
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
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 - 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

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

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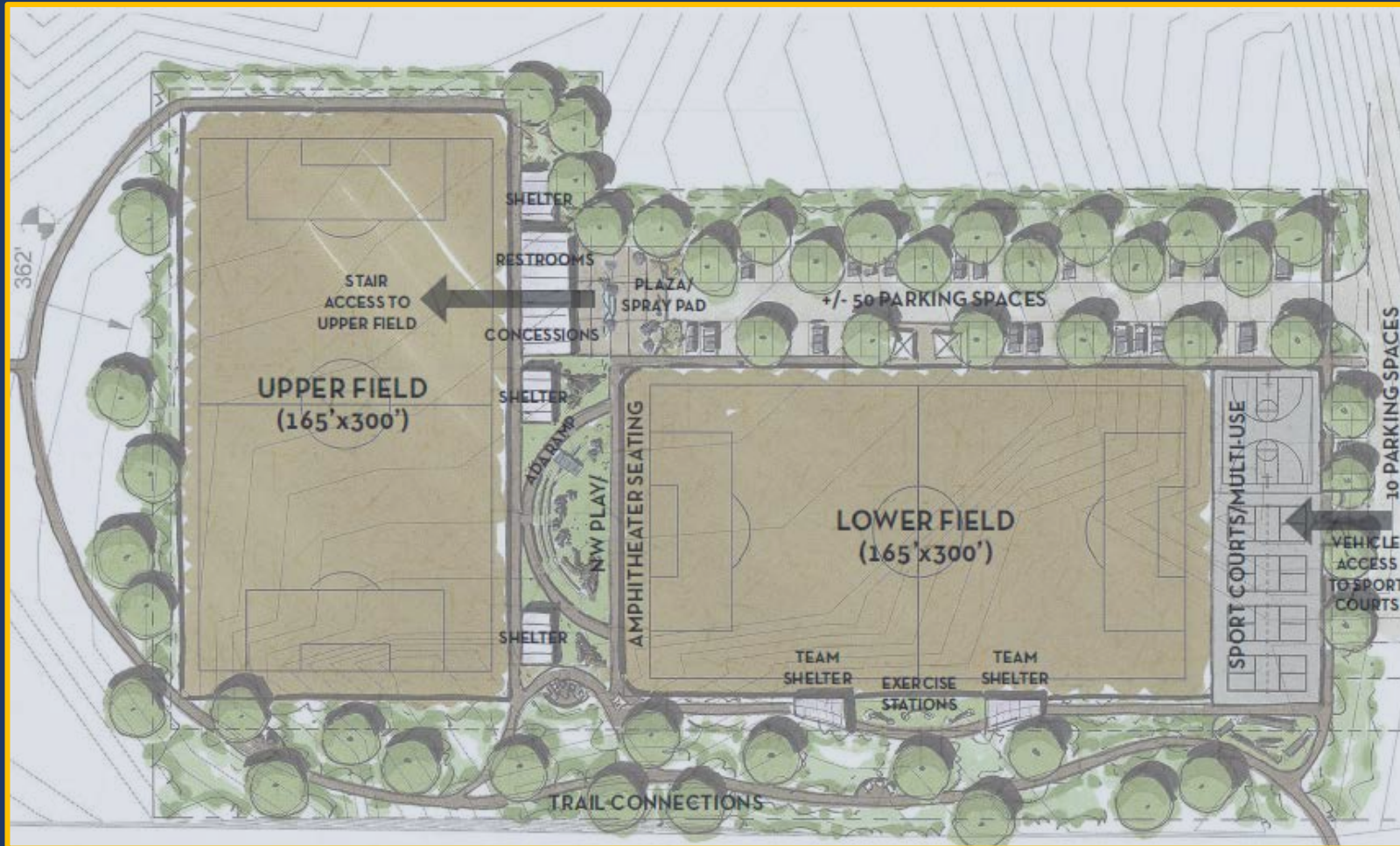
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PERC Feasibility Final Report

Kitsap Public Facilities
District Board
January 30, 2023



PERC Status Update

Tonight we'll present:

- Final Feasibility Report
 - Phased Approach
 - Phase 1 Fields First Conceptual Site Plan
 - Targeted Market Analysis
 - Operations Considerations
 - Financial Analysis
- Feasibility Determination



1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

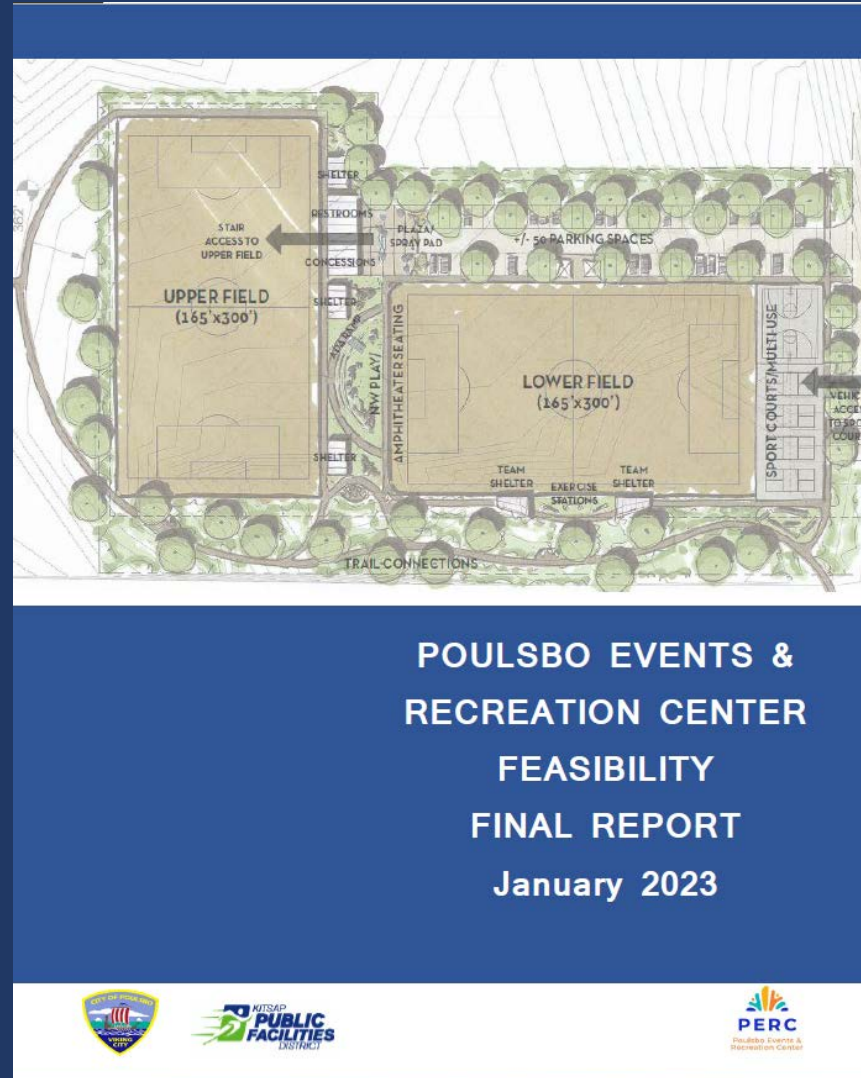
4 | Draft Management Plan and Financial Strategy

5 | Final Feasibility Report and Feasibility Determination

We are here!



PERC Final Feasibility Report Released 1/23/23



PERC Phased Approach

Phase 1: Tournament Fields

- Two turfed and lighted tournament fields, with outdoor recreational amenities, picnic/team shelters, bleachers, storage and parking at the current PERC site.

Dependent on adding real estate

Phase 2: Event and Recreation Center

- Center with indoor recreation gym and other indoor recreation with meeting and classrooms for events/meetings/classes and supportive of OC/WWU Campus

Phase 3: Outdoor Recreational Pool

Phased Approach allows the City and KPFD to move forward with Phase 1 while exploring additional sites for Phase 2 and 3, and developing a long-term funding strategy



Phase 1 Fields First Conceptual Site Plan

PNW inspired playground located between fields for families attending tournaments, while taking advantage of naturally-tiered seating



Multiple picnic shelters to support tournaments, also provides an additional rental revenue source



Seating along walking path



Two lighted and turfed multi-use tournament fields



Concessions for sports tournaments



Sports Courts – 4 pickleball and full size basketball



Phase 1: Tournament Fields w/outdoor recreation elements

Targeted Market Analysis

2021 Berk Consulting Initial Market Conclusion

- Four fields (2 at PERC and 2 Strawberry Fields) may be weak in the regional/state soccer tournament market

Partnered with CKSD to improve field marketability

- CKSD has seven fields available (long holidays, weekends, vacations) to support soccer, lacrosse and football
- Received a letter of support to engage in joint marketing of CKSD and Poulsbo fields to solicit tournaments (soccer and lacrosse)

2022 Berk Consulting conducted targeted market analysis

- Partnership with CKSD results in 8 turf and lighted fields within 15-minute driving radius
- Improves the marketability of fields and **results in a feasible tournament destination**



Phase 1: Tournament Fields w/outdoor recreation elements

Management Considerations

- BERK Consulting evaluated two turf fields monthly and annual maintenance:
 - Monthly Sweeping: User volunteers or City staff. Equipment included in the purchase of the turf.
 - Annual Grooming: Contracted services
- Turf field lifespan is ten to thirteen years. Lifespan can extend with consistent maintenance.
- There will be impacts to City staff in Public Works, Parks and Recreation and Police departments in Phase 1.



Phase 1: Tournament Fields w/outdoor recreation elements

Management Considerations

- BERK Consulting estimated maintenance and replacement costs for PERC two fields, and estimated revenue on projected practice rentals and tournament days.
- BERK Consulting prepared expenditure/revenue analysis
 - Table assumes 10-year replacement plan
 - 3% annual inflation on maintenance cost
 - Fees and usage is held constant
- **PERC fields are self-sustaining until replacement**
 - City will need capital replacement budgeting to ensure adequate funds at the time of turf replacement



PERC Fields First

Cost Estimate
\$11.7 M



PERC: Fields First Option	\$\$\$	Primary Criteria
Site Prep and Mobilization	\$200,000	
Site Earthwork and Grading	\$400,000	
Retaining Walls	\$350,000	modular block wall
Stormwater/Civil	\$500,000	
Utilities	\$150,000	
2 Multi-use Turf Fields	\$2,200,000	
Sports Courts	\$110,500	4 pickleball, 1 basketball – surface only
Field and Site Lighting	\$830,000	
Pathway & Trails	\$180,000	Asphalt within the project; soft surface in buffer
Plaza w/water feature	\$400,000	
Parking/Sidewalks/Hardscape	\$520,000	
Fencing, Screens and Backstops	\$200,000	
Playground/Ampitheater	\$323,500	Variety of age recreation amenities
Bleachers (x2)	\$30,000	\$15,000 each (10 rows, seats 113)
Site Furnishings	\$60,000	Benches, seats, firepit
Park Signage	\$17,500	
Landscaping/Irrigation	\$215,000	
Concessions and Restrooms Building	\$700,000	Includes mechanical/pump house and storage rooms
Picnic Shelters (x3)	\$225,000	\$75k each
Team Shelters (x2)	\$150,000	\$75k each
Athletic Equipment and Storage	\$41,000	
SubTotal	\$7,794,000	
Soft Costs	\$2,338,200	30% (design&engineering, permitting, bid docs, sales tax, fees, project/construction management)
Contingency	\$1,558,800	20% (design contingency/reserves/ construction contingency)
TOTAL	\$11,700,000	



PERC

Poulsbo Events &
Recreation Center

Phase 1: Tournament Fields w/outdoor recreation elements

Financial Analysis

- The preliminary cost estimate for the PERC is \$11.7M for Phase 1 Fields First.
- It is anticipated that the City will issue debt for the full amount with the KPFD funding the debt payments for its portion, and the City fund the remainder.
- There are opportunities for the City to pursue other resources that can contribute toward the cost.
- However, a long-term financing strategy will be necessary for Phase 2 and Phase 3 to be realized.



PERC is a feasible public project when phased

Feasibility Determination

Market Feasibility:

- BERK Consulting prepared a market analysis for the PERC elements of outdoor recreation, aquatics, and event center.
- The market analysis result is there is a feasible market for tournament sized turf fields for rentals by local organizations and multi-day tournaments (especially in conjunction with a joint marketing effort with local school districts).
- There is **market feasibility** for PERC Phase 1 Fields First – there is demand for consistent rentals and as a tournament destination. The market determination of tournament fields also meets the KPFD economic development feasibility criteria.



PERC is a feasible public project when phased

Feasibility Determination

Site Feasibility:

- From the outset, the six-acre City owned site was identified as a challenging size to sufficiently site turf fields, a recreation/event building and pool.
- When reorganized into three-phases, ARC refined Option 1 conceptual site plan of two turf fields with outdoor recreational amenities.
- Phase 1 Fields First conceptual site plan includes two lighted turf fields of sufficient size to support destination tournaments, as well as an outdoor plaza with water feature, walking paths, full-size basketball court and four pickleball courts, concessions, restrooms, and multiple picnic and team shelters.
- **There is site feasibility** for the PERC Fields First at the current City-owned location. Additional acreage or usage of property will be necessary for site feasibility for Phases 2 and 3.



PERC is a feasible public project when phased

Feasibility Determination

Operational Feasibility:

- BERK Consulting provided an analysis of the operational feasibility of the PERC Phase 1 Fields First, focusing on the turf fields operations, maintenance, and turf replacement needs.
- PERC two lighted turf fields revenue generated from the projected weekly rentals and conservative tournament estimate, provides sufficient revenue resources to be self-sustaining until turf field replacement is necessary.
- There will be a demand on City PW, Parks and Recreation and Police staff.
- **There is operational feasibility** for the PERC Fields First with consistent maintenance and a capital replacement reserves financing strategy.
- An operational feasibility analysis will also be necessary when forwarding phases 2 and 3.



PERC is a feasible public project when phased

Feasibility Determination

Financial Feasibility:

- The preliminary cost estimates for the PERC is \$11.7M for Phase 1 Fields First.
- It is anticipated that the City will issue debt for the full amount with the KPFD funding the debt payments for its portion, and the City fund the remainder.
- **There is financial feasibility** for PERC Phase 1 Fields First to move forward in 2023.



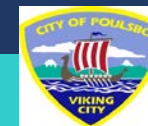
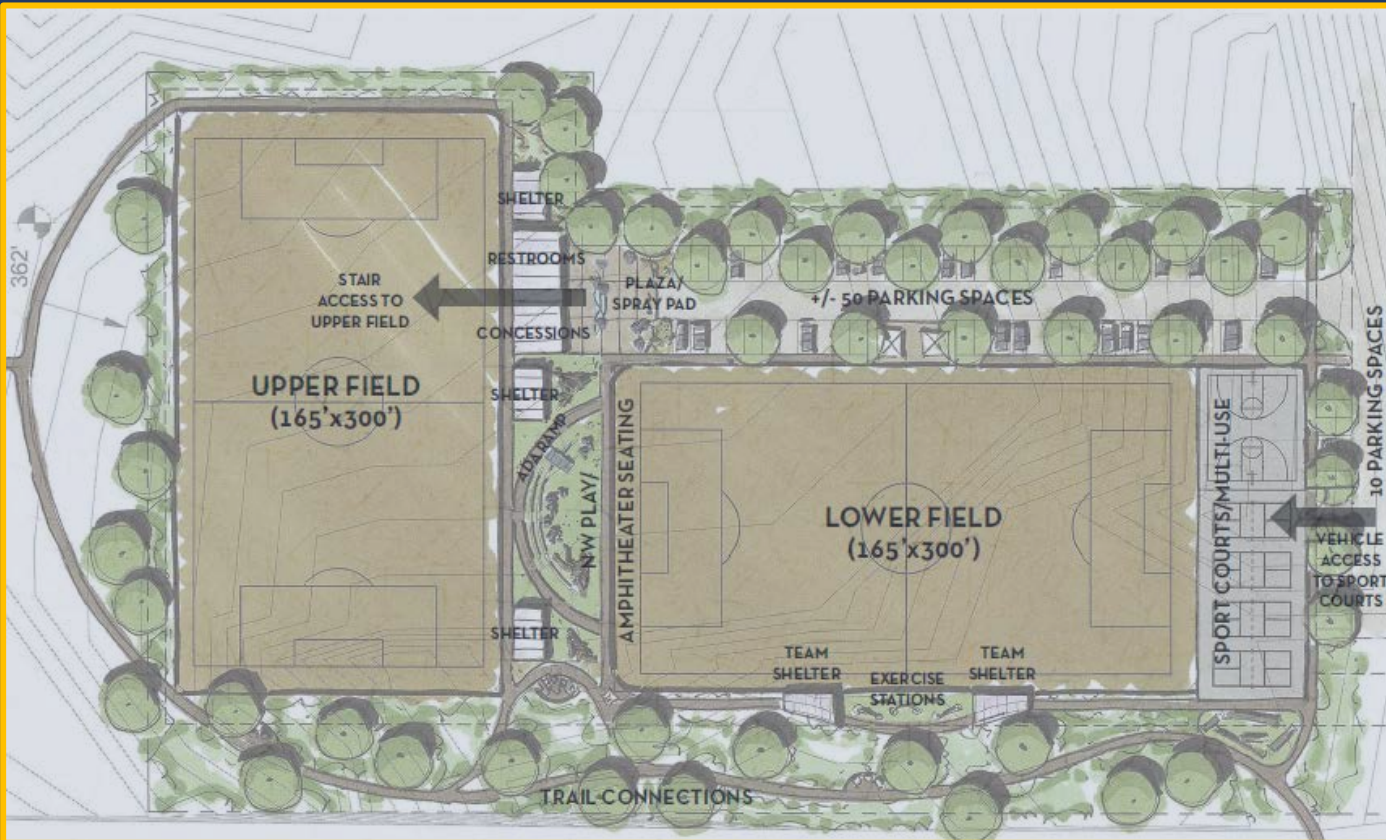
Funding Request for PERC

**There is market, site, operational and financial feasibility
for Phase 1 Fields First.**

- City of Poulsbo respectfully requests that City and KPFD initiate development of a second ILA which would make a funding commitment, detail the funding structure and forward final design, permitting and construction of PERC Phase 1 Fields First.



Thank you!



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Brian E. Lawler
Of Counsel
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Seattle, Washington 98104
206.292.1994
www.jpcclaw.com

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																	
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

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 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	AO	AP
1		FY 2015	%	FY 2016	%	FY 2017	%	FY 2018	%	FY 2019	%	FY 2020	%	FY 2021	%	FY 2022	%	FY 2023	%
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%	\$ 187,086.78	4.7%
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%	\$ -	
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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%	\$ -	
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14																			
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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%	\$ 15,590.57	4.7%
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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

JAN 2023	FUNDS	COMMENT
Sales Tax Rebate (977)	\$187,086.78	Up 4.7% from JAN 2022
Debt Service (286)	(\$64,382)	
Net Income	\$122,705	
Expenses (968)	(\$20,694)	
NET GAIN	\$102,010.80	

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				\$ 1,697,556		Invoice 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)	
2019	March														Invoice 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
		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															1/20/2020	\$ (90,214.00)	\$ (90,214.00)	
	February														5201 5819 5978 5979	2/24/2020	\$ (153,675.00)	\$ (153,675.00)	
	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
		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)				\$ (172,181.54)	sub-total		\$ (438,257.65)	\$ -	\$ (1,619,465.52) 2021 Totals
		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										21-0105	6/27/2022	6/28/2022	\$ (92,135.24)	7310	5/13/2022	\$ (51,695.13)		
	June						GRNT000914	6/27/2022	6/28/2022	\$ (732.50)	22-0106	6/27/2022	6/28/2022	\$ (180,766.80)	7360	6/15/2022	\$ (62,269.50)		
	July						GRNT000923	7/25/2022	7/26/2022	\$ (297.50)	22-00397	7/25/2022	7/26/2022	\$ (159,566.82)	7450	7/20/2022	\$ (69,194.14)		
	August										22-0108	7/25/2022	7/26/2022	\$ (1,219.86)	7560	8/17/2022	\$ (73,454.14)		
	September	INV01294	9/19/2022	9/25/2022	\$ (141,374.81)	Task 4	GRNT000945	9/19/2022	9/25/2022	\$ (11,961.50)					7660	9/14/2022	\$ (192,922.21)		
	October	INV01274	10/24/2022	10/25/2022	\$ (50,386.00)	Task 4									7700	10/19/2022	\$ (191,912.45)		
	November	INV01363	11/21/2022	12/8/2022	\$ (189,900.93)	Task 4	GRNT000961	11/21/2022	12/8/2022	\$ (6,228.75)									
	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)				\$ (632,512.03)			\$ (1,000,689.12)	\$ (144,000.00)	\$ (1,334,510.10) 2022 Totals
		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	
2023	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)		1/30/2023		\$ (144,000.00)	\$ (231,728.99) JAN 2023 TOALS
	February																		
	March																		
	April																		96977 CASH FUND
	May																		AVAILABLE CASH CASH BALANCE
	June																		\$ 257,448.64 \$ 25,719.65
	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

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



**KITSAP
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DISTRICT**

Building Communities, Enriching Lives



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KITSAP PUBLIC FACILITIES DISTRICT

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Board of Directors Meeting*
Monday, January 30, 2023
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