



Board of Directors Meeting*
Monday, April 24, 2023
Kitsap Public Facilities District Office
Meeting Location: Bainbridge Island City Hall
& via Zoom Webinar ID* –: <https://us02web.zoom.us/j/88387370481>

MEETING AGENDA

1. Call to Order / Comments from Board Chairman Hatchel

CONSENT AGENDA

- A. MAR 2023 KPFD BOD Meeting Minutes
 - B. Blanket Voucher #08-APR 2023 96968 Operating Expenses
 - C. Blanket Voucher #09-APR 2023 96977 POCEC Project
 - D. APR 2023 KPFD Financial Report
 - E. Executive Director Report – APR 2023
 - F. KCC Financial Report – MAR 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 Project Report – No Project Report this Month.

5. General Business

- A. KPFD & Kitsap Co. ILA Amendment #3
- B. KPFD & Port of Bremerton Letter of Intent
- C. Building Signage Replacement Cost for new KPFD Logo

6. Executive Session

7. Meeting Adjournment

Next Meeting: May 22, 2023, at 5:30 pm
Location: Poulsbo City Hall
Topics: General Business, Poulsbo Events & Recreation Center (PERC) Project Update

Building Communities, Enriching Lives

***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
CONSENT AGENDA
APRIL 24 2023**

- A. MAR 20, 2023 Board of Directors Meeting Minutes
 - B. Blanket Voucher #08-APR 2023 96968 Operating Expenses
 - C. Blanket Voucher #09-APR 2023 96977 POCEC Project
 - D. APR 2023 KPFD Financial Report
 - E. Executive Director Report – APR 2023
 - F. KCC Financial Report – MAR 2023
-



Kitsap Public Facilities District

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

Monday, March 20, 2023

Attendance:

Board Members Present: Chairman Patrick Hatchel, Vice Chairman John Morrissey, Treasurer Walter Draper, Director Daron Jagodzinske, Director Erin Leedham

Board Members Absent: Director Phil Havers, Director Tom Bullock

Staff Present: Executive Director Russ Shiplet

Advisors, Counsel, & Consultants Present: Financial Advisors Mr. Ryan Neumeister & Mr. Scott Bauer; Bond Counsel Mr. Marc Greenough, Construction Consultant Mr. Shannon Thompson & Ms. Cindy Rogers

1. **Call to Order:** KPFD Chairman Hatchel called the meeting to order at 5:42 PM.
2. **Public Comment:** Public comment was provided regarding the timeliness of the Kitsap Conference Center (KCC) monthly report as part of the board meeting packet.
3. **Approval of Consent Agenda:** A motion was made to approve the Consent Agenda presented by Vice Chairman Morrissey, except for item E. KCC MAR 2023 report, which would be discussed during the General Business portion of the meeting. The motion was seconded by Director Draper and unanimously approved by the Board of Directors.
4. **Facilities Project Progress Report:** Port of Bremerton Circuit of the NW (POBCNW) Project. Port Commissioner Axel Strakeljahn from the Port of Bremerton and Mr. Jim Towne of Hilltop Securities presented.
 - The Port of Bremerton presented a Proposal for a Public-Private Partnership to construct a regional event center to be built within the grounds of the Circuit of the NW project.
 - The request for funding is \$10,250,380, to be paid directly to the Port of Bremerton monthly over the course of 10 years, beginning in JAN 2024.
 - Mr. Towne presented a breakdown of the annual/monthly payment amount based on a financial model of projected sales tax rebates through 2038.
 - Executive Director Shiplet will work with KPFD legal counsel, financial advisors, and bond counsel to craft a Letter of Interest (LOI) to be presented to the KPFD Board of Directors for consideration at the April 24, 2023, meeting.



5. General Business:

A. NW Municipal Advisors Contract Extension – Executive Director Shiplet

- At the FEB 27, 2023, KPF Board of Directors meeting, the NW Municipal Advisors (NWMA) contract extension was presented for consideration and approval; however, legal counsel, Mr. Lawler, had not had an opportunity to review it.
- Executive Director Shiplet and Mr. Lawler worked through the extension, provided feedback to NWMA, and crafted the version proposed to the Board of Directors for approval.
- Director Leedham made a motion to accept the extension as presented. Director Jagodzinske seconded the motion. The motion passed unanimously by the board.

B. KPF & Kitsap County ILA Amendment #3 – Executive Director Shiplet

- The KPF & Kitsap County are currently working on an amendment to ILA which includes an additional \$350,000 of financial support from the KPF to assist with cost increases of the Port Gamble Forest Heritage Park (PGFHP) Project.
- ILA Amendment #3 will be presented to the KPF Board of Directors for consideration at the April 24, 2023, meeting.

C. KPF Website Update – Executive Director Shiplet

- The KPF website has been updated to reflect the new logo and tagline. Director Shiplet encouraged the board to look it over and provide feedback.

D. KPF Board Member Photos for Website – Executive Director Shiplet

- Director Shiplet asked the board to consider having their picture taken by a professional photographer, which will be placed on the KPF website. The board agreed to participate.

E. Kitsap Conference Center MAR 2023 Report – Director Morrissey

- Consent Agenda E. – Kitsap Conference Center MAR 2023 Report was pulled for discussion during General Business as a point of order since the report was not included in the original Consent Agenda provided to the board in the previous week. Director Morrissey moved to accept the report as presented. Director Jagodzinske seconded the motion. The motion passed unanimously by the board.

F. MAR 2023 Financial Report – Executive Director Shiplet

- The financial report is now part of the Consent Agenda so the board can review it before the meeting. In an effort of transparency, Director Shiplet covered the content of the financial report for public view during the meeting and reminded the public they could also review all meeting materials ahead of time by going to the KPF website, Meeting Archives section.

6. Meeting adjourned @ 6:39 PM

Next Meeting of the Board: April 24, 2023 – Bainbridge Island City Hall

Topics: Poulsbo Events & Recreation Center (PERC) Project Update, Consent Agenda, General Business

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# 08-APR 2023**

We, thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment in the amount of **\$21,351.71** on this 24th day of APR 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
Invoices:		
Kitsap Bank Visa (MAR 2023) – detail attached on next page	5311	\$ 2,785.83
BKAT BOD Meeting Invoice 012023-06 (MAR 2023 Meeting)	5419(b)	\$ 490.50
The Rockfish Group LLC – KPFD Logo & Tagline Design	5419	\$ 1,700.00
Interlock Solutions – Website Support	5419	\$ 862.50
WA State DRS PERS2 (APR 2023)	5249	\$ 1,788.42
Employment Sec Dept Tax (FEB 2023)	5249	\$ 367.90
Employment Sec Dept Quarterly (Q1 2023)	5249	\$ 913.85
Accountability Plus (DEC 2022 – MAR 2023)	5419	\$ 1,136.25
WA Dept of L&I Quarterly (Q1 2023)	5249	\$ 125.16
JPC PLLC (MAR 2023)	5416	\$ 1,615.00
NW Municipal Advisors (Q1 2023)	5419	\$ 7,068.75
Other items:		
Q1 2023 BOD Stipend & Mileage – Director Bullock	5140 & 5311	\$ 148.34
Q1 2023 BOD Stipend & Mileage – Director Draper	5140 & 5311	\$ 571.88
Q1 2023 BOD Stipend & Mileage – Director Hatchel	5140 & 5311	\$ 651.46
Q1 2023 BOD Stipend & Mileage – Director Havers	5140 & 5311	\$ 166.90
Q1 2023 BOD Stipend & Mileage – Director Jagodzinske	5140 & 5311	\$ 224.28
Q1 2023 BOD Stipend & Mileage – Director Leedham	5140 & 5311	\$ 249.91
Q1 2023 BOD Stipend & Mileage – Director Morrissey	5140 & 5311	\$ 584.78
PAGE TOTAL		\$ 21,451.71



VENDOR	SPEND CAT	AMOUNT
Kitsap Bank Visa (MAR 2023)		\$ 2,785.83
-Comcast for Business (MAR 2023 Phone/Internet)	5421	(\$250.25)
-Office Rent (FEB 2023)	5451(b)	(\$856.34)
-Help Desk Cavalry Email Support (MAR 2023)	5311	(\$202.46)
-Help Desk Cavalry Monthly IT Support (FEB 2023)	5419(a)	(\$279.85)
-L&I Premium (Q4 2022)	5249	(\$70.03)
-ESD – PFML (Q4 2022)	5249	(\$180.60)
-Storage (MAR 2023)	5311	(\$119.00)
-Zoom Webinar Monthly Subscription (MAR 2023)	5311	(\$87.36)
-KEDA Annual Luncheon Tickets	5311	(\$207.44)
-KEDA Annual Luncheon Tickets	5311	(\$207.44)
-Adobe Cloud Storage (MAR 2023)	5311	(\$60.05)
-MRSC Public Record Act Training for ED	5311	(\$140.00)
-Vista Print – ED Business Cards	5311	(\$37.12)
-Exact Hosting – Domain Renewals (2023)	5311	\$87.89)
	PAGE TOTAL	\$ 2,785.83



RUSSELL E SHIPLET
KITSAP PUBLIC FAC DIST
Account Number: #####-####-3580
Page 1 of 3



Account Summary

Billing Cycle		03/24/2023
Days In Billing Cycle		31
Previous Balance		\$4,883.35
Purchases	+	\$2,785.83
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$4,883.35
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE **\$2,785.83**

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,214.17
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



Call us at: (866) 317-0355
Lost or Stolen Card: (866) 839-3485



Go to www.MyCardStatement.com



Write us at PO BOX 30495, TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE **\$2,785.83**

MINIMUM PAYMENT **\$2,785.83**

PAYMENT DUE DATE **04/18/2023**

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/22	02/23			PAYMENT - THANK YOU PORT ORCHARD WA	\$2,579.15-
02/25	02/26	PBUS01	24692163056109606822535	COMCAST CABLE COMM 800-COMCAST WA	\$250.25
02/26	02/27	PBUS01	24906413057168125587193	PYL*American Property LLC 866-7295327 WA	\$856.34
03/01	03/02	PBUS01	24377353061000003089103	HELP DESK CAVALRY 360-9306990 WA	\$202.46
03/01	03/02	PBUS01	24377353061000003089137	HELP DESK CAVALRY 360-9306990 WA	\$279.85
02/28	03/02	PBUS01	24240523060638108305546	L & I PREMIUMS SALE 925-855-5000 WA	\$66.08
02/28	03/02	PBUS01	24240523060638108305553	L & I PREMIUMS OPAY FEE 925-855-5000 AL	\$3.95
03/01	03/02	PBUS01	24240523061006009327085	ESD PAID FML OLYMPIA WA	\$175.51
03/01	03/02	PBUS01	24240523061006009327085	ESD PAID FML*SERVICE FEE OLYMPIA WA	\$5.09
03/01	03/03	PBUS01	24275393061048718378922	Pro-Guard Self Storage 360-6977368 WA	\$119.00
03/06	03/07	PBUS01	24011343065000041090021	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$87.36
03/14	03/15	PBUS01	24492153073715953778310	EB KEDA 2023 ANNUAL M 801-413-7200 CA	\$207.44
03/14	03/15	PBUS01	24492153073745944718893	EB KEDA 2023 ANNUAL M 801-413-7200 CA	\$207.44
03/14	03/15			PAYMENT - THANK YOU PORT ORCHARD WA	\$2,304.20-

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

KITSAP BANK
PO BOX 1080
BREMERTON WA 98337-0375



Account Number

3580

Check box to indicate
name/address change ☐
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date

03/24/23

New Balance

\$2,785.83

Total Minimum Payment Due

\$2,785.83

Payment Due Date

04/18/23

\$



RUSSELL E SHIPLET
KITSAP PUBLIC FAC DIST
19880 10TH AVE NE
SUITE 204F
POULSBO WA 98370

MAKE CHECK PAYABLE TO:



VISA
PO BOX 6818
CAROL STREAM IL 60197-6818

18 4257 7700 0002 3580 00278583 00278583 6

RUSSELL E SHIPLET
 KITSAP PUBLIC FAC DIST
 Account Number: ##### 3580
 Page 3 of 3

Cardholder Account Summary Continued									
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount				
03/15	03/16	PBUS01	24692163074103556960013	ADOBE *800-833-6687 ADOBE.LY/ENUS CA	\$60.05				
03/17	03/17	PBUS01	24011343076000014709786	EVENT* PUBLIC RECORDS WWW.CVENT.COM VA	\$140.00				
03/20	03/20	PBUS01	24492153079869862783491	VISTAPRINT 866-207-4955 MA	\$37.12				
03/20	03/21	PBUS01	24492163079000028291919	EXACTHOSTI* EXACTHOSTI EXACTHOSTING. VA	\$87.89				
Additional Information About Your Account									
THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$19.34.									
Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PBUS01001	PURCHASE COMMERCIAL	G	\$0.00	1.25000%(M)	15.0000%	\$0.00	\$0.00	0.0000%	\$2,785.83
Cash									
CBUS01001	CASH COMMERCIAL	A	\$0.00	1.25000%(M)	15.0000%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
1 FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

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

Invoice No.: 012023-06

Date: 03/29/23

Invoice

Customer:

Kitsap Public Facilities District - Attn: Russ Shiplet
19980 10th Ave NE, Suite 204F
Poulsbo, WA 98370

Project KPFD Board Meetings - March 2023

Date	Qty/Hrs	Description	Unit Price	Total
3/20/2023	1	Pre-production	\$109.00	\$109.00
	1	Production	\$109.00	\$109.00
	1	Post-Production	\$109.00	\$109.00
	1.5	Round trip travel Kitsap Admin Bldg	\$109.00	\$163.50

Pay upon receipt

Subtotal	\$490.50
Tax	
Total	\$490.50



Kelle Kitchel Cooper
(360)774-0431
14200 Sandy Hook Road NE
Poulsbo, WA 98370

Billed To
Russ Shiplet, Executive Dir.
Kitsap Public Facilities District
19980 10th Ave NE
Suite #204F
Poulsbo 98370

Date of Issue
03/16/2023

Due Date
03/16/2023

Invoice Number
0000012

Amount Due (USD)
\$1,700.00

Description	Rate	Qty	Line Total
Logo & Tagline for The Kitsap Public Facility District	\$1,700.00	1	\$1,700.00

Our Team will work to refresh the Kitsap Public Facilities branding through the creation of an updated logo and tag line that better reflects The Kitsap Public Facilities Districts Mission and Values as well as purpose.

The logo/branding will help to reflect how KPFD enhances the lives of residents and visitors alike.

Through our process of industry research, collaboration with you the client our graphic designer will create a logo, made up of a color palette, font selection, and/or mark or icon.

This logo has been supplied to the client in the digital formats of their choice for use on print material and web presence.

Subtotal	1,700.00
Tax	0.00

Total	1,700.00
Amount Paid	0.00

Amount Due (USD)	\$1,700.00
------------------	------------

Notes



Interlock

S O L U T I O N S

Interlock Solutions
206-780-9099
PO Box 10842
Bainbridge Is, Washington 98110
United States

Billed To

Kitsap Public Facilities District
9230 Bay Shore Dr NW, Suite 101
Silverdale Washington 98383

Date of Issue

03/21/2023

Due Date

04/10/2023

Invoice Number

2023-071

Amount Due (USD)

\$862.50

Description	Rate	Qty	Line Total
Website support provided between Oct 2022 and Mar 2023 - Oct/Nov: worked with Russ to transfer domain to Piece County Fire - Nov: migrated events to new version of calendar plugin - Mar: worked with Russ and Kelle to update logo/brand colors on site	\$125.00	6.9	\$862.50

Subtotal 862.50

Tax 0.00

Total 862.50

Amount Paid 0.00

Amount Due (USD) \$862.50

Terms

Thanks for your business!



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	03/2023		\$1,788.42
Subtotal for Plan 2			\$1,788.42

Total for Plans 1 and 2:	\$1,788.42
--------------------------	------------



**Employment Security Department**

WASHINGTON STATE

P.O. Box 9046 • Olympia, WA 98507-9046

**UI Tax Billing Statement
February 2023**

12892

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

ESD number: 000-530274-00-7

UBI number: 604-903-519

How to pay

- Pay electronically at esd.wa.gov/pay-taxes, or
- Mail a check with the coupon below.

Questions?

If you have questions about this statement, please contact the Account Management Center at
OlympiaAMC@esd.wa.gov
or 855-829-9243.

Dates

Billing period: January 15, 2023 - February 18, 2023
Oldest original due date: January 31, 2022
Statement closed: February 18, 2023
Payment due: On receipt
Additional charges accrue on: March 1, 2023

Summary

Previous balance	\$0.00
Charges	\$367.90
Payments	\$0.00
Amount due	\$367.90

Warning

- We may take legal action against you if you do not respond to this statement. If you cannot pay in full, please contact the Account Management Center to set up a payment plan.

Return with your check**Payable to**

Employment Security Dept.
UI Tax Administration
PO Box 84242
Seattle, WA 98124-5542

Credit this account

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

Amount

Due: \$367.90
Enclosed: \$
Due Date: February 28, 2023

ESD number: 000-530274-00-7
UBI number: 604-903-519
EIN: 76-0820379

Departmental use:	Staff ID	Date Received	Remitted \$
-------------------	----------	---------------	-------------



000530274007000000036790

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>

<please fold - do not detach>

Payment remitted for:

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

Contact Information:

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

ESD Number 000530274007
Federal EIN: 760820379
UBI Number: 604903519
Year: 2023
Quarter: 1
Confirmation Number: GA2582E02U92KMH0
Amount Due: \$913.85
Amount Remitted: \$_____
(If other than amount due.)



Accountability Plus, Inc.

Accounting Design & Training
Business Consulting

BILL TO

KPFD
Russ Shiplet
19880 10th Ave NE, Suite 204F
Poulsbo, WA 98370

DATE

3/31/2023

INVOICE #

KPFD-Mar-23

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

Accounting Services for the Month of December
2022

3.5

45.00

157.50

No Activity in January 2023

Accounting Services for the Month of February
2023

18.25

45.00

821.25

Accounting Services for the Month of March 2023

3.5

45.00

157.50

1800 Kitsap County 9.2%

9.20%

0.00

Total

\$1,136.25

Payments/Credits

\$0.00

Balance Due

\$1,136.25

It is an honor to partner with your business. Your innovation and courage in business is inspiring!

**13285 Spruce Run Drive #102, North Royalton, OH 44133
(360) 509-5445 * suziejoveach@gmail.com**



Washington State Department of Labor & Industries

Quarterly Report
Submit Date: 4/4/2023
Confirmation Number: 9499396

Quarterly Report

KITSAP PUBLIC FACILITIES DISTR
19980 10TH AVE NE
STE 204F
POULSBO, WA 98370-6431

WA UBI: 604903519
L&I Account ID: 057,209-01
Phone Number: 3606981885 Ext: 0

Account Manager: SARAH BURDICK
1st Quarter: 1/1/2023 - 3/31/2023

Class Code	Nature of Work	Gross Payroll	Worker Hours	Rate Per Hour	Amount Owed
5306-07	Counties/Tax Dist Adm/CI Offc	\$33,231.00	520	0.2407	\$125.16
Total of Premiums:					\$125.16
Grand Total:					\$125.16

Preparer's Information

Preparer: Russ Shiplet
Daytime Phone: 360-698-1885
Email: excdirector@kitsap-pfd.org

Payment Information

Method of Payment: Paper Check
Payment Amount: \$125.16



Tel 206.292.1994
Fax 206.292.1995

801 Second Avenue, Suite 700
Seattle, Washington 98104

April 7, 2023

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

Invoice 151621 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 1,615.00

\$ 1,615.00



11900 NE 1st Street, Suite 300 Bellevue, Washington 98005

INVOICE

April 14, 2023

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

RE: Invoice for Services


Fee for Financial Advisory Services

	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Please see the attached for a breakdown of work done, hours spent	36.25	\$ 195.00	\$ 7,068.75

Total Due **\$ 7,068.75**

Please remit to:


Northwest Municipal Advisors
11900 NE 1st Street, Suite 300
Bellevue, WA 98005

 KITSAP PUBLIC FACILITIES DISTRICT	BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT
	Q1 2023

BOARD MEMBER NAME			TOM BULLOCK		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	19	2023	SPECIAL	IN PERSON	BREMERTON
JAN	30	2023	BOARD	IN PERSON	POUSLBO

STIPEND	RT MILEAGE	
50.00	56.40	
50.00	17.40	
	0.655	2023 RATE


TOTALS	\$100.00	\$48.34
---------------	-----------------	----------------

 KITSAP PUBLIC FACILITIES DISTRICT	BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT
	Q1 2023

BOARD MEMBER NAME			WALT DRAPER		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	18	2023	EXEC TEAM	ZOOM	
JAN	19	2023	SPECIAL	ZOOM	
JAN	25	2023	EXEC TEAM	ZOOM	
JAN	30	2023	BOARD	ZOOM	
FEB	8	2023	EXEC TEAM	ZOOM	
FEB	16	2023	EXEC TEAM	ZOOM	
FEB	22	2023	EXEC TEAM	IN PERSON	KPFD OFFICE
FEB	27	2023	BOARD	ZOOM	
MAR	7	2023	EXEC TEAM	ZOOM	
MAR	15	2023	CONSULTANTS	ZOOM	
MAR	20	2023	BOARD	ZOOM	

STIPEND	RT MILEAGE
50.00	
50.00	
50.00	
50.00	
50.00	
50.00	
50.00	
50.00	33.40
50.00	
50.00	
50.00	
50.00	
	0.655 2023 RATE


TOTALS	\$550.00	\$21.88
---------------	-----------------	----------------

 KITSAP PUBLIC FACILITIES DISTRICT	BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT
	Q1 2023

BOARD MEMBER NAME			PATRICK HATCHEL		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	18	2023	EXEC TEAM	ZOOM	
JAN	19	2023	SPECIAL	IN PERSON	BREMERTON
JAN	25	2023	EXEC TEAM	ZOOM	
JAN	30	2023	BOARD	IN PERSON	POUSLBO
FEB	8	2023	EXEC TEAM	ZOOM	
FEB	16	2023	EXEC TEAM	ZOOM	
FEB	22	2023	EXEC TEAM	ZOOM	
FEB	27	2023	BOARD	IN PERSON	BAINBRIDGE
MAR	7	2023	EXEC TEAM	ZOOM	
MAR	15	2023	CONSULTANTS	ZOOM	
MAR	20	2023	BOARD	IN PERSON	KITSAP COUNTY BUILDING

STIPEND	RT MILEAGE	
50.00		
50.00	51.00	
50.00		
50.00	16.30	
50.00		
50.00		
50.00		
50.00	27.20	
50.00		
50.00		
50.00	60.40	
	0.655	2023 RATE


TOTALS	\$550.00	\$101.46
---------------	-----------------	-----------------

 KITSAP PUBLIC FACILITIES DISTRICT	BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT
	Q1 2023

BOARD MEMBER NAME			PHIL HAVERS		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	19	2023	SPECIAL	IN PERSON	BREMERTON
JAN	30	2023	BOARD	ZOOM	
FEB	27	2023	BOARD	ZOOM	

STIPEND	RT MILEAGE
\$ 50.00	25.80
\$ 50.00	
\$ 50.00	
	0.655 2023 RATE


TOTALS	\$ 150.00	\$ 16.90
---------------	------------------	-----------------

	BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT
	Q1 2023

BOARD MEMBER NAME			DARON JAGODZINSKE		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	19	2023	SPECIAL	IN PERSON	BREMERTON
FEB	27	2023	BOARD	IN PERSON	BAINBRIDGE
MAR	20	2023	BOARD	IN PERSON	KITSAP COUNTY BUILDING

STIPEND	RT MILEAGE
50.00	40.60
50.00	22.80
50.00	50.00
	0.655 2023 RATE


TOTALS	\$150.00	\$74.28
--------	----------	---------

 KITSAP PUBLIC FACILITIES DISTRICT	BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT
	Q1 2023

BOARD MEMBER NAME			ERIN LEEDHAM		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	19	2023	SPECIAL	IN PERSON	BREMERTON
JAN	30	2023	BOARD	ZOOM	
MAR	2	2023	PROJECTS	IN PERSON	PORT OF BREMERTON
MAR	20	2023	BOARD	ZOOM	

STIPEND	RT MILEAGE	
50.00	39.80	
50.00		
50.00	36.40	
50.00		
	0.655	2023 RATE

TOTALS	\$200.00	\$49.91
---------------	-----------------	----------------

 KITSAP PUBLIC FACILITIES DISTRICT	BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT
	Q1 2023

BOARD MEMBER NAME			JOHN MORRISSEY		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	18	2023	EXEC TEAM	ZOOM	
JAN	19	2023	SPECIAL	ZOOM	
JAN	25	2023	EXEC TEAM	ZOOM	
JAN	30	2023	BOARD	IN PERSON	POUSLBO
FEB	8	2023	EXEC TEAM	ZOOM	
FEB	16	2023	EXEC TEAM	ZOOM	
FEB	22	2023	EXEC TEAM	ZOOM	
FEB	27	2023	BOARD	ZOOM	
MAR	7	2023	EXEC TEAM	ZOOM	
MAR	15	2023	CONSULTANTS	ZOOM	
MAR	20	2023	BOARD	IN PERSON	KITSAP COUNTY BUILDING

STIPEND	RT MILEAGE
50.00	
50.00	
50.00	
50.00	42.30
50.00	
50.00	
50.00	
50.00	
50.00	
50.00	
50.00	
50.00	10.80
	0.655
	2023 RATE

TOTALS	\$550.00	\$34.78
---------------	-----------------	----------------

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# 09-APR 2023**

We, thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment in the amount of **\$9,279.25** on this **24th** day of **APR 2023**.

Patrick Hatchel

Patrick 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	AMOUNT
Project Item – Port Orchard Community Events Center (POCEC)	
APR 2023 POCEC Invoice # INV01486	\$ 9,279.25
PAGE TOTAL	\$ 9,279.25

City of Port Orchard
216 Prospect St.
Port Orchard, WA 98366-5304
Phone: 360-876-4407

INVOICE

Billed To:
Kitsap Public Facilities District
Executive Director
19980 10th Ave NE
Suite 204F
Poulsbo, WA 98370

DATE: 3/24/2023
INVOICE #: INV01486
DUE DATE: 4/24/2023
TOTAL DUE: 9,279.25

CUSTOMER ACCOUNT # : 0131

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
SKPFD-Task 4(AMD6)	1.00	9,279.25	9,279.25
TOTAL THIS INVOICE			9,279.25

For questions, please call 360-876-7019

REMIT TO:

City of Port Orchard
216 Prospect St
Port Orchard, WA 98366-5304

A copy of this invoice should accompany your check. Thank you!



Kitsap PFD
Project Funding Record

Year	Month	POCEC					PERC				PGFHP				POB/CNW				Total Commitment
2018					ILA \$ 12,000,000					ILA \$ 243,900.00				ILA \$ 1,697,556	Phase 1		ILA \$ 1,439,000		\$ 15,380,456.00
2022		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Reviewed	Invoice Amount	Amount Paid	
	January	INV01025	1/24/2022	1/31/2022	\$ (12,263.00)	Task 2	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)		
	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)	\$ (143,900.00)	
	March						GRNT000870	2/28/2022	2/28/2022	\$ (8,536.25)					7100	3/18/2022	\$ (74,440.00)		
	April						GRNT 000888	3/28/2022	4/5/2022	\$ (1,257.19)					7110	4/19/2022	\$ (61,661.25)		
	May										21-0105	6/27/2022	6/28/2022	\$ (92,135.24)	7310	5/13/2022	\$ (51,695.13)		
	June						GRNT000914	6/27/2022	6/28/2022	\$ (732.50)	22-0106	6/27/2022	6/28/2022	\$ (180,766.80)	7360	6/15/2022	\$ (62,269.50)		
	July						GRNT000923	7/25/2022	7/26/2022	\$ (297.50)	22-00397	7/25/2022	7/26/2022	\$ (159,566.82)	7450	7/20/2022	\$ (69,194.14)		
	August										22-0108	7/25/2022	7/26/2022	\$ (1,219.86)	7560	8/17/2022	\$ (73,454.14)		
	September	INV01294	9/19/2022	9/25/2022	\$ (141,374.81)	Task 4	GRNT000945	9/19/2022	9/25/2022	\$ (11,961.50)					7660	9/14/2022	\$ (192,922.21)		
	October	INV01274	10/24/2022	10/25/2022	\$ (50,386.00)	Task 4									7700	10/19/2022	\$ (191,912.45)		
	November	INV01363	11/21/2022	12/8/2022	\$ (189,900.93)	Task 4	GRNT000961	11/21/2022	12/8/2022	\$ (6,228.75)									
	December	INV01386	12/22/2022	12/28/2022	\$ (125,741.06)	Task 4					22-0115	12/12/2022	12/22/2022	\$ (137,629.02)					
2022 Totals					\$ (521,109.38)					\$ (36,888.69)				\$ (632,512.03)			\$ (1,000,689.12)	\$ (143,900.00)	\$ (1,334,410.10) 2022 Totals
2023		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Board Approved	Date Paid	Amount Paid	
	January	INV01400	1/30/2023	2/3/2023	\$ (68,700.70)	Task 4	GRNT000983	1/30/2023	2/3/2023	\$ (12,153.50)	22-0914	1/30/2023	2/9/2023	\$ (6,874.79)					
	February														2023	1/30/2023	2/9/2023	\$ (143,900.00)	
	March																		
	April	INV01496			\$ (9,279.25)	Task 4													
	May																		
	June																		
	July																		
	August																		
	September																		
	October																		
	November																		
	December																		
2023 Totals					\$ (77,979.95)					\$ (12,153.50)				\$ (6,874.79)				\$ (143,900.00)	\$ (240,908.24) 2023 Totals
Total Paid to Date					\$ (1,985,474.93)					\$ (197,172.42)				\$ (811,568.36)				\$ (850,100.00)	\$ (3,844,315.71) Total PTD
Remaining Balance					\$ 10,014,525.07					\$46,727.58				\$ 885,988				\$ 1,151,200.00	\$ 12,098,440.29 Remaining Balances

**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%	\$ 167,293.61	3.0%
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%	\$ 563,419.52	4.5%
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%	\$ 187,806.51	4.5%
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

MAR 2023	FUNDS	COMMENT
Sales Tax Rebate (977)	\$167,293.61	Up 3.0% from MAR 2022
Debt Service (286)	(\$71,219)	
Net Income	\$96,074	
Expenses (968)	(\$19,413)	
NET GAIN	\$76,661.53	



Kitsap Public Facilities District
APR 2023 Available Funds & Expenditures Report

977 CAPITAL FUND

As of			Current Balance		Fund		Description
3/31/2023			\$ 2,396,431.58		977 CAPITAL		MAR 2023 Capital Funds Balance
3/31/2023			\$ 4,383.28				MAR 2023 Capital Funds Earned Interest
4/1/2023			<u>\$ 2,400,814.86</u>				MAR 2023 Available Capital Funds

977 CASH FUND

Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Description
2/28/2023	2/28/2023			\$ 232,769.26		977 CASH	FEB 2023 Balance
3/2/2023	3/2/2023	Kitsap Co. Public Works	22-0914	\$ (6,874.79)	EFT		PGFHP Project Invoice
3/31/2023	3/31/2023			\$ 167,293.61	EFT		MAR 2023 Sales Tax Rebate
3/31/2023	3/31/2023			\$ (71,219.45)	EFT		MAR 2023 Debt Service Payment
3/31/2023	3/31/2023			<u>\$ 321,968.63</u>			MAR 2023 Balance
4/13/2023	4/14/2023			\$ (30,000.00)	XFR		XFR from 977 to 968 For Operating Expenses
4/14/2023				<u>\$ 291,968.63</u>			

968 OPERATIONS FUND

As of			Amount		Fund		Description
4/1/2023			\$ 13,943.21		968 OPERATIONS FUND		APR 01 2023 Cash Funds for Operating Expenses
4/13/2023			\$ 30,000.00		977 CASH FUND		XFR from 977 to 968 For Operating Expenses

968 OPERATING EXPENSES

Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
4/6/2023	4/12/2023	Kitsap Bank Visa	MAR 2023	\$ (2,785.83)		968/BV#08-APR 2023	5311	MAR 2023 CC Payment
		-Help Desk Calvary	MAR 2023	\$ (279.85)			5419(a)	MAR 2023 IT Services
		-Help Desk Calvary	MAR 2023	\$ (202.46)			5311	MAR 2023 O365 Email Subscription
		-Zoom Webinar	MAR 2023	\$ (87.36)			5311	MAR 2023 Monthly Webinar Fee
		-KEDA Luncheon	MAR 2023	\$ (414.88)			5311	KEDA 2023 Annual Report & Luncheon
		-MRSC	MAR 2023	\$ (140.00)			5311	Public Records Act Training for ED
		-Storage	MAR 2023	\$ (119.00)			5451(b)	MAR 2023 Storage
		-Central Plaza	MAR 2023	\$ (856.34)			5451(b)	MAR 2023 Office Rent
		-Comcast for Business	MAR 2023	\$ (250.25)			5311	MAR 2023 Phone/Internet
		-Adobe Cloud	MAR 2023	\$ (60.05)			5311	MAR 2023 Monthly Subscription
		-Vista Print	MAR 2023	\$ (37.12)			5311	Business Cards for ED
		-Exact Hosting	MAR 2023	\$ (87.89)			5311	2023 Domain Renewals
		-Dept of Labor & Industry	MAR 2023	\$ (70.03)			5249	Q4 2022 L&I Premium
		-Employment Sec Dept	MAR 2023	\$ (180.60)			5249	Q4 2022 PFML Premium
4/6/2023	4/6/2023	BKAT	012023-06	\$ (490.50)	Check	968/BV#08-APR 2023	5419(a)	MAR 2023 BOD Meeting
4/5/2023		The Rockfish Group LLC	0000012	\$ (1,700.00)	Check	968/BV#08-APR 2023	5419	New KPFD Logo & Tagline
4/6/2023	4/7/2023	Interlock Solutions	2023-071	\$ (862.50)	EFT	968/BV#08-APR 2023	5419	Website Support for New Logo Inclusion
4/6/2023		Employment Sec Dept	APR 2023	\$ (367.90)	Check	968/BV#08-APR 2023	5311	FEB 2023 Tax
				\$ (913.85)				Q1 2023 Tax
4/6/2023	4/7/2023	Accountability Plus	KPFD-Mar-23	\$ (1,136.25)	EFT	968/BV#08-APR 2023	5419	FEB & MAR 2023 Accounting Services
4/6/2023		Dept of Labor & Industry	9499396	\$ (125.16)	Check	968/BV#08-APR 2023	5249	Q1 2023
4/13/2023		JPC LLC	151621 BEL	\$ (1,615.00)	Check	968/BV#08-APR 2023	5416	MAR 2023 Legal Counsel
		Director Bullock	Q1 2023	\$ (148.34)	Check	968/BV#08-APR 2023	5140 & 5311	Q1 2023 BOD Stipend & Mileage Reimbursement
		Director Draper	Q1 2023	\$ (571.88)	Check	968/BV#08-APR 2023	5140 & 5311	Q1 2023 BOD Stipend & Mileage Reimbursement
		Director Hatchel	Q1 2023	\$ (651.46)	Check	968/BV#08-APR 2023	5140 & 5311	Q1 2023 BOD Stipend & Mileage Reimbursement
		Director Havers	Q1 2023	\$ (166.90)	Check	968/BV#08-APR 2023	5140 & 5311	Q1 2023 BOD Stipend & Mileage Reimbursement
		Director Jagodzinski	Q1 2023	\$ (224.28)	Check	968/BV#08-APR 2023	5140 & 5311	Q1 2023 BOD Stipend & Mileage Reimbursement
		Director Leedham	Q1 2023	\$ (249.91)	Check	968/BV#08-APR 2023	5140 & 5311	Q1 2023 BOD Stipend & Mileage Reimbursement
		Director Morrissey	Q1 2023	\$ (584.78)	Check	968/BV#08-APR 2023	5140 & 5311	Q1 2023 BOD Stipend & Mileage Reimbursement
4/6/2023		WA DRS PERS2	APR 2023	\$ (1,788.42)	Check	968/BV#08-APR 2023	5249	APR 2023 PERS2 Employee & Employer Contribution
4/14/2023		NW Municipal Advisors	Q1 2023	\$ (7,068.75)	Check	968/BV#08-APR 2023	5419	Q1 2023 Financial Advisory Services
				\$ (9,223.45)				APR 2023 Net Pay (includes Health Stipend)
4/30/2023	4/30/2023	Russell Shiplet	APR 2023	\$ (160.62)	EFT	96968		APR 2023 Medicare
				\$ (997.65)				APR 2023 Federal Withholding
				\$ (16.29)				APR 2023 WAMAF
				<u>\$ (31,849.72)</u>				
968 OPERATIONS BALANCE				<u>\$ 12,093.49</u>				



EXECUTIVE DIRECTOR REPORT

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

Project Updates:

- **POCEC:** A project invoice has been submitted and will be presented to the PFD board for review and approval of payment during the April 24, 2023, meeting.
- **PERC:** I attended a PERC Steering Committee meeting at Poulsbo City Hall on March 30, 2023. The committee hadn't met since November 2021. They were presented with an update to the PERC project phased approach of building the turf fields with lights, pickleball, basketball courts, walking paths, etc. The committee signed off on the plan. I will attend the April 19th City Council Meeting & Workshop to see where the City stands regarding its funding portion of the project.
- **PGFHP:** The ILA amendment for the additional \$350,000 has been reviewed by both legal counsels, and it is ready for presentation and consideration of approval by the PFD board during the April 24, 2023 meeting. The Kitsap County Commissioners signed off on the amendment on April 17th.
- **POB/CNW:** A Letter of Intent (LOI) has been crafted between the Port of Bremerton & the PFD. The PFD legal counsel has provided his comments, and the LOI is back to the POB legal counsel for final comment/approval. If both parties agree on the language of the LOI, it will be presented to the PFD board for consideration and vote of approval during the April 24, 2023, meeting.

KPFD Business Updates:

- Several PFD board members and I attended the 2023 KEDA Annual Meeting on March 30, 2023.
- Several PFD board members and I presented our annual update of projects and financials to the Kitsap County Commissioners on April 12, 2023.



- We have received an estimate from Hanson Signs to replace our current outdoor sign on the building with our new logo and tagline. The estimated cost is \$4,198. I will ask the PFD board to approve funds to replace the current sign.
- NW Municipal Advisors is putting together a single-page diagram of current project funding obligations and anticipated additional funding needs, which will be presented to the PFD board during the April 24, 2023, meeting.
- Our legal counsel is currently working on the application for the trademark of our new tagline.



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: April 20th, 2023

March 2023 Month End Recap

Overview

March was a remarkable month for KCC. Total revenue for the month was \$138k, positive to budget by \$32k. Year over year, we saw a growth of \$41k in March. Q-1 finished \$56k ahead of budget, even with January being a light month for us.

Event Highlights

We hosted 27 total events in March. March 4th was our second annual Daddy-Daughter dance which proved to be successful once again. JVC Kenwood, Racom and Motorola all three reserved multiple days here to present their technology to Kitsap 911. It was wonderful to see the technology that is available to our first responders; all three presenting some neat opportunities. We had a large engineering group in house for a week from Florida for our second large Charette; working on the large dry dock project. Other events included the Port Orchard Rotary Crab Feed, Marina Square Grand Opening, Central Kitsap Team Auction, Skookum, and quite a few others. Feedback was extremely positive and included:

Exceptional staff who are customer-service oriented, courteous, happy, very helpful, accommodating, and quick to respond to any request. We would use KCC again for future events in the area.

We love working with the Kitsap Conference Center and team and look forward to planning more classes for the fall and next spring

I've worked with Tiffany for many years, years before her with other managers. Tiffany by far is fair, professional and a caring person to work with. She is a super asset to your organization.



Operations

March was labor heavy at times with so many events in house, and multiple room sets. Our team is working together, now fully staffed, and ready to continue growing revenues as we hit our one-year mark of lifted pandemic restrictions for venues. We will need to pull the trigger on spending capital dollars refreshing the conference center of necessities that have not been purchased for years soon, such as tabletop, glassware, audio-visual equipment, and other vital items to name a few.

Team Member

The KCC team really rolled up their sleeves and had a taste of just about every kind of event in March. From audio-visual, to serving, culinary and housekeeping, we have a wonderful group of individuals who are proud to call KCC their home. Service standards, room sets, and audio-visual basics continue to be taught to both new as well as existing team members. It is vital that employees wear multiple hats to stay efficient and keep expenses down. They really embrace and enjoy learning all they can, and it's quite exciting to witness internal growth.

Sales

Our Sales Team had an extremely active month with both planning as well as contracting. \$114k in revenues were contracted in March. \$29k of this amount was contracted for events within the month for the month while \$85k was contracted for future dates within 2023. Tentative bookings totaling \$33k are in the works and we hope to finalize these contracts in the month of April. On top of the busy planning, 21 site tours were given in March. Tours included weddings, proms, military holiday parties, government meetings and a Navy Ball. Director of Sales, Nathan Uffens attended the Northwest Event show in Seattle which was a great way for him to showcase all that Kitsap has to offer. A tour with the Amazon event planning team blossomed from this event and we look forward to showcasing the Conference Center to them next month.

Marketing/Communications

Marketing campaigns continued via Facebook and Macaroni Kids for our Daddy-Daughter dance. Our website is continuing to modernize and change as we have welcomed two additional employees to our CH marketing team for KCC. You will see sustainability featured on our website; something very important to clients as they choose which venue fits their needs and passion for the environment. This has been a wonderful addition and menus are next on the list to see a clean and refreshed look.

Looking Ahead

We continue to climb the steep hill as we head into Q-2 of 2023. April is going to be a light month for us, as history continues to repeat itself. We have some great events in the works for 2023, and we are cautiously optimistic that we will continue to path of growth year over year post pandemic. With a recession looming over the economy, we are still seeing some growth in the hotel and conference center industry. Group business is the demand segment with the greatest optimism moving forward and we will continue to seek these opportunities.

Financial Results

Kitsap Conference Center Consolidated Income Statement For Period Ending 03/31/2023

Current Month				Year to Date				
Actual	%	Budget	%	Actual	%	Budget	%	
0	0.0%	13,130	12.4%	Conference Services	0	0.0%	27,880	11.9%
6,425	4.7%	2,698	2.5%	Audio Visual	11,971	4.1%	5,998	2.6%
50,838	36.8%	49,268	46.4%	Food	127,907	44.0%	109,968	46.8%
7,708	5.6%	9,672	9.1%	Beverage	19,442	6.7%	21,672	9.2%
52,243	37.9%	20,812	19.6%	Room Rental	92,812	31.9%	46,112	19.6%
20,805	15.1%	10,505	9.9%	Miscellaneous	38,716	13.3%	23,258	9.9%
138,020	100.0%	106,085	100.0%	GROSS REVENUE	290,848	100.0%	234,888	100.0%
				COSTS OF SALES				
3,271	4.1%	2,811	6.0%	Conference Services	5,821	4.1%	6,240	6.0%
11,220	22.1%	11,824	24.0%	Food	29,256	22.9%	26,392	24.0%
1,082	14.0%	2,007	20.8%	Beverage	3,348	17.2%	4,497	20.8%
15,572	11.3%	16,642	15.7%	TOTAL COST OF SALES	38,425	13.2%	37,129	15.8%
122,448	88.7%	89,443	84.3%	GROSS MARGIN	252,423	86.8%	197,759	84.2%
				DIRECT EXPENSES:				
12,903	9.3%	9,024	8.5%	Conference Services Payroll Related	33,083	11.4%	24,162	10.3%
40	0.0%	0	0.0%	Conference Services Other Direct	484	0.2%	0	0.0%
32,314	23.4%	25,064	23.6%	Food & Beverage Payroll Related	94,703	32.6%	62,221	26.5%
4,135	3.0%	4,957	4.7%	Food & Beverage Other Direct	11,823	4.1%	12,708	5.4%
49,392	35.8%	39,045	36.8%	TOTAL DIRECT EXPENSES	140,094	48.2%	99,091	42.2%
73,055	52.9%	50,398	47.5%	DEPARTMENT PROFIT	112,329	38.6%	98,668	42.0%
				UNDISTRIBUTED OPERATING EXPENSES				
22,957	16.6%	23,135	21.8%	Administrative & General	69,842	24.0%	73,622	31.3%
13,410	9.7%	17,377	16.4%	Sales & Marketing	39,878	13.7%	43,257	18.4%
0	0.0%	450	0.4%	Repairs & Maintenance	229	0.1%	1,510	0.6%
4,500	3.3%	4,812	4.5%	Utilities	12,177	4.2%	14,436	6.1%
40,867	29.6%	45,775	43.1%	TOTAL UNDISTRIBUTED OPERATING EXPENSES	122,126	42.0%	132,825	56.5%
32,188	23.3%	4,623	4.4%	INCOME BEFORE FIXED CHARGES	(9,797)	-3.4%	(34,157)	-14.5%
				FIXED CHARGES				
4,141	3.0%	3,183	3.0%	Capital Reserve	8,725	3.0%	7,047	3.0%
2,070	1.5%	1,591	1.5%	Incentive Management Fee	4,363	1.5%	3,523	1.5%
538	0.4%	475	0.4%	Insurance	1,652	0.6%	1,425	0.6%
538	0.4%	510	0.5%	Leases	1,912	0.7%	1,530	0.7%
7,500	5.4%	7,500	7.1%	Management Fee	22,500	7.7%	22,500	9.6%
13	0.0%	637	0.6%	Property & Other Taxes	1,417	0.5%	1,409	0.6%
14,799	10.7%	13,895	13.1%	TOTAL FIXED CHARGES	40,569	13.9%	37,434	15.9%
120,631	87.4%	115,357	108.7%	TOTAL OPERATING EXPENSES	341,215	117.3%	306,479	130.5%
17,389	12.6%	(9,272)	-8.7%	NET OPERATING INCOME	(50,367)	-17.3%	(71,591)	-30.5%



Meeting Date:
Agenda Item No:

Kitsap County Board of Commissioners			
Office/Department:		Commissioners	
Staff Contact:		Eric Baker	
Agenda Item Title:		KC-105-20-C - Amendment to Public Facilities District Regional Center ILA for Port Gamble	
Recommended Action: Approve KC-105-20-C - Amendment to Public Facilities District Regional Center ILA for Port Gamble			
Summary:	Kitsap County has received Kitsap Public Facilities District (KPFDD) funding for projects within the Port Gamble Forest Heritage Park. These projects have moved forward but due to several issues related to COVID, costs of labor and materials as well as permitting delays, they require additional funding for completion. The KPFDD is interested in providing an additional \$350,000 to complete these projects by the end of 2023. This amendment revised the total funding amount commensurately.		
Attachments:	1. Contract Review Sheet 2. Contract Amendment		
Fiscal Impact for this Specific Action			
Expenditure required for this specific action:		\$350,000.00	
Related Revenue for this specific action:		\$350,000.00	
Cost Savings for this specific action:		\$0	
Net Fiscal Impact:		\$350,000.00	
Source of Funds:		Parks Capital	
Fiscal Impact for Total Project			
Project Costs:		\$0	
Project Costs Savings:		\$0	
Project Related Revenue:		\$2,047,556.00	
Project Net Total:		\$2,047,556.00	
Office/Departmental Review & Coordination			
Office/Department		Elected Official/Department Director	
Commissioners			
Contract Information			
Contract Number	Date Original Contract or Amendment Approved	Amount of Original Contract Amendment	Total Amount of Amended Contract
KC-105-20-C	pending	\$350,000.00	\$2,047,556.00
KC-105-20-B	2.27.23	0	\$1,697,556.00
KC-105-20-A	6.14.21	0	\$1,697,556.00
KC-105-20	1.22.20	\$1,697,556.00	



Kitsap County
CONTRACT REVIEW SHEET
(Chapter 3.56 KCC)

A. CONTRACT INFORMATION <i>(for Contract Signing Authority, see KCC 3.56.075)</i>			
1. Contractor	Kitsap Public Facilities District		
2. Purpose	Third Amendment to Regional Center Interlocal Agreement Between the Kitsap Public Facilities District and Kitsap County to revise total funding amount commensurately.		
3. Contract Amount	\$350,000.00	Disburse	<input type="checkbox"/> Receive <input checked="" type="checkbox"/>
4. Contract Term	Upon signature – 12/31/2023		
5. Contract Administrator	Eric Baker	Phone	13603374495
6. Contract Control No.	KC-105-20-C		
7. Fund Name	Parks Capital		
8. Payment from-Revenue to Program/Revenue or Spend Category	3822.3370.10		
Approved:		Date	
Department Director/Elected Official			
B. AUDITOR – Funding Review			
1.	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Reviewer	Mia A. Alexander	Date	4/11/2023
2. Comments:			
C. ADMINISTRATIVE SERVICES DEPARTMENT – Risk Manager Review			
1.	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Reviewer	Timothy M. Perez	Date	4/12/2023
2. Comments: Amendment Only			
D. ADMINISTRATIVE SERVICES DEPARTMENT – Budget Manager Review			
1.	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Reviewer	Aimée Campbell	Date	04/11/2023
2. Comments:			
E. HUMAN RESOURCES – Human Resources Director Review <i>Signature only required if union or employment contract</i>			
1.	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Reviewer		Date	
2. Comments:			
F. INFORMATION SERVICES – Information Services Director Review <i>Signature only required if technology contract</i>			
1.	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Reviewer		Date	
2. Comments:			
G. PROSECUTING ATTORNEY			
1.	<input checked="" type="checkbox"/> Approved as to Form	<input type="checkbox"/> Not Approved as to Form	
Reviewer	Elizabeth Doran	Date	04-12-2023
2. Comments:			

Date Approved by Authorized Contract Signer:

RETURN SIGNED ORIGINALS TO:

Date

Alexandra Jarrett @ MS- 4

**THIRD AMENDMENT to REGIONAL CENTER INTERLOCAL AGREEMENT
Between the Kitsap Public Facilities District and Kitsap County**

This **REGIONAL CENTER INTERLOCAL AGREEMENT** (the "Agreement") is made pursuant to chapter 39.34 RCW between Kitsap County, a municipal corporation and political subdivision of the State of Washington operating under Chapter 36 RCW ("County"), and the Kitsap Public Facilities District, a Washington special purpose district operating under RCW 36.100 (the "District").

WHEREAS, pursuant to RCW 36.100.030(1) and RCW 35.57.20, the District is authorized to acquire, construct, own, remodel, maintain, equip, repair, and operate a regional center, and pursuant to chapter 36.100.030(2), the District may enter into interlocal agreements with other public agencies to operate such facilities. For purposes of this Agreement, "regional center" means special event center and recreation, convention and conference facilities, serving a regional population constructed after July 25, 1999, at cost of at least ten million dollars.

WHEREAS, pursuant to RCW 82.14.390, the District is entitled to receive certain local sales taxes which the District may use for the development of qualifying regional centers.

WHEREAS, the District believes it has the financial capacity to support the development of one or more new regional centers in Kitsap County and has requested proposals from public agencies for new regional centers in Kitsap County.

WHEREAS, the County has proposed a project which qualifies as a regional center.

WHEREAS, the District Board has completed an evaluation and review process of seven (7) applications for new regional centers and has initially determined to proceed with further review for possible funding with several applicants.

WHEREAS, the District anticipates collaborating with the County on the development of the Port Gamble Heritage Park (the "Project"), where the District's primary role would be to provide funding to create public benefits for Kitsap County. The Project will include, as primary features, a mountain bike ride park, the regional Sound to Olympics Trail, parking areas, bathrooms and other park and trail amenities and a master plan assessing opportunities for economic development further leveraging the Park's assets.

WHEREAS, the District has not committed to an amount or timing of funding, but desires to work collaboratively with the County in furtherance of the development of the Project.

WHEREAS, District funding is subject to an independent financial feasibility review prior to the issuance of any indebtedness or the long-term lease, purchase, or development of a regional facility pursuant to RCW 36.100.025.

WHEREAS, the District and the County have previously amended this Agreement under KC-105-20-A to amend and revise the schedule of deliverables through 2022 and under KC-105-20-B to amend and revise the schedule of deliverables through 2023. .

WHEREAS, the District and the County now desire to further amend the to amend and revise the schedule of deliverables through 2023.

WHEREAS, the County has requested an additional \$350,000 based on the projected rising cost of construction and materials through 2023.

NOW, THEREFORE, in consideration of the mutual obligations and benefits herein, the parties agree as follows:

1. **Purpose of Agreement.** The purpose and intent of this Agreement is for the County and District to collaborate on the feasibility of the Project utilizing County property and funds in part and District funds in part. The County project is more fully described in Exhibit A (Project Summary/Description).

2. **County Funding Request.** The County has requested funding in the amount of \$2,047,556 for the following purposes: developing a master plan/feasibility study, constructing a mountain bike ride park, completing design and permitting of the Sound to Olympics Trail ("STO Trail") and installing parking, bathrooms and other amenities related to the ride park and STO Trail. A full schedule and cost estimates for the County's funding request for years 2019 through 2023 appear in Exhibit B. Any funding considerations for years 2019 through 2023 and beyond will require an amendment to this Agreement.

3. **County Obligations.** The County shall serve as the administrator for the Project and undertake the following tasks (the "Agreement Tasks"), as set forth in Exhibit "B" for years 2019 through 2023. Any County obligations for years 2019 through 2023 and beyond will require an amendment to this Agreement. In addition, the County shall undertake the following tasks:

3.1 **Contract Administration.** The County shall be responsible for all aspects of the contract administration for the Agreement Tasks, which shall include, but not be limited to, advertising, bidding, awarding, and monitoring the contract(s), as generally required by any applicable law or regulation.

3.2 **Reporting.** The County shall regularly (not less than monthly) report to the District on the progress of the County's obligations under this Agreement.

3.3 Recognition. The County shall publicly recognize the District's contribution to the Project in a manner to be agreed upon. The District may require some identification of the Project as "Regional Center" or "Special Event Center."

4. The District's Obligations. The District shall fund the tasks set forth in Exhibit "B" in an amount not to exceed \$2,047,556 for years 2019 through 2023. Any District obligations for funding in years 2019 through 2023 and beyond will require an amendment to this Agreement.

5. Process for Payment.

5.1 Establish Account. The County shall establish an account, separate from any other County account to hold the funds deposited by the District for the purposes of this Agreement. Funds from the District shall not be commingled with other general accounts of the County.

5.2 Advance Deposits. The District may, but is not required to, pre-pay the County for each of the Agreement Tasks and subtasks, where applicable, before the County contracts with the consultant/service provider that will perform the particular task.

5.3 Use of Funds. The funds from the District shall solely be used for the payment of invoices for the Agreement Tasks and no other purposes. The County may not reimburse itself for any of its expenses from the funds on deposit.

5.4 Release of Funds. The County shall only release funds for the Agreement Tasks upon receipt of invoices for work performed, which work complies with the terms and conditions of the contracts for the Agreement Tasks. Further, the County shall notify the District of any proposed payment for review and consent, not to be unreasonably withheld or delayed.

5.5 Increase in Consultant Contract Amounts. The County will promptly inform the District if any of the consultants inform the County that the consultant/service provider is proposing an increase in a contract sum. The District shall, in its sole discretion, determine if the District's contribution to the contract sum should be increased.

5.6 Refund of District Funds. The County shall not be required to reimburse the District for the funds transmitted to the County that are either (i) paid to a consultant/service provider; or (ii) committed to be paid to a consultant/service provider pursuant to a valid contract between the County and that consultant/service provider. Otherwise, unused funds shall be reimbursed to the District.

5.7 Final Accounting. Within thirty days of the completion of the Assignment Tasks, the County shall provide a final written accounting of the District funds.

5.8 **Property.** All real or personal property acquired, used, or held in connection with the Project shall be owned solely by the County except as provided in Section 5.6 of this Agreement.

6. **No Continuing Obligation.** Although the parties contemplate that development of the Project will be phased, consisting of five stages described in Exhibit A, nothing in this Agreement should be construed or interpreted as a commitment by the District to fund beyond the Cost Estimate appearing in Exhibit B for years 2019-2021.

7. **Notice and Project Coordinators.** The following individuals are the Project Coordinators and official contacts for the County and the District. Any notice, request, approval, direction, invoice, statement, or other communication which may, or are required to be given under this Agreement shall be in writing and shall be deemed to have been given if hand delivered, sent by a nationally recognized overnight delivery service, or if deposited in the U.S. mail and sent by certified mail, return receipt requested, postage prepaid to the Project Coordinators:

For County: Eric Baker
Policy Manager
Kitsap County
614 Division Street MS-4
Port Orchard, WA 98366
Phone: 360-337-4495
Email: ebaker@co.kitsap.wa.us

For the District: Russ Shippet
Executive Director
Kitsap Public Facilities District
19980 10th Ave, Suite 204F
Poulsbo, WA 98370
Phone: 360-698-1885
Email: execdirector@kitsap-pfd.org

All notices shall be deemed complete upon actual receipt or refusal to accept delivery.

8. **Non-Assignability.** Neither party may assign any interest in this Agreement and shall not transfer any interest in this Agreement without the prior written consent of the other party.

9. **Independent Governments – No Liability.** Each party is and shall remain an independent government. This Agreement does not create a partnership or other similar arrangement. The parties shall not be liable for the acts or omissions of the other party or their respective public officials, employees, or agents.

10. **Term of Agreement.** Except as may otherwise be stated herein, the term of this Agreement shall commence upon execution by both parties and shall continue until December 31, 2023. This Agreement shall be reasonably extended by the parties as may be necessary to complete the Assignment Tasks, as the parties otherwise agree.

10.1 **Early Termination – Nonpayment.** Notwithstanding the foregoing, this Agreement is contingent upon funding from the District. In the event that the District's expected funding payable to County hereunder is withdrawn, reduced, limited, or not received after the effective date of this Agreement, this Agreement may be terminated by County by delivering thirty (30) days written notice to the District. The termination notice shall specify the date on which the Agreement shall terminate.

10.2 **District Early Termination.** The District may terminate this Agreement at any time by delivering thirty (30) days written notice to the County, subject to the payment obligations set forth in Section 5.6 of this Agreement; i.e., pay for all work performed or in progress at the time of the notice.

11. **Amendment.** No modification or amendment of this Agreement may be made except by a written document signed by both parties.

12. **Counterparts and Electronic Transmission.** This Agreement may be signed in counterparts. Electronic transmission of any signed original document and retransmission of any signed electronic transmission shall be the same as delivery of an original document.

13. **Governing Law.** This Agreement and the right of the parties hereto shall be governed by and construed in accordance with the laws of the State of Washington, and the parties agree that in any such action, jurisdiction and venue shall lie exclusively in Kitsap County, Washington.

14. **No Third-Party Beneficiaries.** There are no third-party beneficiaries to this Agreement.

15. **Interpretation.** Each party participated in this Agreement and has had this Agreement reviewed by legal counsel. Therefore, any language herein shall not be construed against either party on the basis of which party drafted the particular language.

16. **True and Full Value.** The County and the District have each independently determined as to itself that (i) it has the authority to enter into this Agreement and (ii) the promises and covenants received from the other party represent "true and full value" received by it pursuant to RCW 43.09.210.

17. **Survivability.** All obligations contained herein shall survive termination until fully performed.

18. **Entire Agreement.** This Agreement, including all predicate paragraphs and exhibits that are incorporated into this Agreement, contains all of the understandings between the parties. Each party represents that no promises, representations, or commitments have been made by the other as a basis for this Agreement, which has not been reduced to writing herein. No oral promises or representations shall be binding upon any party whether made in the past or to be made in the future unless such promises or representations are reduced to writing in the form of a written modification of this Agreement executed by both parties.

IN WITNESS WHEREOF, the County and the District have executed this Agreement as of the date last written below.

Dated this 17 day April of 2023

Dated this 17 day of April, 2023

KITSAP PUBLIC FACILITIES DISTRICT

**BOARD OF COMMISSIONERS
KITSAP COUNTY, WASHINGTON**

Patrick Hatchel

Patrick Hatchel, Chair

Charlotte Garrido

Charlotte Garrido, Chair

Rob Gelder

Rob Gelder, Commissioner

ATTEST:

John Morrissey

John Morrissey, Vice Chair

Katherine T. Walters

Katherine T. Walters, Commissioner

ATTEST:

Approved as to Form:

Dana Daniels

Dana Daniels, Clerk of the Board

Brian E. Lawler

Brian E. Lawler, District Counsel



EXHIBIT "A"

PROJECT SUMMARY/DESCRIPTION

EXHIBIT A

PROJECT SUMMARY/DESCRIPTION

PORT GAMBLE RIDE PARK

The over 160-acre Ride Park, acquired in 2017, is proposed as an active-recreation facility for multiple generations with a variety of mountain biking skill levels. Patterned after the Duthie Hills Bike Park in Issaquah, it will include over 10 miles of new trails serving different interests as well as a skills course for mountain bike training and introduction for beginning riders. The skills course will feature obstacles, a pump track and other challenges not found in Kitsap County. Access to the Park via Port Gamble as well as the Sound to Olympic Trail will be provided as well as bathroom and parking facilities.

Design and development will be in close coordination with the Evergreen Mountain Bike Alliance whose expertise and volunteer capabilities are foremost in the region.



This Ride Park, coupled with the existing 60 miles of trails in the Port Gamble Heritage Forest Park, will be a leading regional destination for mountain biking day use and competitions.



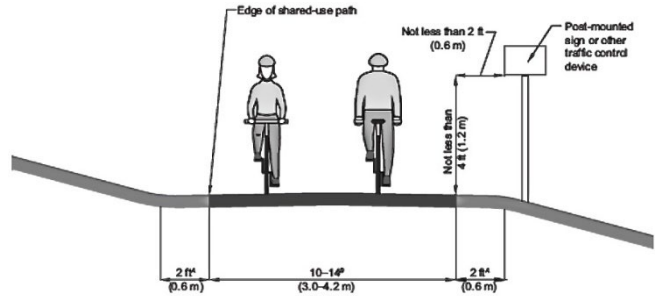
SOUND TO OLYMPICS TRAIL

The Sound to Olympics (STO) Trail is the missing regional connection in a statewide trail from Idaho to the Pacific Ocean. This 10 to 14-foot, two-lane paved trail, will connect the Discovery Trail on the Olympic Peninsula with the eastside of Puget Sound through Kingston and Bainbridge Island.

Just this Fall, the STO was designated as the final route for the national Great American Rail Trail, which once constructed, will bring residents from around the region and nation to our community.



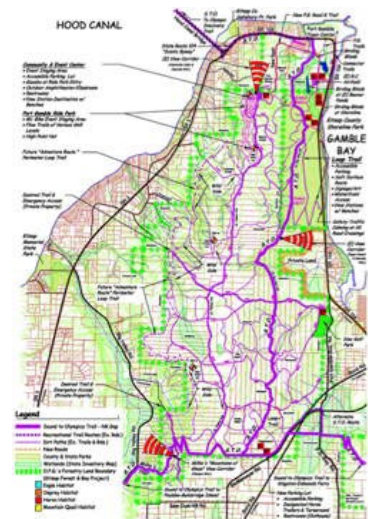
In 2018, Kitsap County competed a feasibility study for the STOs route through the Port Gamble Forest Heritage Park. Segments A and D are of immediate priority, addressing the most challenging terrain and connecting the future Port Gamble Ride Park to the Port Gamble town. The remaining segments will then connect to the southern Stottlemeyer Road trailhead and State Highway 307. The STO project will include parking, informational kiosks, signage and other amenities at multiple trailheads.



PORT GAMBLE FOREST HERITAGE PARK MASTER PLAN

To better understand the recreational and tourism opportunities of the 3,500-acre Port Gamble Forest Heritage Park, a master plan will be developed. This master plan will assess the specific economic benefits of the Ride Park and Sound to Olympics Trail but also how these attractions and other possible park developments could be leveraged for larger opportunities.

Through visioning, public outreach, research and site analysis, the plan will assess greater uses for the overall property which may include a campground, adventure park, lodge or environmental learning center. If, and where, such amenities could be located on the property and the



economic benefit of each would be assessed to provide a future direction for park long-term development and operations.

Any or all of the possibilities may be attractive to the PFD in the future and this master plan would help the organization assess its merits for future funding, if available.



Below is a summary of project stages. Stage 1 and 2 are included in the current ILA. See Exhibit B for a full schedule and cost estimates.

STAGE 1 (2010 - OCT 2019)

Land Acquisition

Ride Park, STO Trail Corridor and Open Space

Completed



STAGE 2 (NOV 2019 – DEC 2023)

Ride Park

Design, permitting and construction of trails, training area, bathrooms, parking and access.

Sound to Olympics Trail – Final Design & Permitting

Design and permitting of Trail Segments A and D

Design, permitting and construction of Stottlemeyer parking area



Master Plan

Development and completion

FUTURE PROJECT STAGES OUTSIDE OF THIS INTERLOCAL AGREEMENT

STAGE 3 (2024-2026)

Sound to Olympics Trail – Construction

Construction of Trail Segments A and D

Design and Permitting Trail Southern Remainder to Stottlemeyer



Master Plan Recommendations – Future Development

Scoping and Design

STAGE 4 (2026-2027)

Sound to Olympics Trail – Construct Final Segment

Construction Southern Remainder to Stottlemeyer



STAGE 5 (2025-)

Master Plan Recommendations – Future Development

Construction



EXHIBIT "B"

COUNTY AGREEMENT TASKS
(With budgets and timing schedule)

EXHIBIT B - PORT GAMBLE PROJECT - COST ESTIMATES AND SCHEDULE - REV 02/21/2023

				2019	2020				2021				2022				2023-
	Task	Cost Estimate (2019-2021)	Cost Estimate (2022-)	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
	Ride Park																
	Trails																
1	Land Acquisition	\$500,000	\$0	\$500,000													
2	Design	\$0	\$0														
3	Permitting	\$6,100	\$0					\$2,100	\$2,000	\$2,000							\$ 6,000.00
4	Construction	\$338,400	\$0						\$75,000	\$75,000	\$75,000	\$75,000	\$38,400				\$ 62,755.00
5	Sub-Total	\$844,500	\$0	\$500,000				\$2,100	\$77,000	\$77,000	\$75,000	\$75,000	\$38,400	\$0		\$0	\$ 68,755.00
	Learning/Training Area																
6	Design	\$0	\$0														
7	Permitting	\$0	\$0														
8	Construction	\$78,400	\$0						\$20,000	\$20,000	\$20,000	\$18,400					
9	Sub-Total	\$78,400	\$0						\$20,000	\$20,000	\$20,000	\$18,400					
	Parking, Restrooms and County Access Road																
10	Design	\$77,000	\$0						\$20,000	\$32,000	\$25,000						\$27,412 \$35,000
11	Permitting	\$8,000	\$0							\$8,000							\$4,000 \$20,000
12	Construction	\$520,800	\$0								\$210,800	\$175,000	\$75,000	\$60,000			\$426,977
	Project Management/Administrative Costs	\$57,000							\$12,000	\$12,000	\$12,000	\$10,500	\$10,500				\$18,963
13	Sub-Total	\$662,800	\$0						\$32,000	\$52,000	\$247,800	\$185,500	\$85,500	\$60,000	\$0	\$31,412	\$500,940
14	RIDE PARK TOTAL	\$1,585,700	\$0	\$500,000				\$2,100	\$129,000	\$149,000	\$342,800	\$278,900	\$123,900	\$60,000	\$0	\$31,412	\$569,695
	Sound to Olympics Trail																
	Trail Segments A and D																
17	Design	\$469,981	\$0						\$10,000	\$33,571	\$67,140	\$67,140	\$67,140	\$78,925	\$67,140	\$78,925	
18	Permitting	\$34,500	\$0										\$8,625	\$8,625	\$8,625	\$8,625	
19	Construction	\$0	\$2,745,833														\$2,745,833
20	Construction Management	\$0	\$329,500														\$329,500
21	Sub-Total	\$504,481	\$3,075,333						\$10,000	\$33,571	\$67,140	\$67,140	\$75,765	\$87,550	\$75,765	\$87,550	\$3,075,333
	Trail Amenities (Stottlemeyer)																
22	Design	\$50,000	\$0						\$20,000	\$20,000	\$10,000						\$19,278
23	Permitting	\$5,000	\$0							\$5,000							\$4,000
24	Construction	\$140,000	\$0								\$60,000	\$60,000	\$20,000				\$244,647
	Project Management/Administrative Costs	\$25,000							\$7,000	\$6,000	\$4,000	\$4,000	\$4,000				\$11,378
25	Sub-Total	\$220,000	\$0						\$27,000	\$31,000	\$74,000	\$64,000	\$24,000	\$0	\$0	\$23,278	\$256,025
	Remaining Trail Segments																
26	Design	\$0	\$492,445														\$492,445
27	Permitting	\$0	\$34,500														\$34,500
28	Construction	\$0	\$2,462,222														\$2,462,222
29	Construction Management	\$0	\$295,466														\$295,466
30	Sub-Total	\$0	\$3,284,633														\$2,954,667
31	SOUND-TO-OLYMPICS TRAIL TOTAL	\$724,481	\$6,359,966						\$37,000	\$64,571	\$141,140	\$131,140	\$99,765	\$87,550	\$75,765	\$110,828	\$6,286,025
	Master Plan Development																
34	Economic Feasibility Study	\$73,500	\$0						\$11,050	\$25,725	\$25,725	\$11,000					
35	Project Management	\$77,800	\$0					\$10,000	\$15,000	\$15,000	\$15,000	\$12,800	\$10,000				
36	Public Outreach	\$26,250	\$0						\$6,562	\$6,562	\$6,563	\$6,563					
37	Visioning & Programming	\$10,500	\$0						\$10,500								
38	Site Inventory & Reporting	\$89,250	\$0						\$30,000	\$30,000	\$29,250						
39	Concept Alternatives	\$31,500	\$0							\$15,750	\$15,750						
40	Preferred Plan	\$21,000	\$0									\$11,000	\$10,000		\$37,931	\$5,565	
41	Implementation Plan	\$31,500	\$0								\$16,500	\$15,000					
42	Parks Foundation Administration	\$0	\$0														
43	Contingency	\$14,075	\$0						\$3,500	\$3,500	\$3,000	\$3,000	\$1,075				
44	MASTER PLAN DEVELOPMENT TOTAL	\$375,375	\$0		\$0	\$0	\$0	\$10,000	\$76,612	\$96,537	\$111,788	\$59,363	\$21,075	\$0	\$37,931	\$5,565	\$0

TOTAL PROPOSAL ESTIMATED COST	
	2019-2023
Total	\$3,385,556
Local or Other Funds**	\$1,338,000
PPD Funds	\$2,047,556



8850 SW STATE HWY 3
BREMERTON WA 98312
portofbremerton.org
Tel (360) 674-2381
Fax (360) 674-2807

Commissioners

Cary Bozeman
Gary Anderson
Axel Strakeljahn

Chief Executive Officer

Jim Rothlin

Bremerton National Airport

(360) 674-2381

Olympic View Business & Industrial Park

(360) 674-2381

Port Orchard Marina

(360) 876-5535

Bremerton Marina

(360) 373-1035

Port of Bremerton

LETTER OF INTENT

April 24, 2023

Re: Letter of Intent to Fund the Circuit of the Northwest Public Events Center

This Letter of Intent (this “**LOI**”) sets forth the terms and conditions under which the Kitsap Public Facilities District (KPFd) would be willing to consider a commitment to funding for the construction of the Circuit of the Northwest (CNW) public Special Events Center.

- 1. Project:** The project consists of constructing a public Special Events Center, as defined by RCW 35.57.020(1)(a), as part of the larger Circuit of the Northwest project on property owned by the Port of Bremerton (POB).
- 2. Pending Commitments:** The POB entered into a Letter of Intent with CNW on February 24, 2023, that requires CNW to meet certain financial and other benchmark parameters. If those benchmarks are satisfactory to the POB, the POB will consider a definitive agreement to provide funds to CNW for reimbursement of the general infrastructure costs [i.e., streets, street lighting, sidewalks, wastewater, stormwater, water, and power] incurred by CNW in developing the POB property in an amount not to exceed \$11,679,520].
- 3. Funding Amount:** In addition to the potential funding provided by the POB discussed in Paragraph 2, above, the POB has requested from the KPFd fourteen (14) annual payments (to be divided by 12 and paid monthly) to be used in support of constructing the public Special Events Center, in an amount not to exceed \$10,250,000, per the proposed schedule:

Year	Total Amount	Monthly
2024	\$800,000	\$66,667
2025	\$800,000	\$66,667
2026	\$800,000	\$66,667
2027	\$300,000	\$25,000
2028	\$300,000	\$25,000
2029	\$300,000	\$25,000
2030	\$300,000	\$25,000
2031	\$500,000	\$41,667
2032	\$800,000	\$66,667
2033	\$1,000,000	\$83,333
2034	\$1,100,000	\$91,667
2035	\$1,200,000	\$100,000
2036	\$1,500,000	\$125,000
2037	\$550,000	\$45,833
\$10,250,000		

4. Conditions:

- a) All KPFD project funding Interlocal Agreements, commitments, and anticipated commitments in other Letters of Intent shall have payment priority over the payments towards the CNW public Special Events Center.
- b) If the KPFD annual sales tax revenue is less than projected for any given year, the annual payment to the POB towards the CNW public Special Events Center will not be paid unless all other current and anticipated project requirements are paid first.
- c) The POB understands and acknowledges that the POB assumes the risk that, at any given time, the KPFD may not have funds available for the POB request. CNW is not an intended third-party beneficiary of this LOI or any subsequent Interlocal Agreement (ILA).
- d) In the event the KPFD has an adopted "debt and reserves policy" in effect at the time this LOI transitions to an ILA, any funding commitment will be subject to such policy.
- e) Any future binding commitment of funding shall be subject to any applicable independent feasibility analysis requirements under RCW 36.100.

This LOI is nonbinding and merely an outline of possible terms and conditions which the POB and KPFD may enter into if a full ILA is negotiated and agreed upon.

DATED the date first above written.

PORT OF BREMERTON

By: _____
Jim Rothlin - CEO, Port of Bremerton

KITSAP PUBLIC FACILITIES DISTRICT

By: _____
Patrick Hatchel – Chairman

Attest

By: _____
John Morrissey, Vice-Chairman

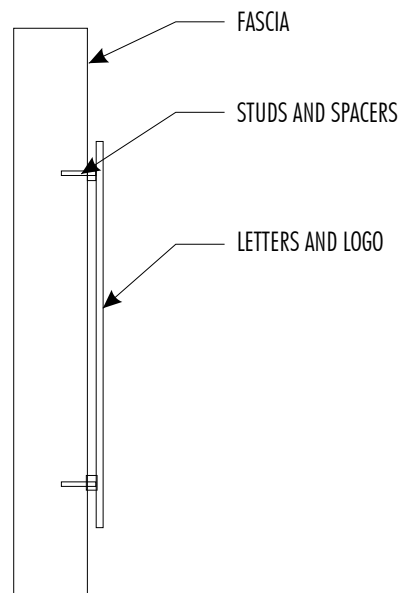
Approved As to Form:

By: _____
Brian Lawler, District Legal Couns





3/16" ROUTER CUT ALUMINUM LETTERS AND LOGO - 1 EACH
STUD MOUNT WITH SPACERS



Design & Sales
 DEPARTMENT

P.O. BOX 928
 6338 NW WAREHOUSE WAY
 SILVERDALE WA 98383

PHONE (360) 613-9550
 www.hanson signs.com

CUSTOMER:

KITSAP PUBLIC FACILITIES DISTRICT
 POULSBORO, WA

DATE: 4/4/2023

SCALE	OPTION	REVISION
3/4" = 1'	A	0

SALES: RANDY HANSON
 DESIGN: MICHAEL BRASIER

COMMENTS:

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

© 2023

THIS SIGN DESIGN IS THE PROPERTY OF HANSON SIGNS INC. & IS NOT TO BE REPRODUCED IN ANY WAY WITHOUT PERMISSION OR TRANSFER BY SALE.