
Board of Directors Meeting*
Monday, February 27, 2023
Kitsap Public Facilities District Office
Meeting Location: Bainbridge Island City Hall
& via Zoom Webinar ID – <https://us02web.zoom.us/j/89596138148>

AGENDA

1. Call to Order / Comments Board Chairman Hatchel

CONSENT AGENDA

- A. JAN 30 2023 KPFD BOD Meeting Minutes
 - B. Blanket Voucher #06-FEB 2023 96968 Operating Expenses
 - C. Executive Director Report – FEB 2023
 - D. KCC Financial Report – JAN 2023
-

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

3. Approval of Consent Agenda

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

4. Facility Progress Report – Port Gamble Forest Heritage Park Trails Project, Mr. Eric Baker, Kitsap County

5. New Business

- A. Financial Consultant Representation Extension - Northwest Municipal Advisors
- B. Port Orchard Community Events Center (POCEC) Letter of Intent

6. Financial Reports

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

7. Ongoing Business/Good of the Order

- A. KPFD New Logo Revision #3

8. Meeting Adjournment

Next Meeting: March 20, 2023, at 5:30 pm
Location: Kitsap County Administration Building
Topics: General Business, Port Orchard Community Events Center (POCEC) Project Update

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

**CONSENT AGENDA
FEBRUARY 27 2023**

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 - C. Executive Director Report – FEB 2023
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Kitsap Public Facilities District

Minutes of the Board of Directors Meeting (Including optional “in-person” element)

Monday, January 30, 2023

Attendance:

Board Members Present: Chairman Patrick Hatchel, Vice Chairman John Morrissey, Treasurer Walter Draper, Director Erin Leedham, Director Phil Havers, Director Tom Bullock

Board Members Absent: Director Daron Jagodzinske

Staff Present: Executive Director Russ Shiplet

Advisors, Counsel, & Consultants Present: Legal Counsel Mr. Brian Lawler, Financial Advisors Mr. Ryan Neumeister & Mr. Scott Bauer; Construction Consultant Mr. Shannon Thompson

1. **Call to Order:** KPF D Chairman Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** One public comment was provided, praising the board for its desire to consider additional project proposals in the future. It was also suggested that the PFD review the current ranking process. No additional comments were provided.
3. **Approval of Consent Agenda:** A motion was made to approve the Consent Agenda as presented by Vice Chairman Morrissey. The motion was seconded by Director Havers and unanimously approved by the Board of Directors.
4. **Facilities Project Progress Report:** Poulsbo Events & Recreation Center (PERC) Project. Ms. Karla Boughton and Mayor Becky Erickson from the City of Poulsbo presented.
 - Project components were presented, which included:
 - Final Feasibility Report – which included:
 - Phased approach
 - Phase 1 Fields First conceptual site plan
 - Targeted market analysis
 - Operations considerations
 - Financial analysis
 - The PERC Phased approach includes:
 - Phase 1: Tournament Fields, which include turf, and lighted tournament fields, outdoor recreational amenities, picnic/team shelters, bleachers, storage, and parking at an estimated cost of \$11.7M.
 - Phase 2: Events & Recreation Center, with indoor recreation gym, meeting, and classroom spaces for events/meetings/classes. Cost TBD.
 - Phase 3: Outdoor Recreational Pool. Cost TBD.
 - The City of Poulsbo is requesting that the PFD work with them to initiate the development of a second Interlocal Agreement (ILA) for Phase 1, outlining the PFD's commitment to pay the debt service on a City-held bond, not to exceed 67% of the total cost. Chairman Hatchel directed Executive Director Shiplet to start working with the City on drafting the ILA to be presented to the PFD Board for a future vote of approval.

5. New Business:

A. JAN 19 2023 BOD Special Meeting Recap – Executive Director Shiplet

- During the meeting NW Municipal Advisors presented the financial model outlining the estimated revenue to be generated through 2041, and what impact project future funding requests would have on remaining balances year-to-year. Vice Chairman Morrissey suggested that Executive Director Shiplet begin discussions with Kitsap County on the possibility of them carrying the bond for the Port Orchard Community Events Center (POCEC) project. Discussions are already underway.

B. Legal Services Contract Extension – Executive Director Shiplet

- Mr. Lawler spoke about the need for the KPFD and Jameson Pepple Cantu PLLC to have a contract extension letter in place. Vice Chairman Morrissey made a motion to agree to the extension contract with Jameson Pepple Cantu LLC. Director Leedham seconded the motion. The motion was passed by the board.

6. Financial Reports – Executive Director Shiplet

- A. The 2022 Financial Report, nor the JAN 2023 Financial Report was available for review but will be presented at the February 2023 Board of Directors meeting.
- B. The year-end 2022, as well as the JAN 2023 Monthly Sales Tax Rebate Statements were presented.
- C. The year-end 2022, as well as the JAN 2023 Facilities Tracking Report, were presented.

7. Ongoing Business/Good of the Order:

A. KPFD New Logo Revision #2 – Executive Director Shiplet

- A second revision of the new KPFD logo was presented to the board for consideration and formal approval. Comments from the board included changing the green in the logo to a gold color, and whether or not the logo itself may not be visible on a business card. Executive Director Shiplet will continue working with the graphics design team on the color change and visibility of the new logo.

8. Meeting adjourned @ 6:29 PM.

Next Meeting of the Board: February 27, 2022 – Bainbridge Island City Hall

Topics: Port Gamble Forest Heritage Park Trails Project Update, Consent Agenda, New Business, Ongoing Business & Financials

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# 06-FEB 2023**

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 **\$10,167.80** on this 27th day of FEB 2023

Patrick Hatchel

Pat Hatchel, Chair

John Morrissey

John Morrissey, Vice-Chair

Walter S Draper IV

Walter Draper IV, Treasurer

Tom Bullock

Tom Bullock, Director

Phil Havers

Phil Havers, Director

Erin Leedham

Erin Leedham, Director

Daron Jagodzinske

Daron Jagodzinske, Director

VENDOR	SPEND CAT	AMOUNT
Reoccurring items:		
Kitsap Bank Visa (JAN 2023) – details attached on separate page	5311	\$ 2,579.15
BKAT BOD Meeting Invoice 012022-30 (JAN 2023 – 2 Meetings)	5419(b)	\$ 899.25
Jameson Pepple Cantu PLLC (FEB 2023)	5416	\$ 1,980.00
WA State DRS (FEB 2023 PERS2 Employer Portion)	5249	\$ 1,109.35
WA State DRS (FEB 2023 PERS2 Employee Portion)	5249	\$ 679.07
City of Bremerton Invoice 1024 (JAN 2023 BOD Meeting)	5451	\$ 188.75
ESD Unemployment Insurance (Q4 2021)		\$ 568.22
ESD Unemployment Insurance (Q4 2022)		\$ 456.25
Other items:		
Q4 2022 BOD Stipend – Dir. Hatchel	5140	\$ 400.00
Q4 2022 BOD Mileage Reimbursement – Dir. Hatchel	5438	\$ 19.38
Q4 2022 BOD Stipend – Dir. Morrissey	5140	\$ 400.00
Q4 2022 BOD Mileage Reimbursement – Dir. Morrissey	5438	\$ 41.63
Q4 2022 BOD Stipend – Dir. Leedham	5140	\$ 150.00
Q4 2022 BOD Mileage Reimbursement – Dir. Leedham	5438	\$ 32.50
Q4 2022 BOD Stipend – Dir. Jagodzinske	5140	\$ 50.00
Q4 2022 BOD Mileage Reimbursement – Dir. Jagodzinske	5438	\$ 14.25
Q4 2022 BOD Meeting Stipend - Dir. Havers	5140	\$ 100.00
Q4 2022 BOD Meeting Stipend - Dir. Bullock	5140	\$100.00
Q4 2022 BOD Meeting Stipend - Dir. Draper	5140	\$ 400.00
	PAGE TOTAL	\$ 10,167.80



VENDOR	SPEND CAT	AMOUNT
Kitsap Bank Visa (JAN 2023)		\$ 2,579.15
-Storage (JAN 2022) – (\$119.00)	5451(b)	(\$199.00)
-Help Desk Cavalry Monthly IT Support – (\$266.98)	5419(a)	(\$266.98)
-Help Desk Cavalry Monthly Email Subscription – (\$202.46)	5311	(\$202.46)
-Zoom Webinar Monthly Subscription – (\$87.36)	5311	(\$87.36)
-Walmart (Office Supplies) – (\$100.85)	5311	(\$100.85)
-Office Rent (JAN 2023) – (\$856.34)	5451(b)	(\$856.34)
-Comcast for Business (JAN 2023 Phone/Internet) – (\$265.92)	5311	(\$265.92)
-Exact Hosting (2023 Mailbox Storage Renewal) – (\$68.64)	5311	(\$68.64)
-ESD Family Medical Leave Act (Q4 2022) – (\$238.14)	5311	(\$238.14)
-Adobe Cloud (JAN 2023) – (\$60.05)	5311	(\$60.05)
-Grammarly (2023 Annual Subscription) – (\$157.25)	5311	(\$157.25)
-Subway (JAN 19 2023 Special Meeting) – (\$107.71)	5311	(\$107.71)
-OfficeMax (Office Supplies) – (\$48.45)	5311	(\$48.45)
	PAGE TOTAL	\$ 2,579.15

BKAT
7266 Tibardis Road NW
Bremerton,WA 98311
(360) 360-473-5012

Invoice No.: 012023-02

Date: 01/31/23

Invoice

Customer:

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

Project KPFD Board Meetings - January 2023

Date	Qty/Hrs	Description	Unit Price	Total
1/19/2023	1	Pre-production	\$109.00	\$109.00
	1.5	Production for Special Meeting	\$109.00	\$163.50
	1	Post-Production	\$109.00	\$109.00
	0.75	Round trip travel NDGC	\$109.00	\$81.75
1/30/2023	1	Pre-Production	\$109.00	\$109.00
	1.5	Production for Regular Meeting	\$109.00	\$163.50
	1	Post-Production	\$109.00	\$109.00
	0.5	Round trip travel Poulsbo	\$109.00	\$54.50

Pay upon receipt

Subtotal	\$899.25
Tax	
Total	\$899.25



Tel 206.292.1994
Fax 206.292.1995

801 Second Avenue, Suite 700
Seattle, Washington 98104

February 7, 2023

Kitsap Public Facilities District
Attn: Russ Shiplet
19880 10th Ave NE, Suite 204F
Poulsbo, WA 98370

Invoice 149348 BEL

In Reference to: General Advisory
 Client Matter # L1022/01000

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 1,980.00

\$ 1,980.00



Plans 1, 2 and 3 Payment Advice

This form is for employers to report Plans 1, 2 and 3 payments to DRS.

Send completed form to:
Department of Retirement Systems
PO Box 9018
Olympia, WA 98507-9018
www.drs.wa.gov
800.547.6657, option 6 then option 1
360.664.7000, option 1
TTY: 711

When submitting payments to DRS, include copies of each payment advice form along with your payment. You do not need to include any payment advices with a \$0.00 total. Do not use staples, paperclips or tape. Print single-sided copies only.

Employer:	Kitsap Public Facilities District (4296)
Employer Contact:	(360) 698-1885

Payment Advice: Plans 1 and 2

Employer:	Kitsap Public Facilities District (4296)	System:	PERS
Employer Contact:	(360) 698-1885	Report Group:	4296P

Plan 1:

Check #	Report Period (mm/yyyy)	Invoice #	Payment Amount
Subtotal for Plan 1			\$0.00

Plan 2:

Check #	Report Period (mm/yyyy)	Invoice #	Payment Amount
1234	02/2023		\$1,109.35
Subtotal for Plan 2			\$1,109.35

Total for Plans 1 and 2:	\$1,109.35
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DRS Home (<http://www.drs.wa.gov/>) / DRS Employer (<http://www.drs.wa.gov/employer/>)
/ Contact Us (<http://www.drs.wa.gov/administration/contact.htm>) /

Employer Reporting Application Portal

Welcome, Russell Shiplet

([Employer Message Center](#)) ([Employer Help Page](#)) ([Employer Account/Logout](#))

Manage Payments (ERA Portal Only) — EPP-20230223-0000032

Payment Advices Printed

Payments Information

Case Information

Payment Details

Scheduled Payment Date:

02/28/2023

Payment Method:

Check (Payment Advice Only)

Last Update Date:

02/24/2023 5:58 pm

Payment Advices

	System	Payment Advice
	PERS	EPP_MPayAdvice_P123.pdf

Payment Amount and Totals

Plan 2

	Invoice Number	Report Period	Report Group Number	System/Plan	Receivable Type	Amount to be Paid
		02/2023	4296P	PERS Plan 2		\$679.07

Total Plan 2 Amount:

\$679.07

Total Payment Amount:

\$679.07



Bremerton Government Center Owners Association
345 6TH STREET, STE 100
BREMERTON, WA 98337

INVOICE

BILL TO
Kitsap Public Facilities District
Russ Shiplet
19880 10th Ave NE, Suite 204F
Poulsbo, WA 98370

INVOICE # 1024
DATE 02/15/2023
TERMS Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/19/2023	Chambers Conference Room Rental	Meeting 01/19/2023 5:30 pm - 8:00 pm	2.50	38.50	96.25
01/19/2023	Concierge Service	Concierge Service for Meeting	2.50	37.00	92.50
BALANCE DUE					\$188.75

Payment Coupon

Washington State Employment Security Department (ESD)
Unemployment Insurance
Employer Account Management System (EAMS)

Mail the payment coupon with your check to:

Employment Security Department
PO BOX 84267
Seattle, WA 98124-5567

<please fold - do not detach>

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Payment remitted for:

KITSAP PUBLIC FACILITIES DISTRICT, SPC DBA:
KITSAP PUBLIC FACILITIES DISTRICT
9230 BAY SHORE DR NW
SILVERDALE, WA 98383-9162

ESD Number 000530274007
Federal EIN: 760820379
UBI Number: 604903519
Year: 2021
Quarter: 4

Contact Information:

Russ Shiplet
(360) 698-1885
execdirector@kitsap-pfd.org

Amount Due: \$568.22
Amount Remitted: \$_____

Payment Coupon

Washington State Employment Security Department (ESD)
Unemployment Insurance
Employer Account Management System (EAMS)

Mail the payment coupon with your check to:

Employment Security Department
PO BOX 84267
Seattle, WA 98124-5567

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Payment remitted for:

KITSAP PUBLIC FACILITIES DISTRICT, SPC DBA:
KITSAP PUBLIC FACILITIES DISTRICT
9230 BAY SHORE DR NW
SILVERDALE, WA 98383-9162

ESD Number 000530274007
Federal EIN: 760820379
UBI Number: 604903519
Year: 2022
Quarter: 4

Contact Information:

Russ Shiplet
(360) 698-1885
execdirector@kitsap-pfd.org

Amount Due: \$456.25
Amount Remitted: \$_____



BOARD OF DIRECTORS STIPEND WORKSHEET

Q4 2022

BOARD MEMBER NAME			PATRICK HATCHEL		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	11	2022	CONSULTANTS	ZOOM	
OCT	12	2022	EXEC TEAM	ZOOM	
OCT	24	2022	BOARD	ZOOM	
NOV	9	2022	EXEC TEAM	ZOOM	
NOV	15	2022	SPECIAL	IN PERSON	SILVERDALE
NOV	21	2022	CONSULTANTS	ZOOM	
DEC	7	2022	EXEC TEAM	ZOOM	
DEC	12	2022	BOARD	ZOOM	

per
Meeting

\$50.00

\$50.00

\$50.00

\$50.00

\$50.00

\$50.00

\$50.00

\$50.00

31

0.625

TOTALS	\$400.00	\$ 19.38	\$419.38
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BOARD OF DIRECTORS STIPEND WORKSHEET

Q4 2022

BOARD MEMBER NAME			JOHN MORRISSEY		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	11	2022	CONSULTANTS	ZOOM	
OCT	12	2022	EXEC TEAM	ZOOM	
OCT	24	2022	BOARD	ZOOM	
NOV	9	2022	EXEC TEAM	ZOOM	
NOV	15	2022	SPECIAL	ZOOM	
NOV	21	2022	CONSULTANTS	ZOOM	
DEC	7	2022	EXEC TEAM	ZOOM	
DEC	12	2022	BOARD	IN PERSON	BAINBRIDGE

per Meeting	RT Miles
\$50.00	
\$50.00	
\$50.00	
\$50.00	
\$50.00	
\$50.00	
\$50.00	
\$50.00	66.6
	0.625

TOTALS	\$400.00	\$ 41.63	\$441.63
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BOARD OF DIRECTORS STIPEND WORKSHEET

Q4 2022

BOARD MEMBER NAME			ERIN LEEDHAM		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	24	2022	BOARD	ZOOM	
NOV	15	2022	SPECIAL	IN PERSON	SILVERDALE
DEC	12	2022	BOARD	ZOOM	

per RT
Meeting Mileage
\$50.00 52
\$50.00
\$50.00

0.625

TOTAL	\$150.00	\$ 32.50	\$182.50
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BOARD OF DIRECTORS STIPEND WORKSHEET

Q4 2022

BOARD MEMBER NAME			DARON JAGODZINSKE		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
DEC	12	2022	BOARD	IN PERSON	BAINBRIDGE

per
Meeting
\$50.00

RT
Mileage
22.8

0.625

TOTALS	\$50.00	\$ 14.25	\$64.25
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BOARD OF DIRECTORS STIPEND WORKSHEET

Q4 2022

BOARD MEMBER NAME			PHIL HAVERS		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	24	2022	BOARD	ZOOM	
DEC	12	2022	BOARD	ZOOM	

per
Meeting
\$50.00
\$50.00

TOTAL

\$100.00



BOARD OF DIRECTORS STIPEND WORKSHEET

Q4 2022

BOARD MEMBER NAME			TOM BULLOCK		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	24	2022	BOARD	ZOOM	
NOV	15	2022	SPECIAL	ZOOM	

per
Meeting
\$50.00
\$50.00

TOTAL

\$100.00



BOARD OF DIRECTORS STIPEND WORKSHEET

Q4 2022

BOARD MEMBER NAME			WALT DRAPER		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	11	2022	CONSULTANTS	ZOOM	
OCT	12	2022	EXEC TEAM	ZOOM	
OCT	24	2022	BOARD	ZOOM	
NOV	9	2022	EXEC TEAM	ZOOM	
NOV	15	2022	SPECIAL	ZOOM	
NOV	21	2022	CONSULTANTS	ZOOM	
DEC	7	2022	EXEC TEAM	ZOOM	
DEC	12	2022	BOARD	ZOOM	

per
Meeting
\$50.00
\$50.00
\$50.00
\$50.00
\$50.00
\$50.00
\$50.00
\$50.00

TOTAL

\$400.00

EXECUTIVE DIRECTOR REPORT

TO: KPF Board of Directors
FROM: Russ Shiplet, Executive Director
RE: Activity Report for FEB 2023

Project Updates:

- **POCEC:** A Letter of Intent (LOI) draft as it pertains to the POCEC project, has been provided to the City of Port Orchard for review. It is intended that the LOI will be presented to our Board of Directors for review and approval consideration during the February 27, 2023 meeting.
- **PERC:** Working towards a new ILA with the City of Poulsbo and the PERC project is temporarily on hold.
- **PGFHP:** Kitsap County will be presenting an update on the PGFHP project during the February 27, 2023 meeting.
- **POB/CNW:** The Port of Bremerton has extended an invitation to the KPF Executive Director to review the Circuit of the Northwest (CNW) feasibility review on March 2, 2023.

KPF Business Updates:

- A private citizen has submitted a formal Public Record Act request regarding all means of communication and correspondence regarding the PERC project. The Executive Director is currently working on compiling the materials, with a due date on March 5, 2023.
- The Executive Director and Vice-Chairman Morrissey have had several communications over the past month with the City of Port Orchard regarding the POCEC project. The KPF final draft of the Letter of Intent (LOI) between the City and the KPF is over to the City for review, revision, and final comment(s). The LOI will be presented to the KPF Board of Directors for approval consideration during the February 27, 2023 meeting.
- KPF financial consultants, NW Municipal Advisors, has submitted a contract extension through December 31, 2024, for board consideration and approval. The contract extension will be presented during the February 27, 2023 meeting.
- A third revision to the previously submitted change to the KPF logo has been created and will be presented to the board for additional comment and potential approval at the February 27, 2023 meeting.



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: February 20th, 2023

January 2023 Month End Recap

Overview

January revenues totaled \$41k to a budget of just over \$64k. Although shy of hitting monthly budgeted revenues, we did see a nice increase over last year, and we are forecasting a healthy first quarter end. While the hospitality industry eagerly awaits a full return of business, we continue to see bookings increase month over month and year over year. Minimum salary increases and minimum wage increases will impact all outlets as we move into the new year, however, we will continue to be mindful and strategic in all financial decisions.

Event Highlights

We hosted 11 total events in January. Among these events were many local businesses such as PSNS employee orientation, who have reserved 27 dates with us in 2023. Other groups included Kitsap Credit Union, The Greater Kitsap Chamber of Commerce, Leadership Kitsap, Anthony's, and Kitsap County Bar Association. Leadership Kitsap was a fantastic event, recognizing 20 exceptional young leaders under the age of 40 who have demonstrated outstanding leadership and have made a great impact within their organizations and our community. We were thrilled to be a part of their evening, and made sure we were flexible to accommodate their growing numbers which capped out at 245 attendees.

Operations

As revenues for the month were light, we continued to schedule our hourly team members only as needed. The team conducted an inventory count of most smallware; something we are needing to replace in the first half of 2023. We are grateful to have a team who understands what it means to take care of our building and equipment and are willing to wear multiple hats for the financial well being of the conference center.

Team Member

Our team consists of approximately twenty-four hourly team members and 5 full-time team members. We added a full-time Events and Conference Services Manager to our sales office mid-January. This position will help our Director of Sales by coordinating all events, allowing more time to strategically find new business and network. We continue to recognize team members for their dedication and professionalism they bring and encourage their growth within our conference center and Columbia Hospitality.

Sales

Our sales team booked sixteen total events in the month of January totaling \$51k. \$23k of this revenue was booked in the month for the month, with the remaining \$28k being booked for future months within 2023. The team toured 9 clients; 4 of them weddings for 2023 and the remaining tours were site visits for upcoming events such as WSP Charette meeting next month. As mentioned above, we welcomed Pam Delos-Santos to our team in January. Pam joins us with years of experience and dedication, much in part to her time spent at Gold Mountain Gold Club over the past 6 years.

Marketing/Communications

Marketing campaigns have launched for our daddy-daughter dance in March. This dance was a huge hit last year and allowed us to show off our beautiful space to many within the community. We are currently working on updating menu offerings as well as pricing, for our one-of-a-kind distinctive venue.

Looking Ahead

As 2023 will be a year of growth for the conference center. The past two years have been largely about recovery; now we will focus on growth. As we will continue to face roadblocks along the way such as inflation and staffing challenges at times, we are optimistic for the health of the industry as a whole.

Financial Results

Kitsap Conference Center Consolidated Income Statement For Period Ending 01/31/2023

Current Month				Year to Date			
Actual	%	Budget	%	Actual	%	Budget	%
0	0.0%	7,385	11.4%	0	0.0%	7,385	11.4%
1,600	3.4%	1,656	2.6%	1,600	3.4%	1,656	2.6%
26,930	57.2%	30,466	47.1%	26,930	57.2%	30,466	47.1%
4,842	10.3%	6,024	9.3%	4,842	10.3%	6,024	9.3%
8,668	18.4%	12,694	19.6%	8,668	18.4%	12,694	19.6%
5,020	10.7%	6,398	9.9%	5,020	10.7%	6,398	9.9%
47,060	100.0%	64,623	100.0%	47,060	100.0%	64,623	100.0%
GROSS REVENUE				GROSS REVENUE			
COSTS OF SALES				COSTS OF SALES			
45	0.3%	1,721	6.1%	45	0.3%	1,721	6.1%
6,654	24.7%	7,312	24.0%	6,654	24.7%	7,312	24.0%
948	19.6%	1,250	20.8%	948	19.6%	1,250	20.8%
7,647	16.3%	10,282	15.9%	7,647	16.3%	10,282	15.9%
39,412	83.7%	54,341	84.1%	39,412	83.7%	54,341	84.1%
TOTAL COST OF SALES				TOTAL COST OF SALES			
GROSS MARGIN				GROSS MARGIN			
DIRECT EXPENSES:				DIRECT EXPENSES:			
8,041	17.1%	7,789	12.1%	8,041	17.1%	7,789	12.1%
0	0.0%	0	0.0%	0	0.0%	0	0.0%
27,609	58.7%	18,768	29.0%	27,609	58.7%	18,768	29.0%
3,226	6.9%	4,095	6.3%	3,226	6.9%	4,095	6.3%
38,876	82.6%	30,652	47.4%	38,876	82.6%	30,652	47.4%
TOTAL DIRECT EXPENSES				TOTAL DIRECT EXPENSES			
536	1.1%	23,689	36.7%	536	1.1%	23,689	36.7%
DEPARTMENT PROFIT				DEPARTMENT PROFIT			
UNDISTRIBUTED OPERATING EXPENSES				UNDISTRIBUTED OPERATING EXPENSES			
21,491	45.7%	26,827	41.5%	21,491	45.7%	26,827	41.5%
12,431	26.4%	12,770	19.8%	12,431	26.4%	12,770	19.8%
99	0.2%	610	0.9%	99	0.2%	610	0.9%
3,726	7.9%	4,812	7.4%	3,726	7.9%	4,812	7.4%
37,747	80.2%	45,019	69.7%	37,747	80.2%	45,019	69.7%
TOTAL UNDISTRIBUTED OPERATING EXPENSES				TOTAL UNDISTRIBUTED OPERATING EXPENSES			
(37,211)	-79.1%	(21,330)	-33.0%	(37,211)	-79.1%	(21,330)	-33.0%
INCOME BEFORE FIXED CHARGES				INCOME BEFORE FIXED CHARGES			
FIXED CHARGES				FIXED CHARGES			
1,412	3.0%	1,939	3.0%	1,412	3.0%	1,939	3.0%
706	1.5%	969	1.5%	706	1.5%	969	1.5%
557	1.2%	475	0.7%	557	1.2%	475	0.7%
837	1.8%	510	0.8%	837	1.8%	510	0.8%
7,500	15.9%	7,500	11.6%	7,500	15.9%	7,500	11.6%
518	1.1%	388	0.6%	518	1.1%	388	0.6%
11,529	24.5%	11,781	18.2%	11,529	24.5%	11,781	18.2%
TOTAL FIXED CHARGES				TOTAL FIXED CHARGES			
95,800	203.6%	97,734	151.2%	95,800	203.6%	97,734	151.2%
TOTAL OPERATING EXPENSES				TOTAL OPERATING EXPENSES			
(48,740)	-103.6%	(33,111)	-51.2%	(48,740)	-103.6%	(33,111)	-51.2%
NET OPERATING INCOME				NET OPERATING INCOME			

Board of Directors Meeting*
Monday, February 27, 2023
Kitsap Public Facilities District Office
Meeting Location: Bainbridge Island City Hall
& via Zoom Webinar ID – <https://us02web.zoom.us/j/89596138148>

AGENDA

1. Call to Order / Comments Board Chairman Hatchel

CONSENT AGENDA

- A. JAN 30 2023 KPFD BOD Meeting Minutes
 - B. Blanket Voucher #06-FEB 2023 96968 Operating Expenses
 - C. Executive Director Report – FEB 2023
 - D. KCC Financial Report – JAN 2023
-

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

3. Approval of Consent Agenda

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

4. Facility Progress Report – Port Gamble Forest Heritage Park Trails Project, Mr. Eric Baker, Kitsap County

5. New Business

- A. Financial Consultant Representation Extension - Northwest Municipal Advisors
- B. Port Orchard Community Events Center (POCEC) Letter of Intent

6. Financial Reports

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

7. Ongoing Business/Good of the Order

- A. KPFD New Logo Revision #3

8. Meeting Adjournment

Next Meeting: March 20, 2023, at 5:30 pm
Location: Kitsap County Administration Building
Topics: General Business, Port Orchard Community Events Center (POCEC) Project Update

Port Gamble Forest Heritage Park

Project Status

February 27, 2023



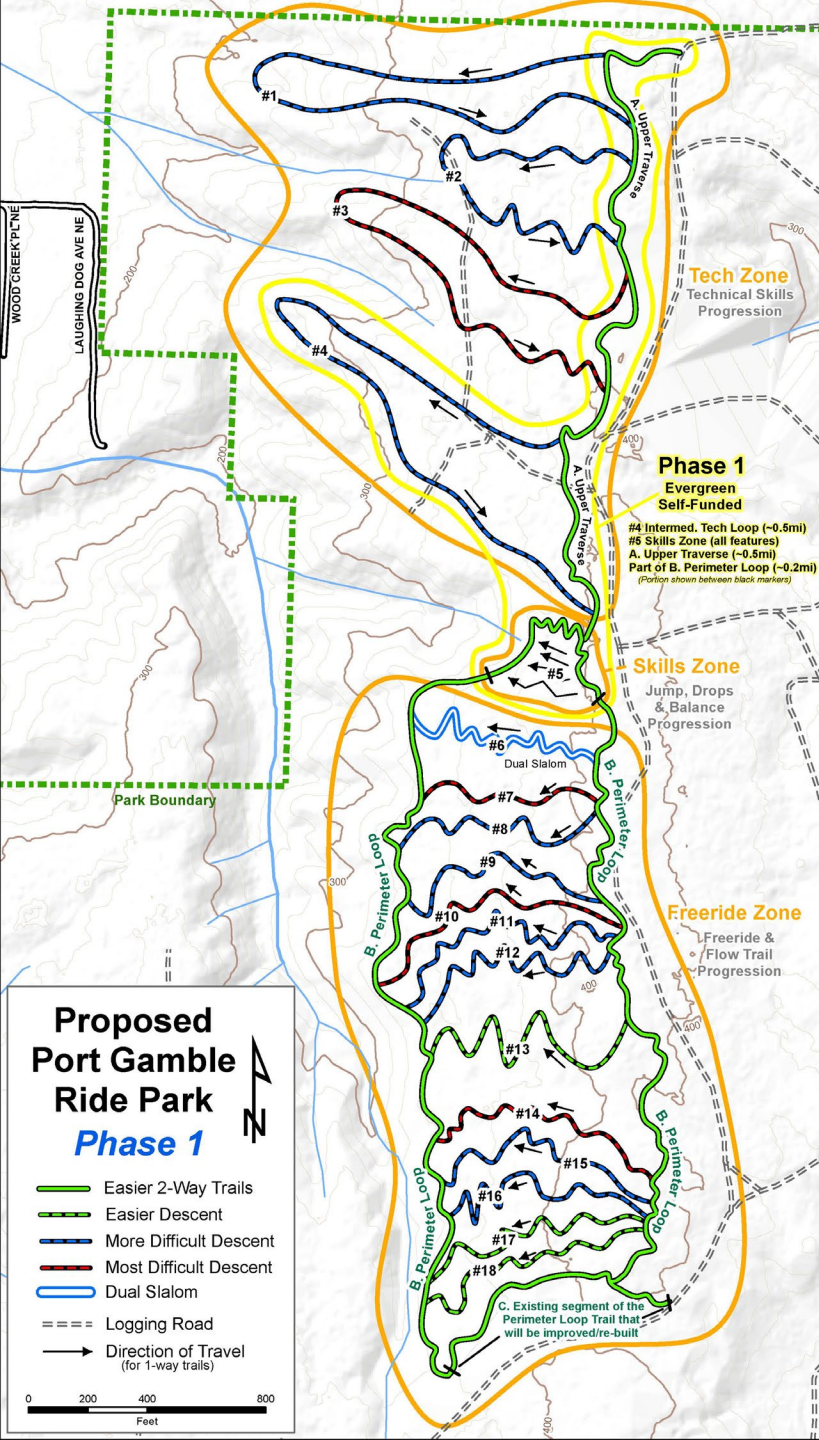
Project Components

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

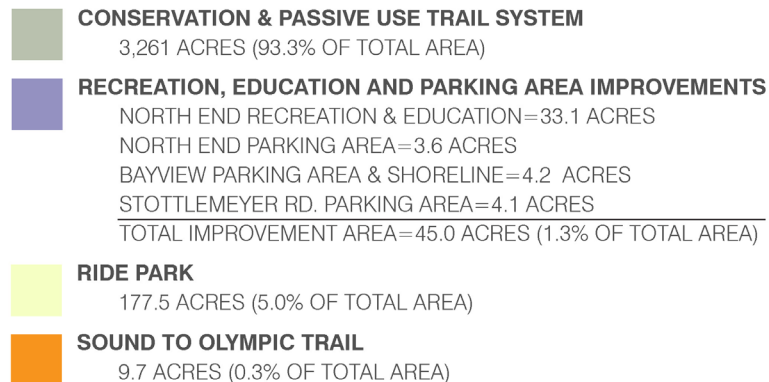
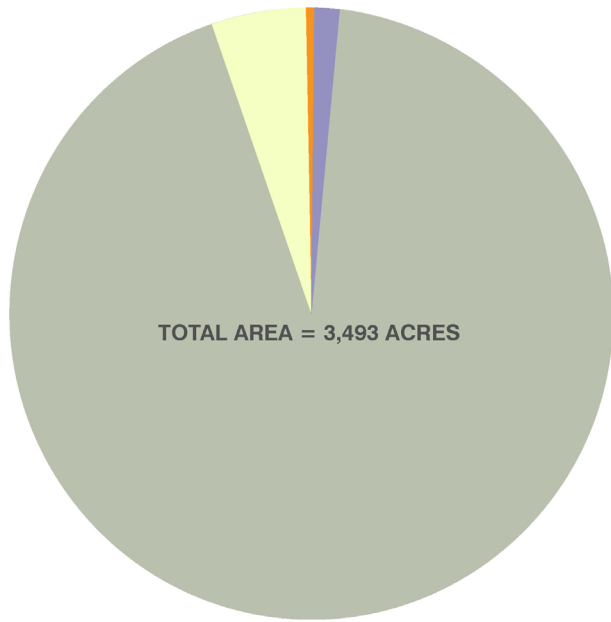


Ride Park Phase 1

- 90% Complete
- The Evergreen Mountain Bike Festival being held in this June. Last event brought thousands of attendees to Kitsap.
- Grand opening ceremony this Summer. Would be great if KPFD members could attend. Evergreen Mountain Biking Alliance (EMBA) constructing and maintaining
- **Project Completion: June 2023**



PROPORTION OF IMPROVEMENTS TO CONSERVATION/RESTORATION AREA



Framework

- 93.3% dedicated to conservation and passive recreation.
- New trailheads, additional parking and other amenities related to STO trail and Ride park proposed.
- New 33-acre education and recreation area adjacent to the Ride Park (less than 1% of Park).
- **Completed December 2022.**





Framework Funding

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



Saving the Forest

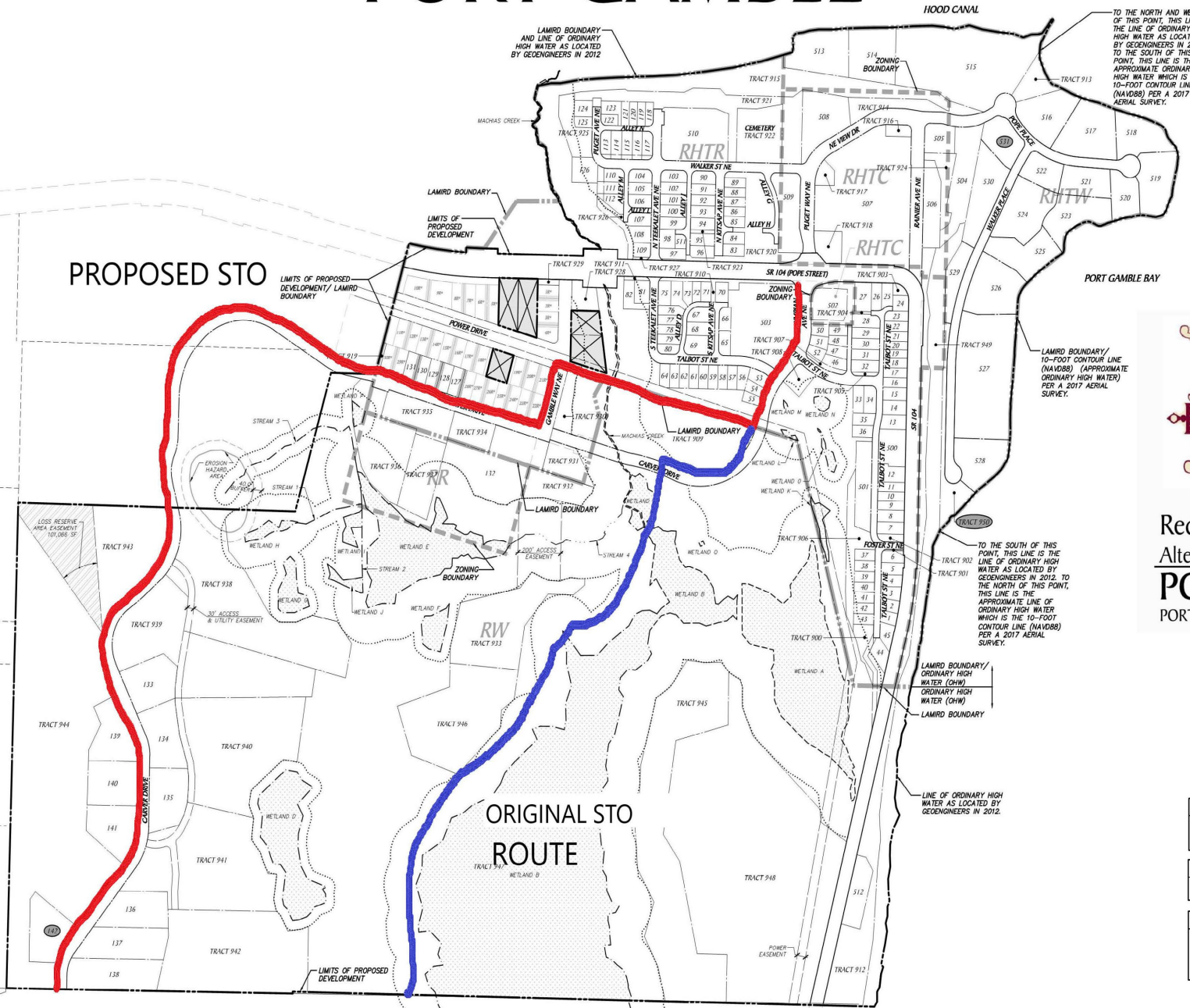
- Three phase acquisition of timber rights
- Saved 750 acres of Timber from commercial harvest
- State, local and private dollars.
- \$4.425M of leveraged funds
- **Complete: December 2022**

Sound to Olympics Trail

- Design in process
- Concerns regarding the engineering and construction of Segments A and B
- Costs triple 2019 estimates due to labor and supply costs and topography.
- Potential impacts to natural systems



PORT GAMBLE

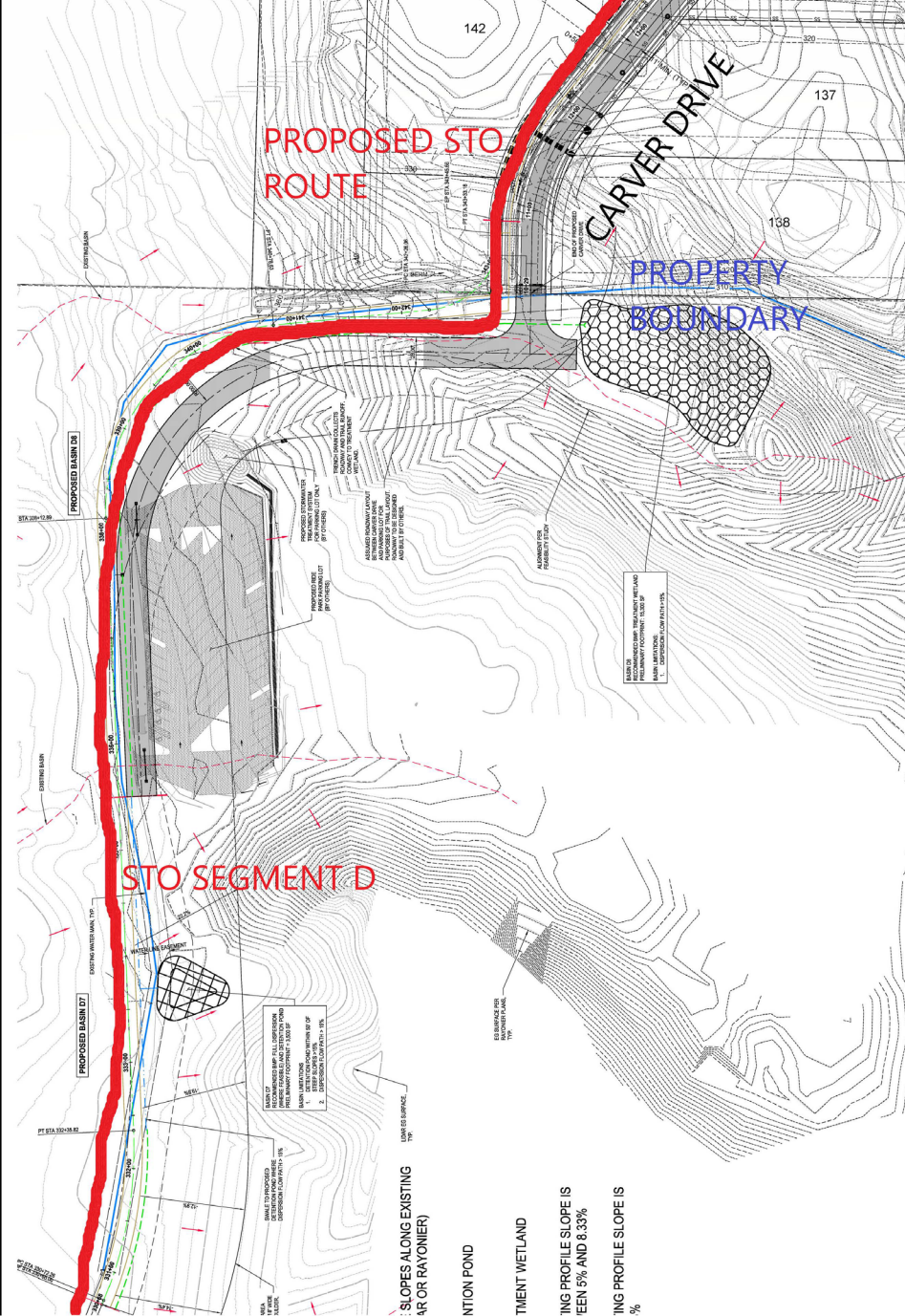


Sound to Olympics Trail

- Assessing alternate route
- Partnering with Rayonier
- Connects to same location in town
- Avoids wetlands, ravines and other natural features.
- Working towards final design and permitting by end of 2023.

Red
Alter
PC
PORT





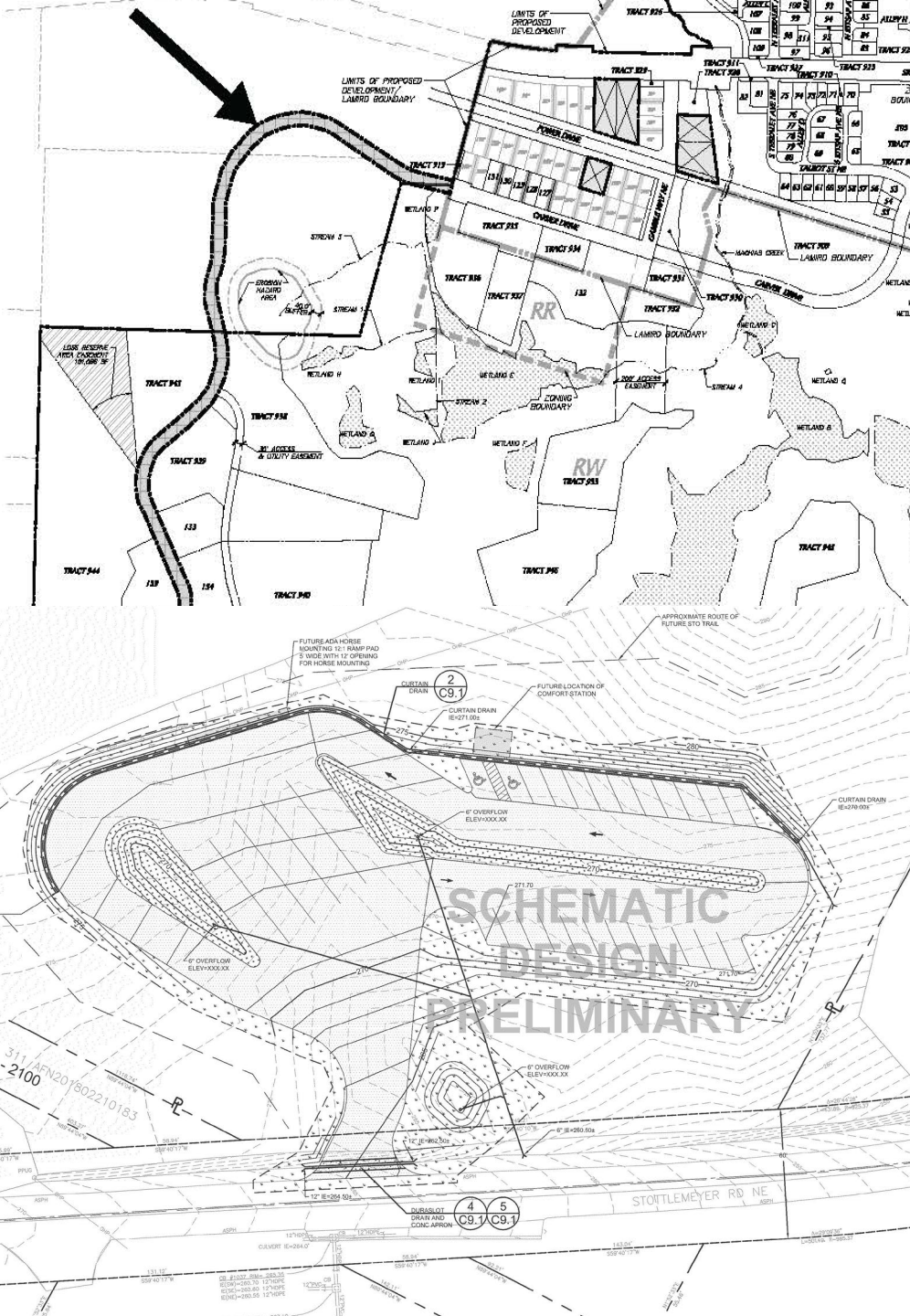
Ride Park Phase 2

- 75 Vehicle Stalls
- Vault Bathrooms
- STO redesign impacts final parking lot design
- In permitting
- **Completion: End of 2023**

-

Project Obstacles

- Permitting delays.
- STO redesign.
- Construction cost increases (inflation,. design challenges, material, labor and fuel costs).





Budget Specifics

- Ride Park Phase I - \$70,000
- Ride Park Phase II - \$305,000
- Framework - \$40,000
- Stottlemeyer Trailhead - \$285,000
- **Total = \$700,000**

Kitsap has \$350,000 from REET 2
Additional PFD ask = \$350,000





Thank You

Eric Baker

Deputy County Administrator

ebaker@kitsap.gov

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



Board of Directors Meeting*
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Kitsap Public Facilities District Office
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February 15, 2023

Mr. Russ Shiplet
Executive Director
Kitsap Public Facilities District
19880 10th Ave NE, Suite 204F
Poulsbo, WA 98370

**Re: Agreement to Serve as Municipal Advisor
Kitsap Public Facilities District, Washington**

Dear Mr. Shiplet:

Northwest Municipal Advisors (“NWMA”) is pleased to have the opportunity to serve as municipal advisor to Kitsap Public Facilities District (the “District”). We have had the honor of serving as the District’s municipal advisor for the past several years. This agreement continues from the point of expiration of the last contract at the end of 2022.

This letter provides a scope of services, contains a pricing proposal, and, if satisfactory to the District, will constitute an agreement between NWMA and the District for municipal advisory services.

Introduction to Northwest Municipal Advisors

NWMA is a municipal advisory firm that specializes in assisting public entities finance projects. We have experience in general government, special purpose district, and public utility financing.

As a firm, we do not sell or underwrite securities or bonds but only serve in an advisory role. This allows us to avoid a potential conflict of interest in providing advice to a bond issuer.

NWMA is a registered municipal advisor with the Securities and Exchange Commission (“SEC”) and the Municipal Securities Rulemaking Board (“MSRB”). As such, NWMA has a fiduciary duty to our clients and shall act and provide advice in a manner it believes to be in the best interest of its clients.

As municipal advisor, our most important responsibility is to provide sound advice to our clients, and our preference is to be involved in all aspects of a financing, ranging from up-front planning and identification of financing options to the actual sale, pricing and closing of a bond issue or other financing. We work with many of the bond counsel and underwriter firms in the Northwest, with national underwriting firms and with regional and national banking institutions.

Our firm will assign three professionals and support staff to the District. Scott Bauer and Ryan Neumeister will be the primary contacts, with back-up from Malinda Okerlund.

Scope of Services

NWMA will serve as municipal advisor for the District’s financing needs and provide the following services:

- Provide financial modeling services, to include:
 - Creation and updating of a financial model in Excel
 - Assumptions on the PFD’s sales tax revenue stream and PFD expenses
 - Payments on outstanding debts



- Funding of projects as identified by the District
 - Lump sum or pay-as-you-go cash funding
 - The issuance of debt by the PFD or by the recipients of project funding
- Review the District's outstanding debt and update the District, as appropriate, on refunding opportunities.
- Meet with the District's Board of Directors, management and staff as requested.
- If acting in the capacity of an Independent Registered Municipal Advisor ("IRMA") with regard to the IRMA exemption of the SEC Rule, NWMA will review all third-party recommendations submitted to NWMA in writing by the District.
- Provide such other related services as requested by the District.

Compensation

Compensation for services shall be on an hourly basis, charged at a rate of \$295 per hour for principals in the firm and \$195 per hour for associates. In the case of meetings or phone calls where more than one NWMA team member attends, the District will only be charged for one NWMA team member for that event.

In addition to the fees above, NWMA will be reimbursed for direct out of pocket expenses. These expenses may include, but are not limited to, mileage, travel expenses, printing, photocopying, and conference call expenses.

We will provide a separate proposal to the District if debt is to be issued by the PFD or if a review of debt issued by a project funding recipient is warranted.

Fiduciary Duty

NWMA is registered as a Municipal Advisor with the SEC. As such, NWMA has a fiduciary duty to the District and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care

- a) exercise due care in performing its municipal advisory activities;
- b) possess the degree of knowledge and expertise needed to provide the District with informed advice;
- c) make a reasonable inquiry as to the facts that are relevant to the District's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the District; and
- d) undertake a reasonable investigation to determine that NWMA is not forming any recommendation on materially inaccurate or incomplete information; NWMA must have a reasonable basis for:
 - i. any advice provided to or on behalf of the District;
 - ii. any representations made in a certificate that NWMA signs that will be reasonably foreseeably relied upon by the District, any other party involved in the municipal securities transaction or municipal financial product, or investors in the District securities; and



- iii. any information provided to the District or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty

NWMA must deal honestly and with the utmost good faith with the District and act in the District's best interests without regard to the financial or other interests of NWMA. NWMA will eliminate or provide full and fair disclosure (included herein) to the District about each material conflict of interest (as applicable). NWMA will not engage in municipal advisory activities with the District as a municipal entity if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the District's best interests.

Municipal Securities Rulemaking Board Rule G-10 Disclosure

Pursuant to Municipal Securities Rulemaking Board Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

- NWMA is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.
- Within the Municipal Securities Rulemaking Board ("MSRB") website at www.msrb.org, the District may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

Conflicts of Interest and Other Matters Requiring Disclosure

- As of the date of the Agreement, except as disclosed below, NWMA is not aware of actual or potential conflicts of interest that NWMA that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty, except as discussed. If NWMA becomes aware of any other material potential conflict of interest that arise after this disclosure, NWMA will disclose the detailed information in writing to the District in a timely manner. NWMA serves as municipal advisor to other cities and public entities in the Northwest. In the local area, we serve as municipal advisor to the City of Poulsbo and Public Utility District No. 1 of Kitsap County. In the event a potential conflict arises as a result of these or future relationships, we will so inform the District.
- NWMA represents that in connection with the issuance of municipal securities, NWMA may receive compensation from an Issuer or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, NWMA hereby discloses, that such contingent and/or transactional compensation may present a potential conflict of interest regarding NWMA's ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement may create an incentive for NWMA to recommend unnecessary financings or financings that are disadvantageous to the District, or to advise the District to increase the size of the issue. This potential conflict of interest will not impair NWMA's ability to render unbiased and competent advice or to fulfill its Fiduciary Duty to the District.
- NWMA fees under this agreement are also based on hourly fees of NWMA's personnel, with the aggregate amount equaling the number of hours worked by such personnel multiplied by an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest because it could create an incentive for NWMA to recommend alternatives that would result in more hours worked. This conflict of interest will not impair NWMA's ability to render unbiased and competent advice or to fulfill its Fiduciary Duty to the District.



- The fee paid to NWMA increases the cost of investment to the District. The increased cost occurs from compensating NWMA for municipal advisory services provided.
- NWMA serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another NWMA client. For example, NWMA serves as municipal advisor to other municipal advisory clients and, in such cases, owes a fiduciary duty to such other clients just as it does to the District. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, NWMA could potentially face a conflict of interest arising from these competing client interests. NWMA fulfills its fiduciary duty and mitigates such conflicts through dealing honestly and with the utmost good faith with District.
- It should be noted that NWMA's intention is to keep its work for each of its clients separate, and to maintain confidentiality relative to each client, except for information which is clearly public information.
- NWMA does not act as principal in any of the transactions related to this Agreement.
- NWMA does not have any affiliate that provides any advice, service, or product to or on behalf of the client that is directly or indirectly related to the municipal advisory activities to be performed by NWMA.
- NWMA has not made any payments directly or indirectly to obtain or retain the District's municipal advisory business.
- NWMA has not received any payments from third parties to enlist NWMA recommendation to the District of its services, any municipal securities transaction or any municipal finance product.
- NWMA has not engaged in any fee-splitting arrangements involving NWMA and any provider of investments or services to the District.
- NWMA does not have any legal or disciplinary event that is material to the District's evaluation of the municipal advisory or the integrity of its management or advisory personnel.
- NWMA is not involved in the underwriting of bonds and is not associated with any underwriting firm which eliminates any conflicts of interest related to underwriter selection or underwriter compensation.
- During the term of the municipal advisory relationship, this Agreement will be promptly amended or supplemented to reflect any material changes in or additions to the terms or information within this Agreement and the revised writing will be promptly delivered to the District.

Legal Events and Disciplinary History

NWMA does not have any legal events and disciplinary history on its Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The District may electronically access NWMA's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: www.sec.gov/edgar/searchedgar/companysearch.html.

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC.

Recommendations

If NWMA makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the District and is within



the scope of the engagement, NWMA will determine, based on the information obtained through reasonable diligence of NWMA whether a municipal securities transaction or municipal financial product is suitable for the District. In addition, NWMA will inform the District of:

- the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- the basis upon which NWMA reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the District; and
- whether NWMA has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the District's objectives.

If the District elects a course of action that is independent of or contrary to the advice provided by NWMA, NWMA is not required on that basis to disengage from the District.

Record Retention

Effective July 1, 2014, pursuant to the SEC record retention regulations, NWMA is required to maintain in writing, all communication and created documents between NWMA and the District for 5 years.

Term of Agreement

This agreement shall remain in effect until December 31, 2024.

Termination of Agreement

Engagement can be terminated by either party with 30-days' notice. In the event of termination, NWMA shall be reimbursed for expenses incurred to the date of termination.

Limitation of Liability

Liability of NWMA under this agreement shall be limited to fees paid.

Other Provisions

This Agreement represents the complete agreement between the parties. Additional services and compensation may be added to this Agreement by a written supplement, with the mutual written consent of both parties. All amendments or supplements shall be signed by both parties and attached to this Agreement.

NWMA agrees that it will not provide financial services to any other individual or public entity on the same transaction for which it is providing financial services to the District under the terms of this Agreement without prior notice to and approval by the District.



Approval of Agreement

If this Agreement and scope of work are satisfactory, please have this letter signed by an authorized person and returned to NWMA.

If you have any questions or comments on this agreement, please call me at (425) 452-9551.

Sincerely,

Scott J. Bauer

Accepted and approved by Kitsap Public Facilities District

this _____ day of _____, 2023

By: _____
(Signature)

(Print)

LETTER OF INTENT

February 16, 2023

Re: Letter of Intent to Fund Future Construction Costs for
Port Orchard Community and Events Center

The City of Port Orchard (“City”) has seen significant inflation in the construction cost estimates for the Port Orchard Community Events Center (“POCEC”) and is requesting additional funding from the Kitsap Public Facilities District (“KPFDD”), specifically for increased construction costs for the POCEC. The City is requesting funding for 66% of the total project cost, which is currently estimated at \$28,100,000. This represents an increase in requested funding of approximately \$6,546,000, above the KPFDD’s existing funding commitment set out in the ILA.

The KPFDD continues to be fully supportive of the POCEC. The KPFDD is further aware that construction costs have increased in the last several years and may continue to increase in the coming years. Meanwhile, the KPFDD is supporting other regional center projects whose costs are still undetermined but also rising, and the KPFDD has not fully determined its financial capacity to support its current projects.

This letter of intent (this “**LOI**”) sets forth the terms and conditions under which the KPFDD would be willing to commit to additional funding for the construction of the POCEC in addition to the commitment set out in the ILA.

1. **Project:** The Project consists of a special events center as defined by RCW 35.57.020(1)(a). The Project is identified in Attachment A to the Third Amendment to the Regional Center Interlocal Agreement (“ILA”) between the City and the KPFDD, dated April 18, 2022.
2. **Pending Commitments to the City:** The City has committed to performing certain Tasks in the ILA (Attachment B to the ILA) and the KPFDD has agreed to provide funding of \$12,000,000 for certain Tasks, per the conditions of the ILA. In its most recent Amendment, the ILA allocates \$9,210,000 for construction in Tasks 7 and 8 of Attachment B.
3. **Funding Amount:** Based on the understanding that the actual construction costs are unknown and are estimated without actual construction drawings, details, and bids, the parties agree to revisit the amount of construction funds from the KPFDD when the City has more detailed and accurate information, with the understanding the KPFDD will support an increase in funding for construction not to exceed an additional \$6,546,000, at which time the parties will negotiate a further ILA Amendment for Tasks 7 and 8.
4. **Conditions:**
 - 1) The Amended ILA will continue to be (a) subject to the availability of funds (ILA Section 6.3), (b) will require the successful negotiation of an ILA Amendment with Operation Standards (ILA, Section 6.5), and require the KPFDD review of the entire funding plan for the construction phase (ILA, Schedule B, Task 7).

- 2) The KPFD will ask Kitsap County to issue and carry the bond for construction funds in an amount of up to \$15,756,000 for Tasks 7 and 8.
- 3) In the event that Kitsap County cannot or will not carry the bond on behalf of the KPFD, and the KPFD elects to obtain the bond on its own, the total amount of construction funding provided to the City of Port Orchard will be contingent upon the projected amount of annual tax rebate revenue, interest rate obtained by the KPFD, and the positive projected annual remaining funds available. This amount may be less than \$15,756,000.

5. **Counterparts: Electronic Execution and Delivery:** This LOI may be executed in counterparts, each of which will be deemed an original but all of which will constitute one and the same instrument. Signatures may be affixed manually or via DocuSign or similar electronic means. No party may raise (a) the use of a signature via DocuSign or similar electronic means or (b) the fact that the LOI or any signature or agreement was transmitted or communicated through the use of facsimile machine, e-mail, PDF, DocuSign, or similar electronic format, as a defense to the formation of a contract, and each party forever waives any such defense, except to the extent such defense related to lack of authenticity.

This LOI is merely an outline of possible terms to amend the existing ILA in the future and is non-binding.

DATED the date first above written.

KITSAP PUBLIC FACILITIES DISTRICT

By: _____
Name: Patrick Hatchel, Board Chair

Attest

By: _____
Name: John Morrissey, Board Vice-Chair

Approved As to Form:

By: _____
Name: Brian Lawler, District Legal Counsel

CITY OF PORT ORCHARD

By: _____
Name: Robert Putaansuu, Mayor

Approved As to Form:

By: _____
Name: Charlotte Archer, City Attorney

Board of Directors Meeting*
Monday, February 27, 2023
Kitsap Public Facilities District Office
Meeting Location: Bainbridge Island City Hall
& via Zoom Webinar ID – <https://us02web.zoom.us/j/89596138148>

AGENDA

1. Call to Order / Comments Board Chairman Hatchel

CONSENT AGENDA

- A. JAN 30 2023 KPFD BOD Meeting Minutes
 - B. Blanket Voucher #06-FEB 2023 96968 Operating Expenses
 - C. Executive Director Report – FEB 2023
 - D. KCC Financial Report – JAN 2023
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2. Public Comment –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Within Zoom, use the “Raise Hand” option, or put a message in the Chat Box and the host will ask the question for you.

3. Approval of Consent Agenda

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

4. Facility Progress Report – Port Gamble Forest Heritage Park Trails Project, Mr. Eric Baker, Kitsap County

5. New Business

- A. Financial Consultant Representation Extension - Northwest Municipal Advisors
- B. Port Orchard Community Events Center (POCEC) Letter of Intent

6. Financial Reports

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

7. Ongoing Business/Good of the Order

- A. KPFD New Logo Revision #3

8. Meeting Adjournment

Next Meeting: March 20, 2023, at 5:30 pm
Location: Kitsap County Administration Building
Topics: General Business, Port Orchard Community Events Center (POCEC) Project Update

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

Kitsap Public Facilities District JAN 2023 Income & Expenditures Report								
968 INCOME								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
1/3/2023	1/3/2023	96977 Cash Fund	JAN 2023	\$ 30,000.00	EFT	977		JAN 2023 977 to 968 XFR for Operating Expenses
				\$ 30,000.00				
977 INCOME								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
1/30/2023	1/30/2023	Sales Tax Rebate	JAN 2023	\$ 187,086.78	EFT	977		JAN 2023 Sales Tax Rebate
				\$ 187,086.78				
286 INCOME								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
1/30/2023	1/30/2023	Sales Tax Rebate	JAN 2023	\$ 64,382.00	EFT	286		JAN 2023 Debit Service Payment
				\$ 64,382.00				
TOTAL INCOME				\$ 281,468.78				
968 EXPENSES								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
1/19/2023	1/26/2023	JPC LLC	146954 BEL	\$ (2,228.75)	Check	968/BV# 01-JAN 2023	5416	JAN 2023 Legal Counsel
12/28/2022	1/19/2023	Greater Kitsap COC	JAN 2023	\$ (325.00)	Check	968/BV# 01-JAN 2023	5311	2023 Membership Dues
12/28/2022	1/13/2023	WA Assoc. of Econ Dev.	JAN 2023	\$ (400.00)	Check	968/BV# 01-JAN 2023	5311	2023 Membership Dues
12/28/2022	1/23/2023	BKAT	JAN 2023	\$ (525.00)	Check	968/BV# 01-JAN 2023	5419(a)	DEC 2022 BOD Meeting Recording
1/17/2023	1/30/2023	US Bank	660874	\$ (301.81)	Check	968/BV# 01-JAN 2023	5311	LTGO Refunding 2021B Bond
2/3/2023		Josephine's Mercantile	2022EVENTFUND	\$ (4,347.80)	Check	968/BV# 01-JAN 2023	5419	2022 EventFund Reimbursement
1/24/2023	2/1/2023	WA State DRS	JAN2023	\$ (1,109.35)	Check	968/BV# 01-JAN 2023	5249	JAN 2023 PERS2 Employer Contribution
2/23/2023		WA State DRS	JAN2023_DRS	\$ (679.07)	Check	968/BV# 01-JAN 2023	5249	JAN 2023 PERS2 Employees Contribution
		Kitsap Bank Visa	DEC 2022	\$ (2,157.15)			5311	DEC 2022 CC Payment
		-Help Desk Calvary	36270	\$ (266.98)			5419(a)	DEC 2022 IT Services
		-Help Desk Calvary	36333	\$ (202.46)			5311	DEC 2022 O365 Email Subscription
		-Zoom Webinar	DEC 2022	\$ (87.36)			5311	DEC 2022 Monthly Webinar Fee
		-OfficeMax	DEC 2022	\$ (38.21)			5311	Office Supplies
12/28/2022	1/12/2023	-Storage	DEC 2022	\$ (119.00)	VISA	968/BV#01-JAN 2023	5451(b)	DEC 2022 Storage
		-City of Poulsbo	DEC 2022	\$ (300.00)			5451(b)	2023 BOD Meeting Rental Space
		-Central Plaza	DEC 2022	\$ (856.34)			5451(b)	DEC 2022 Office Rent
		-Exact Hosting	683653	\$ (80.00)			5311	2023 Email Mailboxes Support
		-Exact Hosting	685999	\$ (146.75)			5311	2023-2028 Domain Renewal
		-Adobe Cloud	2333543714	\$ (60.05)			5311	DEC 2022 Monthly Subscription
1/31/2023	1/31/2023	Russell Shiplet	JAN 2023	\$ (9,223.45)	EFT	96968		JAN 2023 Net Pay (includes Health Stipend)
1/31/2023	1/31/2023	Russell Shiplet	JAN 2023	\$ (160.62)	EFT	96968		JAN 2023 Medicare
1/31/2023	1/31/2023	Russell Shiplet	JAN 2023	\$ (997.65)	EFT	96968		JAN 2023 Federal Withholding
1/31/2023	1/31/2023	Russell Shiplet	JAN 2023	\$ (16.29)	EFT	96968		JAN 2023 WAMAF
				\$ (22,471.94)				
977 EXPENSES								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund & BV	Spend Category	Description
12/2/2022	12/2/2022	City of Poulsbo	GRNT000983	\$ (12,153.50)	EFT	977/BV# 02-JAN 2023	5650	PERC Project
2/3/2023		Kitsap County	22-0914	\$ (6,874.79)	Check	977/BV# 03-JAN 2023	5650	PGFHP Project
2/3/2023	2/10/2023	City of Port Orchard	01-2023	\$ (68,700.70)	EFT	977/BV# 04-JAN 2023	5650	POCEC Project
2/3/2023	2/10/2023	Port of Bremerton	2023	\$ (143,900.00)	EFT	977/BV# 04-JAN 2023	5650	POB/CNW Project
1/30/2023	1/30/2023	96977 Cash Fund	JAN2023	\$ (30,000.00)	XFR	977		Monthly XFR 977 to 968 for Operating Expenses
1/30/2023	1/30/2023	Sales Tax Rebate	XFR to 286 Fund	\$ (64,382.00)	XFR	977		Monthly XFR 977 to 286 for Debit Service Payment
				\$ (326,010.99)				
TOTAL EXPENSES				\$ (348,482.93)				
NET P/(L)				\$ (67,014.15)				

Kitsap Public Facilities District FEB 2023 Income & Expenditures Report								
968 INCOME								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
2/24/2023	2/24/2023	96977 Cash Fund	FEB 2023	\$ 30,000.00	EFT	977		FEB 2023 977 to 968 XFR for Operating Expenses
				<u>\$ 30,000.00</u>				
977 INCOME								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
2/27/2023	2/27/2023	Sales Tax Rebate	FEB 2023	\$ 209,039.13	EFT	977		FEB 2023 Sales Tax Rebate
				<u>\$ 209,039.13</u>				
286 INCOME								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
2/27/2023	2/27/2023	Sales Tax Rebate	FEB 2023	\$ 71,219.45	EFT	286		FEB 2023 Debit Service Payment
				<u>\$ 71,219.45</u>				
TOTAL INCOME				<u>\$ 310,258.58</u>				
968 EXPENSES								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
2/16/2023		JPC LLC	146954 BEL	\$ (1,980.00)	Check	968/BV#06-FEB 2023	5416	JAN 2023 Legal Counsel
2/16/2023		ESD Unemploy Ins (Q4 2021)	Q42021	\$ (568.22)	Check	968/BV#06-FEB 2023	5311	ESD Unemployment Insurance (Q4 2021)
2/16/2023		ESD Unemploy Ins (Q4 2022)	Q42022	\$ (456.25)	Check	968/BV#06-FEB 2023	5311	ESD Unemployment Insurance (Q4 2022)
2/16/2023		BKAT	JAN 2023	\$ (899.25)	Check	968/BV#06-FEB 2023	5419(a)	JAN 19 & 30 2023 BOD Meeting Recordings
2/23/2023		Bremerton Gov Cen Assoc	1024	\$ (188.75)	Check	968/BV#06-FEB 2023	5419	JAN 19 2023 BOD Special Meeting
2/16/2023		WA State DRS	FEB2023_DRS	\$ (1,109.35)	Check	968/BV#06-FEB 2023	5249	FEB 2023 PERS2 Employer Contribution
2/22/2023		WA State DRS	FEB2023_DRS	\$ (679.07)	Check	968/BV#06-FEB 2023	5249	FEB 2023 PERS2 Employee Contribution
2/23/2023		BOD Stipends & Mileage	Q42022	\$ (1,707.76)	Check	968/BV#06-FEB 2023	5140	Q4 2022 BOD Stipends & Mileage Reimbursements
		Kitsap Bank Visa	JAN 2023	\$ (2,579.15)			5311	JAN 2023 CC Payment
		-Help Desk Calvary	JAN 2023	\$ (266.98)			5419(a)	JAN 2023 IT Services
		-Help Desk Calvary	JAN 2023	\$ (202.46)			5311	JAN 2023 O365 Email Subscription
		-Zoom Webinar	JAN 2023	\$ (87.36)			5311	JAN 2023 Monthly Webinar Fee
		-OfficeMax	FEB 2023	\$ (48.45)			5311	Office Supplies
		-Storage	JAN 2023	\$ (119.00)			5451(b)	JAN 2023 Storage
2/16/2023		-Walmart	FEB 2023	\$ (100.85)			5351	Office Heater
		-Central Plaza	JAN 2023	\$ (856.34)	VISA	968/BV#06-FEB 2023	5451(b)	JAN 2023 Office Rent
		-Grammaly	2023	\$ (157.25)			5311	2023 Annual Subscription
		-Comcast for Business	JAN 2023	\$ (265.92)			5311	JAN 2023 Phone/Internet
		-Exact Hosting	2023	\$ (68.64)			5311	2023 Email Subscription
		-ESD FMLA	Q4 2022	\$ (238.14)			5249	Q4 2022 Family Medical Leave Act Payment
		-Subway	JAN 2023	\$ (107.71)			5311	JAN 19, 2023 BOD Special Meeting
		-Adobe Cloud	2333543714	\$ (60.05)			5311	JAN 2023 Monthly Subscription
2/28/2023		Russell Shiplet	FEB 2023	\$ (9,223.45)	EFT	96968		FEB 2023 Net Pay (includes Health Stipend)
2/28/2023		Russell Shiplet	FEB 2023	\$ (160.62)	EFT	96968		FEB 2023 Medicare
2/28/2023		Russell Shiplet	FEB 2023	\$ (997.65)	EFT	96968		FEB 2023 Federal Withholding
2/28/2023		Russell Shiplet	FEB 2023	\$ (16.29)	EFT	96968		FEB 2023 WAMAF
				<u>\$ (20,565.81)</u>				
977 EXPENSES								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund & BV	Spend Category	Description
2/27/2023	2/27/2023	96977 Cash Fund	Feb-23	\$ (30,000.00)	XFR	977		Monthly XFR 977 to 968 for Operating Expenses
2/27/2023	2/27/2023	Sales Tax Rebate	XFR to 286 Fund	\$ (71,219.45)	XFR	977		Monthly XFR 977 to 286 for Debit Service Payment
				<u>\$ (101,219.45)</u>				
TOTAL EXPENSES				<u>\$ (121,785.26)</u>				
NET P/(L)				<u>\$ 188,473.32</u>				

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

	A	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
1		FY 2015	%	FY 2016	%	FY 2017	%	FY 2018	%	FY 2019	%	FY 2020	%	FY 2021	%	FY 2022	%	FY 2023	%
2	JAN	\$ 95,620.62	2.6%	\$ 105,695.31	10.5%	\$ 113,891.57	7.8%	\$ 123,476.10	8.4%	\$ 144,263.78	16.8%	\$ 150,304.56	4.2%	\$ 158,789.57	5.6%	\$ 178,674.01	12.5%	\$ 187,086.78	4.7%
3	FEB	\$ 126,017.20	5.6%	\$ 140,524.01	11.5%	\$ 147,253.14	4.8%	\$ 159,064.82	8.0%	\$ 165,509.56	4.1%	\$ 173,706.66	5.0%	\$ 192,717.28	10.9%	\$ 197,557.85	2.5%	\$ 209,039.13	5.8%
4	MAR	\$ 90,504.55	6.7%	\$ 96,088.48	6.2%	\$ 105,943.80	10.3%	\$ 123,918.31	17.0%	\$ 125,924.98	1.6%	\$ 132,155.73	4.9%	\$ 144,739.20	9.5%	\$ 162,359.33	12.2%	\$ -	
5	APR	\$ 90,213.40	6.7%	\$ 100,040.83	10.9%	\$ 104,854.91	4.8%	\$ 118,939.87	13.4%	\$ 116,815.21	-1.8%	\$ 115,731.99	-0.9%	\$ 141,495.24	22.3%	\$ 167,540.61	18.4%	\$ -	
6	MAY	\$ 107,061.73	7.0%	\$ 119,621.40	11.7%	\$ 126,859.08	6.1%	\$ 144,926.19	14.2%	\$ 150,430.71	3.8%	\$ 126,061.95	-16.2%	\$ 188,771.05	49.7%	\$ 201,423.66	6.7%	\$ -	
7	JUN	\$ 103,097.71	8.4%	\$ 114,550.72	11.1%	\$ 113,282.72	-1.1%	\$ 133,121.83	17.5%	\$ 145,401.79	9.2%	\$ 126,133.58	-13.3%	\$ 177,293.20	40.6%	\$ 190,292.70	7.3%	\$ -	
8	JUL	\$ 108,768.82	9.2%	\$ 114,395.94	5.2%	\$ 126,579.00	10.6%	\$ 146,892.10	16.0%	\$ 150,399.47	2.4%	\$ 165,292.17	9.9%	\$ 192,556.37	16.5%	\$ 193,483.26	0.5%	\$ -	
9	AUG	\$ 121,969.93	14.4%	\$ 128,801.45	5.6%	\$ 142,050.14	10.3%	\$ 158,152.03	11.3%	\$ 166,341.19	5.2%	\$ 170,988.07	2.8%	\$ 204,719.00	19.7%	\$ 207,417.76	1.3%	\$ -	
10	SEP	\$ 118,429.01	12.4%	\$ 124,100.96	4.8%	\$ 129,254.90	4.2%	\$ 149,561.17	15.7%	\$ 157,155.89	5.1%	\$ 167,577.17	6.6%	\$ 186,898.42	11.5%	\$ 200,317.82	7.2%	\$ -	
11	OCT	\$ 111,631.80	4.3%	\$ 126,066.16	12.9%	\$ 132,996.09	5.5%	\$ 151,329.82	13.8%	\$ 158,503.52	4.7%	\$ 163,033.80	2.9%	\$ 182,058.47	11.7%	\$ 204,071.35	12.1%	\$ -	
12	NOV	\$ 121,114.70	6.6%	\$ 132,038.42	9.0%	\$ 139,824.46	5.9%	\$ 149,568.79	7.0%	\$ 161,955.86	8.3%	\$ 184,238.07	13.8%	\$ 197,714.69	7.3%	\$ 208,743.30	5.6%	\$ -	
13	DEC	\$ 110,023.46	11.1%	\$ 117,143.86	6.5%	\$ 124,461.85	6.2%	\$ 148,700.48	19.5%	\$ 148,546.73	-0.1%	\$ 164,199.11	10.5%	\$ 177,670.52	8.2%	\$ 192,632.39	8.4%	\$ -	
14																			
15	TOTAL	\$ 1,304,452.93	7.9%	\$ 1,419,067.54	8.8%	\$ 1,507,251.66	6.2%	\$ 1,707,651.51	13.3%	\$ 1,791,248.69	4.9%	\$ 1,839,422.86	2.7%	\$ 2,145,423.01	16.6%	\$ 2,304,514.04	7.8%	\$ 396,125.91	5.3%
16	AVERAGE	\$ 108,704.41	7.9%	\$ 118,255.63	8.8%	\$ 125,604.31	6.2%	\$ 142,304.29	13.3%	\$ 149,270.72	4.9%	\$ 153,285.24	2.7%	\$ 178,785.25	16.6%	\$ 192,042.84	7.8%	\$ 198,062.96	5.3%
17																			
18																			
19																			
20																			
21																			
22																			
23																			
24																			

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

FEB 2023	FUNDS	COMMENT
Sales Tax Rebate (977)	\$209,039.13	Up 5.3% from FEB 2022
Debt Service (286)	(\$71,219)	
Net Income	\$137,820	
Expenses (968)	(\$20,566)	
NET GAIN	\$117,253.87	

Kitsap PFD
Project Funding Record

Year	Month	POCEC					PERC				PGFHP				POB/CNW				Total Commitment
				ILA					ILA				ILA		Invoice	Reviewed	Invoice Amount	ILA	
2018	June			\$ 12,000,000					\$243,900				\$ 1,697,556		Phase 1		\$ 60,000.00	\$ 1,439,000	\$ 15,380,456.00
	September														4481	6/21/2018	\$ (30,000.00)	\$ (30,000.00)	
															4711	9/25/2018	\$ (30,000.00)	\$ (30,000.00)	
2018 Totals															Ph1 Bal		\$ -	\$ (60,000.00)	
	March														Invoice	Reviewed	Invoice Amount	Amount Paid	
	April														Phase 2				
	May															4/24/2019	\$ (77,321.00)	\$ (77,321.00)	
	July															5/20/2019	\$ (72,215.00)	\$ (72,215.00)	
	October															7/29/2019	\$ (55,170.00)	\$ (55,170.00)	
2019 Totals																10/28/2019	\$ (33,945.00)	\$ (33,945.00)	
															Ph2 Bal		\$ (258,411.00)	\$ (258,411)	\$ (258,411.00) 2019 Totals
		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Reviewed	Invoice Amount	Amount Paid	
2020	January															1/20/2020	\$ (90,214.00)	\$ (90,214.00)	
	February														5201				
															5819	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)									
2020 Totals	December	INV00606	12/14/2020	12/14/2020	\$ (60,095.60)	Task 2	GRNT000754	12/14/2020	12/14/2020	\$ (6,693.75)				\$ -	Ph2 Bal		\$ (243,889.00)	\$ (243,889.00)	\$ (331,120.85) 2020 Totals
					\$ (60,096)					\$ (27,136.25)									
		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Reviewed	Invoice Amount	Amount Paid	
2021	January						GRNT000765	1/25/2021	1/25/2021	\$ (13,441.75)									
	February	SKCEC #2	2/22/2021	2/22/2021	\$ (137,371.72)	Task 2	GRNT000771	1/25/2021	1/25/2021	\$ (16,387.93)	21-0100	2/22/2021	2/22/2021	\$ (29,943.70)					
	March						GRNT000785	3/22/2021	3/22/2021	\$ (9,410.81)									
	April	INV00753	4/26/2021	4/26/2021	\$ (20,628.28)	Task 2	GRNT000791	4/26/2021	4/26/2021	\$ (10,868.75)									
	May		5/24/2021	5/24/2021	\$ (1,000,000.00)	Task 3	GRNT000805	5/24/2021	5/24/2021	\$ (15,516.25)									
	June	INV00795	6/28/2021	6/28/2021	\$ (22,000.00)	Task 2	GRNT000811	6/28/2021	6/28/2021	\$ (9,253.35)					7011	5/24/2021	\$ (86,340.00)		
	July	INV00825			\$ (30,000.03)	Task 2	GRNT000818	7/26/2021	7/26/2021	\$ (7,275.65)					7018	6/28/2021	\$ (69,653.55)		
	August	INV00873	8/23/2021	8/23/2021	\$ (30,002.84)	Task 2	GRNT000831	8/23/2021	8/23/2021	\$ (23,434.49)					7022	7/26/2021	\$ (62,173.55)		
	September						GRNT000839	9/27/2021	9/27/2021	\$ (8,955.00)					7031	7/26/2021	\$ (52,335.70)		
	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)	7036	8/23/2021	\$ (70,703.55)		
2021 Totals	December				\$ (1,326,290)					\$ (120,993.98)				\$ (172,181.54)	7044	9/26/2021	\$ (58,990.70)		
															7052	12/13/2021	\$ (17,785.00)		
															7068	12/14/2021	\$ (20,275.60)		
															sub-total		\$ (438,257.65)	\$ -	\$ (1,619,465.52) 2021 Totals
		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Reviewed	Invoice Amount	Amount Paid	
2022	January	INV01025	1/24/2022	1/31/2022	\$ (12,263.00)	Task 2	GRNT000854	1/24/2022	1/31/2022	\$ (6,300.00)	21-0104	1/24/2022	1/31/2022	\$ (61,194.29)	7080	1/24/2022	\$ (118,025.00)	\$ (144,000.00)	
	February	INV00016	2/28/2022	2/28/2022	\$ (1,443.58)	Task 2	GRNT000864	2/28/2022	2/28/2022	\$ (1,575.00)					7090	2/4/2022	\$ (105,115.30)		
	March						GRNT000870	2/28/2022	2/28/2022	\$ (8,536.25)					7100	3/18/2022	\$ (74,440.00)		
	April						GRNT 000888	3/28/2022	4/5/2022	\$ (1,257.19)					7110	4/19/2022	\$ (61,661.25)		
	May						GRNT000914	6/27/2022	6/28/2022	\$ (732.50)	21-0105	6/27/2022	6/28/2022	\$ (92,135.24)	7310	5/13/2022	\$ (51,695.13)		
	June						GRNT000923	7/25/2022	7/26/2022	\$ (297.50)	22-0106	6/27/2022	6/28/2022	\$ (180,766.80)	7360	6/15/2022	\$ (62,269.50)		
	July										22-00397	7/25/2022	7/26/2022	\$ (159,566.82)	7450	7/20/2022	\$ (69,194.14)		
	August										22-0108	7/25/2022	7/26/2022	\$ (1,219.86)	7560	8/17/2022	\$ (73,454.14)		
	September	INV01294	9/19/2022	9/25/2022	\$ (141,374.81)	Task 4	GRNT000945	9/19/2022	9/25/2022	\$ (11,961.50)					7660	9/14/2022	\$ (192,922.21)		
	October	INV01274	10/24/2022	10/25/2022	\$ (50,386.00)	Task 4									7700	10/19/2022	\$ (191,912.45)		
	November	INV01363	11/21/2022	12/8/2022	\$ (189,900.93)	Task 4	GRNT000961	11/21/2022	12/8/2022	\$ (6,228.75)									
	December	INV01386	12/22/2022	12/28/2022	\$ (125,741.06)	Task 4					22-0115	12/12/2022	12/22/2022	\$ (137,629.02)					
2022 Totals					\$ (521,109.38)					\$ (36,888.69)				\$ (632,512.03)			\$ (1,000,689.12)	\$ (144,000.00)	\$ (1,334,510.10) 2022 Totals

Board of Directors Meeting*
Monday, February 27, 2023
Kitsap Public Facilities District Office
Meeting Location: Bainbridge Island City Hall
& via Zoom Webinar ID – <https://us02web.zoom.us/j/89596138148>

AGENDA

1. Call to Order / Comments Board Chairman Hatchel

CONSENT AGENDA

- A. JAN 30 2023 KPFD BOD Meeting Minutes
 - B. Blanket Voucher #06-FEB 2023 96968 Operating Expenses
 - C. Executive Director Report – FEB 2023
 - D. KCC Financial Report – JAN 2023
-

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

3. Approval of Consent Agenda

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

4. Facility Progress Report – Port Gamble Forest Heritage Park Trails Project, Mr. Eric Baker, Kitsap County

5. New Business

- A. Financial Consultant Representation Extension - Northwest Municipal Advisors
- B. Port Orchard Community Events Center (POCEC) Letter of Intent

6. Financial Reports

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

7. Ongoing Business/Good of the Order

- A. KPFD New Logo Revision #3

8. Meeting Adjournment

Next Meeting: March 20, 2023, at 5:30 pm
Location: Kitsap County Administration Building
Topics: General Business, Port Orchard Community Events Center (POCEC) Project Update



Building Communities, Enriching Lives



Russ Shiplet
Executive Director

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