to sustain long-term operations and maintenance is likely needed – and needed early to ensure investments will be maintained.



Themes of Public Comments

- **Opposed to logging** – Rayonier has existing timber deed. Master Plan promotes acquisition of timber rights to protect trees and improve restoration opportunities. Plan cannot unilaterally terminate deed. Current County/community effort underway for purchase of key timber stands.
- **Too much proposed development** – 93.3% of the 3,500 acres is dedicated to conservation and passive recreation.
- **Opposed to STO through the Park** – Core aspect of the acquisition effort Location approved more than a decade ago. Almost \$1M spent of feasibility and design with another \$2.5M committed to construction.



Main Themes of Public Comments

- **Limited public participation** – Many elements had robust public participation (STO, Ride Park) previously. COVID required virtual engagement. Multiple public meetings at various stages with substantial public comment at each stage (captured in Appendix).
- **Too much development around the park** – Huge park. Some areas provide different access and amenities than others. Multiple smaller trailheads, parking and restrooms proposed (most in existing areas) to focus users and maximize access. Reminder: more than 93% dedicated to conservation and passive recreation.





Next Steps

- Revisions to the Draft Framework based on public comment
- Continued Dialogue with Tribes
- County Commissioner Public Hearing (July 11)



RESTORATION RENEWING NATIVE HABITAT

Puget Sound Energy is committed to sustainable land-use practice at Snoqualmie Falls Park.

Controlling Invasive Species

Puget Sound Energy is managing invasive species on the Snoqualmie Falls property. Invasive species can crowd out native plants, degrade habitats, and reduce overall biological diversity. Plants, amphibians, and insects are all affected when invasive plants begin to dominate native habitats.

Maintaining Diversity

Puget Sound Energy strives to control invasive species through an ecologically based, integrated management program. In consultation with the King County Noxious Weed Control Board, Puget Sound Energy contracts with local environmental organizations to help identify and eradicate invasive plants. Visitors to Snoqualmie Falls may notice dead plants on the ground and dead vines on trees as a result of these management activities. Noxious weed infestations dealt with in recent years have included knotweed, English ivy, tansy ragwort, and Scotch broom.

Noxious weeds such as English ivy limit species diversity and compromise wildlife habitat. This ivy grows in thick mats on the ground and often climbs trees. If left unmanaged, trees covered in ivy can topple over during windstorms from the increased weight.




After ivy removal, areas can be restored with native plants known to occur in Snoqualmie Falls Park.

◆ PUGET SOUND ENERGY

-



Upcoming ILA Requests

- Construction cost increases (inflation, design challenges material, labor and fuel costs). Volunteer and other streamlining addressed some of these factors.
- \$700,000 increase in construction costs and 6-month delay.
- Kitsap would ask for an additional \$350,000 to defray overage (Kitsap provides the other \$350,000)
- Extension of ILA to July 1, 2023.



Thank You

Eric Baker

Deputy County Administrator

ebaker@kitsap.gov

[Port Gamble Forest Heritage Park](http://portgambleforestpark.com)
portgambleforestpark.com



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RESOLUTION NO. 094 -2022

**REAPPOINTMENTS TO THE KITSAP PUBLIC FACILITIES DISTRICT
BOARD OF DIRECTORS**

WHEREAS, the Kitsap County Board of Commissioners advocates for public participation and supports and encourages citizen involvement in all matters of County government; and

WHEREAS, the Board of Commissioners supports the need for community facilities which will best represent the interests of all citizens of Kitsap County; and

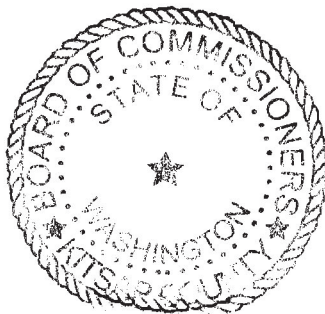
WHEREAS, the Kitsap County Board of Commissioners adopted Resolution number 093-2000, creating a Public Facilities District; and

WHEREAS, the Kitsap County Board of Commissioners appoints one member from each of the four cities located within Kitsap County and one member from each of the three Commissioner Districts to form a Public Facilities District Board of Directors; and

WHEREAS, the terms of Bremerton Representative Walter Draper, Poulsbo Representative Daron Jagodzinske and South Kitsap Representative Erin Leedham expire June 30, 2022, and they wish to be reappointed and the cities of Bremerton and Poulsbo, as well as Commissioner Charlotte Garrido, support them.

NOW THEREFORE, BE IT RESOLVED, the Kitsap County Board of Commissioners reappoints Bremerton Representative Walter Draper, Poulsbo Representative Daron Jagodzinske and South Kitsap Representative Erin Leedham to new four-year terms ending June 30, 2026.

Adopted this 13th day of June 2022



**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**


EDWARD E. WOLFE, Chair


CHARLOTTE GARRIDO, Commissioner


ROBERT GELDER, Commissioner

ATTEST:


Dana Daniels, Clerk of the Board

Board of Directors Meeting*
Monday, June 27, 2022
Poulsbo City Hall
& Zoom Webinar ID – 851 0097 3328 Passcode: 397721
AGENDA

1. Call to Order / Comments Board Chair Jagodzinske

CONSENT AGENDA

- A. May 23, 2022, Meeting Minutes
 - B. Blanket Voucher # 16-JUN 2022 96968 Operating Expenses
 - C. Blanket Voucher # 17-JUN 2022 96977 POBCNW Project
 - D. Blanket Voucher # 18-JUN 2022 96977 PERC Project
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 - F. EventFund Application – The Found Market
 - G. Executive Director Report – JUN 2022
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4. Facility Progress Report – Kitsap County Port Gamble Forest Heritage Parks Trails (PGFHP) Project Update

5. New Business

- A. Resolution 094-2022 - Reappointment of Chairman Jagodzinske, Treasurer Draper, & Director Leedham to another 4-year term on the KPFDD Board of Directors
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- C. Resolution 04-2022 – KPFDD Credit Card Policy Resolution and Motion for Approval
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- A. MAY 2022 Financial Report
- B. MAY 2022 Rebate Summary Report
- C. JUN 2022 Facilities Tracking Report

7. Ongoing Business/Good of the Order

- A. 2021B Bond Updates
- B. Port of Bremerton/Circuit of the Northwest funding request

8. Meeting Adjournment

Next Meeting: July 25, 2022, at 5:30 pm
Location: Port Orchard City Hall & Virtual Zoom Webinar
Topics: General Business, Poulsbo Events & Recreation Center (PERC) Project Report

Kitsap Public Facilities District

Kitsap County, Washington

RESOLUTION 03-2022

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 board of director meetings will be held at least six times per year. Typically, the meetings will be held on the fourth (4th) Monday of each month during the evening hours, beginning at 5:30 PM. Meeting locations will be held at regional locations where BKAT recording is available. A Zoom Webinar option will also be provided.

Note: Meetings scheduled in the Kitsap County Administration Building will be scheduled on the 3rd or 5th Monday to avoid Board of County Commissioner meetings.

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

- JUN 27 Poulsbo City Hall & Zoom Webinar
- JUL 25 Port Orchard City Hall & Zoom Webinar
- AUG 22 Norm Dicks Government Center & Zoom Webinar
- SEP 19* Kitsap County Administration Building & Zoom Webinar
- OCT 24 Port Orchard City Hall & Zoom Webinar
- DEC 12** Bainbridge Island City Hall & Zoom Webinar

*Denotes Third Monday of the month

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

The principal office for the Kitsap Public Facilities District is 9230 Bayshore Dr. NW, Suite 101, Silverdale, WA 98383.

APPROVED: *Daron Jagodzinske*

Daron Jagodzinske, Chairman

ATTESTED: *Patrick Hatchel*

Patrick Hatchel, Vice-Chairman

APPROVED AS TO FORM: *Brian E. Lawler*

Brian E. Lawler, Legal Counsel

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Kitsap Public Facilities District
Resolution 04-2022

A RESOLUTION Authorizing a Credit Card Policy

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

WHEREAS, local governments are authorized to use and contract for the issuance of credit cards for “official government purchases and acquisitions” under RCW 43.09.2855.

WHEREAS, local governments allow designated staff members and officials to use credit cards for certain authorized expenses. Credit cards are commonly used for small and incidental purchases, and for other purchases such as travel expenses, payment of claims, or emergencies. The use of credit cards can be an economical business practice to improve cash management, reduce costs, and increase efficiency.

WHEREAS, the KPFDD Board, as the authorizing legislative body, is ultimately responsible for establishing the credit card program and adequate internal controls, with the oversight of the program’s daily operations and procedures delegated to an administrative officer, its Executive Director. RCW 43.09.2855 requires that the legislative body adopt a system for:

- Distribution of the credit cards;
- Authorization and control of the use of credit card funds;
- Credit limits for the cards;
- Payment of bills; and
- And other rules necessary to implement or administer the credit card system.

WHEREAS, the KPFDD Board proposes to adopt a credit card policy consistent with statutory requirements,

BE IT RESOLVED that the Board of Directors:

1. Adopt the Credit Card Policy, draft attached hereto, as the policy of the KPFDD
and
2. The Board directs the Board Chair and the Executive Director to implement the policy as soon as is practicable

Adopted at a regular and open public meeting of the Kitsap Public Facilities District on the 27th day of June, 2022, the following directors being present and voting:

Kitsap Public Facilities District:

Daron Jagodzinske

Daron Jagodzinske, Chairman

Attest:

Patrick Hatchel

Patrick Hatchel, Vice - Chairman

Approved as to Form:

Brian E. Lawler

Brian E. Lawler, Legal Counsel

KITSAP PUBLIC FACILITIES DISTRICT

CREDIT CARD PROGRAM

Last modified: June 23, 2022

Introduction

The Kitsap Public Facilities District ("KPF") recognizes that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.

The KPF also recognizes the use of credit cards to be an appropriate and useful means of making payment for a variety of types of purchases; some examples may include travel expenses, office supplies, subscriptions, online purchases, and recurring vendor payments (where appropriate).

The Executive Director shall implement and administer the following procedures and processes related to the use of credit cards by the KPF, in furtherance of RCW 43.09.2855:

Distribution

A KPF credit card may be directly issued to its Executive Director, whose job responsibilities could be more easily facilitated by the use of a credit card and would benefit the KPF.

Approval Process

1. The Executive Director shall complete the KPF Credit Card Application Form (see Exhibit A) and sign the KPF Credit Card User Agreement (see Exhibit B).
2. The KPF Board review and approves the application, as appropriate.
3. The Executive Director will process the application with issuing bank and setup any necessary training online.
4. Once online training is completed, the Executive Director is authorized to use the credit card.

Authorization & Control

Issuing Bank

Kitsap Bank (the "Bank") is the issuer of the KPF Credit Card. The Bank provides an online portal at: www.kitsapbank.com in which authorized users may review their credit card transactions within 2 days after the purchase is made. The Executive Director will also use this portal to print and reconcile their monthly statements by the 5th business day of each month. (Review Exhibit C for detailed how-to instructions)

Approved Uses for Credit Card Purchases

The KPF will have one credit card with a credit limit of \$10,000. Such credit card shall be used for business-related purchases not to exceed \$2,000. Examples of allowable purchases may include advance payment of approved travel expenses, lodging, conference registration fees, and seminar tuition, and for pre-approved one-time or recurring purchases from vendors not exceeding \$2,000.

The Executive Director may use the credit card to purchase meals while in travel status. However, those meals must fall within the per diem rates set within the KFPD Expenses and Reimbursement Policy. If less than three meals a day is to be paid, then the user must limit the meals to the applicable rate. All meals charged must have the original receipt showing what was specifically purchased. If the receipt does not show the detail or if the meal is over the rate, the user will be responsible to reimburse the City for this purchase.

When considering use of the KFPD card:

1. Identify goods and services required to perform job-related task.
2. Determine if purchase is within credit card limits.
3. Ensure that the items are not on the exception list.
4. Obtain pricing and in-stock availability and only order items that are immediately available.
5. Ensure that the vendor immediately authorizes the purchase with credit card and forwards you a detailed copy of the credit card purchase receipt.
6. Retain all receipts, packing lists and backup authorizing documents for reconciliation of the monthly statement.

When involved in any aspect of purchasing, the Executive Director is acting as an agent of the KFPD, acting in the best interest of the KFPD. Actions and decisions must not show, or appear to show, personal favoritism to a vendor at the expense of the KFPD.

Disallowed Charges

The following uses are not authorized credit card purchases:

- Capital Equipment
- Personal Items and Services
- Cash Advances of any kind
- Alcoholic Beverages
- Money Orders / Travelers Checks / Gift Cards
- Charges made without pre-approval

The KFPD issued credit card shall not be used for non-KFPD business or personal use. Unauthorized or personal use may be subject to disciplinary action. Disallowed charges, or charges not properly identified, will be paid by the card user before the charge card billing is due. If a situation arises where the card user is responsible for charges and the timing of the payment may result in interest and / or late fees, then the Board Chair must be informed immediately. These charges are considered liens against any amount owed by the KFPD to the card user. The KFPD may withhold any amounts from funds owed to the card user in default.

At the discretion of the KFPD Board Chair the KFPD credit card can be canceled or suspended at any time.

Credit Limits

Dollars per Transaction = \$2,000.

Total Transaction Dollars per Month = \$10,000.

If an increase or decrease to these transaction limits is deemed necessary by the Executive Director, the request must be submitted in writing to the KPF Board for approval.

Receipt of Goods & Services

The Executive Director is responsible for ensuring the receipt of the goods and services as ordered and any follow-up with the vendor to resolve any delivery problems, discrepancies or damaged goods. Should any item(s) need to be returned to the vendor, the cardholder will follow the vendors return policy and also be responsible to ensure that proper credit is posted for said return item(s). In most cases, returns and errors can be resolved directly between the cardholder and the vendor.

If for any reason the Executive Director is unable to reach agreement with the vendor, the Executive Director must contact Kitsap Bank and explain the dispute and the reason behind it. In addition to contacting Kitsap Bank, the reporting cardholder will also inform the KPF Board.

Payment of Bills

Monthly Billing statements will be retrieved on the 5th business day of the month by the Executive Director via the online portal provided.

Card Security

The KPF credit card should always be treated with great care and should be kept in a secured location. The credit card shall not be lent to another person.

The credit card number(s) should be kept confidential and not available to others.

The Executive Director shall immediately report a lost or stolen credit card. The KPF may be liable for all transactions until the card is reported lost or stolen. A cardholder must report a lost or stolen credit card to the KPF Board Chair. Verbal reports of lost or stolen credit cards must be followed up in writing to the KPF Board. A replacement card will be sent within 10 days after the report is filed.

Renewal of an Existing Credit Card

A renewal credit card will be sent automatically to the KPF Executive Director by the issuing bank approximately 30 days prior to the expiration date of the card.

Audits & Enforcement

To ensure the continued success of the KPF Credit Card Program, as well as adherence to the policies as outlined, the Executive Director credit card account will be open to internal audit requirements and periodic examination by the state auditor's office pursuant to RCW 43.09.

Statement Reconciliations not received by due date or without complete receipt detail – The credit card limits will be set to ZERO until reconciliation is received. For continual late or defective reconciliations, the credit card may be cancelled at the discretion of the Board Chair.

Personal Use

Personal use of the KPFD credit card is prohibited and may result in:

- Disciplinary measures that may include termination and/or legal action;
- Permanent revocation of the card ; and/or
- Direct payroll deductions for any unauthorized or personal charges made on the city credit card .

Termination

The KPFD credit card must be returned to the KPFD Board Chair when the Executive Director's employment is terminated or is on extended leave.

Resources

Who to Call

[ADD CARD NAME]

General Support _____

Documents:

KPFD Credit Card Application – see Exhibit A

KPFD Credit Card User Agreement – see Exhibit B

Credit Card Web Portal How-To Instructions – see Exhibit C

City Credit Card Application – Exhibit A

**PURCHASE CARD
APPLICATION**

Please forward application to:

EXECUTIVE DIRECTOR INFORMATION

First Name

Middle Name

Last Name

Business Address

Business Phone

Date of Birth

Social Security Number (Last Four Digits Only)

KPFD INFORMATION

Company Name

Company Address

City

State

Zip

APPROVAL INFORMATION

Monthly Credit Limit (*,***)

Single Transaction Limit (*,***)

Card Type (Individual or Department)

*Individual Limits \$2,500 Monthly / \$1,000 Single

Name on Card

EMPLOYEE / APPROVAL SIGNATURE

Printed Applicant Name

Signature of Applicant / Date

Printed Credit Card Administrator

Signature of Credit Card Administrator / Date

KPFD Credit Card User Agreement – Exhibit B

KPFD CREDIT CARD USER AGREEMENT

Your signature below verifies that you have read and understand the KPFD Credit Card Program terms listed below and agree to comply with them.

1. I understand the KPFD Credit Card is intended to facilitate the purchase of business-related goods and services for the conduct of KPFD business and is not for my personal use.
2. I understand that my card and/or privileges may be revoked at any time based on change of assignment or location and that use of this card is not an entitlement nor reflective of title or position. I also understand that the Card is the property of the KPFD and must be surrendered upon termination of employment or demand of surrender by the KPFD Board Chair. At that point, no further use of the account will be authorized.
3. I understand that if I am issued a card with my name specifically, I am the only person authorized to use the card and am responsible for all charges made against the card.
4. I understand that improper use of the card can be considered misappropriation of KPFD funds, which may result in disciplinary action, up to and including termination.
5. I understand that all charges are billed directly to and paid by the KPFD. Any personal charges on the card could be considered misappropriation of funds since ____ Bank cannot accept any payment from me directly.
6. I understand that I will be required to provide detailed receipts to reconcile monthly statements and to comply with internal control procedures designed to protect the KPFD assets. This may include being asked to produce the credit card to verify its existence and providing assistance in an audit review of its use.
7. I understand that I am responsible for resolving any discrepancies that may occur by contacting the vendor and / or the ____ Bank directly.
8. I will safeguard use of the issued credit card and use appropriate security whenever and wherever I use the card. If my card is lost or stolen, I agree to immediately notify the KPFD Board Chair.
9. I understand that the card in my name or the department has a set credit limit and single transaction limit. Individual named credit cards have a \$_____ and \$_____ credit and single transaction limit respectively.
10. The credit and single transaction limits cannot be changed unless approved by the KPFD Board.

I hereby acknowledge receipt of the KPFD Credit Card (ending in last 4 digits) _ _ _ _

As a Corporate Cardholder, I agree to comply with the terms and conditions of the agreement, including the KPFD's Credit Card Program.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS

Cardholder/Authorized User: _____

Date: _____

Signature: _____

Phone Ext: _____

Bank Web Portal How-To Instructions – Exhibit C

- Log onto: _____
- Type in where indicated the following
 - User Name = specific to the user
 - Password = specific to the user
 - Organization ID = specific to account
- To Review Transactions:
 - Choose Transaction Maintenance at the top right
 - Choose Transaction Management
- To Review / Print Statements:
 - Choose Transaction Maintenance at the top right
 - Choose Statements
 - Search for the specific card

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**Kitsap Public Facilities District
Sales Tax Rebate Revenue Summary**

	A	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
1		FY 2015	%	FY 2016	%	FY 2017	%	FY 2018	%	FY 2019	%	FY 2020	%	FY 2021	%	FY 2022	%
2	JAN	\$ 95,620.62	2.6%	\$ 105,695.31	10.5%	\$ 113,891.57	7.8%	\$ 123,476.10	8.4%	\$ 144,263.78	16.8%	\$ 150,304.56	4.2%	\$ 158,789.57	5.6%	\$ 178,674.01	12.5%
3	FEB	\$ 126,017.20	5.6%	\$ 140,524.01	11.5%	\$ 147,253.14	4.8%	\$ 159,064.82	8.0%	\$ 165,509.56	4.1%	\$ 173,706.66	5.0%	\$ 192,717.28	10.9%	\$ 197,557.85	2.5%
4	MAR	\$ 90,504.55	6.7%	\$ 96,088.48	6.2%	\$ 105,943.80	10.3%	\$ 123,918.31	17.0%	\$ 125,924.98	1.6%	\$ 132,155.73	4.9%	\$ 144,739.20	9.5%	\$ 162,359.33	12.2%
5	APR	\$ 90,213.40	6.7%	\$ 100,040.83	10.9%	\$ 104,854.91	4.8%	\$ 118,939.87	13.4%	\$ 116,815.21	-1.8%	\$ 115,731.99	-0.9%	\$ 141,495.24	22.3%	\$ 167,540.61	18.4%
6	MAY	\$ 107,061.73	7.0%	\$ 119,621.40	11.7%	\$ 126,859.08	6.1%	\$ 144,926.19	14.2%	\$ 150,430.71	3.8%	\$ 126,061.95	-16.2%	\$ 188,771.05	49.7%	\$ 201,423.66	6.7%
7	JUN	\$ 103,097.71	8.4%	\$ 114,550.72	11.1%	\$ 113,282.72	-1.1%	\$ 133,121.83	17.5%	\$ 145,401.79	9.2%	\$ 126,133.58	-13.3%	\$ 177,293.20	40.6%		-100.0%
8	JUL	\$ 108,768.82	9.2%	\$ 114,395.94	5.2%	\$ 126,579.00	10.6%	\$ 146,892.10	16.0%	\$ 150,399.47	2.4%	\$ 165,292.17	9.9%	\$ 192,556.37	16.5%		-100.0%
9	AUG	\$ 121,969.93	14.4%	\$ 128,801.45	5.6%	\$ 142,050.14	10.3%	\$ 158,152.03	11.3%	\$ 166,341.19	5.2%	\$ 170,988.07	2.8%	\$ 204,719.00	19.7%		-100.0%
10	SEP	\$ 118,429.01	12.4%	\$ 124,100.96	4.8%	\$ 129,254.90	4.2%	\$ 149,561.17	15.7%	\$ 157,155.89	5.1%	\$ 167,577.17	6.6%	\$ 186,898.42	11.5%		-100.0%
11	OCT	\$ 111,631.80	4.3%	\$ 126,066.16	12.9%	\$ 132,996.09	5.5%	\$ 151,329.82	13.8%	\$ 158,503.52	4.7%	\$ 163,033.80	2.9%	\$ 182,058.47	11.7%		-100.0%
12	NOV	\$ 121,114.70	6.6%	\$ 132,038.42	9.0%	\$ 139,824.46	5.9%	\$ 149,568.79	7.0%	\$ 161,955.86	8.3%	\$ 184,238.07	13.8%	\$ 197,714.69	7.3%		-100.0%
13	DEC	\$ 110,023.46	11.1%	\$ 117,143.86	6.5%	\$ 124,461.85	6.2%	\$ 148,700.48	19.5%	\$ 148,546.73	-0.1%	\$ 164,199.11	10.5%	\$ 177,670.52	8.2%		-100.0%
14																	
15	TOTAL	\$ 1,304,452.93	7.9%	\$ 1,419,067.54	8.8%	\$ 1,507,251.66	6.2%	\$ 1,707,651.51	13.3%	\$ 1,791,248.69	4.9%	\$ 1,839,422.86	2.7%	\$ 2,145,423.01	16.6%	\$ 907,555.46	-58%
16	AVERAGE	\$ 108,704.41	7.9%	\$ 118,255.63	8.8%	\$ 125,604.31	6.2%	\$ 142,304.29	13.3%	\$ 149,270.72	4.9%	\$ 153,285.24	2.7%	\$ 178,785.25	16.6%	\$ 75,629.62	-58%
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	

NOTE: These sales tax rebate numbers show for the month
money is received from the State Treasurer's Office.
County receives rebate two months after tax paid,
i.e. Cnty/PFD March receipt reflects January sales tax revenue

MAY 2022	FUNDS	COMMENT
Sales Tax Rebate (977)	\$ 201,423.66	Up 6.7% vs. MAY 2021
Debt Service (286)	(\$66,337)	
Net Income	\$135,086	
Expenses (968)	(\$45,874)	
NET GAIN	\$89,212.45	

**Kitsap PFD
Project Funding Record**

Year	Month	POCEC					PERC				PGFHP				POB/CNW				Total Commitment
					ILA					ILA				ILA	Invoice	Reviewed	Invoice Amount	ILA	
2018	June				\$12,000,000					\$243,900.00				\$ 1,697,556.00	Phase 1		\$ 60,000.00	\$ 1,439,000	\$15,380,456
	September														4481	6/21/2018	\$ (30,000.00)	\$ (30,000.00)	
															4711	9/25/2018	\$ (30,000.00)	\$ (30,000.00)	
2018 Totals															Ph1 Bal		\$ -	\$ (60,000.00)	
2019	March														Phase 2	3/25/2019	\$ (19,760.00)	\$ (19,760.00)	
	April															4/24/2019	\$ (77,321.00)	\$ (77,321.00)	
	May															5/20/2019	\$ (72,215.00)	\$ (72,215.00)	
	July															7/29/2019	\$ (55,170.00)	\$ (55,170.00)	
	October															10/28/2019	\$ (33,945.00)	\$ (33,945.00)	
2019 Totals															Ph2 Bal		\$ (258,411.00)	\$ (258,411)	
		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Reviewed	Invoice Amount	Amount Paid	
2020	January														5201	1/20/2020	\$ (90,214.00)	\$ (90,214.00)	
	February														5819	2/24/2020	\$ (153,675.00)	\$ (153,675.00)	
															5978				
															5979				
	September						GRNT000725	9/21/2020	9/21/2020	\$ (8,650.00)									
							GRNT000731	9/21/2020	9/21/2020	\$ (5,317.50)									
							GRNT000723	9/21/2020	9/21/2020	\$ (1,318.75)									
	October						GRNT000738	10/26/2020	10/26/2020	\$ (5,156.25)									
	December	INV00606	12/14/2020	12/14/2020	\$ (60,095.60)	Task 2	GRNT000754	12/14/2020	12/14/2020	\$ (6,693.75)									
2020 Totals					\$ (60,096)					\$ (27,136.25)					Ph2 Bal		\$ (243,889.00)	\$ (243,889.00)	
		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Reviewed	Invoice Amount	Amount Paid	
2021	January						GRNT000765	1/25/2021	1/25/2021	\$ (13,441.75)									
	February	SKCEC #2	2/22/2021	2/22/2021	\$ (137,371.72)	Task 2	GRNT000771	1/25/2021	1/25/2021	\$ (16,387.93)	21-0100	2/22/2021	2/22/2021	\$ (29,943.70)					
	March						GRNT000785	3/22/2021	3/22/2021	\$ (9,410.81)									
	April	INV00753	4/26/2021	4/26/2021	\$ (20,628.28)	Task 2	GRNT000791	4/26/2021	4/26/2021	\$ (10,868.75)									
	May		5/24/2021	5/24/2021	\$ (1,000,000.00)	Task 3	GRNT000805	5/24/2021	5/24/2021	\$ (15,516.25)					7011	5/24/2021	\$ (86,340.00)		
	June	INV00795			\$ (22,000.00)	Task 2	GRNT000811	6/28/2021	6/28/2021	\$ (9,253.35)					7018	6/28/2021	\$ (69,653.55)		
	July	INV00825	6/28/2021	6/28/2021	\$ (30,000.03)	Task 2	GRNT000818	7/26/2021	7/26/2021	\$ (7,275.65)					7022	7/26/2021	\$ (62,173.55)		
	August	INV00873	8/23/2021	8/23/2021	\$ (30,002.84)	Task 2	GRNT000831	8/23/2021	8/23/2021	\$ (23,434.49)					7031	7/26/2021	\$ (52,335.70)		
	September						GRNT000839	9/27/2021	9/27/2021	\$ (8,955.00)					7036	8/23/2021	\$ (70,703.55)		
	October	INV00961	10/25/2021	10/25/2021	\$ (86,287.13)	Task 2	GRNT000847	10/25/2021	10/25/2021	\$ (6,450.00)	21-0101	10/25/2021	10/25/2021	\$ (142,237.84)	7044	9/26/2021	\$ (58,990.70)		
	December														7052	12/13/2021	\$ (17,785.00)		
															7068	12/14/2021	\$ (20,275.60)		
2021 Totals					\$ (1,326,290)					\$ (120,993.98)					sub-total		\$ (438,257.65)	\$ -	
		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Reviewed	Invoice Amount	Amount Paid	
2022	January	INV01025	1/24/2022	1/31/2022	\$ (12,263.00)	Task 2	GRNT000854	1/24/2022	1/31/2022	\$ (6,300.00)	21-0104	1/24/2022	1/31/2022	\$ (61,194.29)	7080	1/24/2022	\$ (118,025.00)	\$ (144,000.00)	
	February	INV00016	2/28/2022	2/28/2022	\$ (1,443.58)	Task 2	GRNT000864	2/28/2022	2/28/2022	\$ (1,575.00)					7090	2/4/2022	\$ (105,115.30)		
	March						GRNT000870	2/28/2022	2/28/2022	\$ (8,536.25)					7100	3/18/2022	\$ (74,440.00)		
	April						GRNT 000888	3/28/2022	4/5/2022	\$ (1,257.19)					7110	4/19/2022	\$ (61,661.25)		
	May														7310	5/13/2022	\$ (51,695.13)		
	June						GRNT000914	6/27/2022		\$ (732.50)	21-0105	6/27/2022		\$ (92,135.24)					
	July										22-0106	6/27/2022		\$ (180,766.80)	7360	6/15/2022	\$ (62,269.50)		
	August																		
	September																		
	October																		
	November																		
	December																		
2022 Totals					\$ (13,706.58)					\$ (18,400.94)				\$ (334,096.33)			\$ (473,206.18)	\$ (144,000.00)	\$ (510,203.85)
Total Paid to Date					\$ (1,400,092.18)					\$ (166,531.17)				\$ (506,277.87)	sub-total		\$ (1,413,763.83)	\$ (706,300.00)	\$ (2,779,201)
Remaining Balance					\$ 10,599,907.82					\$ 77,368.83				\$ 1,191,278			\$ 732,700.00	\$ 12,601,255	2022 Totals

96977 FUND		
JUN 2022 TOTALS	AVAILABLE CASH	CASH BALANCE
\$ (335,904.04)	\$ 375,461.72	\$ 39,557.68

2022 Totals	Total PTD
Remaining Balances	

Board of Directors Meeting*
Monday, June 27, 2022
Poulsbo City Hall
& Zoom Webinar ID – 851 0097 3328 Passcode: 397721
AGENDA

1. Call to Order / Comments Board Chair Jagodzinske

CONSENT AGENDA

- A. May 23, 2022, Meeting Minutes
 - B. Blanket Voucher # 16-JUN 2022 96968 Operating Expenses
 - C. Blanket Voucher # 17-JUN 2022 96977 POBCNW Project
 - D. Blanket Voucher # 18-JUN 2022 96977 PERC Project
 - E. Blanket Voucher # 19-JUN 2022 96977 PGFHP Project
 - F. EventFund Application – The Found Market
 - G. Executive Director Report – JUN 2022
 - H. Regional Facilities Report – JUN 2022
-

2. Public Comment –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Within Zoom, use the “Raise Hand” option, or put a message in the Chat Box and the host will ask the question for you.

3. Approval of Consent Agenda

Note: If a Board Member wishes to discuss any item, it may be pulled from the Consent Agenda for further dialogue and individual board vote for approval

4. Facility Progress Report – Kitsap County Port Gamble Forest Heritage Parks Trails (PGFHP) Project Update

5. New Business

- A. Resolution 094-2022 - Reappointment of Chairman Jagodzinske, Treasurer Draper, & Director Leedham to another 4-year term on the KPFD Board of Directors
- B. Resolution 03-2022 –Remaining 2022 Board of Director Meeting Locations and Motion for Approval
- C. Resolution 04-2022 – KPFD Credit Card Policy Resolution and Motion for Approval
- D. Election of KPFD Executive Officers – Chairman, Vice Chairman, Treasurer, and Motion for Approval
- E. Costs Associated with KPFD Office Relocation in AUG 2022 and Motion for Approval

6. Financial Reports

- A. MAY 2022 Financial Report
- B. MAY 2022 Rebate Summary Report
- C. JUN 2022 Facilities Tracking Report

7. Ongoing Business/Good of the Order

- A. 2021B Bond Updates
- B. Port of Bremerton/Circuit of the Northwest funding request

8. Meeting Adjournment

Next Meeting: July 25, 2022, at 5:30 pm
Location: Port Orchard City Hall & Virtual Zoom Webinar
Topics: General Business, Poulsbo Events & Recreation Center (PERC) Project Report

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