

Board of Directors Meeting*
Monday, January 30, 2023
Kitsap Public Facilities District Office
Meeting Location: Poulsbo City Hall
& via Zoom Webinar ID – 819 5193 8936

AGENDA

1. Call to Order / Comments Board Chairman Hatchel

CONSENT AGENDA

- A. DEC 12 2022 KPFD BOD Meeting Minutes
 - B. JAN 19 2023 KPFD BOD Special Meeting Minutes
 - C. Blanket Voucher #01-JAN 2023 96968 Operating Expenses
 - D. Blanket Voucher #02-JAN 2023 96977 PERC Project
 - E. Blanket Voucher #03-JAN 2023 96977 PGFHP Project
 - F. Blanket Voucher #04-JAN 2023 96977 POCEC Project
 - G. Blanket Voucher #05-JAN 2023 96977 POBCNW Project
 - H. Executive Director Report – JAN 2023
 - I. KCC Financial Report – DEC 2022
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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 – PERC Project, Ms. Karla Boughton, City of Poulsbo

5. New Business

- A. JAN 19 2023 BOD Special Meeting Recap & Continuing Board Discussion
- B. Legal Services Contract Extension – Jameson Pepple Cantu PLLC

6. Financial Reports

- A. 2022 Financial Reports
- B. 2022 Rebate Summary Report
- C. 2022 & JAN 2023 Facilities Tracking Report

7. Ongoing Business/Good of the Order

- A. KPFD New Logo Revision #2

8. Meeting Adjournment

Next Meeting: FEB 27, 2023, at 5:30 pm
Location: Bainbridge Island City Hall & Virtual Zoom Webinar
Topics: General Business, Port Gamble Forest Heritage Park Trails (PGFHP) Project Report

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Brian E. Lawler
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Seattle, Washington 98104
206.292.1994
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January 25, 2023

Russ Shiplet, Executive Director
Kitsap Public Facilities District
19980 10th Avenue NE, Suite 204F
Poulsbo, WA 98370

Re: Letter of Renewal of Legal Services Contract

Dear Mr. Shiplet:

This letter is to renew the existing Legal Services Agreement dated January 1, 2021 (“Agreement”) between the Kitsap Public Facilities District and Jameson Pepple Cantu PLLC on the same terms and conditions, as provided in Section 3.6 of the Agreement.

This letter further acknowledges that the Client’s Representative Section of the Agreement (3.8) is deemed updated as follows:

Russ Shiplet, Executive Director
Kitsap Public Facilities District
19980 10th Ave NE, Suite 204F
Poulsbo, WA 98370
Tel: 360-698-1885
www.kitsap-pfd.org

Please have this letter countersigned below by Board Chair Patrick Hatchel and return a copy to me for JPC files. You may retain the original. Thank you for the continuing opportunity to work with the District.

Very truly yours,

JAMESON PEPPLER CANTU PLLC

A handwritten signature in blue ink, appearing to read 'Brian E. Lawler', with a long horizontal flourish extending to the right.

By: Brian E. Lawler
Of Counsel

Approved:

Kitsap Public Facilities District

Patrick Hatchel

By: Patrick Hatchel, Board Chair

Dated: 01/30/2023

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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%	\$ 190,292.70	7.3%
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%	\$ 193,483.26	0.5%
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%	\$ 207,417.76	1.3%
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%	\$ 200,317.82	7.2%
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%	\$ 204,071.35	12.1%
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%	\$ 208,743.30	5.6%
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%	\$ 192,632.39	8.4%

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%	\$ 2,304,514.04	7.8%
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%	\$ 192,042.84	7.8%

17

18 NOTE: These sales tax rebate numbers show for the month

19 money is received from the State Treasurer's Office.

20 County receives rebate two months after tax paid,

21 i.e. Cnty/PFD March receipt reflects January sales tax revenue

22

23

24

NOV 2022	FUNDS	COMMENT
Sales Tax Rebate (977)	\$192,632.39	Up 8.4% from DEC 2021
Debt Service (286)	(\$70,083)	
Net Income	\$122,549	
Expenses (968)	(\$30,639)	
NET GAIN	\$91,910.27	

Kitsap PFD
Project Funding Record

Year	Month	POCEC					PERC				PGFHP				POB/CNW				Total Commitment
				ILA					ILA				ILA		Reviewed	Invoice Amount	ILA		
2018	June			\$ 12,000,000					\$243,900				\$ 1,697,556		Phase 1	\$ 60,000.00	\$ 1,439,000	\$ 15,380,456.00	
	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)		
	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)	\$ (258,411.00)	\$ (258,411.00) 2019 Totals	
2020	Month	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	
	January															1/20/2020	\$ (90,214.00)	\$ (90,214.00)	
	February														5201	2/24/2020	\$ (153,675.00)	\$ (153,675.00)	
															5819				
															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) \$ (331,120.85) 2020 Totals	
2021	Month	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	
	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	6/28/2021	6/28/2021	\$ (22,000.00)	Task 2	GRNT000811	6/28/2021	6/28/2021	\$ (9,253.35)					7018	6/28/2021	\$ (69,653.55)		
	July	INV00825	8/23/2021	8/23/2021	\$ (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)	\$ - \$ (1,619,465.52) 2021 Totals	
2022	Month	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	
	January	INV01025	1/24/2022	1/31/2022	\$ (12,263.00)	Task 2	GRNT00854	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														7110	4/19/2022	\$ (61,661.25)		
	June						GRNT000914	6/27/2022	6/28/2022	\$ (732.50)	21-0105	6/27/2022	6/28/2022	\$ (92,135.24)	7310	5/13/2022	\$ (51,695.13)		
	July						GRNT000923	7/25/2022	7/26/2022	\$ (297.50)	22-0106	6/27/2022	6/28/2022	\$ (180,766.80)	7360	6/15/2022	\$ (62,269.50)		
	August										22-00397	7/25/2022	7/26/2022	\$ (159,566.82)	7450	7/20/2022	\$ (69,194.14)		
	September	INV01294	9/19/2022	9/25/2022	\$ (141,374.81)	Task 4	GRNT000945	9/19/2022	9/25/2022	\$ (11,961.50)	22-0108	7/25/2022	7/26/2022	\$ (1,219.86)	7560	8/17/2022	\$ (73,454.14)		
	October	INV01274	10/24/2022	10/25/2022	\$ (50,386.00)	Task 4									7660	9/14/2022	\$ (192,922.21)		
	November	INV01363	11/21/2022	12/8/2022	\$ (189,900.93)	Task 4	GRNT000961	11/21/2022	12/8/2022	\$ (6,228.75)					7700	10/19/2022	\$ (191,912.45)		
	December	INV01386	12/22/2022	12/28/2022	\$ (125,741.06)	Task 4					22-0115	12/12/2022	12/22/2022	\$ (137,629.02)					
2022 Totals					\$ (521,109.38)					\$ (36,888.69)							\$ (1,000,689.12)	\$ (144,000.00) \$ (1,334,510.10) 2022 Totals	
2023	Month	Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Board Approved	Date Paid	Amount Paid	
	January	INV01400	1/30/2023		\$ (68,700.70)	Task 4	GRNT000983	1/30/2023		\$ (12,153.50)	22-0914	1/30/2023		\$ (6,874.79)				\$ (144,000.00) \$ (231,728.99) JAN 2023 TOALS	
	February																		
	March																		
	April																		
	May																		
	June																		
	July																		
	August																		
	September																		
	October																		
	November																		
	December																		
2023 Totals					\$ (68,700.70)					\$ (12,153.50)				\$ (6,874.79)				\$ (144,000.00) \$ (231,728.99) 2023 Totals	
Total Paid to Date					\$ (1,976,195.68)					\$ (197,172.42)				\$ (811,568.36)				\$ (850,300.00) \$ (3,835,236.46) Total PTD	
Remaining Balance					\$ 10,023,804.32					\$ 46,727.58				\$ 885,988				\$ 588,700.00 \$ 11,545,219.54 Remaining Balances	

Board of Directors Meeting*
Monday, January 30, 2023
Kitsap Public Facilities District Office
Meeting Location: Poulsbo City Hall
& via Zoom Webinar ID – 819 5193 8936

AGENDA

1. Call to Order / Comments Board Chairman Hatchel

CONSENT AGENDA

- A. DEC 12 2022 KPFD BOD Meeting Minutes
 - B. JAN 19 2023 KPFD BOD Special Meeting Minutes
 - C. Blanket Voucher #01-JAN 2023 96968 Operating Expenses
 - D. Blanket Voucher #02-JAN 2023 96977 PERC Project
 - E. Blanket Voucher #03-JAN 2023 96977 PGFHP Project
 - F. Blanket Voucher #04-JAN 2023 96977 POCEC Project
 - G. Blanket Voucher #05-JAN 2023 96977 POBCNW Project
 - H. Executive Director Report – JAN 2023
 - I. KCC Financial Report – DEC 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 – PERC Project, Ms. Karla Boughton, City of Poulsbo

5. New Business

- A. JAN 19 2023 BOD Special Meeting Recap & Continuing Board Discussion
- B. Legal Services Contract Extension – Jameson Pepple Cantu PLLC

6. Financial Reports

- A. 2022 Financial Reports
- B. 2022 Rebate Summary Report
- C. 2022 & JAN 2023 Facilities Tracking Report

7. Ongoing Business/Good of the Order

- A. KPFD New Logo Revision #2

8. Meeting Adjournment

Next Meeting: FEB 27, 2023, at 5:30 pm
Location: Bainbridge Island City Hall & Virtual Zoom Webinar
Topics: General Business, Port Gamble Forest Heritage Park Trails (PGFHP) Project Report



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