

## Virtual Meeting of the Board of Directors \* Monday, October 26, 2020 Webinar ID –850 3738 2186 Passcode - 882625

**FINAL AGENDA** 

- 1. Call to Order / Comment by the Chair
- 2. Approval of Minutes
  - A. Approval of previous Meeting Minutes September 21, 2020
- 3. Public Comment "Raise Hand," or Chat message, max. 3 minutes
- 4. Regional Project Status Reports
  - A. County PGHP Eric Baker
  - B. Port Orchard SKCEC Mayor Putaansuu, Nick Bond
  - C. Poulsbo PERC Karla Boughton
- 5. Financial Reports
  - A. Monthly Reports Tax revenue and monthly financials (Sept)
  - B. Blanket Voucher KPFD Sept expenses

(\$5,291.87)

C. Project Voucher Approval - PERC #4

(\$5,156.25)

- D. Update from Financial Advisor Alan Dashen, NWMA
- 6. Ongoing Business
  - A. Review & Approve Revised KPFD Bylaws Brian Lawler
  - B. ED Activity Report

(Sept)

C. Regional Facility Reports

(Sept)

- 7. New Business
  - A. 2021 Budget Review & Discussion
  - B. 2021 Meeting Schedule Discussion
- 8. Executive Session
- 9. Ongoing Business
  - A. Discussion of POB/CNW Project

## **Meeting Adjourned**

\*NOTE: This meeting will be recorded and may be available on through the kitsap-pfd.org website or the KPFD YouTube channel.

## **Last 2020 Regular Board of Directors meeting:**

Combined Nov/Dec Meeting: Dec 7th, 2020 at 5:30 pm, Zoom webinar Topics: General Business, Budget Approval, 2021 Meeting Schedule

The Kitsap Public Facilities District does not discriminate on the basis of disability. Individuals who require accommodations should contact the PFD at 360-698-1885.

## Kitsap Public Facilities District

## Minutes of the Virtual Board of Directors Meeting

Monday, September 21st, 2020

Attending: Daron Jagodzinske, Chair; Patrick Hatchel, Vice-Chair; Walt Draper, Treasurer; Erin

Leedham; Phil Havers and John Morrissey.

**Staff:** Mike Walton, Executive Director; Brian Lawler, Attorney

**Absent**: Bainbridge Island representative

1. <u>Call to Order:</u> The Chair called the meeting to order at 5:34 PM. The Chair asked the question of the Board – "Tell us about a memorable trip during your life?"

2. **Meeting Minutes:** The ED presented the Minutes of the July 27th meeting,

Pat Hatchel moved to approve the Minutes as submitted. Walt Draper seconded the motion and it passed unanimously.

## 3. New Business – Special Presentations:

- A. **Barker Creek Shannon Thompson** (see PowerPoint in agenda packet)
  Shannon gave a presentation about his company, their experience and the various projects he has worked on. He has extensive experience as an owner's rep and managing major projects.
- B. **Rick Cadwell Cadwell group** (The Cadwell Group withdrew its application)
- C. Erin Leedham moved to approve the selection of Barker Creek and Shannon Thompson as the Construction Consultant for the Kitsap PFD. Walt Draper seconded the motion and it was passed unanimously.

The ED congratulated Shannon and commented that he would have the attorney begin to draw up the new professional services agreement, and he would discuss with Shannon the expectations of the time required over the next few months to next year.

## 4. Financial Reports:

- A. Monthly Financials & Tax Rebate Summary the ED reported on results from August data. The KPFD received \$170.9K in tax rebate revenue, up 2.8% from 2019, and the highest ever received in the month of August. The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$12.4K> in Expenses. The result was a Net to Cash of \$88.5K. The balance of the 96977 Fund grew to slightly over \$3.3 million,

  A question was raised by Erin Leedham about a discrepancy in the allocation of funding to one of the accounts. The ED said he would look into it and report back to the Board.

  John Morrissey asked a question about the income projection and possible bonding and Phil Havers also wanted data on the future income projections. The ED agreed to send the current spreadsheet on the past receipts, expenditures and future projection to all the Board Members. He also mentioned that the Financial Advisors would submit a report on their assessment of the economy and their forecast before the next meeting. Board Members also requested that the analysis also be sent to the whole Board in advance of the meeting.
- B. **Blanket Voucher** The ED submitted a Blanket Voucher of \$9,009.37 for various expenses from August to be paid.
  - John Morrissey moved to approve the Blanket Voucher in the amount of \$9,009.37. It was seconded by Erin Leedham and passed unanimously.
- C. Project Blanket Voucher The ED submitted a Blanket Voucher for \$15,286.25, for the first invoices from the Poulsbo PERC project, These invoices are for activities of their consultant, Perteet, for the fist elements of the community response collection process. Erin Leedham made a motion to approve the Blanket Voucher in the amount of \$15,286.25. It was seconded by John Morrissey and passed unanimously.

## 5. New Business:

A. **Revision of the KPFD Bylaws** – Brian Lawler

Brian presented the suggested updates to the Bylaws, which were last modified in 2011.

- 1. There were some minor corrections or adjustments made in a couple of paragraphs;
- 2. The first significant item Sect. 4.7 A & B was to establish an official Executive Committee, but it could not make decisions that would bind the district;
- 3. The second item was Sect 5.3, trying to make the Agenda fixed and published 24 hours before the meeting. There was some discussion about this and when "24 hours' was. It is the Friday before the meeting, but there is an allowance for last minute changes if required in the RCWs;
- **4.** The third was Sect 5.7 A, B & C to deal with missing Directors: Sect A compliance with OPMA; Sect B dial in attendance as necessary; and Sect C Electronic or virtual meetings, in compliance with the guidance provided by the WA Attorney General.
- **5.** The last Sections 7.6 & 7.7– Sect 7.6 deals with utilization of Electronic Signatures, and 7.7 deals with the formalization of the signature protocol and Attestation of the signatures for a standard protocol.

There was some additional discussion and the revised Bylaws will be brought back before the Board for approval at the Oct meeting.

B. **Tabled POB/CNW discussion** – Erin Leedham brought up the unfinished discussion from last month about the POB/CNW project, since we had updated info about the available cash and expected revenues over the next 18-24 months.

The ED also reported that Parks Director Jim Dunwiddie released the commitment for \$550K for turf on Lobe Field #1. When asked about the validity of that release, Brian replied "Since that project never went forward and an ILA was never created, my answer was the prior reservation of funds was tentative, rather than formal and binding and the Board needed to take no formal action."

Daron also stated that we still didn't have a rep from Bainbridge Island, and he felt that was important to have "the full Board" present for that discussion. After some additional discussion, the item was tabled again until the October meeting, when a Bainbridge representative should be present.

## 6. Ongoing Business:

- A. **ED Activity Report** ED gave a verbal report to the Board on various activities, interaction with the various project leads and actions recommended by the Board.
- B. **Regional Facility Reports** Not much activity at both current Regional Centers, Chair directed them to read them at their leisure.
- C. **New ILA Project Progress** Nick Bond reported on status of the Port Orchard project, the ED reported on the others. Full status reports will be made next month.
- **7. Public Comment:** (Limited to 3 minutes, otherwise not on Agenda)
  - A. **Stacey Saunders, CStock:** Stacey gave a report on the delays in getting a new home for CStock, their decision to fund-raise to buy or build a new facility, until they met with the POB and CNW team. Their fundraising dollars and the receptivity of the Port to cooperate on open air and indoor performing centers led to a new partnership in constructing some of the public facilities planned for the POB/CNW property to accommodate CStock.
  - B. **Jerry McDonald** spoke in support of the POB/CNW project and the connection with CStock makes it better. He also suggested moving the Public Comment to the beginning of the meeting.
  - C. **Jim Rothlin** spoke in support of the continued discussion about the POB/CNW project and its potential impact on the Kitsap economy.

## Meeting adjourned at 7:38 pm.

## Next Regular Meeting of the Board, October 26th, 2020 at 5:30 pm

NOTE: It is probably another Zoom webinar.

**Topics:** General Business; Financial Outlook discussion

NOTE: This is a location change from previous meeting location. There will be location changes at each of the regular meeting dates in 2020. Please check the website for updates.









# Update to KPFD Board of Directors

## Tonight we'll present:

- Summary of Project
- Progress of work accomplished under the Phase I ILA
- Our public launch and work ahead
- Our phased approach to project delivery and funding







# What's Important about the PERC?





- ✓ A Public Public Project
- ✓ Fulfills the Public Facilities Legislation
  - A "regional center" with convention, conference, and special events center
  - A special events center available to the public for community and sporting events, trade shows, and artistic presentations or performances
  - The only KPFD funded project that is proposing new fields and multi-use recreation
- ✓ Connected to 2- and 4-year Education Institutions
- ✓ Benefit to Local Businesses



# Summary of Project

## THE PERC IS A COLLABORATION BETWEEN THE CITY OF POULSBO, THE KITSAP PUBLIC FACILITIES DISTRICT AND THE COMMUNITY TO DEVELOP A REGIONAL CENTER WITH CONCEPTS THAT INCLUDE:

- ✓ 20,000 square foot events center
- ✓ 20,000 square feet of classrooms with A/V, commercial catering kitchen, fitness facilities, meeting rooms, and administrative space for the City of Poulsbo Parks and Recreation Department
- ✓ 4 acres of all-season lighted turf fields for multi-use sporting, recreational and entertainment events
- ✓ Located on six acres of City-owned property





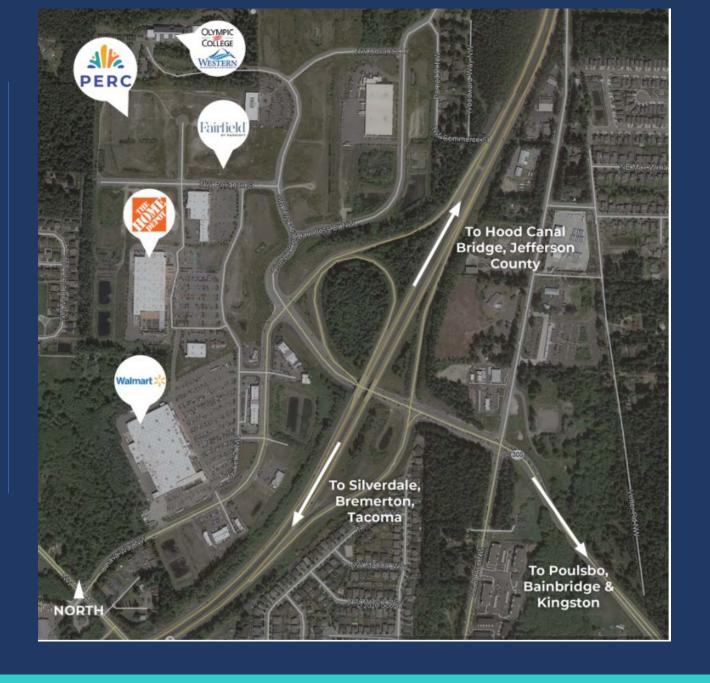


## Ideal Location

At the crossroads of North Kitsap









## Kitsap PFD and City of Poulsbo

- KPFD made a call for proposals in 2018 Submitted in December 2018; presentation March 2019
- Ranked 2<sup>nd</sup> out of 7 projects in July 2019
- ILA negotiated between August Nov 2019
- KPFD Board/Poulsbo City Council approved ILA Dec 2019







## ILA Details

## Phase I Feasibility - \$243,900

City Match is in form of staff time

Agreement is for City and KPFD to work collaboratively during first phase to evaluate feasibility:

- Community Outreach
- Market and Financial Analyses
- Concept Plan/Determination of Uses
- Site Planning
- Facility Management Plan







## Phase 1 Progress Report

## KPFD Coordination and Community Outreach





## > KPFD Coordination and Project Management

- Project Manager selected KPFD ED member of selection committee
- Bi-monthly progress reports and in-person (virtual) coordination meetings
- Two reimbursement requests
- Maintain a spending plan and financial tracking of grant funds

## > Community Outreach

- Website and Community Preference Survey launch
- Establish steering committee
- Hired consultant to assist with community engagement



## Phase 1 Progress Report

Community Outreach Launch!

October 23, 2020







- www.cityofpoulsbo.com/perc
- perc@cityofpoulsbo.com
- Postcard mailed to 5,200 addresses
- Email to nearly 15,000 email addresses
- Social Media Blast
  - 20,000 hits over the weekend
- Media Coverage





## Phase 1 Progress Report

## Market/Financial Analyses and Concept Plan

## Market and Financial Analyses

- Selected BERK to provide market and financial analysis, and input to the facility management plan
- Concept Plan | Determination of Uses
- Preliminary discussions with College Market Place broker on options to acquire adjacent parcels.
- Issue RFP for consultant to assist with determination of space/use analysis November 2020
  - Site Planning will be included with this RFP







## Phase 1 Progress Report

## Looking Ahead: October 2020-January 2021

## > Community Outreach

- Results of first of two community preference surveys
- Convene the steering committee
- Facilitate steering committee work groups

## Market Analysis

- Initiate market analysis contract with BERK
- Begin work on the draft management plan

## Concept Planning

 Retain an Architect for space planning and conceptual site plans







# Phase 1 Progress Report

3-Phase Process Timeline





## P1: FEASIBILITY STUDY

- Community Input
- Market Analyses
- •Concept Plan
- •Management Plan
- •Financial Plan

## 2: DESIGN & DEVELOPMENT

- Architectural Plans
- •Recreation Facility Plans
- •Site Engineering
- •Capital Funding Strategies
- Partner Agreements
- •Construction Plans and Specs

## P3: CONSTRUCTION

- •Events Center
- Outdoor Recreation Facilities
- •Indoor Recreation/Fitness
- PERC amenities



## **Funding Process**

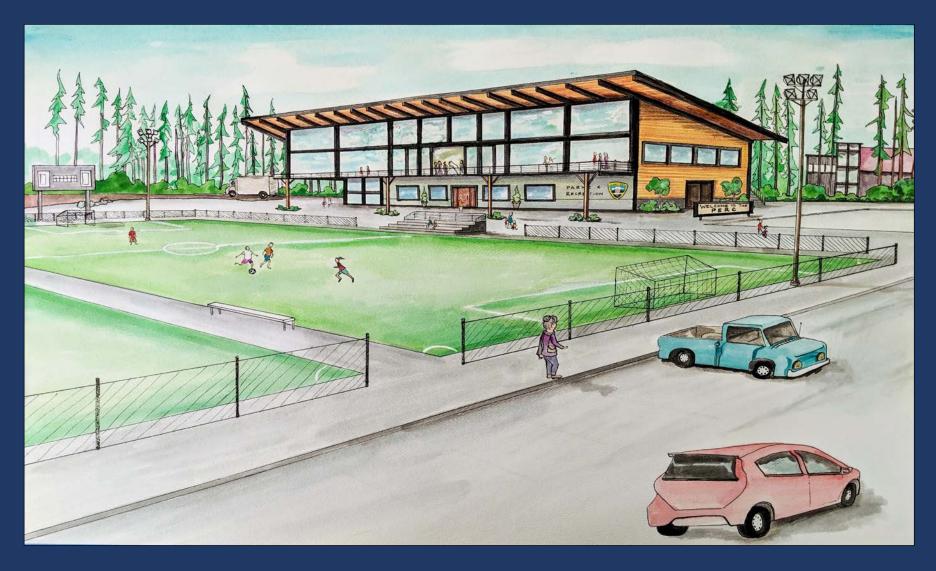
## P2: REQUEST TO KPFD

- City Council resolves to pursue Phase II funding – Fall 2021
- PERC request to KPFD Board for \$1.75M to \$2.0M for Phase 2 – Design and Development

## P3: REQUEST TO KPFD

- City Council resolves to move forward with Phase 3
- Community vote for City share of construction - 2023-2024
- PERC request to KPFD Board for remaining share of construction







QUESTIONS?





## Kitsap Public Facilities District Sales Tax Rebate Revenue Summary

		0	Р		Q	R		S	Т		U	V	W	Χ		Υ	Z		AA	AB		AC	AD		AE	AF	AG	AH		Al	AJ
1	F	Y 2010	%		FY 2011	%		FY 2012	%		FY 2013	%	FY 2014	%		FY 2015	%		FY 2016	%		FY 2017	%		FY 2018	%	FY 2019	%		FY 2020	%
2	\$	78,706.64	-6%	\$	84,831.27	8%	\$	84,669.55	0%	\$	87,406.70	3%	\$ 93,196.33	7%	\$	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%
3	\$ 1	114,213.72	2%	\$	113,136.72	-1%	\$	109,425.00	-3%	\$	114,022.78	4%	\$ 119,367.11	5%	\$	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%
4	\$	71,838.71	-12%	\$	76,879.79	7%	\$	73,936.06	-4%	\$	80,119.54	8%	84,855.92	6%	\$	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%
5	\$	72,744.58	-11%	\$	75,983.95	4%	\$	80,479.62	6%	\$	79,376.58	-1%	84,546.22	7%	\$	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%
6	\$	91,332.84	2%	\$	91,391.58	0%	\$	91,514.15	0%	\$	93,249.79	2%	100,038.00	7%	\$	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%
7	\$	82,436.94	8%	\$	82,318.08	0%	\$	85,350.55	4%	\$	88,060.62	3%	95,125.36	8%	\$	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%
8	\$	81,446.57	-4%	\$	90,168.83	11%	\$	90,864.18	1%	\$	97,163.95	6%	99,644.21	3%	\$	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%
9	\$	95,299.13	-1%	\$	93,153.27	-2%	\$	95,957.47	3%	\$	100,182.26	4%	106,591.57	6%	\$	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%
10	\$	88,980.61	-4%	\$	89,417.11	0%	\$	94,156.17	5%	\$	99,330.73	5%	105,392.97	6%	\$	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%
11		88,884.39	-2%		90,053.01	1%	\$	94,938.75	5%	\$	99,439.31	5%	106,998.80	8%	\$	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%			
12		99,967.98	5%			-13%	\$	•	10%	\$	-	-,-	113,566.85	12%	\$	,	6.6%		132,038.42		\$	,-		\$	.,	7.0%		8.3%			
13	\$	83,756.21	-3%	\$	83,845.34	0%	\$	91,046.86	9%		94,438.04	4%	\$ 99,074.98	5%	\$	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%			
14																															
15		049,608.32		\$ 1	,058,542.02		\$ 1	1,088,502.99	3%	\$	1,133,785.40		\$ 1,208,398.32		•				1,419,067.54			1,507,251.66					1,791,248.69	4.9%	•	,327,951.88	
16	\$	87,467.36	-2%	\$	88,211.84	1%	\$	90,708.58	3%	\$	94,482.12	4%	100,699.86	7%	\$	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%	\$	147,550.21	
17																							Ī					1			, [
18													bate numbers sh			•									Sept-20	)	\$\$		Comn		-
19										Cou	nty receives re	oate tv	o months after ta	x paid	, i.e.	Cnty/PFD Mai	rch rece	ipt r	eflects Januar	y sales ta	ax re	evenue.			ome		\$167,577	up 6.6% \	vs. 20	19!	
20																								- De	ebt Service		(\$69,990)				
17 18 19 20 21 22 23 24 25																									Net		\$97,587				
22																									penses		(\$18,020)				
23																								Net	to Cash		\$79,567				
24																							Ĺ								J
25																															

## Kitsap Public Facilities District Profit & Loss Budget Performance September 2020

January - September 2020 Fund 968 Budget Performance	Sep 20	Budget	Jan - Sep 20	YTD Budget	Annual Budget	Balance in Budg
Fund 968 Beg Balance 01/01/20			\$ -			
come						
968 Rev · PFD Operations Fund						
96968I · PFD Operations Fund						
9684970 · Operating Transfers In	0.00	19,166.67	180,800.00	172,500.03	230,000.04	\$ 49,200
Total 96968I · PFD Operations Fund	0.00	19,166.67	180,800.00	172,500.03	230,000.04	\$ 49,200
Total 968 Rev · PFD Operations Fund	0.00	19,166.67	180,800.00	172,500.03	230,000.04	\$ 49,200
otal Income	0.00	19,166.67	180,800.00	172,500.03	230,000.04	\$ 49,200
xpense						
968 Exp · PFD Operations Fnd						
96968E · PFD Operations Fnd						
5101 · Regular Salaries	3,854.00	4,750.00	37,865.61	42,750.00	57,000.00	\$ 19,134
5102 · Overtime Pay	1,145.11		6,981.81	1		\$ (6,98
5190 · Miscellaneous Pay	631.00	750.00	7,279.92	6,750.00	9,000.00	\$ 1,72
5201 · Industrial Insurance	0.00	8.33	269.57	75.01	100.00	\$ (16
5202 - Social Security	430.71	475.00	3,987.75	4,275.00	5,700.00	\$ 1,71
5311 · Office/Operating Supplies	362.73	33.33	2,697.70	300.01	400.00	\$ (2,29
5351 ⋅ Equipment/Office Furnishings	0.00	166.67	139.00	1,499.99	2,000.00	\$ 1,86
5411 · Accounting & Auditing	326.25	300.00	2,812.50	2,700.00	3,600.00	\$ 78
5415 · Consulting Services						\$
5415 a · Construction Consulting	0.00	833.33	6,291.74	7,500.01	10,000.00	\$ 3,70
Total 5415 · Consulting Services	0.00	833.33	6,291.74	7,500.01	10,000.00	\$ 3,70
5416 · Special Legal Services	4,333.75	2,500.00	17,224.50	22,500.00	30,000.00	\$ 12,77
5417 ⋅ Bonding/Financing	0.00	1,666.67	0.00	14,999.99	20,000.00	\$ 20,00
5419 · Other Prof Svcs - Reg Ctr Mktg						
5419 a · Professional Services	2,000.00		20,000.00			\$ (20,00
5419 b · Recording	0.00	583.33	761.25	5,250.01	7,000.00	\$ 6,23
5419 · Other Prof Svcs - Reg Ctr Mktg - Other	0.00	2,000.00	0.00	18,000.00	24,000.00	\$ 24,00
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	2,000.00	2,583.33	20,761.25	23,250.01	31,000.00	\$ 10,23
5420 · Website	0.00	125.00	0.00	1,125.00	1,500.00	\$ 1,50
5421 · Telephone	172.64	158.33	2,023.66	1,425.01	1,900.00	\$ (12
5425 · Postage	0.00	4.17	0.00	37.49	50.00	
5431 · Mileage	0.00	83.33	790.58	750.01	1,000.00	·
5432 · Travel	0.00	83.33	145.58	750.01	1,000.00	
5438 · Board Mileage/Airfare	0.00	33.33	67.86	300.01	400.00	
5441 · Advertising	0.00	666.67	1,158.32	5,999.99	8,000.00	
5451 · Operating Rental/Leases			, , _		.,	-,
5451 a · Printing/ Copying	0.00	20.83	0.00	187.51	250.00	\$ 25
5451 b · Rental-Office Space	950.00	833.33	8,550.00	7,500.01	10,000.00	
5451 · Operating Rental/Leases - Other	0.00		950.00	,	.,	\$ (95
Total 5451 · Operating Rental/Leases	950.00	854.16	9,500.00	7,687.52	10,250.00	
5461 · Gen/Auto/E&O Insurance	3,814.00	300.00	3,814.00	2,700.00	3,600.00	·
5492 · Dues/Subscriptions/Memberships	0.00	166.67	1,500.00	1,499.99	2,000.00	
5497 · Registration & Tuition	0.50	. 55.57	.,555.00	.,	2,000.00	. 00
5497 a · Board Devel/Train Regist/Fees	0.00	25.00	0.00	225.00	300.00	\$ 30
5497 b · Staff Devel/Train Rester/Fees	0.00	50.00	0.00	450.00	600.00	
Total 5497 · Registration & Tuition	0.00	75.00	0.00	675.00	900.00	

## **Kitsap Public Facilities District** Profit & Loss Budget Performance September 2020

January - September 2020 Fund 968 Budget Performance	Sep 20	Budget		Jan - Sep 20	YTD Budget	Annual Budget	Balance in Budget
5499 a · Events Support/Seed Money	0.00	1,666.67	П	2,803.36	14,999.99	20,000.00	\$ 17,196.64
5499 b · Rental-Meeting Space	0.00	166.67		693.24	1,499.99	2,000.00	\$ 1,306.76
5499 c - Other	0.00	41.67	41.67	0.00	374.99	500.00	\$ 500.00
5499 d · Governance-Board of Dir Related	0.00	583.33		1,550.00	5,250.01	7,000.00	\$ 5,450.00
Total 5499 · Other	0.00	2,458.34		5,046.60	22,124.98	29,500.00	\$ 24,453.40
Total 96968E · PFD Operations Fnd	18,020.19	19,074.99		130,357.95	171,675.03	228,900.00	\$ 98,542.05
Total 968 Exp · PFD Operations Fnd	18,020.19	19,074.99		130,357.95	171,675.03	228,900.00	\$ 98,542.05
Total Expense	18,020.19	19,074.99		130,357.95	171,675.03	228,900.00	98,542.05
Net Ordinary Income	-18,020.19	91.68		50,442.05	825.00	1,100.04	275.04
Net Income	-18,020.19	91.68		50,442.05	825.00	1,100.04	275.04
968 Liabilities - Net change in Liabilities	968 Liabilities - Net change in Liabilities						
968 Ending Cash Balance (Balances with Balance	\$ 59,451.42						

## **Kitsap Public Facilities District** Statement of Financial Revenue & Expenses by Fund January through September 2020

January - September 2020	286	968	977	TOTAL
	LTGO Bond	KPFD	KPFD	
	Fund 2002A - PFD	Operations Fund	Holding Fund	
Ordinary Income/Expense	- FFD	runu		
Income				
286 Rev · LTGO Bond Fund 2002B-PFD				
2861I · LTGO Bond Fund 2002A PFD				
2863610 · Interest Earnings	0.400.00	0.00	0.00	0.400.00
28611 · Investment Interest	2,439.96	0.00	0.00	2,439.96
Total 2863610 · Interest Earnings	2,439.96	0.00	0.00	2,439.96
3380 · Intergovernmental Service	000 040 00	0.00	0.00	000 040 00
90 · Other Intergovt Services	629,910.99	0.00	0.00	629,910.99
Total 3380 · Intergovernmental Service	629,910.99	0.00	0.00	629,910.99
Total 2861I · LTGO Bond Fund 2002A PFD	632,350.95	0.00	0.00	632,350.95
Total 286 Rev · LTGO Bond Fund 2002B-PFD	632,350.95	0.00	0.00	632,350.95
968 Rev · PFD Operations Fund				
96968I · PFD Operations Fund				
9684970 · Operating Transfers In	0.00	180,800.00	0.00	180,800.00
Total 96968I · PFD Operations Fund	0.00	180,800.00	0.00	180,800.00
Total 968 Rev · PFD Operations Fund	0.00	180,800.00	0.00	180,800.00
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	1,327,951.88	1,327,951.88
Total 3130 ⋅ Retail Sales and Use Tax	0.00	0.00	1,327,951.88	1,327,951.88
3610 ⋅ Interest Earnings				
97711 · Investment Interest	0.00	0.00	21,100.25	21,100.25
Total 3610 · Interest Earnings	0.00	0.00	21,100.25	21,100.25
Total 96977I · PFD Regional Center Capital	0.00	0.00	1,349,052.13	1,349,052.13
Total 977 Rev · PFD Regional Center Capital	0.00	0.00	1,349,052.13	1,349,052.13
Total Income	632,350.95	180,800.00	1,349,052.13	2,162,203.08
Expense				
286 Exp · LTGO Bnd Fnd 2002B-PFD				
2861E · LTGO Bnd Fnd 2002A PFD				
5830 ⋅ Interest on Long-Term Ex	89,940.63	0.00	0.00	89,940.63
Total 2861E · LTGO Bnd Fnd 2002A PFD	89,940.63	0.00	0.00	89,940.63
Total 286 Exp · LTGO Bnd Fnd 2002B-PFD	89,940.63	0.00	0.00	89,940.63
968 Exp · PFD Operations Fnd				
96968E · PFD Operations Fnd				
5101 · Regular Salaries	0.00	37,865.61	0.00	37,865.61
5102 · Overtime Pay	0.00	6,981.81	0.00	6,981.81
5190 ⋅ Miscellaneous Pay	0.00	7,279.92	0.00	7,279.92
5201 · Industrial Insurance	0.00	269.57	0.00	269.57
5202 · Social Security	0.00	3,987.75	0.00	3,987.75
5311 · Office/Operating Supplies	0.00	2,697.70	0.00	2,697.70
5351 · Equipment/Office Furnishings	0.00	139.00	0.00	139.00
5411 · Accounting & Auditing	0.00	2,812.50	0.00	2,812.50
5415 · Consulting Services				
	•	•	•	-

## **Kitsap Public Facilities District** Statement of Financial Revenue & Expenses by Fund January through September 2020

January - September 2020	286	968		977	TOTAL
5415 a · Construction Consulting	0.00	6,291.74	T	88,770.00	95,061.74
Total 5415 ⋅ Consulting Services	0.00	6,291.74	ı	88,770.00	95,061.74
5416 · Special Legal Services	0.00	17,224.50		0.00	17,224.50
5419 · Other Prof Svcs - Reg Ctr Mktg					
5419 a · Professional Services	0.00	20,000.00		153,675.00	173,675.00
5419 b · Recording	0.00	761.25		0.00	761.25
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	0.00	20,761.25		153,675.00	174,436.25
5421 · Telephone	0.00	2,023.66		0.00	2,023.66
5431 · Mileage	0.00	790.58		0.00	790.58
5432 · Travel	0.00	145.58		0.00	145.58
5438 · Board Mileage/Airfare	0.00	67.86		0.00	67.86
5441 · Advertising	0.00	1,158.32		0.00	1,158.32
5451 · Operating Rental/Leases					
5451 b · Rental-Office Space	0.00	8,550.00		0.00	8,550.00
5451 · Operating Rental/Leases - Other	0.00	950.00		0.00	950.00
Total 5451 · Operating Rental/Leases	0.00	9,500.00		0.00	9,500.00
5461 · Gen/Auto/E&O Insurance	0.00	3,814.00		0.00	3,814.00
5492 · Dues/Subscriptions/Memberships	0.00	1,500.00		0.00	1,500.00
5499 · Other					
5499 a · Events Support/Seed Money	0.00	2,803.36		0.00	2,803.36
5499 b · Rental-Meeting Space	0.00	693.24		0.00	693.24
5499 d · Governance-Board of Dir Related	0.00	1,550.00		0.00	1,550.00
Total 5499 · Other	0.00	5,046.60		0.00	5,046.60
Total 96968E · PFD Operations Fnd	0.00	130,357.95		242,445.00	372,802.95
Total 968 Exp · PFD Operations Fnd	0.00	130,357.95		242,445.00	372,802.95
977 Exp · PFD Regional Cntr Capital					
96977E · PFD Regional Cntr Capital					
5412. · Engineering & Arch	0.00	0.00		1,444.00	1,444.00
5519 · Misc Intergovernmental Service	0.00	0.00		16,365.21	16,365.21
5520 · I/G Pymts, Fed, State, Local					
723 · Poulsbo PERC Grant # 000723	0.00	0.00		1,318.75	1,318.75
725 · Poulsbo PERC Grant # 000725	0.00	0.00		8,650.00	8,650.00
731 · Poulsbo PERC Grant # 000731	0.00	0.00		5,317.50	5,317.50
5520 · I/G Pymts, Fed, State, Local - Other	0.00	0.00		629,910.99	629,910.99
Total 5520 · I/G Pymts, Fed, State, Local	0.00	0.00		645,197.24	645,197.24
6971 · Operating Transfers Out	0.00	0.00		180,800.00	180,800.00
Total 96977E · PFD Regional Cntr Capital	0.00	0.00		843,806.45	843,806.45
Total 977 Exp · PFD Regional Cntr Capital	0.00	0.00		843,806.45	843,806.45
Total Expense	89,940.63	130,357.95		1,086,251.45	1,306,550.03
Net Ordinary Income	542,410.32	50,442.05		262,800.68	855,653.05
Net Income	542,410.32	50,442.05		262,800.68	855,653.05



## BLANKET VOUCHER APPROVAL FUND: 96968.00968 BV#\_553645\_

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 \$5,291.86 on this \_\_26th\_\_day of \_October, 2020.

Daron Jagodzinske, Chair	Phil Havers	
Pat Hatchel, Vice-Chair	Erin Leedham	
Walt Draper, Treasurer	John Morrissey	
	Tom Bullock	

VENDOR	AMOUNT
Recurring items	
JPC Legal services – (Sept)	\$ 1,691.25
Barker Creek - const. consult	\$ 0.00
Accountability Plus (bookkeeping-Oct)	\$ 427.50
Mike Walton – Oct expenses	\$ 2,728.01
	\$
	\$
Comcast	\$ 182.60
	\$
Other items:	
VKP – Rent (\$950) & Monthly stipend (\$2000)	\$ (auto pay monthly)
	\$
City of Bremerton - BKAT	\$ 262.50
	\$
NW Municipal Advisors (2020 services)	\$
	\$
PAGE TOTAL	\$5,291.86



## BLANKET VOUCHER APPROVAL FUND: 96977.00977 BV#\_553652\_

We, thus undersigned of Kitsaj	Public Facilities	s District, K	Litsap County,	Washington,	do hereby ce	ertify that the
merchandise or services herein	after specified ha	ive been rec	eived and that	the followin	g vouchers a	re approved
for payment in the amount of	\$5,126.25 on tl	his <u>26th</u>	_day of _Octo	ber, 2020.		

Erin Leedham
John Morrissey

VENDOR	AMOUNT
Project items – Poulsbo PERC	
Invoice GRNT #000738	\$ 5,156.25
PAGE TOTAL	\$5,156.25

### **Kitsap Public Facilities District**

### **Bylaws**

## Proposed Amendments - July 27, 2020

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### ARTICLE I – PURPOSE

<u>Section 1.1 Public Facilities District Board of Directors.</u> The Kitsap Public Facilities Board of Directors, hereafter referred to as "the Board", shall convene to aid in the creation of new public facilities for sports, entertainment and conventions as authorized by Kitsap County Resolution 93-2000, Kitsap County Resolution 139-2000, and state law.

<u>Section 1.2 Bylaws and Rules.</u> These Bylaws and Rules are for the governance of the Kitsap Public Facilities District, hereafter referred to as "the KPFD."

### **ARTICLE II - MEMBERS**

<u>Section 2.1 Board Tenure.</u> For the purpose of determining a Board member's ("Director") tenure, new four (4) year terms shall begin on July 1 of each year.

<u>Section 2.2 Conflicts of Interest.</u> The Board shall, from time to time, establish by resolution a written policy on conflicts of interest. Any Board appointee must be able to fulfill his/her responsibility to the KPFD without creating irresolvable conflicts of interest that would preclude his/her from performing that duty.

<u>Section 2.3 Vacancies.</u> A vacancy(s) on the Board shall be deemed to exist in the case of the death, disability, resignation, or removal of any Director as provided in these Bylaws.

Section 2.4. Participation. Directors are expected to attend and participate in all regular meetings of the KPFD. If in the judgment of the Chair, any board member has an irregular pattern of attendance, the Chair and the member will meet to discuss and resolve the issue, including removal. Removal of a Director shall be in accordance with the authorizing Charter of the KPFD, as amended from time to time.

### ARTICLE III - BUDGET

<u>Section 3.1 Proposal.</u> A budget for the operation of the KPFD shall be proposed by the Chair by October 1 and submitted to the Board for approval by December 31 of each year.

Kitsap Public Facilities District Bylaws Adopted 6/25/2001. Amended 4/11/06; approved by Resolution 02-2006 Adopted 01/24/2011. Amended 12/06/2011; approved by Resolution01-2011 Adopted 11/07/11. Amended 10/24/11; approved by Resolution 06-2011 Adopted [Insert date]; approved by Resolution XX-2020 Page 1 of 7 <u>Section 3.2 Execution.</u> The Treasurer of the Board is assigned oversight responsibility for the proper implementation and spending of the approved budget.

<u>Section 3.2 Revenue.</u> The Treasurer of the Board is assigned oversight responsibility for the proper accounting of the KPFD revenue.

## ARTICLE IV - OFFICERS AND COMMITTEES

<u>Section 4.1 Officers.</u> A Chair, Vice-chair and Treasurer shall be elected from the members of the Board. Other officers and assistant officers, as deemed necessary by the Board, may be elected or appointed by the Board. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Board may prescribe.

<u>Section 4.2 Election, Qualification and Term of Office.</u> The officers shall be elected by the Board at the first regular meeting after the term of new or reappointed Directors commences, for a two-year term, and each officer shall hold office during said two-year term and until his or her successor is elected.

 $\underline{Section~4.3~Powers~and~Duties}.$  The officers of the Board shall have the following duties:

- (A.) Chair. Subject to the control of the Board, the Chair shall have general supervision, direction and oversight of the business and affairs of the KPFD. On matters decided by the KPFD, unless otherwise required under the Resolution, the signature of the Chair alone is sufficient to bind the corporation. The Chair shall preside at all regular and special meetings, and act as a non-voting member of all committees.
- (B.) Vice-chair. The Vice-chair will preside at meetings in the absence of the Chair. The Vice-chair will oversee the maintenance of the public record and shall keep or authorize others to keep a full and complete record of the meetings of the Board and committees, when action on behalf of the Board, and to the extent that they are separate, the meetings of the officers with appropriate Minutes. He or she shall oversee use of the seal of the KPFD and its application to such papers and such instruments as may be required in the regular course of business, shall oversee service of such notices as may be necessary or proper, shall supervise the keeping of the books and other records and ledgers and other written documents comprising the business and purpose of the KPFD, and shall discharge such other duties as pertain to the officer as prescribed by the Board.

Kitsap Public Facilities District Bylaws Adopted 6/25/2001. Amended 4/11/06; approved by Resolution 02-2006 Adopted 01/24/2011. Amended 12/06/2011; approved by Resolution01-2011 Adopted 11/07/11. Amended 10/24/11; approved by Resolution 06-2011 Adopted [Insert date]; approved by Resolution XX-2020 Page 2 of 7 (C.) Treasurer. The Treasurer shall oversee all funds of the KPFD and deposit same with the Kitsap County Treasurer in such bank or banks as may be designated by the County Treasurer. The Treasurer shall discharge other duties as prescribed by the Board. The Treasurer shall file a treasurer's surety bond at Board expense in an amount determined by the KPFD with the Vice-chair of the KPFD and shall continue in office only so long as such bond continues in effect.

<u>Section 4.4 Removal Fromfrom Office.</u> Upon reasonable prior notice to all Directors of the alleged reason(s) for dismissal, the Board, by an affirmative two-third vote of the Directors present and voting, may remove any officer of the Board from said office whenever in its judgment the best interests of the KPFD will be served thereby.

<u>Section 4.5 Vacancies.</u> An election to replace an officer shall take place at the next regular meeting following the vacancy of the office, who shall hold office for the remainder of the unexpired term and until his or her successor shall have been duly appointed and qualified.

<u>Section 4.6 Executive Director</u>. The Board may, by resolution, establish the position of Executive Director, who shall have general supervision over the administrative affairs of the KPFD and who shall perform other duties as the Board may determine from time to time. The Executive Director shall not be a member of the Board.

### Section 4.7 Committees.

(A.) Establishment of Committees. The Board may from time to time designate among its members one or more standing or ad hoc committees, each consisting of at least two (2) members, to advise or perform other duties on behalf of the Board, provided any final decisions or actions shall require Board approval. The formation of standing committees shall be by Board resolution.

Recommended Addition: (B.) Executive Committee. The Executive Committee of the District shall consist of the President Chair, Vice-chair, and the Treasurer, which shall meet from time to time to facilitate the work of the Board. The Executive Committee has no authority to take any action which binds the District.

## **ARTICLE V -- MEETINGS**

<u>Section 5.1 Regular Board Meetings.</u> Regular meetings of the Board shall be held a minimum of six times per year at a time and place to be set by the Board by resolution.

Kitsap Public Facilities District Bylaws Adopted 6/25/2001. Amended 4/11/06; approved by Resolution 02-2006 Adopted 01/24/2011. Amended 12/06/2011; approved by Resolution01-2011 Adopted 11/07/11. Amended 10/24/11; approved by Resolution 06-2011 Adopted [Insert date]; approved by Resolution XX-2020 Page 3 of 7 Formatted: Font: Italic

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<u>Section 5.2 Special Board Meetings.</u> Special meetings of the Board may be held at any place at any time whenever called by the Chair or a majority of the Directors and in compliance with state law.

Section 5.3 Notice of Regular Board Meetings. No notice of the regular meetings shall be required except of the first regular meeting after any change in the time or place of such meeting adopted by resolution of the Board as above provided. Notice of such changed regular meeting shall be given at least 24 hours prior to the time of the meeting by written communication including electronic mail to each Director. If mailed, notice shall be mailed by United States mail, postage prepaid or emailed, to the last known address of each Director. In addition, the KPFD shall endeavor to provide reasonable notice of meetings to any individual or member of the media who have requested such specifically in writing. The KPFD shall further make the agenda of each regular meeting of the governing body available online no later than twenty-four hours in advance of the published start time of the meeting. At any regular meeting of the Board, where a quorum is present, any business may be transacted and the Board may exercise all of its powers as authorized by state law.

Section 5.4 Notice of Special Board Meetings. Notice of all special meetings of the Board shall be given by the Chair or by the person or persons calling the special meeting by delivering personally by mail, facsimile, or email written notice at least 24-hours prior to the time of the meeting to each Director and to members of the media who have requested notice as provided in RCW 42.30.080. In addition, the KPFD shall provide notice of special meetings to any individual specifically requesting to be notified in writing. The time and place of the special meeting and the business to be transacted must be specified in the notice.

Section 5.5 Waiver of Notice. Notice as provided in Sections 5.3 and 5.4 hereof may be dispensed with as to any Director who at or prior to the time the meeting convenes files with the Board of the KPFD a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

Section 5.6 Quorum. A quorum shall be four Directors.

Section 5.7. Electronic Meetings.

(A.) General Policy. It is the policy of the District to comply with the requirements of the Open Public Meetings Act (OPMA) which generally requires "in person" meetings open to the public.

Kitsap Public Facilities District Bylaws Adopted 6/25/2001. Amended 4/11/06; approved by Resolution 02-2006 Adopted 01/24/2011. Amended 12/06/2011; approved by Resolution01-2011 Adopted 11/07/11. Amended 10/24/11; approved by Resolution 06-2011 Adopted [Insert date]; approved by Resolution XX-2020 Page 4 of 7 Formatted: Space Before: 0 pt

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(B.) Remote Participation by Board Members. From time to time, one or more Board Members may participate remotely by conference call. Remote attendance is to be the exception rather than rule in instances where actual attendance not feasible or practicable, such as while traveling, as during a period of illness or disability, during inclement weather, and similar circumstances.

(C.) Fully Remote Meetings. In unusual circumstances (emergency state or local orders; inclement weather which would otherwise force a cancellation of a meeting, etc.) the Board may conduct a meeting remotely, using technology that allows the public to attend remotely by means such as a phone/conference call or real time streaming of the meeting online. Such meetings shall be conducted in accordance with the then -current guidance from the Office of the Attorney General, including any published Attorney General Opinion.

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### ARTICLE VI – AMENDMENTS TO BYLAWS

### Section 6.1 Proposal to Amend Bylaws.

- (A) Proposals to amend the Bylaws shall be presented in an overstrike format that strikes over material to be deleted and underlines the new material.
- (B) Any Director may introduce a proposed amendment to the Bylaws (which may consist of new Bylaws) at any regular meeting or at any special meeting of which 30-days advance notice has been given.

<u>Section 6.2 Board Approval of Amendments to Bylaws.</u> An amendment to the bylaws may be made by a two-third vote of the Directors present.

### ARTICLE VII – ADMINISTRATIVE PROVISIONS

<u>Section 7.1 Books and Records.</u> The KPFD shall keep current and complete records of books and records, including accounts, and shall keep Minutes of the proceedings of its Board and its committees.

Section 7.2 Indemnification of Directors. The KPFD shall defend and indemnify its present and former Directors and officers, their successors, spouses and marital communities to the full extent authorized by law. In addition, the right of indemnification shall inure to each Director or officer and his or her spouses and marital communities upon his or her appointment to the Board and in the event of his or her death shall extend to his or her heirs, legal representatives and estate. Each person who shall act as Director

Kitsap Public Facilities District Bylaws Adopted 6/25/2001. Amended 4/11/06; approved by Resolution 02-2006 Adopted 01/24/2011. Amended 12/06/2011; approved by Resolution01-2011 Adopted 11/07/11. Amended 10/24/11; approved by Resolution 06-2011 Adopted [Insert date]; approved by Resolution XX-2020 Page 5 of 7 or officer of the KPFD shall be deemed to do so in reliance upon such indemnification and such rights shall not be exclusive of any other right, which he or she may have.

<u>Section 7.3 Principal Office</u>. The principal office of the KPFD shall be located in Kitsap County, Washington, as specified by resolution.

<u>Section 7.4 Fiscal Year</u>. The Fiscal Year of the KPFD shall begin January 1 and end December 31 of each year.

<u>Section 7.5 Interpretation</u>. These Bylaws are to be construed and interpreted consistent with the provisions of RCW Chapter 36.100. In the event of any conflict in interpretation, the provisions of RCW 36.100 control.

### Section 7.6. Electronic Signatures.

- (A.) <u>Declaration of Policy</u>. The KPFD Board has determined that it is in the interest of the PFD to use electronic signatures to the fullest extent allowed by law. Except where a law requires a "wet" (non-electronic) signature, an electronic signature pay be used with the same force and effect as a "wet" (non-electronic signature.)
- (B.) <u>Authorization</u>. The Chair, Vice-chair, Treasurer, and the Executive Director and legal counsel, may sign documents digitally if such option is available, using an industry standard -electronic platform.

Section 7.7. Form of Documents. Certain documents of the KPFD shall require signatures beyond that of the Board Chair. These documents include Resolutions, Amendments to Bylaws, Interlocal Agreements, contracts with third party providers of services or goods, and other documents designated by the Board from time to time.

- (A.) Attestation. The Vice Chair or the Treasurer may attest to the authenticity of the signature of the Board Chair.
- (B.) Approval of Form. The signature of the District's legal counsel indicates that a District document has been reviewed for the legality (not the substance) of the form and content of the document.

### ARTICLE VIII - APPROVAL OF BYLAWS

Approved by Resolution 01-2001 adopted by the Kitsap Public Facilities District Board of Directors, June 25, 2001. Approval signed by Rick Smith/June 25, 2001.

Kitsap Public Facilities District Bylaws Adopted 6/25/2001. Amended 4/11/06; approved by Resolution 02-2006 Adopted 01/24/2011. Amended 12/06/2011; approved by Resolution01-2011 Adopted 11/07/11. Amended 10/24/11; approved by Resolution 06-2011 Adopted [Insert date]; approved by Resolution XX-2020 Page 6 of 7 Formatted: Underline

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Amended April 11, 2006. Approved by Resolution 02-2006 adopted by the Kitsap Public Facilities District Board of Directors, May 22, 2006.

Amended December 6, 2010. Approved by Resolution 01-2011 adopted by the Kitsap Public Facilities District Board of Directors, January 24, 2011.

Amended October 24, 2011. Approved by Resolution 06-2011 adopted by the Kitsap Public Facilities District Board of Directors, November 7, 2011.

Amended [Insert Date] Approved by Resolution XX-2020, adopted by the Kitsap Public Facilities District Board of Directors, Insert Date.

APPROVED:	Teresa Osinski Daron Jagodzinske, Chair
ATTEST:	
APPROVED AS TO FORM:	Prior I surley Longeon Dennis Conty DI I (
	Brian Lawler, Jameson Pepple Cantu PLLO
	Legal Connsei



To: Mayor Wheeler

CC: Mike Riley

John Oppenheimer Brian Flaherty

From: Tiffany Schenk

Date: September 20, 2020

## September 2020 Month End Recap

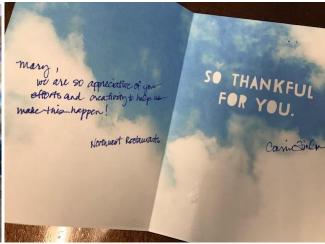
## Overview

The COVID-19 pandemic continues with updated restrictions and guidelines, ensuring a positive outlook for all future events here at the Kitsap Conference Center (KCC). Four total cancellations were processed this month, totaling \$11,190.00. That said, interest in reserving the center for future events continues to be strong as we head into 2021. Six new contracts were signed in the month of September. We have had local Chamber and Rotary groups stop by, in person, to express their interest in returning in person in the near term; quite exciting!

## **Event Highlights**

We had a total of five events in September. One event was a wedding, which gave a wonderful review; "Thank you for hosting our wedding! We were gone for a few days for our honeymoon trip but I wanted to thank you for everything you did to help make our wedding day so wonderful." We also hosted a business meeting, a first time five-day virtual meeting group, a first-time restaurant group and another virtual dance convention. All events were extremely pleased and appreciated our Columbia Clean standards and operational best practices in place during their events.







## **Operations**

September was a quiet month from the operational perspective. We were able to manage most events by utilizing salaried team members Mary Gatch and Tiffany Schenk, and two employees (who both work dual roles at KCC and Gold Mountain), to execute and maintain our Columbia Clean Standards. This helped to ensure the safety, sanitation and best practices for our clients and team members. We continue to mitigate loss wherever possible by transferring inventories and cost of goods from KCC to Gold Mountain wherever possible, working in unison with both properties in mind at all times.

## **Team Member**

We have no significant updates this month related to our team members. As referenced elsewhere in this report, we continue to seek efficiencies by cross-utilizing team members who are able to wear multiple hats and who are deployed to both KCC and Gold Mountain Golf Club according to business needs.

## Sales

We celebrated 5 new wedding tours, yielding two signed contracts for 2021! 10 new proposals were sent out totaling \$66,874.00. Of these 10 proposals, 6 signed in September netting \$11,750.00, with 3 of the 10 planning to sign in mid-October. These contracts sent out include business meetings, weddings, a virtual dance convention and two military events. We were also able to re-schedule four events, moving them to 2021 for total contract values of \$10,500.00. Sales Manager Mary Gatch continues to do all she can to preserve all current bookings, allowing date changes and preventing future cancellations. We have a sales training scheduled for the month of October, with our corporate trainers which we are looking forward to for future growth.

## Marketing/Communications

We continue to work to build our website with beautiful, new updated photos and offerings. Re-designing events and spaces for engagement in a virtual world is top of mind as well as live in-person gatherings here at KCC. On site, visitors continue to remark about our recent décor updates and the facility is ready for tours with festive fall décor.

## **Looking Ahead**

We have faced incredible challenges in the past 7 months, however reflect on the recent accomplishments and look forward to what is in store for KCC in the coming months and years. We remain committed to supporting our local and distant communities, all while maintaining our high standards of excellence and hospitality. Creative thinking and community relationships are top of mind and we see a bright future ahead, even within our new "norm".



## **Financial Results**

## Kitsap Conference Center Consolidated Income Statement For Period Ending 09/30/2020

	Current N					Year to D		
Actual	%	Budget	%		Actual	%	Budget	%
0 💆	0.0%	0	0.0%		0 🔽	0.0%	0	0.0
560	9.4%	5,938	3.7%	Audio Visual	12,983	4.2%	34,192	3.0
416	7.0%	88,851	55.1%	Food	162,978	52.5%	631,559	55.2
81	1.4%	17,917	11.1%	Beverage	31,546	10.2%	109,989	9.
4,313	72.2%	28,906	17.9%	Room Rental	57,257	18.5%	221,835	19.
607	10.1%	19,722	12.2%	Miscellaneous	45,565	14.7%	146,767	12.
5,976	100.0%	161,334	100.0%	GROSS REVENUE	310,328	100.0%	1,144,341	100.
				COSTS OF SALES				
0	0.0%	4,054	7.4%	Conference Services	6,365	5.5%	32,889	8.
66	15.8%	20,436	23.0%	Food	38,125	23.4%	145,259	23.0
(537)	-662.4%	3,946	22.0%	Beverage	8,053	25.5%	24,222	22.
(471)	-7.9%	28,435	17.6%	TOTAL COST OF SALES	52,543	16.9%	202,369	17.
_								
6,447	107.9%	132,899	82.4%	GROSS MARGIN	257,785	83.1%	941,972	82.
	_			DIRECT EXPENSES:		_		
54	0.9%	9,580	5.9%	Conference Services Payroll Related	22,741	7.3%	86,546	7.
0	0.0%	125	0.1%	Conference Services Other Direct	137	0.0%	725	0.
14,880	249.0%	41,490	25.7%	Food & Beverage Payroll Related	134,845	43.5%	312,935	27.
101	1.7%	4,956	3.1%	Food & Beverage Other Direct	16,508	5.3%	40,672	3.
15,035	251.6%	56,151	34.8%	TOTAL DIRECT EXPENSES	174,230	56.1%	440,878	38.
(8,588)	-143.7%	76,748	47.6%	DEPARTMENT PROFIT	83,556	26.9%	501,095	43.
				UNDISTRIBUTED OPERATING EXPENSES				
9,098	152.2%	25,279	15.7%	Administrative & General	161,353	52.0%	224,117	19.
1,332	22.3%	19,619	12.2%	Sales & Marketing	80,221	25.9%	181,528	15.
0	0.0%	1,035	0.6%	Repairs & Maintenance	2,138	0.7%	11,255	1.
3,357	56.2%	5,308	3.3%	Utilities	35,232	11.4%	46,382	4.
13,787	230.7%	51,240	31.8%	TOTAL UNDISTRIBUTED OPERATING EXPENSES	278,944	89.9%	463,281	40.
(22,374)	-374.4%	25,508	15.8%	INCOME BEFORE FIXED CHARGES	(195,389)	-63.0%	37,813	3.
				FIXED CHARGES				
179	3.0%	4,840	3.0%	Capital Reserve	9,310	3.0%	34,330	3.
0	0.0%	2,420	1.5%	Incentive Management Fee	4,379	1.4%	17,165	1.
405	6.8%	472	0.3%	Insurance	4,152	1.3%	4,248	0.
413	6.9%	0	0.0%	Leases	1,276	0.4%	0	0.
7,500	125.5%	7,500	4.6%	Management Fee	56,250	18.1%	67,500	5.
16	0.3%	968	0.6%	Property & Other Taxes	2,941	0.9%	6,866	0.
8,512	142.4%	16,200	10.0%	TOTAL FIXED CHARGES	78,307	25.2%	130,109	11.
36,863	616.8%	152,026	94.2%	TOTAL OPERATING EXPENSES	584,024	188.2%	1,236,637	108.
(30,887)		9,308	5.8%	NET OPERATING INCOME	(273,696)	-88.2%	(92,296)	-8.





## KITSAP COUNTY PARKS

## **EVENT CENTER REVENUE, YEAR TO DATE - September 30, 2020**

	2	2020 YTD	:	2019 YTD
REVENUE BY SOURCE				
BALLFIELD USAGE FEES	\$	19,771	\$	66,403
EQUIPMENT & VEHICLE RENTAL	\$	12,594	\$	205,622
SPACE & FACILITY RENTAL	\$	119,348	\$	45,110
YEAR TO DATE REVENUE	\$	151,713	\$	317,135

## **FAIRGROUNDS & EVENT CENTER ACTIVITY FOR SEPTEMBER**

FACILITY RENTALS Gordon Field		Dates Reserved
<b>Gordon #1</b> Tracyton Soccer Kitsap Alliance	combined use	13
<b>Gordon #2</b> Tracyton Soccer Kitsap Alliance	combined use	3
Lobe Field Lobe #3 Kitsap Alliance Tracyton Soccer NK Soccer Club	combined use	7
Lobe #4 Tracyton Soccer Club NK Soccer Club Kitsap Alliance	combined use	6

DRAFT 2021 BUDGET OPERATIONS DEPOSITS		OPOSED 250,000.00	<b>20</b> :	<b>20 YTD (9/30)</b> 180,800.00	Codes	Source/Company
EXPENSES						
Payroll (Part-time Exec Director) OT @ straight time Payroll related expenses Benefits per employ agreement Subtotal	\$ \$ \$ \$ <b>\$</b>	59,750.00 10,000.00 9,000.00 5,800.00 <b>84,550.00</b>	\$ \$ \$ \$	37,865.61 6,981.81 7,279.92 4,257.32 56,384.66	5101 5190 5201, 5202 5202	L&I, FICA Health, Retire
County admin services  Communications  Printing/Copying  Postage  Telephone/Internet	\$ \$ \$	250.00 50.00 2,400.00	\$ \$	192.00 25.00 2,023.66	5411 5419 5425 5421	Kitsap County printing stamps Comcast
IT/Website  Promotional Hosting/Marketing Publicity/Advertising Mktg & Advertising services EventFund & event support	\$ \$ \$	3,000.00 8,000.00 24,000.00 25,000.00	\$ \$ \$	413.00 1,158.32 18,000.00 5,000.00	5421 5441 5419 5499	Interlock Solns/ Papers, ads VCB/VKP EF applicants
Consulting Services  Legal Recording Construction Consulting Accounting Bonding/Financing Equipment/office furnishings	\$ \$ \$ \$ \$ \$	25,000.00 9,000.00 15,000.00 4,000.00 15,000.00 2,000.00	\$ \$ \$ \$ \$	17,224.50 7,024.00 2,812.50 6,291.74 139.00	5416 5419 5415 5411 5415 5351, 5353	JBSL BKAT Barker Creek Accounting + State audit Professional Services PC, printer, furniture
Membership Dues Insurance Office rent Meeting rental board mtgs Other/Miscellaneous Supplies	9 S S S S S	2,000.00 4,000.00 14,400.00 2,000.00 500.00 400.00	\$ \$ \$ \$ \$	1,500.00 3,881.86 9,500.00 5,046.50 567.00 2,697.70	5492 5461 5451 5499 5201, 5860 5311	KEDA, WEDA, VCB, WAPFD Enduris VKP sublease SBH/NDGC BONY, arbitrage Staples, others
Governance (BOD stipends, etc) Training BOD registration/fees Staff regist./fees Travel	\$ \$ \$	7,000.00 300.00 600.00	\$ \$ \$	3,350.00 617.00 467.00	5497 5497 5499	Board members TC-50 Board members TC-50 (TC-50 Expense forms)
Board mileage/airfare Staff mileage/airfare Food/lodging YTD Operating Expenses  Total Operating Expenses	\$ \$ \$	400.00 1,000.00 1,000.00	\$ \$	145.58 - 144,461.02	5438/9 5431/2 5432	Board members TC-50 (TC-50 Expense forms) (TC-50 Expense forms)

## Kitsap Public Facilities District

Kitsap County, Washington

## **RESOLUTION 02-2020**

A RESOLUTION of the Board of Directors of the Kitsap Public Facilities District (KPFD) of Kitsap County, Washington establishing a regular meeting schedule and principal office for the KPFD for the calendar year 2021.

Regular meetings will be held at least six times per year and may typically be held once monthly on the fourth (4th) Monday evening beginning at 5:30 PM in one of four sites where BKAT recording is available or virtually via Zoom under Covid-19 conditions, unless otherwise notified by public notice. Meetings that may be scheduled in the County Administration building would be scheduled on the 3<sup>rd</sup> Monday to avoid BOCC meetings.

The following is a schedule of probable dates for calendar year 2021. The Board reserves the right to add or

•	essary, with public notice.	or calendar year 2021. The Board reserves the right to add of			
	January 25	Zoom webinar			
	February 22	Bainbridge Island City Hall or Zoom			
	March 22 *	Poulsbo City Hall (or Zoom)			
	April 26	Norm Dicks Government Center (or Zoom)			
	May 31	County Administration Bldg. (or May 24th via Zoom)			
	June 28	Bainbridge Island City Hall (or Zoom)			
	July 26	Poulsbo City Hall (or Zoom)			
	August 23 *	Norm Dicks Government Center (or Zoom)			
	September 20 **	County Administration Bldg. (or Zoom)			
	October 25	Bainbridge Island City Hall (or Zoom)			
	December 6 ***	Poulsbo City Hall			
* Fourth Monday in a	a five-Monday month.	** Third Monday (to avoid BOCC meetings)			
	to combine the Novembe c of quorum during year-e				
The principal office	for the KPFD is: 92	30 Bayshore Dr. NW, Suite 101, Silverdale, WA 98383.			
APPROVED:					
Daro	on Jagodzinske, Board Cha	air			
ATTEST:					
	d of Directors				
(Seal)					
Approve as to Form:					
DATE:	December 7, 2020	<del></del>			