

Board of Directors Meeting*
Monday, March 28, 2022
City of Poulsbo Council Chambers
& Zoom Webinar ID – 883 2349 8742

AGENDA

1. Call to Order / Comments Board Chair Jagodzinske

CONSENT AGENDA

- A. February 28, 2022, Meeting Minutes
- B. Blanket Voucher # 09-MAR 2022 96968 Operating Expenses
- C. Blanket Voucher # 10-MAR 2022 96977 POBCNW Project Invoices
- D. Blanket Voucher # 11-MAR 2022 96977 PERC Project Invoices
- E. Legal Representation Agreement for General Legal Services
- F. Executive Director Report – MAR 2022
- G. Regional Facilities Report – MAR 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 of approval

- 4. Facility Progress Report** – City of Poulsbo – Poulsbo Events & Recreation Center (PERC)

5. New Business

- A. KPFD Bond Refinancing Update – Chairman Jagodzinske
- B. Need for KPFD Business License - Executive Director Shiplet
- C. Purchase of QuickBooks Online for Financial Tracking – Executive Director Shiplet
- D. Visit Kitsap Peninsula 2022 Contract Proposal – Executive Director Shiplet & Mr. Brian Lawler

6. Financial Reports

- A. MAR 2022 Report – Ms. Susan Veatch
- B. MAR 2022 Rebate Summary Report – Executive Director Shiplet
- C. MAR 2022 Project Funding Report – Executive Director Shiplet

7. Ongoing Business

Meeting Adjournment

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

Next Meeting: April 25, 2022, at 5:30 pm

Location: Norm Dicks Government Center, Bremerton, WA
& Virtual Zoom Webinar

Topics: General Business, Kitsap County – Port Gamble Forest Heritage Park Trails (PGFHP) Project

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Kitsap Public Facilities District

Minutes of the Virtual Board of Directors Webinar

Monday, February 28, 2022

Attending: Chairman Daron Jagodzinske, Vice-Chairman Patrick Hatchel, Treasurer Walt Draper, Director Erin Leedham, Director John Morrissey, Director Phil Havers,
Staff: Executive Director Russ Shiplet, Construction Consultants Shannon Thompson & Cindy Rogers, Accountant Susan Veach.
Absent: Director Tom Bullock

1. **Call to Order:** Chairman Jagodzinske called the meeting to order at 5:30 PM.

Chairman Jagodzinske asked the board to observe a moment of silence for the people of Ukraine, and the ongoing war against Russia.

2. **Public Comment:** Chairman Jagodzinske asked if anyone in attendance wished to make a public comment. There were no public comments at the meeting this month.

3. **Approval of Consent Agenda:** Chairman Jagodzinske asked the Board if anyone wished to move an item out of the Consent Agenda for further discussion. Director Morrissey moved to accept the Consent Agenda as written. Chairman Jagodzinske wished to remove item B of the Consent Agenda (Blanket Voucher #06-FEB 2022 96968 Operating Expenses) to demonstrate to the Board and public how removing an item for discussion works. Item B was moved to New Business for later discussion. Chairman Jagodzinske asked the Board if they wished for any other items to be removed for later discussion. No other items were removed. Director Morrissey amended his motion to approve the Consent Agenda, exclusive of item B. Director Draper seconded the motion. The motion and amended Consent Agenda were approved unanimously.

4. **Project Progress Report:** Port of Bremerton/Circuit of the Northwest (POB/CNW) – Port of Bremerton CEO Mr. Jim Rothlin, and co-project manager, Mr. Joel Cohen of the Joel Cohen Group.
 - Mr. Cohen introduced his co-project manager, Mr. Andy Gerdorn, who stepped the board through the slide presentation.
 - Mr. Gerdorn focused on the proposed public facilities portion of CNW, including the large amphitheater and smaller stage, CSTOCK indoor/outdoor center, regional sports area, hard surface multiuse space, hospitality village, and parking.
 - Mr. Bob Guyt, of Blue Architecture, spoke to the artist renderings of the two outdoor amphitheater spaces, and the concessions building. In addition, Mr. Guyt showed a three-dimensional model of the large stage, covered seating area.
 - Mr. Gerdorn covered the plans for access in and out of the amphitheater space, with off-site parking and shuttle service provisions.
 - Mr. Cohen wished to thank the Engineer of Record, Mr. Pat Fuhrer of MAP LTD, and his efforts towards the project.

5. New Business:

A. WA State Auditor Report – Executive Director Shiplet

- The WA State Auditor's Office conducted a financial audit of the KFPD for FY18-20. There were no findings from the audit and just two recommendations:
 - Ensure that the BOD meeting minutes reflect board approval for all board member stipends.
 - Ensure that the BOD meeting minutes reflect board approval for all employee OT pay.
- The next audit will be held in 2024 to cover FY21-23.

B. Board Retreat – Chairman Jagodzinske

- Chairman Jagodzinske informed the Board that he and Executive Director Shiplet were looking at some potential dates to hold a Board Retreat in March over a four-hour period, which would include lunch.
- Executive Director Shiplet put out the date of March 11, 2022, from 10:30–2:30, with lunch being delivered at 12:30. Mr. Shiplet will be checking with a local building owner in Silverdale to see if his conference room is available that day and time.
- Director Havers volunteered the use of his office conference room on March 11 if the Silverdale location does not pan out.
- Executive Director Shiplet polled the Board to see if March 11, 2022. All in attendance affirmed their availability.

C. Blanket Voucher #06-FEB 2022 96968 Operating Expenses – Chairman Jagodzinske

- Chairman Jagodzinske asked for a motion to approve the blanket voucher as presented. Director Leedham moved to accept the blanket voucher as written. Director Morrissey seconded the motion.
- Chairman Jagodzinske asked if the Board had any points of discussion. Director Morrissey asked Mr. Shiplet about the Visit Kitsap Peninsula advertising expense and what the charge was for. Executive Director Shiplet explained that it was part of a three-year commitment that the previous KFPD Executive Director made with the previous Visit Kitsap Peninsula Executive Director. Executive Director Shiplet expressed that he has spoken with Chairman Jagodzinske and would like to discuss advertising and promotional options with the Board during the retreat. In addition, Executive Director Shiplet would like to invite the Visit Kitsap Peninsula Marketing Director to the retreat as well to talk about other options.
- The Board voted unanimously to approve the motion.

6. Financial Reports – Accountant Susan Veach & Executive Director Shiplet

- Ms. Veach presented the December 2021 Profit & Loss Statement which covers the KFPD Operating Funds. The ending balance was near zero by design.
- Executive Director Shiplet has been working with the County through the transition to their new accounting system – Workday.

- The December 2021 figures may change as the County adjusts our year-end totals.
- The 2021 Statement of Financial Revenue & Expenses will likely be adjusted as well.
- Detailed reports of 2021 were also presented.
- The January 2022 Statement of Financial Position by Fund was presented. Adjustments to this report are likely.
- Executive Director Shiplet reported that the County renewed the KPF D bond through 12/1/2026. More details will be provided during the next Board meeting.
- Director Morrissey suggested that the KPF D re-engage with our financial advisors and bond counsel to discuss future, projected revenue.
- Executive Director Shiplet presented the Tax Rebate Summary for January & February 2022.
- Executive Director Shiplet presented a project funds spreadsheet that reflects the original ILA financial obligations of the KPF D, all invoices submitted for reimbursement to date, all Board approval dates, and funds paid dates. Each year's totals are reflected per project, with total amounts still owed based on beginning and ending balances.

7. Ongoing Business – Executive Director Shiplet

- Executive Director Shiplet & Board Director Morrissey have agreed that Kitsap Bank should be the choice for obtaining a business credit card for the KPF D. Director Morrissey suggested that the Executive Director and the KPF D Executive Board Members should be on the signature card. Director Leedham agreed and suggested that there be only one business card to be held by the Executive Director. The remaining board members agreed. The bank may require a resolution by the Board, authorizing the application and use of the business card. Executive Director Shiplet will report back out to the Board on the application progress.

Meeting adjourned @ 6:49 PM.

Next Meeting of the Board: Poulsbo City Hall or Zoom webinar on March 28, 2022, 5:30 PM - depending on Governor Inslee's proclamation regarding the Open Public Meetings Act.

Topics: General Business, PERC Project Update, New Business, Financials & Ongoing Business.

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.**


BLANKET VOUCHER APPROVAL
FUND: 96968.00968
BV# 09-MAR 2022

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 \$ 8,869.87 on this 28th day of March 2022

Daron Jagodzinske
Daron Jagodzinske, Chair

Patrick Hatchel
Pat Hatchel, Vice-Chair

Walter S Draper IV
Walter Draper IV, Treasurer

Tom Bullock
Tom Bullock

Phil Havers
Phil Havers

Erin Leedham
Erin Leedham

John Morrissey
John Morrissey

VENDOR		AMOUNT
	Spend Category	
Reoccurring items:		
JPC PLLC (MAR 2022)	5419	\$ 907.50
Accountability Plus, Inc. (FEB 2022)	5419	\$ 798.75
Visit Kitsap Peninsula – Rent (MAR 2022)	5451	\$ 1,250.00
Visit Kitsap Peninsula – Advertising (MAR 2022)	5311	\$ 2,000.00
Comcast – Phone/Internet (MAR 2022)	5311	\$ 262.41
Help Desk Cavalry Monthly IT Service (MAR 2022)	5311	\$ 259.00
Help Desk Cavalry O365 Monthly Premium (MAR 2022)	5311	\$ 199.48
Executive Director Reimbursement (MAR 2022)	5311	\$ 542.08
BKAT (FEB 2022 BOD Meeting)	5311	\$ 236.25
Other items:		
WA State Auditor’s Office (FY18-FY20 Audit)	5311	\$ 464.40
Kitsap Economic Development Alliance (KEDA) Annual Dues (2022)	5311	\$ 1,000.00
WA Economic Development Alliance (WEDA) Membership Dues (2022)	5311	\$ 400.00
Assoc. of WA State Public Facilities Districts – Annual Dues (2022)	5311	\$ 550.00
PAGE TOTAL		\$ 8,869.87



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>

March 10, 2022

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

Invoice # 134361 BEL
Client Matter # L1022 01000
Billing through 02/28/2022

General Advisory

Professional Services

02/01/2022	BEL	Review Audit Exit Report. Attend Zoom meeting re Audit Exit report.	0.50 hrs.	137.50
02/02/2022	BEL	Review physical binder with historical documents kept by B Burroughs from 2000-2008. Draft email to Russ S regarding past documents and the NK RC past and future.	0.60 hrs.	165.00
02/04/2022	BEL	Receive Daron J email regarding residency issues. Follow up. Also, review Russ S emails including draft minutes of Jan meeting and One Drive files. Review statutory requirements for residency.	0.30 hrs.	82.50
02/07/2022	BEL	Further review of residency requirements. Draft memo to Daron J regarding same.	0.50 hrs.	137.50
02/11/2022	BEL	Email with Russ S regarding NKREC ILA.	0.10 hrs.	27.50
02/17/2022	BEL	Review current status of OPMA meeting requirements. Emails re same.	0.30 hrs.	82.50
02/23/2022	BEL	Call with Russ S regarding SKREC ILA revisions and status of NKREC ILA .	0.20 hrs.	55.00
02/24/2022	BEL	Work on ILA revision. Email re same.	0.40 hrs.	110.00
02/25/2022	BEL	Review one drive documents from Monday meeting.	0.20 hrs.	55.00
02/28/2022	BEL	Review final KPFD meeting packet.	0.20 hrs.	55.00
				<hr/> \$907.50

Billing Summary

Total Professional Services \$907.50

Previous Balance \$1,980.82

02/17/2022 Payment - Thank you, Check # 3831264 (\$1,980.82)

Total Balance Due**\$907.50**

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.



Accountability Plus, Inc.

Accounting Design & Training
Business Consulting

BILL TO

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

DATE

3/21/2022

INVOICE #

KPFD-Feb-22

DESCRIPTION**QTY****RATE****AMOUNT**

Accounting Services for the Month of February 2022

17.75

45.00

798.75

Daily Details Available Upon Request
1800 Kitsap County 9.0%

9.00%

0.00

Total

\$798.75

Payments/Credits

\$0.00

Balance Due

\$798.75

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

VISIT KITSAP PENINSULA

9230 Bayshore Dr. NW, Suite 101
Silverdale, WA 98383

Office Expense Reimbursement

Visit Kitsap Peninsula

the Natural Side of Puget Sound

VISITKITSAP.COM

Kitsap Public Facilities District
9230 Bayshore Drive NW
Silverdale, WA 98383

Please make checks payable to
Visit Kitsap Peninsula
Thank you.

Due Date		Date	Invoice #
2/25/2022		2/25/2022	11418
Description	Qty	Rate	Amount
Sub-lease Rent March		1,250.00	1,250.00
Total			\$1,250.00
Payments/Credits			\$0.00
Balance Due			\$1,250.00

Thank you for supporting tourism marketing program that provide economic benefits to the Kisap Peninsula region.

RECEIVED FEB 25 2022

Visit Kitsap Peninsula
9230 Bayshore Dr. NW, Suite 101
Silverdale, WA 98383

Contract Funding Invoice

Bill To

Kitsap Public Facilities District
9230 Bayshore Dr. NW, Suite 101
Silverdale, WA 98383



800-337-0580
office@visitkitsap.com

		Date	Invoice #
		2/25/2022	11417
Description	Amount		
Kitsap PFD Contract 2022- Month of March	2,000.00		
<i>Thank You for you continued support of Visit Kitsap Peninsula working to create economic benefits through tourism and events.</i>			
		Total	\$2,000.00
		Payments/Credits	\$0.00
		Balance Due	\$2,000.00

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 Feb 28, 2022
Services from Mar 03, 2022 to Apr 02, 2022

Page 1 of 5

Your monthly account summary

Previous balance	542.86
Payment - Thank You Feb 12, 2022	-270.45 cr
Payment - Thank You Feb 23, 2022	-272.41 cr
New charges	
Comcast Business services	244.89
Other charges and credits	7.30
Taxes and fees	10.22

Amount due

\$262.41

Payment due Mar 27, 2022



➔ 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 03012022 YNNNNYNN 01 000108 0001

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

Account number **8498 36 001 1712908**

Payment due **Mar 27, 2022**

Please pay **\$262.41**

Amount enclosed \$

Make checks payable to Comcast
Do not send cash



COMCAST
PO BOX 60533
CITY OF INDUSTRY CA 91716-0533



849836001171290800262410



Friendly Support Fixed-Price IT 24x7 Monitoring

Bill To

Kitsap Public Facilities District
Attention: Russ Shiplet
9230 Bay Shore Dr NW, Suite 101
Silverdale, WA 98383

Help Desk Cavalry, LLC

1676 NE McWilliams Rd
Bremerton, WA 98311
360-9306990

[Click here for W-9](#)

Invoice Number	Invoice Date	Account
33538	3/1/2022	Kitsap Public Facilities District
Billing Terms	PO Number	Reference
Due Upon Receipt		Monthly Billing for March

Agreement Information

HDCav Managed Service Agreement

Additional Details

	Unit Price	Quantity	Total Amount
Managed User Security Services	\$150.00	1	\$150.00
Taxable Network Location/Site	\$100.00	1	\$100.00

Due to vendor control on product, if payment is not received in 15 days of invoice, Help Desk Cavalry may need to adjust pricing. Please use the link emailed with this invoice to make a secure one-time payment online. If you do not wish to pay online, please make checks payable to Help Desk Cavalry, LLC.

Subtotal	\$250.00
Tax	\$9.00
Invoice Total	\$259.00
Payments Applied	\$0.00
Total Amount Due	\$259.00

RECEIVED FEB 18 2022



Help Desk Cavalry, LLC
1676 NE McWilliams Rd
Bremerton, WA 98311
(360) 930-6990

Bill To:
Kitsap Public Facilities District Attn: Russ Shipleet 9230 Bay Shore Dr NW, Suite 101 Silverdale, WA 98383 United States

Date	Invoice
03/01/2022	33764
Account	
Kitsap Public Facilities District	

Terms	PO Number	Reference	
Due Upon Receipt		Monthly Billing for March	

Managed Services Details	Quantity	Price	Amount
Agreement KPFD - M365 Monthly Product			
O365 CSP Monthly, 365 Business Premium	9.00	\$20.00	\$180.00
Dropsuite Business Backup	1.00	\$3.00	\$3.00
Total Managed Services Details:			\$183.00
Invoice Subtotal:			\$183.00
Sales Tax:			\$16.48
Invoice Total:			\$199.48
Payments:			\$0.00
Credits:			\$0.00
Balance Due:			\$199.48

Due to vendor control on product, if payment is not received in 15 days of invoice, Help Desk Cavalry may need to adjust pricing.

Please use the link emailed with this invoice to make a secure one-time payment online. If you do not wish to pay online, please make checks payable to Help Desk Cavalry, LLC.

Invoice

zoom

Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Mar 6, 2022
Invoice #: INV136744210
Payment Terms: Due Upon Receipt
Due Date: Mar 6, 2022
Account Number: 119302675
Currency: USD
Account Information: Kitsap Public Facilities District

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Sold To Address: 9230 BAY SHORE DR NW, Suite 101
SILVERDALE, Washington 98383
United States
(360) 698-1885
execdirector@kitsap-pfd.org

Tax Exempt Certificate ID:

[Zoom W-9](#)

Bill To Address: 9230 BAY SHORE DR NW, Suite 101
SILVERDALE, Washington 98383
United States
(360) 698-1885
execdirector@kitsap-pfd.org

Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Webinar 500 Monthly PROMO				
Quantity: 2 Unit Price: \$40.00	Mar 6, 2022-Apr 5, 2022	\$80.00	\$7.20	\$87.20
Subtotal				\$80.00
Total (Including Taxes, Fees & Surcharges)				\$87.20
Invoice Balance				\$0.00

Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Webinar 500 Monthly PROMO	Sales Tax	County	\$80.00	\$2.00



SILVERDALE
10855 SILVERDALE WAY NW
SILVERDALE, WA 98383-9998
(800)275-8777

02/23/2022 09:04 AM

Product	Qty	Unit Price	Price
U.S. Flags Coil	1	\$58.00	\$58.00

Grand Total: \$58.00

Debit Card Remitted \$58.00
Card Name: VISA
Account #: XXXXXXXXXXXX0935
Approval #
Transaction #: 201
Receipt #: 045836
Debit Card Purchase: \$58.00
AID: A0000000980840 Chip
AL: US DEBIT
PIN: Verified

USPS is experiencing unprecedented volume
increases and limited employee
availability due to the impacts of
COVID-19. We appreciate your patience.

In a hurry? Self-service kiosks offer
quick and easy check-out. Any Retail
Associate can show you how.

Preview your Mail
Track your Packages
Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 547784-0390
Receipt #: 840-59800188-5-6091245-1
Clerk: 4

n/a



Russ Shiplet

IGNITE: Accelerating Entrepreneurship & Building Capacity for Strong Communities

Date 3/2/2022 12:00 PM

Section General Admission Ticket + WEDA Member Discount



Price

\$205.00

W-C9B54C37-2

Paid

Olympia Hotel at Capitol Lake
2300 Evergreen Park Drive SW
Olympia, Washington 98502



olympia

HOTEL

22

03-03-22

Russ Shiplet	Folio No. :	9913	Room No. :	108
21923 Nw Westwood St	A/R Number :		Arrival :	03-02-22
Poulsbo 98370	Group Code :		Departure :	03-03-22
United States	Company :		Conf. No. :	24314825
	Membership No. :	PC 240486849	Rate Code :	IDAS1
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
03-02-22	Deposit Transfer at Check-In		151.39
03-02-22	*Accommodation	134.10	
03-02-22	State Tax 9.40%	12.61	
03-02-22	Occupancy Tax 2%	2.68	
03-02-22	TPA \$2.00	2.00	
03-02-22	Service Fee	6.95	
03-02-22	Service Fee Tax	0.65	
03-03-22	American Express		7.60

XXXXXXXXXXXX2004

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgrewardsclub.com/review. We look forward to welcoming you back soon.

Total	158.99	158.99
Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Olympia Hotel at Capitol Lake
 2300 Evergreen Park Dr SW
 Olympia, WA 98502
 Telephone: (360) 943-4000 Fax: (360) 352-5884



Anthony's HomePort Olympia
704 Columbia Street NW
Olympia, WA 98501
ph 360-357-9700

Thank you for your
Continued Support!

TABLE: 117 - 4 Guests

Your Server was Danielle C.

3/2/2022 8:39:17 PM - ID #: 0977811

ITEM	QTY	PRICE
*SM Caesar	1	\$8.00
D Kobe Burger	1	\$18.00
D Mahi & Kiki Duet	1	\$34.00
D Seafood Fettucinne (2@ \$29.00)		\$58.00
G1 Latah Creek Pinot	1	\$8.50
Subtotal		\$126.50
Total Taxes		\$11.89
Grand Total		\$138.39
Prev. Payments	Amount	
credit (1008) (pending)		\$44.00
credit (7479) (pending)		\$29.00
credit (2409) (pending)		\$37.50
Total Paid:		\$110.50

Credit Purchase

Name : SHIPLET/RUSSELL
CC Type : Amex
CC Num : xxxx xxxx xxxx 2004
Reference : 214002
Approval : 520827
Server : Danielle C.
Ticket Name : 117

Payment Amount: \$27.89

Tip: 5-

Total: 32.89

x Reese
CUSTOMER COPY

Join Us For Oyster Month Starting
March 1st!

Please join our
preferred
guest program.

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: BKAT000662
Date: Mar 09, 2022
Service: BKAT SERVICES
Customer PO:
Customer Ph:
Terms: NET 15 DAYS

Page 1
of 1

Due Date: Mar 24, 2022

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 FEB 2022 - KPFD BOARD MTGS	1.00	236.25	236.25	N

Total Charges:	236.25
Total Tax:	0.00

Total Invoice:	236.25
Payments:	0.00
Adjustments:	0.00
Total Due:	236.25

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098



Page: 1 of 1
Invoice No.: L147493
Invoice Date: 03/10/2022
MCAG No.: 2770
County: Kitsap

Kitsap Public Facilities District
Attn: Mike Walton, Executive Director
9230 Bayshore Dr NW Ste 101
Silverdale, WA 98383

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number



(Return this portion with your payment)

State Auditor's Office

(Detach and retain for your records)

Entity Name: Kitsap Public Facilities District
Invoice No.: L147493
Invoice Date: 03/10/2022

Audit No.: 50640

Audit Period: 18 - 20

Purchase Order:

Month/Year	Work Performed	Bill Rate	Hrs	Amount	Travel/Other Expenses	Total
02/22	Accountability Audit	\$116.10	4.0	\$464.40	\$0.00	\$464.40
Sub Total:			4.0	\$464.40	\$0.00	\$464.40
Total Due This Invoice:			4.0	\$464.40	\$0.00	\$464.40
(Hrs rounded to nearest tenth)						

JV Number: 230165

**FULL PAYMENT DUE
IN 30 DAYS**

I hereby certify the amount listed herein is a
proper charge for services rendered:

By: Janel M. Roper, Director of Administrative Services

For questions, please call (564) 999-0933 or (564) 999-0941 fax (360) 586-3105 or e-mail accreceivable@sao.wa.gov



2021 NW Mvhre Road, Suite 100, Silverdale, WA 98383

KEDA Partner Investor Invoice

Name / Address

Kitsap Public Facilities District
Russ Shiplet
9230 Bay Shore Dr NW, Suite 101
Silverdale, WA 98383

Date:	3/10/2022
-------	-----------

Invoice #:	KPFD-2022
------------	-----------

<i>Due on receipt</i>	
Description	Amount
2022 Direct Partner Investment in KEDA	1,000.00
Thank you for your support of Economic Development in Kitsap County!	Total \$1,000.00

Mail Payments to:
KEDA
2021 NW Myhre Road, Suite 100
Silverdale, WA 98383

Phone #: (360) 377-9499 Fax #: (360) 479-4653

E-mail: veach@kitsapeda.org Web Site: www.kitsapeda.org

Washington Economic
Development Association
3213 West Wheeler Street #424
Seattle, WA 98199
info@wedaonline.org
www.wedaonline.org

Invoice 8657

Washington Economic
Development Association



BILL TO

Russ Shiplet
Kitsap Public Facilities District
9230 Bay Shore Dr NW,
Suite 101
Silverdale, WA 98383

DATE
02/18/2022

PLEASE PAY
\$400.00

DUE DATE
03/20/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/01/2022	Membership 2022 Organizations	2022 Membership in the Washington Economic Development Association.		400.00	400.00

Membership/Investments are not a charitable deduction, but may be a business deduction. Please contact your financial adviser.

TOTAL DUE **\$400.00**

THANK YOU.

Checks may be made payable to:
Washington Economic Development Association

PLEASE NOTE OUR NEW ADDRESS:
Washington Economic Development Association
3213 West Wheeler Street, #424
Seattle, WA 98199

ASSOCIATION OF WASHINGTON STATE PUBLIC FACILITIES DISTRICTS

Asotin County PFD

Benton County PFD

Capital Area PFD

Clark County PFD

Cowlitz County PFD

Edmonds PFD

Everett PFD

Grays Harbor County PFD

Kennewick PFD

Kent PFD

Kitsap County PFD

Lewis County PFD

Lynnwood PFD

Pasco PFD

Richland PFD

Skagit Regional PFD

Snohomish PFD

Spokane PFD

Tacoma PFD

Tri Cities Regional PFD

Vancouver PFD

Washington State CC PFD

Wenatchee PFD

Whatcom Co. Bellingham PFD

Yakima PFD

INVOICE

Kitsap County PFD

**Invoice #22-11 1/24/22
Due: 2/15/22**

**Annual Association of Washington State Public Facilities Districts
Membership Dues**

Membership Year: January 1 – December 31, 2022

2022 Annual Dues: \$550.00

***Amount Paid: \$ _____**

For further information from the AWSPFD please visit
www.awspfd.org.

Please make checks payable to:
Association of Washington State Public Facilities Districts
720 West Mallon - Spokane, Washington 99201
(509) 279-7000 FAX (509) 279-7050



BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 10-MAR 2022

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 \$ 74,440.00 on this 28th day of March 2022

Daron Jagodzinske
Daron Jagodzinske, Chair

Patrick Hatchel
Pat Hatchel, Vice-Chair

Walter S Draper IV
Walter Draper IV, Treasurer

Tom Bullock
Tom Bullock

Phil Havers
Phil Havers

Erin Leedham
Erin Leedham

John Morrissey
John Morrissey

VENDOR	AMOUNT
Project Item – Port of Bremerton – Circuit of the Northwest (POBCNW)	
Joel Cohen Group – Phase 3, Public Event Center Design	\$ 74,440.00
PAGE TOTAL	\$ 74,440.00

Port of Bremerton
8850 S.W. State Hwy 3
Bremerton, WA 98312

Phone: 360-674-2381
Fax: 360-674-2807
www.portofbremerton.org



INVOICE
February

Bill to:

Kitsap Public Facilities District3
9230 Bayshore Drive NW
Suite 1010
Silverdale, WA 98383

Document Date: 03/17/2022
Reference Number:
Customer ID: KPFD Notes Receivable
Terms: Due on the 10th of the Month

DESCRIPTION	QUANTITY	RATE	PRICE
Joel Cohen Service Contract Inv#7100	1		\$74,440.00
Services 02/05 -03/09/2022- 51.114% Project Complete			
TOTAL			\$74,440.00



INVOICE

7100

Mr. Fred Salisbury
Chief Operations Officer
Port of Bremerton
8850 SW State Highway 3
Bremerton, WA 98312

Re: Service Contract

Phase #3: Public Event Center

3-10-2022

DESCRIPTION	AMOUNT
Services 2-5-2022 to 3-9-2022 51.114% Project Complete to Date	\$74,440.00
Blue Architects (see attached billing)	\$ 7,011.70
Blue Architects (see attached billing)	\$ 4,697.50
Map (see attached billing)	\$ 560.00
Cohen Group Management & Design Services	\$62,170.80
Please remit to: The Joel Cohen Group, LLC 5030 Champion BLVD #176 Boca Raton, Florida 33496	
Wire Instructions: Bank SunTrust ABA#: 061000104 Acct: 1000280616128 Reference: Port of Bremerton	
Payment Due	\$74,440.00



Engineering❖Surveying❖Planning
(360) 692-5525 ❖ (206) 682-5574
www.map-limited.com

TO

Billing Period: _____

Make all checks payable to MAP, Ltd.
THANK YOU FOR YOUR BUSINESS!



blue architecture | interiors
247 Fourth Street
Bremerton, WA 98337
360.277.8970
jill@blue-nw.com
www.blue-nw.com

INVOICE

BILL TO

The Joel Cohen Group, LLC
5030 Champion Blvd #176
Boca Raton, FL 33496

INVOICE # 2410

DATE 02/10/2022

DUE DATE 03/12/2022

TERMS Net 30

PROJECT NO.

2019110.00

PROJECT DESCRIPTION

Stages Circuit of the Northwest

DESCRIPTION	QTY	RATE	AMOUNT
Services Performed January 2022			
Bob Guyt Project Designer	19	160.00	3,040.00
Production Support	19.50	85.00	1,657.50

Please Note:

BALANCE DUE

\$4,697.50

Thank you for doing business with us!

AUTHORIZATION



blue architecture | interiors
247 Fourth Street
Bremerton, WA 98337
360.277.8970
alma@blue-nw.com
www.blue-nw.com

INVOICE

BILL TO

The Joel Cohen Group, LLC
5030 Champion Blvd #176
Boca Raton, FL 33496

INVOICE # 2433

DATE 03/03/2022

DUE DATE 04/02/2022

TERMS Net 30

PROJECT NO.

2019110.00

PROJECT DESCRIPTION

Stages: CNW

DESCRIPTION	QTY	RATE	AMOUNT
Services Performed February 2022			
Bob Guyt Project Designer	7	160.00	1,120.00
Production Support	56.75	85.00	4,823.75
- Design development, spec writing, consultant bid package			
- Masterplan render update, S/MEP RFP packet, Canopy Expansion			
- Permit packet preparation			
Production Support	13	65.00	845.00
Travel/Mileage Expense	20	0.585	11.70
20 miles@.585/mi			
Administrative Support	3.25	65.00	211.25
- meetings			

Thank you for doing business with us!

BALANCE DUE

\$7,011.70

AUTHORIZATION



Circuits of the Northwest ~ Phase 3 Joel Cohen Contract									
Task	Description	Contract	Pay App #8	Pay App #9 % Complete	Pay App #9	Pay App #10 % Complete	Pay App #10	Pay App #11 % Complete	Pay App #11
1	Award Funding Event Center Design	\$ -	\$ -		\$ -	0	\$ -	0	\$ -
2	Bond Funding Public Event Center	\$ -	\$ -		\$ -	0	\$ -	0	\$ -
3	Initiate GeoTech Studies	\$ 55,000.00	\$ -	0	\$ -	0	\$ -	0	\$ -
4	Additional Survey Work Activities	\$ 38,500.00	\$ -	0	\$ -	0	\$ -	0	\$ -
5	Off-site Transportation Imp Study/Design	\$ 45,000.00	\$ -	0	\$ -	5	\$ 2,250.00	0	\$ -
6	Event Center Charrette	\$ 17,350.00	\$ -	0	\$ -	0	\$ -	0	\$ -
7	Event Center Space Programming	\$ 24,900.00	\$ -	0	\$ -	10	\$ 2,490.00	0	\$ -
8	Develop Building Programming	\$ 23,500.00	\$ -	0	\$ -	0	\$ -	0	\$ -
9	Modify Masterplan based on Charrette	\$ 39,500.00	\$ -	0	\$ -	0	\$ -	0	\$ -
10	Event Center Schematic Design	\$ 96,257.00	\$ -	0	\$ -	0	\$ -	0	\$ -
11	Event Center Design Dev Drawings	\$ 285,500.00	\$ 14,275.00	35	\$ 99,925.00	25	\$ 71,375.00	0	\$ -
12	Prep Design Dev Cost Estimate	\$ 18,503.00	\$ 3,700.60	0	\$ -	10	\$ 1,850.30	20	\$ 3,700.60
13	Event Ctr Prelim Grade/Util Bid Set	\$ 158,000.00	\$ -	10	\$ 15,800.00	15	\$ 23,700.00	20	\$ 31,600.00
14	Event Ctr Prelim Grade/Util Packet Review	\$ 23,000.00	\$ 2,300.00	10	\$ 2,300.00	15	\$ 3,450.00	10	\$ 2,300.00
15	Final Event Center Design	\$ 613,990.00	\$ -	0	\$ -	0	\$ -	6	\$ 36,839.40
			\$ -	10	\$ -	10	\$ -	10	\$ -
	Billing this Period		\$ 20,275.60	11	\$ 118,025.00	11	\$ 105,115.30	11	\$ 74,440.00
	Total Contract Amount		\$1,439,000.00		\$1,439,000.00		\$1,439,000.00		\$1,439,000.00
	Total Contract Billing to Date		\$ 438,317.65		\$ 556,342.65		\$ 661,457.95		\$ 735,897.95
	Remaining Contract Amount		\$1,000,682.35		\$882,657.35		\$777,542.05		\$703,102.05

Circuit of the Northwest- Services Contract

Phase 3 Public Facilities

Progress Report

Prepared for the Port of Bremerton

By

The Joel Cohen Group LLC

3-10-2022

Purpose of the project:

The purpose of this discussion is to provide a progress report on the services provided by the Joel Cohen Group LLC on the Public Event Center Design contract from February 5, 2022, to March 9, 2022. The project is in compliance with RCW 35.57.020 with funding being authorized under RCW 36.100. All elements are a result of the inclusion of a Regional Special Event Center which includes a Sports Special Event Center and a Community Special Event Center and support facilities.

Current Status of the Project: In the last reporting period shown above, the team has been concentrating on the continued development of the final Public Facilities construction documents. In particular, the team has made progress in the expansion of the main amphitheater to include the 1,000 covered seats requested through focus groups with one of the largest entertainment promotion companies in the United States. Adjustments in the final plans have been made to accommodate the amphitheater design changes.

Progress has also been made in the development of the pedestrian access to the venues, and civil engineering has been working with the Port of Bremerton consultant on the solutions to the sanitary demand issues. The current design direction is for the equalization tank to be included as part of the current design and the processing of the waste will continue to be the responsibility of the Port of Bremerton. It is likely that the processing will include the use of a membrane system that will allow for the wastewater to be stored and used on-site for irrigation. Currently irrigation is not included in the Public Facilities contract or plans. Irrigation layout and design will occur in the future Circuit of the Northwest final construction plans.

During the last period the team also met with the Bremerton Mayor's Office and the City of Bremerton Planning and Zoning office to review the project as it is currently proposed and present the changes from the original Land Use Plan to the new proposed uses. The planning office offered comments on how the project should proceed forward. In general, they are reviewing the presented documents to see what the impact is on the current approval and on any additional documents that they feel they would need for the final approval.

The team has continued working on the traffic impact analysis with Heath Associates and on Geotechnical investigation with Aspect Consulting.

Work Element Progress:

- **Initiation of Geotechnical Study for the Public Facilities** – As previously stated in the reports, the development of the current plans is using the existing site soil boring information and surveys. These initial surveys are being supplemented with the geotechnical investigation for the added water quality facility locations and new proposed structures. Aspect consulting has proposed a plan for borings and the plan has been accepted by the design team as meeting its need for the final design. Geotechnical field work has been delayed but will resume in the next few weeks and the

reports will be available in the next few months. The team will adjust design based on the final investigation results.

- **Review and Define Additional Survey Work Required for the project** - As stated in the last progress report, the additional survey work that must be done includes the specific location of utilities; inverts on drainage systems; and additional data needed for the design of the changes being proposed for the entrances on SW Sentinel Peak Way, and Imperial Way SW (2 locations). This now includes the proposed south entrance that has been added to the project.
- **Off-site Transportation Imp Study/Design-** The traffic consultant continues to move forward with review of the project with approval agencies. The initial reviews have come back from Washington State Department of Transportation. Their comments are being reviewed by the team and the additional information that was requested by them is being collected. It is assumed that the information will be available to send back to the State Department of Transportation in the next few weeks. The City of Bremerton has not provided comment to the initial request from Heath Associates. We continue to contact them for their traffic related concerns so that they can be addressed in the final documents. On-site roadways are currently being changed to comply with the requests of the planning agency and for the need to provide additional lanes for ingress and egress for the public facilities. These will include not only sidewalks but also curbed pavement sections. They will also allow for additional paved roadway space that can allow for lane swapping to accommodate larger inbound and outbound traffic.
- **Event Center Space programming** - Except for the changes to the covered seating at the main amphitheater no changes have occurred on the main concession/ restroom facility at the amphitheater. The changes previously reported have been made and the facilities are moving through the final design document process. Currently, the overall space programming of all spaces is complete.
- **Building Programming** - The programming of the building spaces including the layout of the smaller venue concession/restroom buildings is complete. The pedestrian tunnel leading to the venues from the Event Parking area has been initially designed and the design is being reviewed for coordination with the other design elements in the area and to assure its ability to meet the needs for the public facilities.
- **Next areas for action** - In the next month, we will continue to move the plans through the Construction Document phase. Mechanical, electrical, and plumbing designers will be selected, and design of the facilities will begin. Preliminary equipment for each facility will be defined and the structural systems will be further designed. Discussions are ongoing with the Port of Bremerton for utilization of the existing sanitary treatment

facility. The team is currently collecting data on the characteristics of the proposed waste stream and will present them to the Port consultant in the next week. Final design plans for the grading and utilities on-site are currently being completed and will be available for determination of the probable construction cost in the next few weeks.

The next submittal of plans will be provided at the 60% design level which will occur in the next month.

Summary: The team was proud to present the Design Development plans for initial review to the Port of Bremerton, Kitsap Public Facilities District, along with the Mayor's Office and City review agencies. This step was key in allowing the project to move forward with the development of the final Construction Documents.



BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 11-MAR 2022

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 \$ 1,257.19 on this 28th day of March 2022

Daron Jagodzinske
Daron Jagodzinske, Chair

Patrick Hatchel
Pat Hatchel, Vice-Chair

Walter S Draper IV
Walter Draper IV, Treasurer

Tom Bullock
Tom Bullock

Phil Havers
Phil Havers

Erin Leedham
Erin Leedham

John Morrissey
John Morrissey

VENDOR	AMOUNT
Project Item – Poulsbo Events & Recreation Center (PERC)	
GRNT 000888	\$ 1,257.19
PAGE TOTAL	\$ 1,257.19

CITY OF POULSBO
200 NE MOE STREET
POULSBO, WA 98370

PHONE: 360-394-9881x
FAX: - - x

CUSTOMER NO: 0000002630

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

INVOICE: GRNT000888 PAGE 1
DATE: Mar 09, 2022 OF 1

SERVICE: GRANT REIMBURSEMENT
CUSTOMER PO:
CUSTOMER PH: (360) 698-1885
TERMS: 30 DAYS

DUE DATE: Apr 08, 2022

SERVICE ADDRESS:

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

-----DESCRIPTION-----	QTY----	UNIT PRICE	-TOTAL PRICE-	TAX
PERC GRANT - FEBRUARY 2022	1.00	1,257.19	1,257.19	N

TOTAL CHARGES: 1,257.19
TOTAL TAX: 0.00

TOTAL INVOICE: 1,257.19

PAYMENTS: 0.00
ADJUSTMENTS: 0.00
TOTAL DUE: 1,257.19

Here are additional details, with the reimbursement request attached again for your ease of reference.

- 1) **Constant Contact:** Constant Contact is an email distribution platform that the City uses to manage and communicate with large email lists. Constant Contact has been used throughout the PERC project to communicate with the PERC Community Steering Committee, Community Engagement Meetings, and the PERC email public notice list. We can reproduce the many emails sent using Constant Contact if you'd like. The PERC began using Constant Contact with an annual subscription 1/2021, was split other City Departments for \$194.60 PERC share, which was charged to the grant then.

Reimbursement #19 does include Constant Contact purchased by the City, as a credit card charge (that is why it doesn't look exactly like the Perteet claim form and City payment.) The amount charged was not the full \$343.79, but 50% of that total charge for \$171.89. (See handwritten note on the last page.) This is the 2022 subscription share for PERC project use. We bundle all of the Planning Department's credit card charges into one claim form and check, so it would be hard for you to see how the Constant Contact sits within the bigger amount; but if you would like a copy of the check that included the Constant Contact credit card payment, we can provide that to you.

- 2) **Perteet Invoice Additional Details:** The Perteet invoice identifies 4 hours charged by Senior Associate Peter Battuello and 1.5 hours charged by Accountant Kellie Delisle, for a total of \$1010. These hours are charged to Task 600 of both the City's Contract with Perteet and Task 600 of the PERC Spend Plan. An additional \$75.30 is charged for travel expenses with mileage details and copies of ferry receipts (of which only the 1/13/22 receipt was charged). Travel is also a Task 600 allowed expense in both the City's contract and Task 600 of the PERC Spend Plan. This represents a total Perteet invoice of \$1085.30.

The Project Progress Report (which follows the invoice) details the work that was completed. The 4 hours of Peter Botello's time was spent traveling and attending a two- and half-hour meeting on 1/13/22 with Dan Schoonmaker and myself to discuss options for the PERC project with additional property acquisition or without additional property acquisition. This is noted on the invoice as "Attended PERC re-boot meeting in Poulsbo." Kellie Delisle's 1.5 hour is under "project administration and client communication".

- 3) **Total Reimbursement Amount Requested:** The total reimbursement request is for the \$1,257.19 as on the first page of the attached document. It is \$1085.30 for Perteet's billable hours and reimbursable expenses in January 2021, and the \$171.89 Constant Contact credit card charge.

I trust this email provides the requested clarifications, and I am happy to be available for any questions that Cindy or Shannon may have. Please let me know if you would like examples of emails sent using the Constant Contact platform, or the Planning Department January 2022 credit card payment check. We will continue to work with our consultants to ensure they are providing the necessary details for work accomplished on their invoices. We thank you for your continued partnership.

Purchase Order # PO210028

Date Posted _____

CITY OF POULSBO PAYMENT FORM

Vendor Name: Perteet Engineering **Vendor #** 1520

Address: PO Box 1186 **Phone #** (452)252-7700

Everett, WA 98206 **Fax #** _____

Date Submitted 02/23/22 **Email:** _____

Comments: Professional Services 01-01-22 to 01-30-22: PERC 2022 Amendment processing, Project Admin, Re-Boot Meeting

DEPARTMENT PRE-AUTHORIZATION SECTION

Date Authorized _____ **Department:** Planning

Pre-Authorization _____ **Originator:** Tsimmons

Signature _____

Invoice #	Invoice Date	ACCOUNT CODING INFORMATION				Amount
		Organization	Account	Project	Account	
20190195.0000 - 17	02/07/22	00158000055860	50000410			1,085.30
	Description:	PERCPERTEETKPF1				
	Description:					
	Description:					
	Description:					
	Description:					
					Total	\$ 1,085.30

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Poulsbo and that I am authorized to authenticate and certify to said claim.

Authorizing/Department
Head Signature:

Heather Wright
Heather Wright, PED Director

Date 02/24/22



INVOICE

P.O. Box 1186
Everett, WA 98206-1186
(425) 252-7700

Dan Schoonmaker
City of Poulsbo
200 NE Moe St
Poulsbo, WA 98370

February 7, 2022
Invoice No: 20190195.0000 - 17

Project 20190195.0000 PERC KPFD Phase I

Professional Services from January 1, 2022 to January 30, 2022

Task 06 600 Project Administration

Professional Personnel

	Hours	Rate	Amount
Sr. Associate			
Battuello, Peter	4.00	215.00	860.00
Accountant			
Delisle, Kellie	1.50	100.00	150.00
Totals	5.50		1,010.00
Total Labor			1,010.00

Total this Task \$1,010.00

Task EX Expenses

Reimbursable Expenses

Travel - Allowable			
1/30/2022 Peter Battuello	Ferry Fees P. Battuello	16.80	
	01/13/2022		
Total Reimbursables		16.80	16.80

In-house Expenses

Mileage - \$.585	100.0 Miles @ 0.585	58.50	
Total In-house Expenses		58.50	58.50

Total this Task \$75.30

Billing Limits

	Current	Prior	To-Date
Total Billings	1,085.30	89,847.64	90,932.94
Limit			114,783.89
Remaining			23,850.95

Total this Invoice \$1,085.30

Billings to Date

	Current	Prior	Total
Perteet Labor	1,010.00	87,485.00	88,495.00
Perteet Expense	75.30	2,362.64	2,437.94
Totals	1,085.30	89,847.64	90,932.94



PROJECT PROGRESS REPORT NO. 17

2707 Colby Avenue, Suite 900, Everett, WA 98201 | P 425.252.7700

Project Name: KPFD Phase I Client: City of Poulsbo
Client Project Number: Perteeet Project Number: 20190195.0000
Client Project Manager: Dan Schoonmaker Perteeet Project Manager: Peter Battuello
Accounting Manager: Kellie Delisle
Report Period: January 1 through January 30, 2022

Tasks Accomplished by Perteeet:

- Attended PERC re-boot meeting in Poulsbo
- Amendment processing
- Project administration and routine client communications

Budget Status Tasks:

Task	Due this Invoice	Previous Billing	Total Billing
100 Community Outreach	\$0.00	\$25,936.25	\$25,936.25
200 Market Analysis	\$0.00	\$9,786.25	\$9,786.25
300 Draft Mgt. Plan	\$0.00	\$1,290.00	\$1,290.00
400 Concept Plan	\$0.00	\$10,885.00	\$10,885.00
500 Financial Plan	\$0.00	\$645.00	\$645.00
600 KPFD Coordination	\$1,010.00	\$38,942.50	\$39,952.50
Labor SubTotal	\$1,010.00	\$87,485.00	\$88,495.00
Expenses	\$75.30	\$2,362.64	\$2,437.94
Total	\$1,085.30	\$89,847.64	\$90,932.94

Budget Status Contract:

Budget Items:	Total
Original Contract Maximum	\$82,823.00
Amendment #1 approved August 18, 2021	-\$1,299.11
Amendment #2 approved December 1, 2021	\$33,260.00
Revised Contract Maximum	\$114,783.89
Due this Invoice:	\$1,085.30
Billings to Date (this phase):	\$90,932.94
Remaining Authorization:	\$23,850.95
Percent of Budget Expended:	79%
Our Estimation of Project Completion:	80%

Schedule Status:

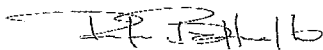
The project is waiting on real estate discussions on adjacent parcels.

Summary:

All outstanding contracting and budget revision matters have been resolved.

Thank you for selecting Perteet to support you on this project. We appreciated your business and look forward to advancing the City's PERC objectives.

Sincerely,



Peter Battuello
Project Manager



Washington State Ferries

Edmonds Auto #1

01/13/22 06:41

XXXXXXXXXXXX3029
PETER BATTUELLO
Approval 04523C

Purchased

Qty	Description	PLU	Amount
1	Ad Veh U22'	402881211AVOAT	16.80
Edmonds - Kingston			

This Payment: VISA 16.80

Total 16.80

VISA 16.80

Balance Due 0.00

020036572244017 1328

CUSTOMER COPY



Total includes Capital and New Vessel Surcharges

Disputed fares must be submitted within 30 days.

Please retain receipt as proof of payment.

Interested in working at WSF?

Visit WSDOTjobs.com for more info



Washington State Ferries

Edmonds Auto #1

01/18/22 13:07

XXXXXXXXXXXX3029
PETER BATTUELLO
Approval 02573C

Purchased

Qty	Description	PLU	Amount
1	Ad Veh U22'	402881211AVOAT	16.80
Edmonds - Kingston			

This Payment: VISA 16.80

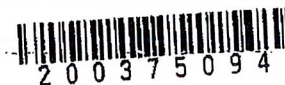
Total 16.80

VISA 16.80

Balance Due 0.00

020037509446001 2091

CUSTOMER COPY



Total includes Capital and New Vessel Surcharges

Disputed fares must be submitted within 30 days.

Please retain receipt as proof of payment.

Interested in working at WSF?

Visit WSDOTjobs.com for more info

2707 Colby Avenue, Suite 900, Everett, WA 98201 | P 425.252.7700

License Plate #:	C43876D
------------------	---------

[illegible]

*"Y" on Bidable column would be for any billable projects mileage and "N" would be for any Bid & Proposal or G&A mileage

THE FRONT OF THIS CHECK HAS A BLUE AND GREEN GRADIENT SCREEN.



CITY OF POULSBO
200 NE MOE STREET
POULSBO, WASHINGTON 98370-7347
(360) 779-3901

KEYBANK
POULSBO, WA 98370
19-57/1250

CHECK DATE
03/02/22

CHECK NO.
10045678

AMOUNT \$ *****1,085.30*

PAY THE SUM OF ONE THOUSAND EIGHTY FIVE DOLLARS & 30 CENTS

TO THE ORDER OF PERTEET ENGINEERING
PO BOX 1186
EVERETT WA 98206-1186



⑈ 10045678 ⑈ ⑆ 125000574 ⑆ 479681099293 ⑈

65146

PAY TO THE ORDER OF
COASTAL COMMUNITY BANK
FOR DEPOSIT ONLY
PERTEET, INC.
BANCONTROL ACCOUNT
1006-000143

Account
479681099293

Check #
10045678

Amount
\$ 1085.30

Date
03/08/2022

Return Item Reporting



Constant Contact

Print

Billing Activity - Payments

The City of Poulsbo
Attn: Planning Department
200 NE Moe St.
Poulsbo WA 98370
US
P: 360-394-9748

Today's Date: 01/26/2022
User Name: poulsboped

Payments from 12/27/2021 to 01/26/2022

Date	Description	Charge Amount	Credit Amount
01/18/2022	Payment - Credit Card (MasterCard) *****7672		\$343.79

Billing questions? Contact Support

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US

343.79x
 50.0% SPLIT 50% PERC
 171.89*

**LEGAL REPRESENTATION AGREEMENT
FOR GENERAL LEGAL SERVICES
(Revised Effective January 1, 2022)**

THIS AGREEMENT is made to be effective as of January 1, 2022, by and between the KITSAP PUBLIC FACILITIES DISTRICT ("Client") and JAMESON PEPPLER CANTU PLLC a professional limited liability company ("Counsel").

1. SCOPE OF ENGAGEMENT.

1.1 Matter. Client has engaged Counsel to undertake the legal representation of Client in conjunction with Client's activities as a public facilities district organized and operating under the laws of the State of Washington ("the Matter").

1.2 Counsel Functions. By the terms of this Agreement, Counsel will perform the following legal services relating to the Matter: Counsel will attend the regular meetings of the Board of Commissioners as requested. Counsel will render legal advice and opinions as requested, will perform legal research as needed, provide litigation services as needed, and otherwise provide general legal representation to Client as requested and required. Counsel's work will be performed in a timely manner and according to industry standards.

1.3 Client Functions. Client agrees to perform the following functions:

(a) To pay Counsel for the performance of such legal services and to pay all expenses incurred as specified in this Agreement.

(b) To cooperate fully with Counsel and to provide all information known by or available to Client which may aid Counsel in representing Client in this Matter.

1.4 Authorization and Decision-Making. Client authorizes and directs Counsel to take all actions that Counsel deems advisable on Client's behalf in this Matter. Counsel agrees to notify Client promptly of all significant developments and to consult with Client in advance regarding any significant decisions relating to those developments.

2. LEGAL FEES AND EXPENSES.

2.1 Method of Determining Fees. Client and Counsel agree that the following method is to be used for determining the proper amount of legal fees:

(a) The time expended by Counsel in performing legal services for Client in this matter will be the primary basis for determining the total legal fees to be paid to Counsel. The following discounted rate will apply:

Brian E. Lawler	\$275.00 per hour
Denise M. Hamel	\$250.00 per hour

These rates are not subject to change during the term of this agreement. Client will be charged for travel time spent in connection with Counsel's legal representation of Client.

(b) Client acknowledges that these hourly rates for legal services are based on a more comprehensive measure of the reasonable value of the services. Factors underlying these fees, other than the amount of time required, include the novelty and complexity of the questions involved, the skill required to provide proper legal representation, familiarity with the specific area of law involved, the preclusion of other engagements caused by the acceptance of this engagement, the magnitude of the Matter, the results achieved, customary fees for similar legal services, the nature and length of Counsel's relationship with Client, and time limitations imposed by Client.

(c) The amount payable under this contract shall not exceed \$50,000.00 without the prior consent of Client.

2.2 Other Fees, Charges, and Expenses.

(a) The hourly rates of Counsel include charges for routine office expenses such photocopies, long distance telephone calls, facsimile transmissions, normal postage, and local travel expenses, such as mileage, parking, and ferry tolls, and no additional charge will be made for such expenses. Client acknowledges, however, that Counsel may incur various out-of-pocket expenses in providing services to Client. Client agrees to reimburse Counsel for such out-of-pocket expenses paid by Counsel, or, if Client is billed directly for these expenses, to make prompt, direct payments to the originators of the billing statements. Such out-of-pocket expenses include, but are not limited to, charges for serving and filing papers, courier or messenger services, recording and certifying documents, depositions, transcripts, investigations, witness fees, bond and title insurance premiums, and out of area travel expenses.

(b) Client authorizes Counsel to retain and agrees to pay the fees or charges of every other person or entity hired by Counsel to perform necessary services related to the Matter; provided, however, that no commitment for any expenditure in excess of \$200.00 shall be made by Counsel without Client's prior authorization. Such other persons and entities may include, but are not limited to, court reporters, appraisers, real estate agents, escrow agents, accountants, investigators, expert witnesses, trust officers, stockbrokers, title examiners, surveyors, and other attorneys hired for ancillary matters in other localities or for specialized inquiries relating to the matter. Statements for such services will customarily be submitted to Counsel, in which event Client agrees to reimburse Counsel promptly for the full amount of any such statements. Counsel will

examine statements for such services for accuracy and reasonableness prior to submittal to Client for payment. Where appropriate, Client authorizes Counsel, with Client's prior consent, to direct such other persons or entities to render statements for services rendered and expenses advanced directly to Client for payment.

2.3 Schedule of Billing and Payments. Client and Counsel agree to the following schedule of billing and payments of fees, charges, and expenses. Billing statements rendered by Counsel on or before the first business day of the month will be processed at the next regularly scheduled meeting of Client's Board of Commissioners. If approved, statements will be promptly submitted to Kitsap County for payment. Statements received after the first business day of the month will be processed in the following month.

2.4 Information Provided in Statements. Counsel agrees to include in billing statements sent to Client a detailed description of the services of Counsel for which Client is being charged and a specific identification of all other fees, charges, and expenses for which Counsel seeks reimbursement.

3. GENERAL MATTERS.

3.1 Information to be Made Available to Client. Counsel agrees to make a diligent effort to assure that Client is informed at all times of the status of the Matter and the course of action which is being followed, or recommended, by Counsel. Counsel shall supply Client with copies of all significant correspondence, documents, and pleadings produced, sent, or received on behalf of Client. Counsel will own Counsel's entire work product. Counsel will provide its own labor and materials and no labor, materials, or facilities will be furnished by Client.

3.2 Conflicting Engagement. Counsel agrees not to accept, without prior approval from Client, any engagement known by Counsel to be in direct conflict with the interests of Client in this matter.

3.3 Termination of Representation. The relationship established by this Agreement is subject to termination only as follows:

(a) Counsel reserves the right to withdraw from this Matter if Client fails to honor this Agreement or for any reason permitted or required under the Code of Professional Responsibility or the Rules of Court of the State of Washington. Notification of withdrawal shall be made in writing to Client. If Counsel withdraws, Client agrees to pay Counsel promptly for all services rendered by Counsel and all other fees, charges, and expenses incurred before the date of withdrawal.

(b) Client reserves the right to terminate the representation with or without cause. Notification of the termination shall be made in writing to Counsel. If Client terminates Counsel, Client agrees to pay Counsel promptly for all services rendered

by Counsel and all other fees, charges, and expenses incurred before the date of termination in accordance with paragraph 2.3 of this agreement.

(c) Upon termination of this representation for any reason, by either Client or Counsel, Counsel agrees to cooperate with any successor Counsel to accommodate a smooth transition of the representation. To the extent that any legal fees or expenses remain unpaid on termination, Counsel shall have an attorney's lien as provided by law.

3.4 Arbitration. At the request of either Client or Counsel, any disputes regarding whether Client or Counsel has failed to honor this Agreement or as to the amount of legal fees will be submitted to the Fee Arbitration Board of the Washington State Bar Association for arbitration and prompt resolution, and both Client and Counsel agree to be bound by the results of such arbitration.

3.5 Effort and Outcome. Counsel agrees to use best efforts in representing Client in this Matter. Client acknowledges that Counsel has given no assurances or guarantees regarding the outcome of this Matter.

3.6 Term & Commencement of Representation. One (1) year term, commencing January 1, 2021; provided Client and Counsel may renew this Agreement for an additional one (1) year term without executing a new Agreement by entering into an extension letter which continues the relationship on the same terms and conditions as this Agreement.

3.7 Binding Effect. This Agreement contains the entire agreement between Client and Counsel regarding this matter and the fees, charges and expenses to be paid. This Agreement shall not be modified except by a written agreement signed by Client and Counsel. This Agreement shall be binding upon Client and Counsel and their respective successors.

3.8 Contract Representatives. Client and Counsel will each have a contract representative. Representatives may be changed upon written notice to the other party. The parties' representatives are as follows:

Client's Representative

Russ Shiplet
Executive Director
Kitsap Public Facilities District
9230 Bayshore Dr NW, Suite 101
Silverdale, Washington 98383
(360) 698-1885

Counsel's Representative
Brian E. Lawler
WSBA No. 8149
Jameson Pepple Cantu PLLC
801 Second Avenue, #700
Seattle, Washington 98104
(206) 690-6110

IN WITNESS WHEREOF, the parties have signed this Agreement on this ____ day
of March, 2022.

"CLIENT"

Kitsap Public Facilities District

By: _____
Daron Jagodzinske, Chair Bd. Directors

Attest:

By: _____
_____, Member Bd. Directors

Approved as to Form:

By: _____
Brian E. Lawler, Legal Counsel
Jameson Pepple Cantu PLLC

"COUNSEL"

JAMESON PEPPLER CANTU PLLC

By: _____
Brian E. Lawler, Of Counsel

EXECUTIVE DIRECTOR REPORT

TO: KPF Board of Directors
FROM: Russ Shiplet, Executive Director
RE: Activity Report for MAR 2022

Project Updates:

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

- **SKCEC:** The City of Port Orchard is requesting an amendment to the current ILA, specific to tasks 4 & 5. The current ILA limits the total amount of funding approval for tasks 4 & 5 not to exceed \$1,100,000. The City is requesting that tasks 4 & 5 limits be raised to \$1,359,000 to address issues with the seawall that is behind the site where the event center will be built. In addition, the city is requesting to change the name of the project to Port Orchard Community Events Center. Amendments to the ILA will be presented to the KPF board at the April 25, 2022, board meeting.
- **PERC:** Invoices were submitted for approval during the March 28, 2022, board meeting.
- **POB/CNW:** Invoices were submitted for approval during the March 28, 2022, board meeting.
- **PGFHP:** No interaction to report – Invoices are paid to date.

Other Organizations:

- The 2022 Visit Kitsap Peninsula agreement will be discussed during the March 28, 2022, board meeting. Specifically, the agreement will state that it will expire on August 31, 2022, which is when the rental agreement between VKP and the KPF comes to an end.

Bonding & Funding:

- Updates will be provided during the March 28, 2022, board meeting, under New Business.

General:

- I reached out to the Employment Security Department concerning unemployment wage withholdings. I was told that we would need to obtain a business license to obtain the rate, which Kitsap Co. would withhold from my monthly pay. I also reached out to Kitsap Bank about applying for a business credit card and they also stated that we would need a business license to obtain one. I had discussions with a similar PFD and two special districts as to whether they hold a business license. Each reported that they did have a business license for the purpose of withholding employee unemployment wages, as well as having the ability to apply for a business credit card. With that, I will be seeking approval from the board to move forward with applying for a business license.
- Reminder that our board will be meeting with the County Commissioners and County Treasurer on March 30, 2022, at the County Administration Building in the Port Blakely Conference Room.



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: March 21st, 2022

February 2022 Month End Recap

Overview

Overall, February was a great month. We were able to win over a very large contract for the State Foresters who had a great time here and praised our team for their efforts. Revenues surpassed budget by just over \$15k, and clients continue to reach out to us for future events.

Event Highlights

We hosted 12 total events in February. Events included our local Chamber of Commerce, a special 100th birthday party, (pictured below), military meetings and a large multi-day conference that started in February, carrying over to March with the National Association of State Foresters. The National State Foresters was a wonderful event for the Conference Center. The event spanned over 7 days, using all rooms, and drove over \$50k in revenue for February and March. The Foresters were so pleased with our venue and service, that they have already contracted an event this May for over \$30k, a huge win!



Operations

After two plus years navigating the waves of the pandemic, 2022 economic activity is projected to look much more like it did in prior years. We are beginning to turn a corner. We are expecting larger turnouts at our conferences and events this year. One area of focus for our team is to ensure that conference attendees are enjoying their free time. Showing off Bremerton's local restaurants, unique shops and theaters is a true joy for our team. This "Visit Bremerton" approach is vital for our clients and provides a level of sustainability for our wonderful local restaurants and shops.

Team Member

Our team continues to grow! Creating work efficiencies for our team is an ongoing focus. When jobs are completed efficiently, the team feels ease in their work which results in employees who appreciate their jobs. We are also fortunate to hire individuals through employee and community referrals. Allowing a team of core employees help build the future team here at KCC, has shown success in retention rates as well as creating a positive working environment.

Sales

We contracted 23 new events in the month of February totaling over \$121k in future revenues. Five of these events booked in the month, for the month; a pattern we have become accustomed to as the Covid-19 restrictions lessen. We hosted 9 tours in February, many for weddings summer of 2022. Our team has done a fantastic job filling open summer dates with weddings and other short-term bookings.

Marketing/Communications

Marketing has created ads and flyers for our first Daddy-Daughter dance to be held next month. This dance will be the first of its kind here in Kitsap, with a "Glow-in-the-dark" theme. Attendance is expected to hit over 500 with two different sessions. Our social media channels have seen substantial growth and participation over the last two months, and we continue to come up with fun and unique ideas to attract new followers.

Looking Ahead

There is surely a brighter light at the end of the tunnel as we continue to climb out of the loss the pandemic has shown the world of hospitality. Although "normal" is still a stretch, the "new normal" is something we will continue to embrace and grow towards. Just two months into the new year, we are rebounding from last year and have seen tremendous opportunities arise.

Financial Results

Kitsap Conference Center Consolidated Income Statement For Period Ending 02/28/2022

Current Month					Year to Date				
Actual	%	Budget	%		Actual	%	Budget	%	
0	0.0%	1,305	4.2%	Conference Services	0	0.0%	2,500	4.2%	
450	1.0%	783	2.5%	Audio Visual	850	1.1%	1,500	2.5%	
14,887	32.3%	15,660	50.7%	Food	32,556	42.1%	30,000	50.5%	
1,995	4.3%	3,132	10.1%	Beverage	7,685	9.9%	6,000	10.1%	
22,500	48.8%	4,502	14.6%	Room Rental	26,650	34.4%	8,625	14.5%	
6,230	13.5%	5,499	17.8%	Miscellaneous	9,631	12.4%	10,770	18.1%	
46,063	100.0%	30,881	100.0%	GROSS REVENUE	77,372	100.0%	59,395	100.0%	
				COSTS OF SALES					
0	0.0%	2,329	19.3%	Conference Services	715	1.9%	4,642	19.8%	
5,783	38.8%	3,758	24.0%	Food	11,014	33.8%	7,200	24.0%	
341	17.1%	650	20.8%	Beverage	1,535	20.0%	1,245	20.8%	
6,124	13.3%	6,737	21.8%	TOTAL COST OF SALES	13,264	17.1%	13,087	22.0%	
39,938	86.7%	24,144	78.2%	GROSS MARGIN	64,108	82.9%	46,308	78.0%	
				DIRECT EXPENSES:					
2,896	6.3%	5,199	16.8%	Conference Services Payroll Related	5,644	7.3%	10,912	18.4%	
0	0.0%	0	0.0%	Conference Services Other Direct	51	0.1%	0	0.0%	
17,745	38.5%	14,988	48.5%	Food & Beverage Payroll Related	37,030	47.9%	29,315	49.4%	
1,659	3.6%	2,571	8.3%	Food & Beverage Other Direct	3,496	4.5%	5,090	8.6%	
22,301	48.4%	22,758	73.7%	TOTAL DIRECT EXPENSES	46,221	59.7%	45,316	76.3%	
17,638	38.3%	1,386	4.5%	DEPARTMENT PROFIT	17,887	23.1%	992	1.7%	
				UNDISTRIBUTED OPERATING EXPENSES					
19,330	42.0% ▲	21,881	70.9%	Administrative & General	40,245	52.0% ▲	48,082	81.0%	
12,087	26.2% ▲	11,379	36.8%	Sales & Marketing	23,637	30.5% ▲	22,786	38.4%	
0	0.0%	610	2.0%	Repairs & Maintenance	1,075	1.4% ▲	1,220	2.1%	
3,287	7.1% ▲	5,110	16.5%	Utilities	9,348	12.1% ▲	10,221	17.2%	
34,704 ▲	75.3%	38,981 ▲	126.2%	TOTAL UNDISTRIBUTED OPERATING EXPENSES	74,304 ▲	96.0%	82,309 ▲	138.6%	
(17,067) ▲	-37.1%	(37,595)	-121.7%	INCOME BEFORE FIXED CHARGES	(56,418) ▲	-72.9%	(81,317)	-136.9%	
				FIXED CHARGES					
1,382	3.0% ▲	926	3.0%	Capital Reserve	2,321	3.0% ▲	1,782	3.0%	
691	1.5% ▲	463	1.5%	Incentive Management Fee	1,161	1.5% ▲	891	1.5%	
463	1.0% ▲	375	1.2%	Insurance	927	1.2% ▲	750	1.3%	
506	1.1% ▲	478	1.5%	Leases	1,010	1.3% ▲	955	1.6%	
7,500 ▲	16.3%	7,500	24.3%	Management Fee	15,000 ▲	19.4%	15,000	25.3%	
1,006	2.2% ▲	185	0.6%	Property & Other Taxes	1,205	1.6% ▲	356	0.6%	
11,549 ▲	25.1%	9,928 ▲	32.1%	TOTAL FIXED CHARGES	21,624 ▲	27.9%	19,734 ▲	33.2%	
74,678 ▲	162.1%	78,403 ▲	253.9%	TOTAL OPERATING EXPENSES	155,414 ▲	200.9%	160,447 ▲	270.1%	
(28,615) ▲	-62.1%	(47,522)	-153.9%	NET OPERATING INCOME	(78,042) ▲	-100.9%	(101,052)	-170.1%	

Board of Directors Meeting*
Monday, March 28, 2022
City of Poulsbo Council Chambers
& Zoom Webinar ID – 883 2349 8742

AGENDA

1. Call to Order / Comments Board Chair Jagodzinske

CONSENT AGENDA

- A. February 28, 2022, Meeting Minutes
 - B. Blanket Voucher # 09-MAR 2022 96968 Operating Expenses
 - C. Blanket Voucher # 10-MAR 2022 96977 POBCNW Project Invoices
 - D. Blanket Voucher # 11-MAR 2022 96977 PERC Project Invoices
 - E. Legal Representation Agreement for General Legal Services
 - F. Executive Director Report – MAR 2022
 - G. Regional Facilities Report – MAR 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 of approval

4. Facility Progress Report – City of Poulsbo – Poulsbo Events & Recreation Center (PERC)

5. New Business

- A. KPFD Bond Refinancing Update – Chairman Jagodzinske
- B. Need for KPFD Business License - Executive Director Shiplet
- C. Purchase of QuickBooks Online for Financial Tracking – Executive Director Shiplet
- D. Visit Kitsap Peninsula 2022 Contract Proposal – Executive Director Shiplet & Mr. Brian Lawler

6. Financial Reports

- A. MAR 2022 Report – Ms. Susan Veatch
- B. MAR 2022 Rebate Summary Report – Executive Director Shiplet
- C. MAR 2022 Project Funding Report – Executive Director Shiplet

7. Ongoing Business

Meeting Adjournment

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

Next Meeting: April 25, 2022, at 5:30 pm

Location: Norm Dicks Government Center, Bremerton, WA
& Virtual Zoom Webinar

Topics: General Business, Kitsap County – Port Gamble Forest Heritage Park Trails (PGFHP) Project



PERC Feasibility Study Update

Kitsap Public Facilities Board
March 28, 2021



PERC Status Report

March 28,
2021

Tonight we'll present:

October 2021 – March 2022 PERC Activity

- Potential Land Acquisition
- Phased Approach
- Feasibility Plan drafting



1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Draft Management Plan

5 | Financial Analysis and Feasibility Determination

We are here!

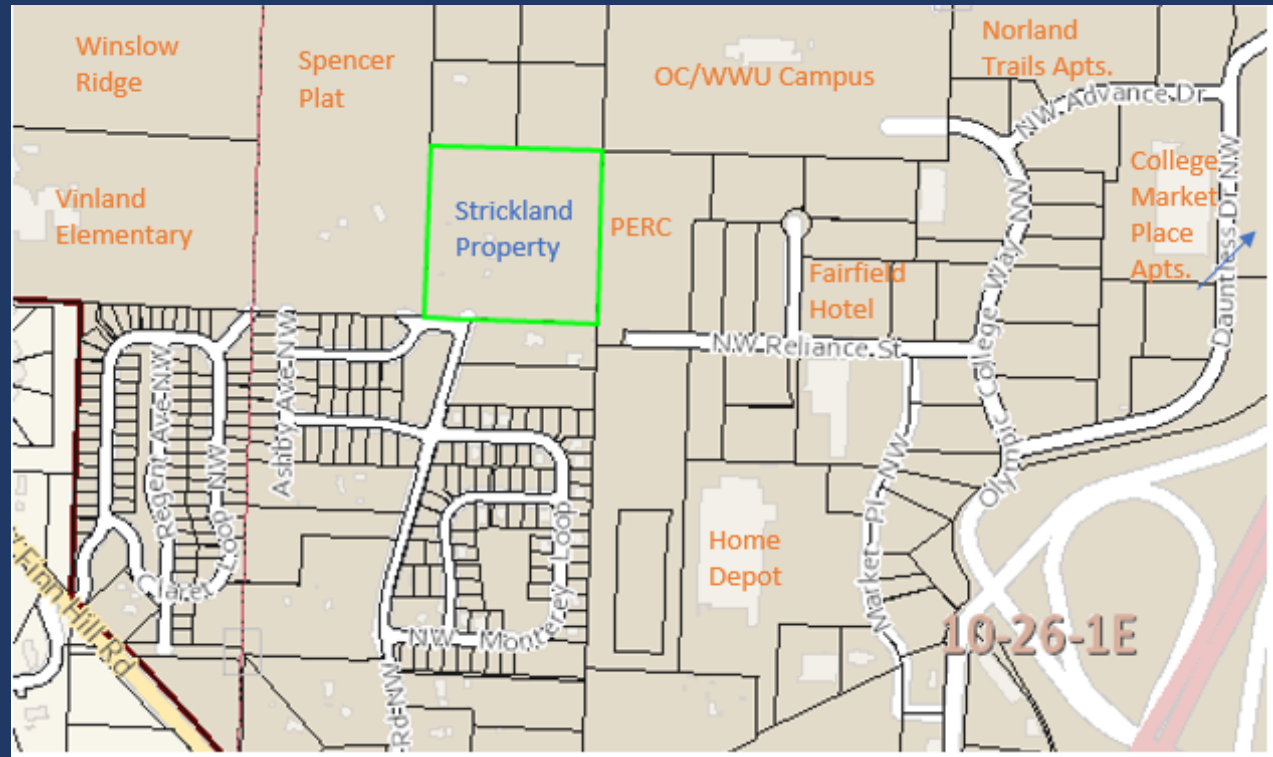


Potential Land Acquisition

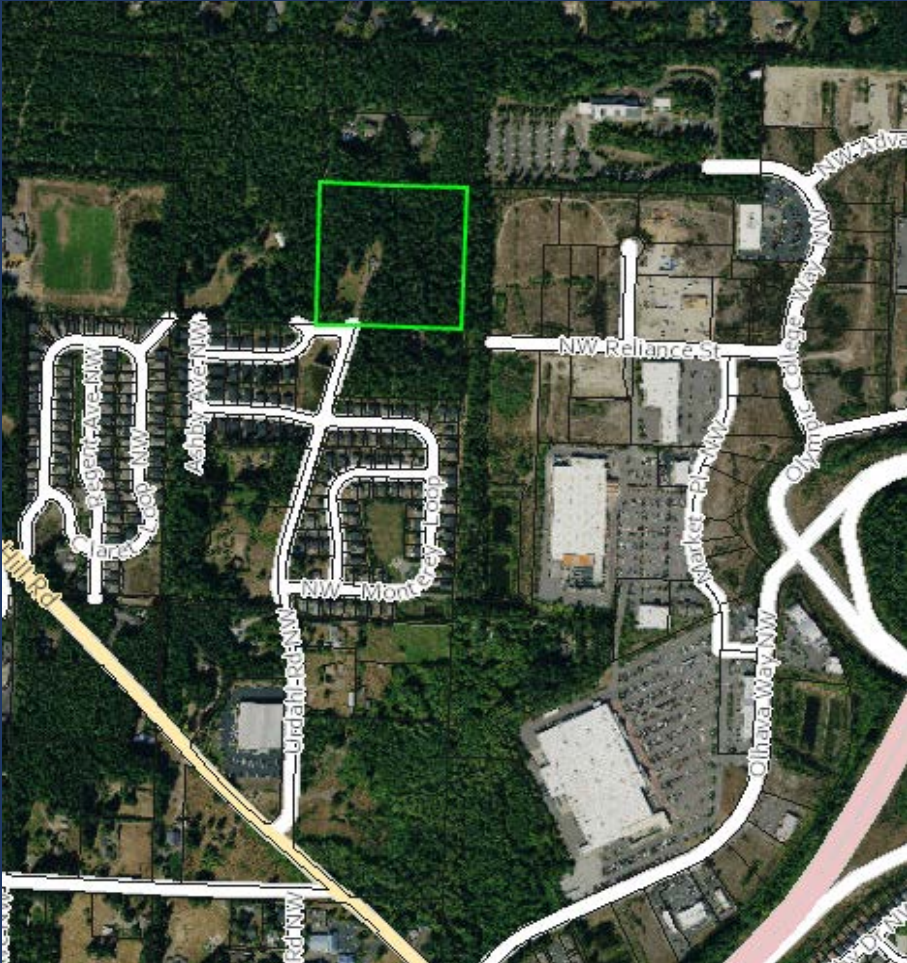
Oct 2021-
March 2022

City pursued land acquisition to expand PERC site

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



Poulsbo Events &
Recreation Center



City pursued land acquisition to expand PERC site November 2021-March 2022

- Conducted Feasibility Study
 - Full Appraisal
 - Phase I Environmental Assessment
 - Financing Structure to issue bonds established
- City Council authorized Mayor to make offer
- Offer to property owner made at appraised value
- Owner declined the offer



Steering Committee Feedback

Jan 2022-
March 2022

Gathering feedback from individual Steering Committee members Jan-March 2022

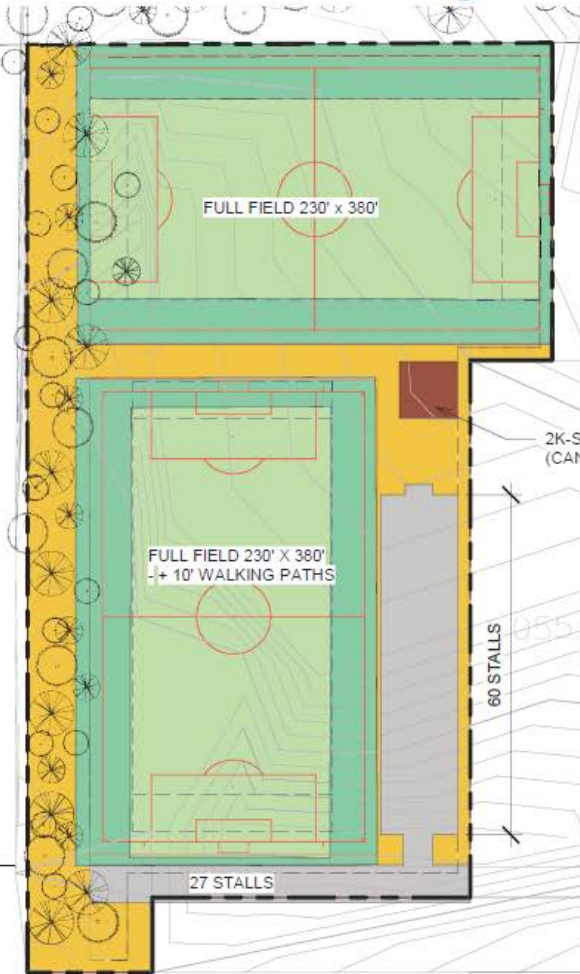
- Based on feedback received from November 9, 2021 Steering Committee meeting, City staff have met with a number of Steering Committee members and KPFD director.
- Plan to organize the project within in phases.
 - This could be potentially downsizing the project, but most likely identifying three phases and how the phases could move forward as stand alone projects.



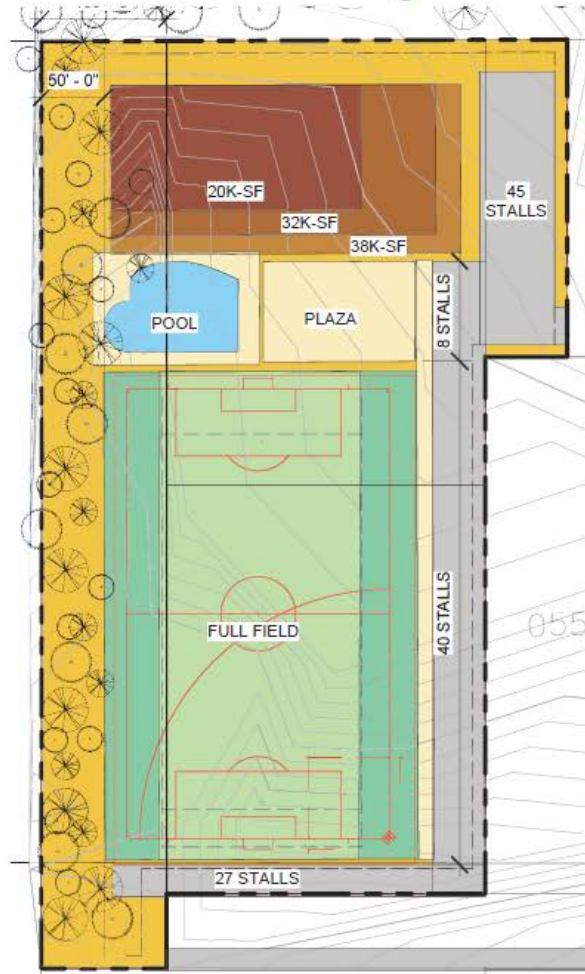
ARC Architects: Program Options

Site and Building Concept Options

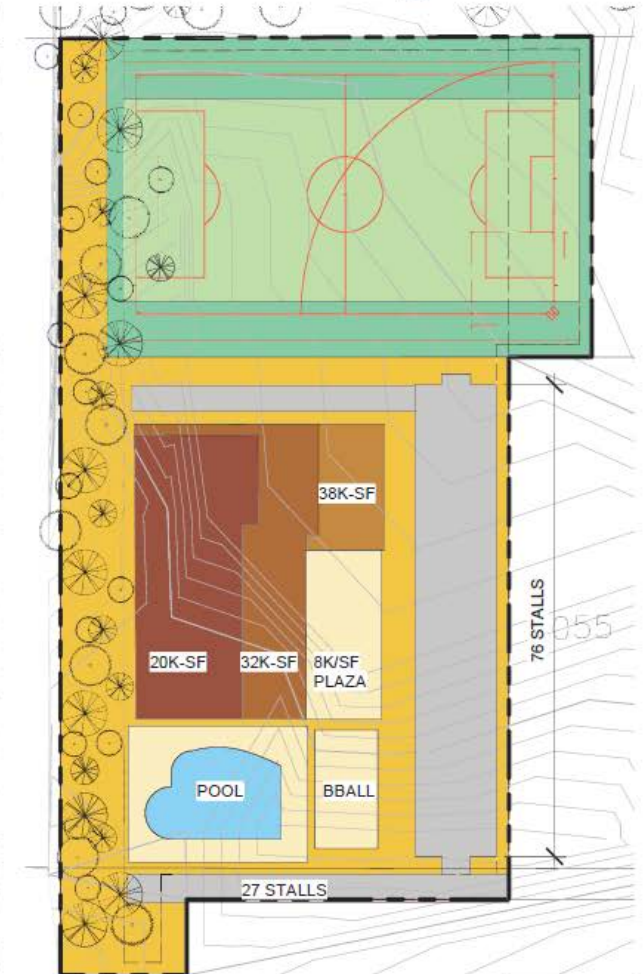
2 Fields, No Building



1 Field, 1 Building - North



1 Field, 1 Building - South



New Steps

March –July
2022

Drafting of Feasibility Study

- Refine options and identify a phasing plan
- Prepare draft management plan
- Complete financial analysis
- Determine feasibility





Questions?

Thank you!



Board of Directors Meeting*
Monday, March 28, 2022
City of Poulsbo Council Chambers
& Zoom Webinar ID – 883 2349 8742

AGENDA

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CONSENT AGENDA

- A. February 28, 2022, Meeting Minutes
 - B. Blanket Voucher # 09-MAR 2022 96968 Operating Expenses
 - C. Blanket Voucher # 10-MAR 2022 96977 POBCNW Project Invoices
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- B. Need for KPFD Business License - Executive Director Shiplet
- C. Purchase of QuickBooks Online for Financial Tracking – Executive Director Shiplet
- D. Visit Kitsap Peninsula 2022 Contract Proposal – Executive Director Shiplet & Mr. Brian Lawler

6. Financial Reports

- A. MAR 2022 Report – Ms. Susan Veatch
- B. MAR 2022 Rebate Summary Report – Executive Director Shiplet
- C. MAR 2022 Project Funding Report – Executive Director Shiplet

7. Ongoing Business

Meeting Adjournment

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Next Meeting: April 25, 2022, at 5:30 pm

Location: Norm Dicks Government Center, Bremerton, WA
& Virtual Zoom Webinar

Topics: General Business, Kitsap County – Port Gamble Forest Heritage Park Trails (PGFHP) Project

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**2022 AGREEMENT BETWEEN
KITSAP PUBLIC FACILITIES DISTRICT AND VISIT KITSAP PENINSULA**

THIS AGREEMENT is effective January 1, 2022, between the Kitsap Public Facilities District (“KPFDD”), a municipal corporation duly organized and existing under the laws of the State of Washington, and Visit Kitsap Peninsula (“VKP”), a 501(c)(6) non-profit corporation.

RECITALS

WHEREAS, the Kitsap County Commissioners established the KPFDD pursuant to Chapter 36.100 RCW to perform any function or combination of functions authorized by that Chapter; and

WHEREAS, the KPFDD is authorized by RCW 36.100.030 to acquire, construct, own, remodel, maintain, equip, re-equip, repair, and operate “regional centers” as defined in RCW 35.57.020; and

WHEREAS, the KPFDD and the City of Bremerton have entered into certain Interlocal Agreements regarding the Kitsap Conference Center at Bremerton Harborside;

WHEREAS, the KPFDD and Kitsap County have entered into certain Interlocal Agreements regarding the Kitsap Fairgrounds and Events Center (KFEC);

WHEREAS, the KPFDD and the City of Port Orchard have entered into certain Interlocal Agreements regarding the South Kitsap Community Events Center (SKCEC);

WHEREAS, the KPFDD and the City of Poulsbo have entered into certain Interlocal Agreements regarding the Poulsbo Events and Recreation Center (PERC);

WHEREAS, the KPFDD and Kitsap County, have entered into certain Interlocal Agreements regarding the Port Gamble Forest Heritage Park (PGFHP);

WHEREAS, the KPFDD and the Port of Bremerton have entered into certain Interlocal Agreements regarding the Port of Bremerton/Circuit of the Northwest Project

WHEREAS, from time to time, the KPFDD may approve other projects as regional centers;

WHEREAS, the KPFDD obtains sales and use taxes collected under RCW 82.14.390 to support the Kitsap Conference Center, Kitsap Fairgrounds and Events Center, and North Kitsap Regional Events Center (collectively the “the three regional centers”, and other projects that meet the definition of regional centers; and

WHEREAS, RCW 36.100.160 provides in part that a public facility district may authorize the expenditure of funds for the public purposes of preparing and distributing

**2022 AGREEMENT BETWEEN
KITSAP PUBLIC FACILITIES DISTRICT AND VISIT KITSAP PENINSULA**

information to the public and promoting, advertising, improving, developing, operating, and maintaining authorized facilities; and

WHEREAS, the VKP can provide services to the KPFD of the type authorized by RCW 36.100.160; and

WHEREAS, the VKP has made a proposal to perform such work;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

AGREEMENT

1. General Description of Work.

During 2022, the VKP shall, from time to time, furnish all services, labor, and related equipment (collectively “the Work”) necessary to prepare and distribute information to the public regarding the three current regional centers and to promote and advertise the three regional centers, as well as other new projects approved by the Board of Directors, and activities of *EventFund* recipients. The Work shall consist of the following services, which are more fully described as the “2022 Marketing Support Proposal” attached hereto as Exhibit A:

- A. Marketing assessment and consulting services to *EventFund* recipients.
- B. Promotional support for events scheduled at KPFD funded facilities.
- C. Promotion of the KPFD – Event Facilities Database.
- D. Assist with coordination to update KPFD website – www.kitsap-pfd.org.

2. Timing for Beginning Work and Completion.

The VKP shall begin work under the terms of this Agreement as of January 1, 2022, KPFD and shall be completed by August 31, 2021, unless terminated earlier.

3. Compensation for Work.

The KPFD shall compensate the VKP at the rate of up to Two Thousand Dollars (\$2,000.00) per month, up to a total maximum of Sixteen Thousand Dollars (\$16, 000.00), for the Work provided under this Agreement. Payments are made on a monthly automatic funds transfer from the KPFD to the VKP for work performed and recurring payments set up with the County auditor’s office.

**2022 AGREEMENT BETWEEN
KITSAP PUBLIC FACILITIES DISTRICT AND VISIT KITSAP PENINSULA**

4. Reporting Requirement.

The VKP shall prepare a quarterly written report to the KPFD detailing its actions and activities constituting performance under this Agreement for the prior quarter and a report on its expected activities for the upcoming quarter, which report shall be submitted at the time of the monthly invoice for Work performed the prior quarter. Back-up documentation shall be provided where appropriate and as requested by the KPFD. A representative of the VKP may appear before the KPFD Board from time to time, as requested for purposes of further reporting.

5. Independent Contractor.

Any and all employees, contractors, or other agents of the VKP who are engaged in the performance of any work or services required of the VKP under this Agreement shall be employees or subcontractors of the VKP only and not of the KPFD (“VKP Personnel”). VKP shall maintain control over the manner and performance of all work to be performed by VKP Personnel under this Agreement.

6. Hold Harmless.

The VKP shall defend, indemnify, and hold the KPFD, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits of any kind whatsoever, including but not limited to personal injury or property damage, and including attorney fees, arising out of or in connection with the services provided under this the Agreement, except for injuries and damages caused by the sole negligence of the KPFD.

7. Warranty.

The professional services will be furnished in accordance with the care and skill ordinarily used by members of the same profession as VKP practicing under similar conditions at the same time and in Western Washington.

8. Termination, Suspension, or Abandonment.

A. Either the VKP or the KPFD may terminate this Agreement after giving no less than thirty (30) days written notice if the other party substantially fails to perform in accordance with the terms of this Agreement. Failure of the KPFD to make payments to the VKP in accordance with this Agreement shall be considered substantial nonperformance and is sufficient cause for the VKP to either suspend or terminate services. Failure of the VKP to perform in a timely manner in accordance with this Agreement and any Work projects thereunder shall be considered substantial nonperformance and is sufficient cause for the KPFD to either suspend or terminate the Agreement. In the event of termination, suspension, or abandonment of any approved

**2022 AGREEMENT BETWEEN
KITSAP PUBLIC FACILITIES DISTRICT AND VISIT KITSAP PENINSULA**

project by the KPFD without sufficient cause, the VKP shall be equitably compensated for services performed up to the date of the termination, suspension, or abandonment.

B. The parties agree to modify, adjust, or suspend the scope of work (Section 1), the timing of Work (Section 2), the compensation due (Section 3), and/or the reporting requirements (Section 4) of this Agreement in the event of unusual or extraordinary circumstances (e.g., a pandemic).

9. Dispute Resolution.

In the event of a dispute, the KPFD and the VKP agree to negotiate in good faith for a period of thirty (30) days from the date of notice of any dispute between them prior to exercising their rights under this Agreement, or under the law.

Any dispute between the KPFD and the VKP not resolved by negotiation between the parties shall first be subject to mediation pursuant to RCW 7.07 and if the parties are unable to reach a mediated resolution, then the dispute shall be arbitrated under the provisions of RCW 7.04A.

10. Equal Opportunity Agreement.

The VKP agreed that it will not discriminate against any employee or job applicant for work on this Agreement for reasons of race, sex, nationality, or religious creed.

11. Non-Transferable.

This Agreement may not be assigned or transferred to a third party by either signatory without the consent of the other principal party.

12. Compliance with Laws.

The Parties shall comply with all federal, state, and local rules, laws, and regulations in the performance of this Agreement.

13. Governing Law; Venue.

This Agreement is governed by and shall be construed in accordance with the substantive laws of the State of Washington and shall be liberally construed so as to carry out the purposes hereof. Except as otherwise required by applicable law, any action to enforce the dispute resolution provisions of this Agreement shall be brought in the Superior Court of the State of Washington in and for Kitsap County.

**2022 AGREEMENT BETWEEN
KITSAP PUBLIC FACILITIES DISTRICT AND VISIT KITSAP PENINSULA**

IN WITNESS, WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

KITSAP PUBLIC FACILITIES DISTRICT

By: _____

Russ Shiplet

Its: Executive Director

VISIT KITSAP PENINSULA

By: _____

Beth Javins

Its: Director

**2022 AGREEMENT BETWEEN
KITSAP PUBLIC FACILITIES DISTRICT AND VISIT KITSAP PENINSULA**

EXHIBIT A:

Marketing Support/Community Outreach Proposal
2022 KPFD Marketing Support Proposal

DRAFT

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Kitsap Public Facilities District
Statement of Financial Revenue & Expenses by Fund
January through February 2022

Jan - Feb 2022	286	968	977	TOTAL
Ordinary Income/Expense				
Income				
286 Rev · LTGO Bond Fund 2002B-PFD	137,996.05	0.00	0.00	137,996.05
968 Rev · PFD Operations Fund	0.00	100,000.00	0.00	100,000.00
977 Rev · PFD Regional Center Capital	0.00	0.00	377,474.19	377,474.19
Total Income	<u>137,996.05</u>	<u>100,000.00</u>	<u>377,474.19</u>	<u>615,470.24</u>
Expense				
968 Exp · PFD Operations Fnd	0.00	55,349.27	0.00	55,349.27
977 Exp · PFD Regional Cntr Capital	0.00	0.00	708,499.04	708,499.04
Total Expense	<u>0.00</u>	<u>55,349.27</u>	<u>708,499.04</u>	<u>763,848.31</u>
Net Ordinary Income	<u>137,996.05</u>	<u>44,650.73</u>	<u>-331,024.85</u>	<u>-148,378.07</u>
Other Income/Expense				
Other Expense				
80000 · Ask My Accountant	0.00	17,505.69	-574,736.78	-557,231.09
Total Other Expense	<u>0.00</u>	<u>17,505.69</u>	<u>-574,736.78</u>	<u>-557,231.09</u>
Net Other Income	<u>0.00</u>	<u>-17,505.69</u>	<u>574,736.78</u>	<u>557,231.09</u>
Net Income	<u><u>137,996.05</u></u>	<u><u>27,145.04</u></u>	<u><u>243,711.93</u></u>	<u><u>408,853.02</u></u>

Kitsap Public Facilities District
Statement of Financial Position by Fund
As of February 28, 2022

February 28, 2022	286	968	977	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
286 · LTGO Bond Fund 2002A-PFD				
2861111 · 00998 Interco ITC Ac Cash	212,755.07	0.00	0.00	212,755.07
2861181 · Beginning Investment	253,580.29	0.00	0.00	253,580.29
2861182 · Investments Purchased	-3,222.43	0.00	0.00	-3,222.43
2861630 · Notes/Contracts Receivable	4,500,000.00	0.00	0.00	4,500,000.00
Total 286 · LTGO Bond Fund 2002A-PFD	4,963,112.93	0.00	0.00	4,963,112.93
968 · Fund 96-968 KPF Operations Fnd				
9681111 · 00998 Post Interco ITC Ac	0.00	45,209.54	0.00	45,209.54
Total 968 · Fund 96-968 KPF Operations Fnd	0.00	45,209.54	0.00	45,209.54
977 · Fund 96-977 KPF Holding Fund				
9771111 · 00998 Post Interco ITC Ac				
PERC · PERC Fund	0.00	0.00	93,431.19	93,431.19
PGHP · PG Heritage Park Allocation	0.00	0.00	364,324.17	364,324.17
SKCEC · SKCEC Fund	0.00	0.00	1,347.68	1,347.68
9771111 · 00998 Post Interco ITC Ac - Other	0.00	0.00	-341,222.46	-341,222.46
Total 9771111 · 00998 Post Interco ITC Ac	0.00	0.00	117,880.58	117,880.58
9771181 · PFD Reg Ctr Beg Investment	0.00	0.00	2,564,017.69	2,564,017.69
9771182 · Investments Purchased	0.00	0.00	1,242.33	1,242.33
9771650 · Receivable-Advances to Other	0.00	0.00	250,000.00	250,000.00
Total 977 · Fund 96-977 KPF Holding Fund	0.00	0.00	2,933,140.60	2,933,140.60
Total Checking/Savings	4,963,112.93	45,209.54	2,933,140.60	7,941,463.07
Total Current Assets	4,963,112.93	45,209.54	2,933,140.60	7,941,463.07
TOTAL ASSETS	4,963,112.93	45,209.54	2,933,140.60	7,941,463.07
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities				
9682315 · Employee Benefits Payable	0.00	148.96	0.00	148.96
9682312 · USE Tax Payable	0.00	-29.50	0.00	-29.50
Total 968-L · 968 PFD Operations Liabilities	0.00	119.46	0.00	119.46
977-L · PFD Regional Center Liabilities				
9772134 · Vouchers Payable	0.00	0.00	235,312.12	235,312.12
Total 977-L · PFD Regional Center Liabilities	0.00	0.00	235,312.12	235,312.12
Total Other Current Liabilities	0.00	119.46	235,312.12	235,431.58
Total Current Liabilities	0.00	119.46	235,312.12	235,431.58
Long Term Liabilities				
286-LT · LTGO Bond Fund Liabilities				
2862639 · LGTO Long Term Liabilities	250,000.00	0.00	0.00	250,000.00
Total 286-LT · LTGO Bond Fund Liabilities	250,000.00	0.00	0.00	250,000.00
977-LT · 2636 Regional Ctr Notes Payable	0.00	0.00	3,850,000.00	3,850,000.00
Total Long Term Liabilities	250,000.00	0.00	3,850,000.00	4,100,000.00
Total Liabilities	250,000.00	119.46	4,085,312.12	4,335,431.58
Equity				
286 FB · LTGO Bond Fund Balance/RE				
2862821 · LTGO Loans/Advances	4,500,000.00	0.00	0.00	4,500,000.00
2862880 · LTGO Undesignated Retained	-586,546.27	0.00	0.00	-586,546.27
2862940 · 49 Uses Other Than OP	660,000.00	0.00	0.00	660,000.00
Total 286 FB · LTGO Bond Fund Balance/RE	4,573,453.73	0.00	0.00	4,573,453.73
9682880 · Fund Balance - Unassigned	0.00	1,272.55	0.00	1,272.55
9772880 · 77 Fund Balance - Unassigned	0.00	0.00	-814,846.67	-814,846.67
32000 · Unrestricted Net Assets	1,663.15	16,672.49	-581,036.78	-562,701.14
Net Income	137,996.05	27,145.04	243,711.93	408,853.02
Total Equity	4,713,112.93	45,090.08	-1,152,171.52	3,606,031.49
TOTAL LIABILITIES & EQUITY	4,963,112.93	45,209.54	2,933,140.60	7,941,463.07

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Income				
286 Rev · LTGO Bond Fund 2002B-PFD				
2861I · LTGO Bond Fund 2002A PFD				
2863610 · Interest Earnings				
28611 · Investment Interest	121.25	0.00	0.00	121.25
Total 2863610 · Interest Earnings	121.25	0.00	0.00	121.25
3380/70 · Intergovernmental Service				
90 · Other Intergovt Services	137,874.80	0.00	0.00	137,874.80
Total 3380/70 · Intergovernmental Service	137,874.80	0.00	0.00	137,874.80
Total 2861I · LTGO Bond Fund 2002A PFD	137,996.05	0.00	0.00	137,996.05
Total 286 Rev · LTGO Bond Fund 2002B-PFD	137,996.05	0.00	0.00	137,996.05
968 Rev · PFD Operations Fund				
96968I · PFD Operations Fund				
9684970 · Operating Transfers In	0.00	100,000.00	0.00	100,000.00
Total 96968I · PFD Operations Fund	0.00	100,000.00	0.00	100,000.00
Total 968 Rev · PFD Operations Fund	0.00	100,000.00	0.00	100,000.00
977 Rev · PFD Regional Center Capital				
96977I · PFD Regional Center Capital				
3130 · Retail Sales and Use Tax				
19 · Regional Centers Sales & Use	0.00	0.00	376,231.86	376,231.86
Total 3130 · Retail Sales and Use Tax	0.00	0.00	376,231.86	376,231.86
3610 · Interest Earnings				
97711 · Investment Interest	0.00	0.00	1,242.33	1,242.33
Total 3610 · Interest Earnings	0.00	0.00	1,242.33	1,242.33
Total 96977I · PFD Regional Center Capital	0.00	0.00	377,474.19	377,474.19
Total 977 Rev · PFD Regional Center Capital	0.00	0.00	377,474.19	377,474.19
Total Income	137,996.05	100,000.00	377,474.19	615,470.24
Expense				
968 Exp · PFD Operations Fnd				
96968E · PFD Operations Fnd				
5101 · Regular Salaries	0.00	20,833.34	0.00	20,833.34
5102 · Overtime Pay	0.00	3,991.19	0.00	3,991.19
5140 · Advisory Services	0.00	281.28	0.00	281.28
5190 · Miscellaneous Pay	0.00	800.00	0.00	800.00
5201 · Industrial Insurance	0.00	0.00	0.00	0.00
5202 · Social Security	0.00	1,960.27	0.00	1,960.27
5223 · Workers Comp-State Assessment	0.00	-19.32	0.00	-19.32
5311 · Office/Operating Supplies	0.00	1,003.87	0.00	1,003.87
5411 · Accounting & Auditing	0.00	2,864.10	0.00	2,864.10
5416 · Special Legal Services	0.00	1,980.82	0.00	1,980.82
5419 · Other Prof Svcs - Reg Ctr Mktg				
5419 a · Professional Services	0.00	4,050.35	0.00	4,050.35
5419 b · Recording	0.00	2,525.00	0.00	2,525.00
5419 c · Construction Consulting	0.00	4,152.50	0.00	4,152.50

Kitsap Public Facilities District
Statement of Financial Revenue & Expenses by Fund
January through February 2022

Jan - Feb 2022	286	968	977	TOTAL
5419 · Other Prof Svcs - Reg Ctr Mktg - Other	0.00	8,155.42	0.00	8,155.42
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	0.00	18,883.27	0.00	18,883.27
5424 · Other Communications	0.00	270.45	0.00	270.45
5451 · Operating Rental/Leases				
5451 b · Rental-Office Space	0.00	2,500.00	0.00	2,500.00
Total 5451 · Operating Rental/Leases	0.00	2,500.00	0.00	2,500.00
Total 96968E · PFD Operations Fnd	0.00	55,349.27	0.00	55,349.27
Total 968 Exp · PFD Operations Fnd	0.00	55,349.27	0.00	55,349.27
977 Exp · PFD Regional Cntr Capital				
96977E · PFD Regional Cntr Capital				
5650 · Facility Project Investments				
5650 a · SKCEC - Port Orchard	0.00	0.00	13,706.58	13,706.58
5650 b · PERC - City of Poulsbo	0.00	0.00	16,411.25	16,411.25
5650 c · PGFHP - Kitsap County Parks	0.00	0.00	61,194.29	61,194.29
5650 d · POB/CNW - Port of Bremerton	0.00	0.00	144,000.00	144,000.00
Total 5650 · Facility Project Investments	0.00	0.00	235,312.12	235,312.12
5519 · Misc Intergovernmental Service	0.00	0.00	235,312.12	235,312.12
5520 · I/G Pymts, Fed, State, Local	0.00	0.00	137,874.80	137,874.80
6971 · Operating Transfers Out	0.00	0.00	100,000.00	100,000.00
Total 96977E · PFD Regional Cntr Capital	0.00	0.00	708,499.04	708,499.04
Total 977 Exp · PFD Regional Cntr Capital	0.00	0.00	708,499.04	708,499.04
Total Expense	0.00	55,349.27	708,499.04	763,848.31
Net Ordinary Income	137,996.05	44,650.73	-331,024.85	-148,378.07
Other Income/Expense				
Other Expense				
80000 · Ask My Accountant	0.00	17,505.69	-574,736.78	-557,231.09
Total Other Expense	0.00	17,505.69	-574,736.78	-557,231.09
Net Other Income	0.00	-17,505.69	574,736.78	557,231.09
Net Income	<u>137,996.05</u>	<u>27,145.04</u>	<u>243,711.93</u>	<u>408,853.02</u>

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City of Poulsbo Council Chambers
& Zoom Webinar ID – 883 2349 8742

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Location: Norm Dicks Government Center, Bremerton, WA
& Virtual Zoom Webinar

Topics: General Business, Kitsap County – Port Gamble Forest Heritage Park Trails (PGFHP) Project

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

	A	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
1		FY 2015	%	FY 2016	%	FY 2017	%	FY 2018	%	FY 2019	%	FY 2020	%	FY 2021	%
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%
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%
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%
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%
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%
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%
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%
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%
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%
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%
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%
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%
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%
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%
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															

FEB 2022	FUNDS	COMMENT
Sales Tax Rebate (977)	\$ 197,557.85	Up 2.5% vs. FEB 2021
Debt Service (286)	(\$67,785)	
Net Income	\$129,773	
Expenses (968)	(\$35,591)	
NET GAIN	\$94,182.34	

Board of Directors Meeting*
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Location: Norm Dicks Government Center, Bremerton, WA
& Virtual Zoom Webinar

Topics: General Business, Kitsap County – Port Gamble Forest Heritage Park Trails (PGFHP) Project

**Kitsap PFD
Project Funding Record**

Year	Month	SKCEC				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		Invoice	Reviewed	Invoice Amount	\$ 1,439,000	\$15,380,456
	September													Phase 1		\$ 60,000.00		
														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)	
														Invoice	Reviewed	Invoice Amount	Amount Paid	
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															1/20/2020	\$ (90,214.00)	\$ (90,214.00)
	February														5201			
															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 4	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			\$ (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)	\$ -
		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)	
							GRNT 000888	3/18/2022		\$ (1,257.19)								
2022 Totals					\$ (13,706.58)					\$ (17,668.44)				\$ (61,194.29)			\$ (297,580.30)	\$ (144,000.00)
Total Paid to Date					\$ (1,400,092.18)					\$ (165,798.67)				\$ (233,375.83)	sub-total		\$ (1,238,137.95)	\$ (706,300.00)
Remaining Balance					\$ 10,599,907.82					\$78,101.33				\$ 1,464,180			\$ 732,700.00	\$ 12,874,889

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