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**Board of Directors Meeting\***  
**Tuesday, May 30, 2023**  
**Kitsap Public Facilities District Office**  
**Meeting Location: Poulsbo City Hall**  
**& via Zoom Webinar ID\* –: <https://us02web.zoom.us/j/85135437381>**

**MEETING AGENDA**

**1. Call to Order / Comments from Board Chairman Hatchel**

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**CONSENT AGENDA**

- A. APR 2023 KPFD BOD Meeting Minutes
  - B. Blanket Voucher #10-MAY 2023 96968 Operating Expenses
  - C. MAY 2023 KPFD Financial Report
  - D. Executive Director Report – MAY 2023
  - E. KCC Financial Report – APR 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**

- No new business to discuss.
- No old business to discuss.
- Nothing for the good of the order to discuss.

**6. Meeting Adjournment**

**Next Meeting:** June 26, 2023, at 5:30 pm

**Location:** TBD

**Topics:** General Business, Port Orchard Community Events Center (POCEC) Project Update

**Building Communities, Enriching Lives**

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**\*NOTE:** This meeting will be recorded and available on the Kitsap Public Facilities District website: [www.kitsap-pfd.org](http://www.kitsap-pfd.org) and the KPFD YouTube channel.



**KITSAP PUBLIC FACILITIES DISTRICT  
CONSENT AGENDA  
MAY 30 2023**

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- A. APR 24, 2023 Board of Directors Meeting Minutes
  - B. Blanket Voucher #10-MAY 2023 96968 Operating Expenses
  - C. MAY 2023 KPFD Financial Report
  - D. Executive Director Report – MAY 2023
  - E. KCC Financial Report – APR 2023
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# Kitsap Public Facilities District

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## Minutes of the Board of Directors Meeting (Including optional “remote” element)

Monday, April 24, 2023

### **Attendance:**

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

**Staff Present:** Executive Director Russ Shiplet

**Advisors, Counsel, & Consultants Present:** Legal Counsel Mr. Brian Lawler, 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 5:30 PM.
2. **Public Comment:** No public comment was requested at this meeting.
3. **Approval of Consent Agenda:** Director Jagodzinske motioned to approve the Consent Agenda as presented. Director Bullock seconded the motion. There was no discussion, and the Board of Directors passed the motion unanimously.
4. **Facilities Project Progress Report:** No facilities project report was presented at this meeting.
5. **General Business:**
  - A. **KPFD & Kitsap County ILA Amendment #3** – Executive Director Shiplet
    - The KPFD & Kitsap County created an amendment to the current ILA for the Port Gamble Forest Heritage Park project, which includes an additional \$350,000 in financial support from the KPFD to assist with cost increases.
    - ILA Amendment #3 was approved by the Board of County Commissioners on April 17, 2023.
    - Director Leedham made a motion to approve the amendment. Director Bullock seconded the motion. There was no discussion, and the Board of Directors passed the motion unanimously.
  - B. **KPFD & Port of Bremerton Letter of Intent** – Executive Director Shiplet
    - A Letter of Intent was crafted between the KPFD & Port of Bremerton by Executive Director Shiplet, CEO Mr. Jim Rothlin, and legal counsel for both parties.
    - The Letter of Intent addressed a non-binding funding request of \$10,250,000 to construct a public event center within the confines of the Circuit of the Northwest racetrack.

Building Communities, Enriching Lives <sup>TM</sup>



- A motion to approve the Letter of Intent was made by Director Bullock, and Director Leedham seconded the motion.
- The 2023-2041 financial model of projected revenue, overhead expenses, and additional project funding commitments and future requests were presented to the board by the KPFD financial advisory team at NW Municipal Advisors.
- Questions arose from the financial model discussion, and NW Municipal Advisors provided feedback.
- A vote of the Board of Directors was taken to approve or disapprove the Letter of Intent as presented. The board voted unanimously to disapprove the Letter of Intent with the Port of Bremerton.

**C. Building Signage Replacement Cost for New KBA Logo – Executive Director Shiplet**

- Executive Director Shiplet received a quote from Hanson Signs to replace the current building signage at the KPFD office with the new logo design.
- The estimated cost is \$4,198.00.
- Vice-Chairman Morrissey motioned to approve the funds for the new sign. Director Leedham seconded the motion.
- There was discussion on the ability to have a lit sign and inclusion of the tagline “Building Communities, Enriching Lives” as part of the signage.
- The motion passed unanimously to approve the expenditure of a new building sign.

**D. Trademark.** Executive Director Shiplet reported that a trademark application was in the process of being registered with the State of Washington.

**6. Executive Session: The Performance of a Public Employee**

- The board went into Executive Session at 6:10 PM

**7. Meeting Adjournment:**

- The Board of Directors meeting adjourned after the Executive Session at 6:25 PM

**Next Meeting of the Board: May 30, 2023 – Poulsbo City Hall**

**Topics: Project Update TBD, Consent Agenda, General Business**

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# 10-MAY 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 **\$7,279.47** on this 30<sup>th</sup> day of MAY 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**

<b>VENDOR</b>	<b>SPEND CAT</b>	<b>AMOUNT</b>
<b>Invoices:</b>		
Kitsap Bank Visa (APR 2023) – detail attached on next page	5311	\$ 2,418.05
JPC PLLC (APR 2023)	5416	\$ 1,705.00
NW Municipal Advisors (APR 2023)	5419	\$ 877.50
BKAT BOD Meeting Recording (APR 2023)	5419(b)	\$ 490.50
WA State DRS PERS2 Retirement (MAY 2023)	5249	\$ 1,788.42
<b>Other items:</b>		
	<b>PAGE TOTAL</b>	<b>\$ 7,279.47</b>



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VENDOR	SPEND CAT	AMOUNT
<b>Kitsap Bank Visa (APR 2023)</b>		<b>\$ 2,418.05</b>
-Comcast for Business (APR 2023 Phone/Internet)	5421	(\$262.11)
-Office Rent (APR 2023)	5451(b)	(\$618.44)
-Help Desk Cavalry Email Support (APR 2023)	5311	(\$202.46)
-Help Desk Cavalry Monthly IT Support (APR 2023)	5419(a)	(\$279.85)
-US Postal Service – Stamps	5311	(\$63.00)
-Walmart – Office Supplies	5311	(\$30.34)
-Storage (APR 2023)	5311	(\$119.00)
-Zoom Webinar Annual Subscription Renewal (2023)	5311	(\$742.80)
-Greater Kitsap Chamber Luncheon	5311	(\$30.00)
-WA State Secretary of State – Filing Fee	5311	(\$10.00)
-Adobe Cloud Storage (MAR 2023)	5311	(\$60.05)
	<b>PAGE TOTAL</b>	<b>\$ 2,418.05</b>



RECEIVED  
5/8/23

### Account Summary

Billing Cycle		04/23/2023
Days In Billing Cycle		30
Previous Balance		\$2,785.83
Purchases	+	\$2,418.05
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,785.83
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$2,418.05**

### Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,581.95
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](http://www.MyCardStatement.com)



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

### Payment Summary

**NEW BALANCE \$2,418.05**

**MINIMUM PAYMENT \$2,418.05**

**PAYMENT DUE DATE 05/18/2023**

**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
03/25	03/26	PBUS01	24692163084100977551163	COMCAST CABLE COMM 800-COMCAST WA	\$262.11
03/24	03/26	PBUS01	24445003084400143843058	WM SUPERCENTER #5272 POULSBO WA	\$30.34
03/24	03/26	PBUS01	24137463084001374082827	USPS PO 5468180376 POULSBO WA	\$63.00
03/26	03/27	PBUS01	24906413085170295203185	PYL*American Property LLC 866-7295327 WA	\$618.44
04/01	04/02	PBUS01	24377353092000003212443	HELP DESK CAVALRY 360-9306990 WA	\$202.46
04/01	04/02	PBUS01	24377353092000003212450	HELP DESK CAVALRY 360-9306990 WA	\$279.85
04/01	04/03	PBUS01	24275393092049607215624	Pro-Guard Self Storage 360-6977368 WA	\$119.00
04/04	04/05	PBUS01	24492163094000031149618	GREATER KITSAP CHAMBER HTTPSSILVERDA WA	\$30.00
04/05	04/06	PBUS01	24240523095200051702317	WA SECRETARY OF STATE 360-704-5245 WA	\$10.00
04/06	04/07	PBUS01	24011343096000044675920	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$742.80
04/10	04/11			PAYMENT - THANK YOU PORT ORCHARD WA	\$2,785.83
04/15	04/16	PBUS01	24692163105104234065848	ADOBE *800-833-6687 ADOBE.LY/ENUS CA	\$60.05

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

04/23/23

### New Balance

\$2,418.05

### Total Minimum Payment Due

\$2,418.05

### Payment Due Date

05/18/23

\$

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 00241805 00241805 8



# COMCAST BUSINESS

## Kitsap Public Facilities

Account number  
**8498 36 003 0993901**

For service at:  
19980 10TH AVE NE STE 204F  
POULSBO WA 98370-6322

**Thanks for choosing Comcast Business**

Need help?  
Visit [business.comcast.com/help](https://business.comcast.com/help) or  
call 1-800-391-3000

Ready to pay?  
Visit [business.comcast.com/myaccount](https://business.comcast.com/myaccount)

### Your monthly account summary

Previous balance	262.11
Credit Card Payment Mar 23, 2023	-262.11 cr
<b>New charges</b>	
Comcast Business services	234.89
Other charges and credits	15.90
Taxes and fees	11.32

**Amount due** **\$262.11**  
Payment due Apr 23, 2023



### Manage your services online

Your Comcast Business account online is the one-stop destination to pay your bill and manage your services. Visit [business.comcast.com/myaccount](https://business.comcast.com/myaccount).

### Service updates

See the "additional information" section for upcoming service updates.

# COMCAST BUSINESS

9602 S 300 W. STE B SANDY UT 84070-3302  
8633 0440 NO RP 28 03292023 NNNNNNNN 01 999912

KITSAP PUBLIC FACILITIES  
19880 10TH AVE NE STE 204F  
POULSBO, WA 98370

Account number **8498 36 003 0993901**  
Automatic payment due **Apr 23, 2023**  
**Please pay** **\$262.11**  
**Credit Card Payment to Be Applied 04/23/23**

COMCAST  
PO BOX 60533  
CITY OF INDUSTRY CA 91716-0533

849836003099390100262113



## Statement

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



Last Payment	Amount Enclosed
2/26/23 \$831.40 Auto Pay VISA	

[illegible]

Comments	



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

**PAID**

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

Date	Invoice
05/01/2023	37799
Account	
Kitsap Public Facilities District	

Terms	PO Number	Reference	
Due Upon Receipt		Monthly Billing for May	

Managed Services Details	Quantity	Price	Amount
Agreement KPFD - M365 Monthly Product			
O365 CSP Monthly, 365 Business Premium	9.00	\$20.00	\$180.00
Total Managed Services Details:			\$180.00
	Invoice Subtotal:	\$180.00	
	Sales Tax:	\$16.74	
	Invoice Total:	\$196.74	
	Payments:	-\$196.74	
	Credits:	\$0.00	
	Balance Due:	\$0.00	

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

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



## Help Desk Cavalry, LLC

### Bill To

Kitsap Public Facilities District  
Attention: Russ Shiplet  
19980 10th Ave NE  
Poulsbo, WA 98370

1676 NE McWilliams Rd  
Bremerton, WA 98311  
360-9306990

[Click here for W-9](#)

Paid

Invoice Number	Invoice Date	Account
37649	5/1/2023	Kitsap Public Facilities District
Billing Terms	PO Number	Reference
Due Upon Receipt		Monthly Billing for May

### Agreement Information

HDCav Managed Service Agreement

Additional Details	Unit Price	Quantity	Total Amount
Managed User Security Services	\$150.00	1	\$150.00
Taxable Network Location/Site	\$100.00	1	\$100.00
Dropsuite Business Backup	\$3.00	1	\$3.00
2023 Annual 5% Increase	\$12.50	1	\$12.50

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

Subtotal	\$262.50
Tax	\$9.30
<b>Invoice Total</b>	<b>\$271.80</b>
Payments Applied	\$271.80
<b>Total Amount Due</b>	<b>\$0.00</b>

Glacier West Poulsbo  
20554 Little Valley Rd  
Poulsbo, WA 98370 (USA)  
Phone/Fax : (360)317-2895 /  
poulsbo@glacierwest.com

## Invoice

Kitsap public  
Shiplit, Russ  
19880 10th NE Suite 204f  
POULSBO, WA - 98370 (USA)

**Invoice Number : 7851**

**Date : 4/16/2023**

ATTN: Shiplit, Russ :

Please remit your payments to the above mentioned address.

Unit #	Charge Date	Description	Amount	Tax	Discount	Total
<b>New Dues</b>						
112	05/01/2023	Rent Charged - May 1 2023 to May 31 2023	\$119.00	\$0.00	\$0.00	\$119.00
<b>Total Due</b>						\$119.00
<b>Prepaid Rent/Fee</b>						\$0.00
<b>Balance Due</b>						\$119.00

Summary					
Unit #	Lease #	Paid Thru	Total	Prepaid	Balance
112	1247	04/30/2023	\$119.00	\$0.00	\$119.00
			\$119.00	\$0.00	\$119.00

# Invoice



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

Invoice Date: Apr 6, 2023  
Invoice #: INV196537230  
Payment Terms: Due Upon Receipt  
Due Date: Apr 6, 2023  
Account Number: 119302675  
Currency: USD  
Account Information: Kitsap Public Facilities District

Federal Employer ID Number: 61-1648780

Sold To Address: 19980 10th Ave NE, Suite 204F  
Poulsbo, Washington 98370  
United States  
(360) 698-1885  
execdirector@kitsap-pfd.org

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

Bill To Address: 19980 10th Ave NE, Suite 204F  
Poulsbo, Washington 98370  
United States  
(360) 698-1885  
execdirector@kitsap-pfd.org

## Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Webinar 500 Monthly PROMO				
Quantity: 2 Unit Price: \$40.00	Apr 6, 2023-May 5, 2023	\$80.00	\$7.44	\$87.44
Charge Name: Zoom One Pro Annual				
Quantity: 4 Unit Price: \$149.90	Apr 6, 2023-Apr 5, 2024	\$599.60	\$55.76	\$655.36
Subtotal				\$679.60
Total (Including Taxes, Fees & Surcharges)				\$742.80
Invoice Balance				\$0.00

## Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Zoom One Pro/Standard Pro Annual	Sales Tax	City	\$599.60	\$16.79
Zoom One Pro/Standard Pro Annual	Sales Tax	State	\$599.60	\$38.97
Webinar 500 Monthly PROMO	Sales Tax	City	\$80.00	\$2.24
Webinar 500 Monthly PROMO	Sales Tax	State	\$80.00	\$5.20
Total (Including Taxes, Fees & Surcharges)				\$63.20

## Transactions

Invoice Total				\$742.80
TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Apr 6, 2023	P-229370967	Payment		(\$742.80)
Invoice Balance				\$0.00

Need help understanding your invoice?

[CLICK HERE](#)

Standard Pro and Standard Biz are now called Zoom One Pro and Zoom One Business. Please note that your Services will remain the same and that this name change does not change the price of your current subscription.

**From:** [irene@greaterkitsapchamber.com](mailto:irene@greaterkitsapchamber.com)  
**Subject:** Online Payment Confirmation  
**Date:** Tuesday, April 4, 2023 8:55:25 AM

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Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Your online payment request has been received by Greater Kitsap Chamber.

### Payment Confirmation

**Name:** Russ Shiplet  
**Company:** Kitsap Public Facilities District  
**Transaction Number:** ch\_2MtCCQOaiKbG3VYI01J8U0oX  
**Last 4 of Acct Number:** 3580  
**Amount:** \$30.00

Description	Item(s)	Quantity	Total Amount
Registration - Membership Luncheon	Attendees: 1	1	\$30.00
Grand Total:			\$30.00

This Email was automatically generated. For questions or feedback, please contact us at:

**Greater Kitsap Chamber**  
PO Box 1218  
Silverdale, WA 98383  
(360) 692-6800  
[irene@greaterkitsapchamber.com](mailto:irene@greaterkitsapchamber.com)  
<https://greaterkitsapchamber.com>





**WASHINGTON**  
**Secretary of State**  
**Corporations & Charities Division**

Corporations and Charities Division

**Physical/Overnight address:**

801 Capitol Way S  
Olympia, WA 98501-1226

**Mailing address:**

PO Box 40234  
Olympia, WA 98504-0234  
Tel: 360.725.0377

## Customer Receipt

**Payment Transaction:**

Work Order #: 2023040400245988

Received Date: 04/04/2023

Total Paid: \$10.00

**Payment Details:**

Cardholder Name / Payer Name	Payment Type	Identifying Number	Payment Date	Amount
RUSS SHIPLET	VISA	3580	04/04/2023	\$10.00

**Transaction Details:**

Name	UBI # / Registration #	Service Type	Amount	Processing Fee
KITSAP PUBLIC FACILITIES DISTRICT, SPC	604 903 519	AMENDED ANNUAL REPORT	\$10.00	\$0.00



Adobe Inc.  
345 Park Avenue  
San Jose CA 95110-2704  
United States  
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number	2428674870
Invoice Date	14-APR-2023
Payment Terms	Credit Card
Purchase Order	AB00025213459CUS
Order Number	7043865110
Customer Number	156036510
Currency	USD

Bill To

Russell Shiplet  
WA 98365-9312

INVOICE

Item Details

Service Term: 14-APR-2023 to 13-MAY-2023

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65183112	Creative Cloud All Apps 100GB	1	EA	54.99	54.99	9.20%	5.06	60.05

Invoice Total

NET AMOUNT (USD)	54.99
TAXES (SEE DETAILS FOR RATES)	5.06
GRAND TOTAL (USD)	60.05

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



Tel 206.292.1994  
Fax 206.292.1995

801 Second Avenue, Suite 700  
Seattle, Washington 98104

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May 5, 2023

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

Invoice 152588 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$      1,705.00

\$      1,705.00

May 8, 2023

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

RE: Invoice for Services

Dear Russ:

Enclosed is an invoice for professional services.

It has been a pleasure working with the District, and I look forward to working with you in the future. If you have any questions on this invoice or desire additional documentation, please do not hesitate to call me at (425) 452-9552.

Sincerely,



Ryan Neumeister



11900 NE 1<sup>st</sup> Street, Suite 300 Bellevue, Washington 98005

## INVOICE

May 8, 2023

Russ Shiplet  
Executive Director  
Kitsap Public Facilities District  
19980 10<sup>th</sup> 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	4.5	\$ 195.00	\$ 877.50

**Total Due** **\$ 877.50**

Please remit to:

Northwest Municipal Advisors  
11900 NE 1<sup>st</sup> Street, Suite 300  
Bellevue, WA 98005

## Documentation for Invoice #1402

4/3/2023	0.5	Discussion with Executive committee and attorneys regarding POB/CNW LOI	Scott Bauer, Ryan Neumeister & Malinda Okerlund
4/19/2023	2	Preparation of Materials for Board Meeting on April 24, 2023	Ryan Neumeister
4/24/2023	1	Preparation for Board Meeting discussion on April 24, 2023	Scott Bauer & Ryan Neumeister
4/24/2023	1	Regular Board Meeting on April 24, 2023	Scott Bauer & Ryan Neumeister

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

Invoice No.: 012023-10

Date: 05/08/23

## Invoice

Customer:

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

Project KPFD Board Meetings - April 2023

Date	Qty/Hrs	Description	Unit Price	Total
4/24/2023	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 City of Bainbridge Island	\$109.00	\$163.50

Pay upon receipt

Subtotal	\$490.50
Tax	
Total	\$490.50





# 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](http://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	05/2023		\$1,788.42
Subtotal for Plan 2			\$1,788.42

Total for Plans 1 and 2:	\$1,788.42
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## Payment Advice: Plan 3

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

Check #	Report Period (mm/yyyy)	Invoice #	DB Employer Amount
		<b>Subtotal for Plan 3 DB Amount:</b>	\$0.00

Check #	Report Period (mm/yyyy)	DC Self Amount
		<b>Subtotal for Plan 3 Self Amount:</b>

Check #	Report Period (mm/yyyy)	DC WSIB Amount
		<b>Subtotal for Plan 3 WSIB Amount:</b>

<b>Total for Plan 3:</b>	\$0.00
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# Kitsap Public Facilities District Sales Tax Rebate Revenue Summary

	A	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	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%	\$ 167,784.23	0.1%
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%	\$ 731,203.75	3.4%
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%	\$ 243,734.58	3.4%
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

APR 2023	FUNDS	COMMENT
Sales Tax Rebate (977)	\$167,784.23	Up 0.1% from APR 2022
Debt Service (286)	(\$71,219)	
Net Income	\$96,565	
Expenses (968)	(\$31,850)	
NET GAIN	\$64,715.06	



Kitsap PFD  
Project Funding Record  
MAY 2023

Year	Month	Port Orchard Community Events Center (POCEC)					Poulsbo Events & Recreation Center (PERC)				Port Gamble Forest Heritage Park (PGFHP)				Port of Bremerton (POB)				Total Commitment	
2018					ILA \$ 12,000,000					ILA \$ 243,900.00					ILA \$ 2,047,556		Phase 1		ILA \$ 1,439,000	\$ 15,730,456.00
	Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Reviewed	Invoice Amount	Amount Paid			
	June													4481	6/21/2018	\$ (30,000.00)	\$ (30,000.00)			
September														4711	9/25/2018	\$ (30,000.00)	\$ (30,000.00)			
2018 Totals					\$ -				\$ -				\$ -	Ph1 Bal		\$ (60,000.00)	\$ (60,000.00)	\$ (60,000.00) 2018 Totals		
2019		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		
	March														Phase 2	3/25/2019	\$ (19,760.00)	\$ (19,760.00)		
	April															4/24/2019	\$ (77,321.00)	\$ (77,321.00)		
	May															5/20/2019	\$ (72,215.00)	\$ (72,215.00)		
	July															7/29/2019	\$ (55,170.00)	\$ (55,170.00)		
October																10/28/2019	\$ (33,945.00)	\$ (33,945.00)		
2019 Totals					\$ -				\$ -				\$ -	Ph2 Bal		\$ (258,411.00)	\$ (258,411.00)	\$ (258,411.00) 2019 Totals		
2020	January	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		
																1/20/2020	\$ (90,214.00)	\$ (90,214.00)		
	February														5201					
															5819	2/24/2020	\$ (153,675.00)	\$ (153,675.00)		
															5978					
															5979					
	September						GRNT000725	9/21/2020	9/21/2020	\$ (8,650.00)										
						GRNT000731	9/21/2020	9/21/2020	\$ (5,317.50)											
						GRNT000723	9/21/2020	9/21/2020	\$ (1,318.75)											
October						GRNT000738	10/26/2020	10/26/2020	\$ (5,156.25)											
December	INV00606	12/14/2020	12/14/2020	\$ (60,095.60)	Task 2	GRNT000754	12/14/2020	12/14/2020	\$ (6,693.75)											
2020 Totals					\$ (60,095.60)				\$ (27,136.25)				\$ -	Ph2 Bal		\$ (243,889.00)	\$ (243,889.00)	\$ (331,120.85) 2020 Totals		
2021		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	SKCEC #2	2/22/2021	2/22/2021	\$ (137,371.72)	Task 2	GRNT000765	1/25/2021	1/25/2021	\$ (13,441.75)										
	February						GRNT000771	1/25/2021	1/25/2021	\$ (16,387.93)	21-0100	2/22/2021	2/22/2021	\$ (29,943.70)						
	March						GRNT000785	3/22/2021	3/22/2021	\$ (9,410.81)										
	April	INV00753	4/26/2021	4/26/2021	\$ (20,628.28)	Task 2	GRNT000791	4/26/2021	4/26/2021	\$ (10,868.75)										
	May		5/24/2021	5/24/2021	\$ (1,000,000.00)	Task 3	GRNT000805	5/24/2021	5/24/2021	\$ (15,516.25)					7011	5/24/2021	\$ (86,340.00)			
	June	INV00795			\$ (22,000.00)	Task 2	GRNT000811	6/28/2021	6/28/2021	\$ (9,253.35)					7018	6/28/2021	\$ (69,653.55)			
	July	INV00825	6/28/2021	6/28/2021	\$ (30,000.03)	Task 2	GRNT000818	7/26/2021	7/26/2021	\$ (7,275.65)					7022	7/26/2021	\$ (62,173.55)			
	August	INV00873	8/23/2021	8/23/2021	\$ (30,002.84)	Task 2	GRNT000831	8/23/2021	8/23/2021	\$ (23,434.49)					7031	7/26/2021	\$ (52,335.70)			
	September						GRNT000839	9/27/2021	9/27/2021	\$ (8,955.00)					7036	8/23/2021	\$ (70,703.55)			
	October	INV00961	10/25/2021	10/25/2021	\$ (86,287.13)	Task 2	GRNT000847	10/25/2021	10/25/2021	\$ (6,450.00)	21-0101	10/25/2021	10/25/2021	\$ (142,237.84)	7044	9/26/2021	\$ (58,990.70)			
	December														7052	12/13/2021	\$ (17,785.00)			
2021 Totals					\$ (1,326,290)				\$ (120,993.98)				\$ (172,181.54)	sub-total		\$ (438,257.65)	\$ -	\$ (1,619,465.52) 2021 Totals		
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	4/19/2023	5/11/2023	\$ (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				\$ 1,235,988				\$ 1,151,200.00	\$ 12,448,440.29	Remaining Balances	

MAY 2023 96977 CASH FUND	
AVAILABLE CASH	CASH BALANCE
\$ 349,254.16	\$ 349,254.16



Kitsap Public Facilities District  
MAY 2023 Available Funds & Expenditures Report

977 CAPITAL FUND							
As of			Current Balance		Fund		Description
4/30/2023			\$ 2,863,506.39		977 CAPITAL		APR 2023 Capital Funds Balance
4/30/2023			\$ 4,812.71				APR 2023 Capital Funds Earned Interest
4/30/2023			\$ 2,868,319.10				APR 2023 Available Capital Funds
977 CASH FUND							
Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Description
3/31/2023	3/31/2023			\$ 321,968.63	EFT	977 CASH	MAR 2023 Cash Fund Balance
4/13/2023	4/13/2023			\$ (30,000.00)	XFR		XFR from 977 to 968 For Operating Expenses
4/28/2023	4/28/2023			\$ (71,219.45)	EFT		APR 2023 Debt Service Payment
4/28/2023	4/28/2023			\$ 167,784.23	EFT		APR 2023 Sales Tax Rebate
5/5/2023	5/5/2023			\$ (30,000.00)	XFR		XFR from 977 to 968 For Operating Expenses
5/5/2023	5/11/2023	City of Port Orchard	INV01496	\$ (9,279.25)	EFT		POCEC Project Invoice
5/16/2023				\$ 349,254.16			YTD 2023 Cash Fund Balance
968 OPERATIONS FUND							
As of			Amount		Fund		Description
5/1/2023			\$ 14,546.71		968 OPERATIONS FUND		MAY 01 2023 Cash Funds for Operating Expenses
5/5/2023			\$ 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
5/8/2023	5/15/2023	Kitsap Bank Visa	APR 2023	\$ (2,418.05)		968/BV#10-MAY 2023	5311 APR 2023 CC Payment
		-Help Desk Calvary	APR 2023	\$ (279.85)			5419(a) APR 2023 IT Services
		-Help Desk Calvary	APR 2023	\$ (202.46)			5311 APR 2023 O365 Email Subscription
		-Zoom Annual Subscription	APR 2023	\$ (742.80)			5311 2023 Annual Subscription
		-USPS	APR 2023	\$ (63.00)			5311 Office Stamps
		-Walmart	APR 2023	\$ (30.34)			5311 Office Supplies
		-Storage	APR 2023	\$ (119.00)	VISA		5451(b) APR 2023 Storage
		-Central Plaza	APR 2023	\$ (618.44)			5451(b) APR 2023 Office Rent
		-Comcast for Business	APR 2023	\$ (262.11)			5311 APR 2023 Phone/Internet
		-Adobe Cloud	APR 2023	\$ (60.05)			5311 APR 2023 Monthly Subscription
		-WA Sec of State	APR 2023	\$ (10.00)			5311 Filing Fee
		-Greater Kitsap Chamber	APR 2023	\$ (30.00)			5311 APR 2023 Membership Luncheon
		BKAT	BKAT000755	\$ (490.50)	Check		5419(a) APR 2023 BOD Meeting
		JPC LLC	152588 BEL	\$ (1,705.00)	Check		5416 APR 2023 Legal Counsel
5/8/2023		WA DRS PERS2	MAY 2023	\$ (1,788.42)	Check	968/BV#10-MAY 2023	5249 MAY 2023 PERS2 Employee & Employer Contribution
5/8/2023		NW Municipal Advisors	APR 2023	\$ (877.50)	Check	968/BV#10-MAY 2023	5419 APR 2023 Financial Advisory Services
5/31/2023		Russell Shiptlet	May-23	\$ (9,223.45)		96968	MAY 2023 Net Pay (Includes Health Stipend)
				\$ (160.62)			MAY 2023 Medicare
				\$ (997.65)	EFT		MAY 2023 Federal Withholding
				\$ (16.29)			MAY 2023 WAMAF
				\$ (17,677.48)			
968 OPERATIONS BALANCE				\$ 26,869.23			



## EXECUTIVE DIRECTOR REPORT

**TO:** KPFD Board of Directors  
**FROM:** Russ Shiplet, Executive Director  
**RE:** Activity Report for MAY 2023

### Project Updates:

- **POCEC:** Mayor Putaansuu will provide a project update during the KPFD June 2023 Board of Directors meeting.
- **PERC:** The Executive Director met with the project lead, Ms. Karla Boughton, on the current status of the project. At this time there will be no amendment to the current ILA until the city determines what financial portion they can afford to put towards the project.
- **PGFHP:** No updates to report this month.
- **POB/CNW:** No updates to report this month.

### KPFD Business Updates:

- All board member headshots have been taken. The Executive Director will begin working with Interlock Solutions to get them posted on the KPFD website.
- The Executive Director provided a general overview of the Public Facilities District, as well as an update on current funding projects to the East Bremerton Rotary Club on May 10, 2023. The same presentation will be presented to the Kingston Chamber of Commerce on June 1, 2023.
- The final design for the exterior building sign has been approved by the building owner and is currently in production. The estimate for production time is 3-4 weeks, with an anticipated install date sometime in June 2023.
- The Executive Director and contracted accountant, Accountability Plus, are finalizing the WA State Annual Report that is due for submittal on May 30, 2023.
- The Executive Committee met on May 24, 2023, to catch up on current KPFD efforts and discuss the upcoming May 30, 2023, Board of Directors meeting.



To: Mayor Wheeler

CC: Mike Riley  
John Oppenheimer  
Brian Flaherty

From: Tiffany Schenk

Date: May 20th, 2023

## April 2023 Month End Recap

### Overview

April was another great month here at the conference center. We were able to pick up revenue in the month for the month, much thanks to the remarkable efforts of our sales team. Total revenue for the month was \$81k, positive to budget by \$24k. Year over year, we saw a growth of \$28k in April. Q-2 is expected to hit budget, and we are cautiously optimistic that trends will continue, and we will see additional revenues as we progress into May.

### Event Highlights

We hosted 19 total events in April. Events included Puget Sound Naval Shipyard Employee Orientation, South Kitsap STEM Conference, Society of Military Engineers, Kitsap Credit Union, St. Michael's, and social events such as a celebration of life, a birthday party, and a wedding. Surveys are sent out to each client at the conclusion of their event. Survey scores for the month averaged 99% satisfaction, and had wonderful comments such as:

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



## Operations

With April being a month with lighter revenues, our salaried team really helped with daily operations when possible, utilizing less hourly labor, and keeping our stakeholders top of mind. We continue to search for an affordable fix to our internal speaker system on the first floor, which went down during a windstorm in March. Our system is dated, and finding a company who can work on it has presented challenges. We have replaced both mixers at this point and continue to research a solution to fix the rest of the system. For now, we continue to use portable speakers, which is not ideal, however, provides great sound for our clients and their events.

## Team Member

Hours were limited in April for many of our part time team members. We continue to thank them for their loyalty and for their choice to work here at KCC. Those who enjoy a workload with additional hours, found work at other Columbia properties in April such as the Seattle Rainier Club and Gold Mountain/Echo Falls Golf Clubs. Our Culinary department worked alongside Columbia Hospitality's Bell Harbor Conference Center team, learning new skillsets as well as working on menu costing. We are so grateful for our team members, as each week provides a completely different canvas for them, and they are all extremely versatile and understanding. Pictured below; Chef Viviana Cabral and Lead Captain Michael (Mick) Jones.



## Sales

Our Director of Sales as well as our Events and Conference Services Manager both spent three days at our Cedarbrook property learning sales strategies, best practices and so much more alongside other sales individuals within CH, (Columbia Hospitality). These training courses are vital to the success of our facility, and their continued growth in an ever-changing time. The team booked \$57k in revenues in April, with \$16k of this revenue booking in the month for the month, and the remaining \$41k, for future events in 2023. There are \$64k in tentative bookings in the que for future dates and we hope to secure these contracts as we head into Q-2. The team had a total of 17 site tours, including Seattle-based Amazon corporate office who is looking to expand their meeting spaces outside of the Seattle area. They loved our venue and all there is to do here in Bremerton within walking distance. The planner is also excited for the opportunity for their employees to use the Kitsap Transit Fast Ferries and couldn't stop talking about the amount of natural lighting our facility offers. So many great things are taking place!

## Marketing/Communications

Our website and menu offerings/pricing continue to be a large focus for the conference center. Our marketing team is providing us with excellent new ideas, looks and much more. One addition you will see on our website, is our leadership "meet the team photos". Clients appreciate the ability to put a name with a face before arrival to our property.

the team at Kitsap Conference Center is here to serve you.



## Looking Ahead

We are tracking on pace to hit budget in 2023 and are starting to book events into 2024 and beyond. This is all great news as we continue our path to recovery.

## Financial Results

### Kitsap Conference Center Consolidated Income Statement For Period Ending 04/30/2023

Current Month				Year to Date				
Actual	%	Budget	%		Actual	%	Budget	%
0	0.0% <span>▲</span>	7,060	12.3%	Conference Services	0	0.0% <span>▲</span>	34,940	12.0%
3,655	4.5% <span>▲</span>	1,461	2.5%	Audio Visual	15,626	4.2% <span>▲</span>	7,459	2.6%
43,089	53.0% <span>▲</span>	26,696	46.5%	Food	170,996	45.9% <span>▲</span>	136,664	46.8%
1,432	1.8% <span>▲</span>	5,244	9.1%	Beverage	20,874	5.6% <span>▲</span>	26,916	9.2%
22,434	27.6% <span>▲</span>	11,264	19.6%	Room Rental	115,245	31.0% <span>▲</span>	57,376	19.6%
10,692	13.2% <span>▲</span>	5,685	9.9%	Miscellaneous	49,409	13.3% <span>▲</span>	28,942	9.9%
81,302 <span>▲</span>	100.0%	57,410 <span>▲</span>	100.0%	GROSS REVENUE	372,150 <span>▲</span>	100.0%	292,297 <span>▲</span>	100.0%
				COSTS OF SALES				
3,575	9.7% <span>▲</span>	1,522	6.0%	Conference Services	9,396	5.2% <span>▲</span>	7,761	6.0%
12,314	28.6% <span>▲</span>	6,407	24.0%	Food	41,570	24.3% <span>▲</span>	32,799	24.0%
(48)	-3.3% <span>▲</span>	1,088	20.8%	Beverage	3,300	15.8% <span>▲</span>	5,585	20.8%
15,841 <span>▲</span>	19.5%	9,017 <span>▲</span>	15.7%	TOTAL COST OF SALES	54,266 <span>▲</span>	14.6%	46,146 <span>▲</span>	15.8%
65,461 <span>▲</span>	80.5%	48,393	84.3%	GROSS MARGIN	317,884 <span>▲</span>	85.4%	246,152	84.2%
				DIRECT EXPENSES:				
10,360	12.7% <span>▲</span>	7,560	13.2%	Conference Services Payroll Related	43,443	11.7% <span>▲</span>	31,722	10.9%
40	0.0% <span>▲</span>	0	0.0%	Conference Services Other Direct	524	0.1% <span>▲</span>	0	0.0%
24,837	30.5% <span>▲</span>	18,419	32.1%	Food & Beverage Payroll Related	119,540	32.1% <span>▲</span>	80,640	27.6%
2,481	3.1% <span>▲</span>	4,424	7.7%	Food & Beverage Other Direct	14,304	3.8% <span>▲</span>	17,132	5.9%
37,717 <span>▲</span>	46.4%	30,402 <span>▲</span>	53.0%	TOTAL DIRECT EXPENSES	177,811 <span>▲</span>	47.8%	129,493 <span>▲</span>	44.3%
27,743 <span>▲</span>	34.1%	17,991	31.3%	DEPARTMENT PROFIT	140,073 <span>▲</span>	37.6%	116,659	39.9%
				UNDISTRIBUTED OPERATING EXPENSES				
20,737	25.5% <span>▲</span>	20,863	36.3%	Administrative & General	90,579	24.3% <span>▲</span>	94,485	32.3%
13,340	16.4% <span>▲</span>	14,500	25.3%	Sales & Marketing	53,217	14.3% <span>▲</span>	57,758	19.8%
0	0.0% <span>▲</span>	450	0.8%	Repairs & Maintenance	229	0.1% <span>▲</span>	1,960	0.7%
4,037	5.0% <span>▲</span>	4,812	8.4%	Utilities	16,214	4.4% <span>▲</span>	19,248	6.6%
38,113 <span>▲</span>	46.9%	40,625 <span>▲</span>	70.8%	TOTAL UNDISTRIBUTED OPERATING EXPENSES	160,240 <span>▲</span>	43.1%	173,451 <span>▲</span>	59.3%
(10,370) <span>▲</span>	-12.8%	(22,635)	-39.4%	INCOME BEFORE FIXED CHARGES	(20,167) <span>▲</span>	-5.4%	(56,792)	-19.4%
				FIXED CHARGES				
2,439	3.0% <span>▲</span>	1,722	3.0%	Capital Reserve	11,165	3.0% <span>▲</span>	8,769	3.0%
1,220	1.5% <span>▲</span>	861	1.5%	Incentive Management Fee	5,582	1.5% <span>▲</span>	4,384	1.5%
538	0.7% <span>▲</span>	475	0.8%	Insurance	2,190	0.6% <span>▲</span>	1,900	0.7%
561	0.7% <span>▲</span>	510	0.9%	Leases	2,473	0.7% <span>▲</span>	2,040	0.7%
7,500 <span>▲</span>	9.2%	7,500	13.1%	Management Fee	30,000 <span>▲</span>	8.1%	30,000	10.3%
1,960	2.4% <span>▲</span>	344	0.6%	Property & Other Taxes	3,377	0.9% <span>▲</span>	1,754	0.6%
14,218 <span>▲</span>	17.5%	11,413 <span>▲</span>	19.9%	TOTAL FIXED CHARGES	54,787 <span>▲</span>	14.7%	48,847 <span>▲</span>	16.7%
105,889 <span>▲</span>	130.2%	91,457 <span>▲</span>	159.3%	TOTAL OPERATING EXPENSES	447,104 <span>▲</span>	120.1%	397,937 <span>▲</span>	136.1%
(24,587) <span>▲</span>	-30.2%	(34,048)	-59.3%	NET OPERATING INCOME	(74,954) <span>▲</span>	-20.1%	(105,639)	-36.1%