



Board of Directors Meeting*
Monday, July 31, 2023
Kitsap Public Facilities District Office
Meeting Location: Norm Dicks Government Center
& via Zoom Webinar ID* – <https://us02web.zoom.us/j/83037810521>

MEETING AGENDA

1. Call to Order / Comments from Board Chairman Hatchel

CONSENT AGENDA

- A. JUN 2023 KPFD BOD Meeting Minutes
 - B. Blanket Voucher #12-JUL 2023 96968 Operating Expenses
 - C. Blanket Voucher #13-JUL 2023 96977 POCEC Project
 - D. JUL 2023 Sales Tax Rebate Summary Report
 - E. JUL 2023 KPFD Financial Report
 - F. Executive Director Report – JUL 2023
 - G. KCC Financial Report – JUN 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 reports this month

5. General Business/Good of the Order

- EventFund Application – Sleighin Weights 2023 - presented by Mr. Ryan Turgano, Dungeon Fitness
- Bainbridge Island Letter of Support for the Japanese American Exclusion Memorial Association's new Visitor Center

6. Meeting Adjournment

Next Meeting: August 28, 2023, at 5:30 pm

Location: TBD

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

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
JUL 31 2023**

- A. JUN 26, 2023 Board of Directors Meeting Minutes
 - B. Blanket Voucher #12-JUL 2023 96968 Operating Expenses
 - C. Blanket Voucher #13-JUL 2023 96977 POCEC Project
 - D. JUL 2023 Sales Tax Rebate Summary Report
 - E. JUL 2023 KPFD Financial Report
 - F. JUL 2023 KPFD Project Tracking Report
 - G. Executive Director Report – JUL 2023
 - H. KCC Financial Report – JUN 2023
-



Kitsap Public Facilities District

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

Monday, June 26, 2023

Attendance:

Board Members Present: Chairman Patrick Hatchel, Vice Chairman John Morrissey, Director Phil Havers, Director Tom Bullock, Director Daron Jagodzinske

Board Members Absent: Treasurer Walter Draper, Director Erin Leedham

Staff Present: Executive Director Russ Shiplet

1. **Call to Order:** KPFD Chairman Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment was provided, bringing an article about the new Kitsap Bank headquarters to the board's attention. The old Kitsap Bank headquarters will be the site of the new Port Orchard Community Events Center.
3. **Approval of Consent Agenda:** Vice Chairman Morrissey motioned to approve the Consent Agenda as presented. Director Jagodzinske seconded the motion. There was no discussion, and the Board of Directors passed the motion unanimously.
4. **Facilities Project Progress Report:** Port Orchard Community Events Center (POCEC), presented by the City of Port Orchard Community Development Director Mr. Nick Bond.
 - The city of seeking LEED Silver Certification for energy efficiency and environmental design for the POCEC building.
 - The POCEC building permits were submitted to the city for review on June 19, 2023.
 - Overhead scope diagrams for the shoreline restoration, POCEC, and Port Orchard Plaza were presented.
 - Federal and State funding has been committed for the Bay St drainage and reconstruction project in 2025.
 - Construction of the POCEC building is tentatively slated for 2026.
5. **General Business:**
 - Updates to the KPFD website and the Board of Directors page were presented to the board by Executive Director Shiplet.
 - An EventFund application was to be presented by Dungeon Fitness but has been postponed to the July 31, 2023, Board of Directors meeting.
 - The May 2023 Sales Tax Rebate Summary was discussed, specific to the decrease in rebate funds for the second month in a row, compared to April & May 2022.



6. Meeting Adjournment:

- The Board of Directors meeting adjourned at 5:51 PM

Next Meeting of the Board: July 31, 2023 – Norm Dicks Government Center

Project Update: Poulsbo Events & Recreation Center



BLANKET VOUCHER APPROVAL

FUND: 96968.00968

BV# 12-JUL 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 **\$9,708.64** on this 31st day of JUL 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 (JUN 2023) – detail attached on next page	5311	\$ 2,299.82
BKAT BOD Meeting Recording (JUN 2023)	5419(b)	\$ 381.50
WA State PERS2 Employee Retirement (JUL 2023)	5249	\$ 1,788.42
JPC PLLC (JUN 2023)	5416	\$ 165.00
Interlock Solutions (KPFD Website Support – BOD page update)	5311	\$ 487.50
Hanson Sign Co. (KPFD exterior building sign)	5311	\$ 4,586.40
Other items:		
	PAGE TOTAL	\$ 9,708.64



VENDOR	SPEND CAT	AMOUNT
Kitsap Bank Visa (JUN 2023)		\$ 2299.82
-Comcast for Business (JUN 2023 Phone/Internet)	5421	(\$262.10)
-Office Rent (JUN 2023)	5451(b)	(\$851.44)
-Help Desk Cavalry Email Support (JUN 2023)	5311	(\$202.64)
-Help Desk Cavalry Monthly IT Support (JUN 2023)	5419(a)	(\$279.95)
-Storage (JUN 2023)	5311	(\$119.00)
-Zoom Webinar Monthly Subscription (JUN 2023)	5311	(\$87.44)
-Adobe Cloud Storage (JUN 2023)	5311	(\$60.05)
-Olympic Photo Group (Board Member Photos)	5311	(\$437.20)
	PAGE TOTAL	\$ 2,299.82



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



Account Summary

Billing Cycle		06/23/2023
Days In Billing Cycle		30
Previous Balance		\$2,848.63
Purchases	+	\$2,299.82
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,848.63
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE **\$2,299.82**

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,700.18
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 **\$2,299.82**

MINIMUM PAYMENT **\$2,299.82**

PAYMENT DUE DATE **07/18/2023**

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
05/25	05/25	PBUS01	24692163145102942082792	COMCAST CABLE COMM 800-COMCAST WA	\$262.10
05/26	05/28	PBUS01	24906413146174760482545	PYL*American Property LLC 866-7295327 WA	\$851.44
06/01	06/02	PBUS01	24377353153000003431882	HELP DESK CAVALRY 360-9306990 WA	\$279.95
06/01	06/02	PBUS01	24377353153000003431924	HELP DESK CAVALRY 360-9306990 WA	\$202.64
06/01	06/04	PBUS01	24275393153051412245727	Glacier West Poul's 360-6977368 WA	\$119.00
06/06	06/07	PBUS01	24011343157000040710420	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$87.44
06/13	06/14			PAYMENT - THANK YOU PORT ORCHARD WA	\$2,848.63
06/15	06/16	PBUS01	24692163166109770203295	ADOBE *800-833-6687 ADOBE.LY/ENUS CA	\$60.05
06/22	06/23	PBUS01	24247603173300681650494	OLYMPIC PHOTO GROUP SILVERDALE WA	\$437.20

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

06/23/23

New Balance

\$2,299.82

Total Minimum Payment Due

\$2,299.82

Payment Due Date

07/18/23

\$



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 00229982 00229982 4

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

Invoice No.: 012023-15

Date: 06/28/23

Invoice

Customer:

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

Project KPFD Board Meetings - June 2023

Date	Qty/Hrs	Description	Unit Price	Total
6/27/2023	1	Pre-production	\$109.00	\$109.00
	1.5*	Production	\$109.00	\$163.50
	1	Post-Production	\$109.00	\$109.00
		No RT travel--recorded via zoom Port Orchard		
		*minimum 1.5		

Pay upon receipt

Subtotal	\$381.50
Tax	
Total	\$381.50

RECEIVED
7/19/23



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	07/2023		\$1,788.42
Subtotal for Plan 2			\$1,788.42

Total for Plans 1 and 2:	\$1,788.42
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RECEIVED
7/19/23





Tel 206.292.1994
Fax 206.292.1995

801 Second Avenue, Suite 700
Seattle, Washington 98104

July 13, 2023

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

Invoice 154782 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 165.00

\$ 165.00



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

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

Date of Issue
07/18/2023

Due Date
08/07/2023

Invoice Number
2023-160

Amount Due (USD)
\$487.50

Description	Rate	Qty	Line Total
Website support provided in May and Jun 2023 - performed backups and updates to keep site current - built new Board page per discussions with Russ - added two new bios to the Board page	\$125.00	3.9	\$487.50

Subtotal	487.50
Tax	0.00

Total	487.50
Amount Paid	0.00

Amount Due (USD)	\$487.50
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Terms
Thank you!



Hanson Sign Co. Inc

PO Box 928
6338 NW Warehouse Way
Silverdale WA 98383

Invoice

Date	Balance Due	Invoice #
6/26/2023	\$4,586.40	060623052

Bill To

Kitsap Public Facilities Dist
19980 10th Ave NE
Ste 204F
Poulsbo WA 98370

Ship To

Kitsap Public Facilities Dist
19980 10th Ave NE
Poulsbo, WA

P.O. No.	
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Terms	
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Quantity	Description	Rate	Amount
	Fabricate and install new non illuminated sign as per quote	4,200.00	4,200.00T
	Payments/Credits	\$0.00	
We accept payment via Credit Card, Check or ACH. Credit card payments may be subject to a 2% surcharge. Important Notice: If you receive requests to change payment information, confirm the request in person or via telephone to a trusted and verified number. Do not use phone numbers in email signature as those may also be fraudulent.		Sales Tax	\$386.40
		Total	\$4,586.40
Call or email with questions regarding this invoice. 360 613 9550. nancyb@hansonsigns.com			

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# 13-JUL 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 **\$14,207.30** on this **31st** day of **JUL 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)	
JUL 2023 POCEC Invoice # 01574	\$ 14,207.30
PAGE TOTAL	\$ 14,207.30

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: 7/13/2023
INVOICE #: INV01574
DUE DATE: 8/13/2023
TOTAL DUE: 14,207.30

CUSTOMER ACCOUNT # : 0131

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
C082-19 SK center bldg permit related to task 5	1.00	14,207.30	14,207.30
TOTAL THIS INVOICE			14,207.30

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 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%	\$ 197,898.50	-1.8%
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%	\$ 186,576.31	-2.0%
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%	\$ 203,055.00	4.9%
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%	\$ 1,318,733.56	2.1%
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%	\$ 188,390.51	2.1%
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

MAY 2023	FUNDS	COMMENT
Sales Tax Rebate (977)	\$203,055.00	Up 4.9% from JUJ 2022
Debt Service (286)	(\$71,219)	
Net Income	\$131,836	
Expenses (968)	(\$20,100)	
NET GAIN	\$111,735.55	



Kitsap Public Facilities District
JUL 2023 Available Funds & Expenditures Report

977 CAPITAL FUND								
As of			Current Blance		Fund		Description	
6/30/2023			\$ 4,036,496.06		977 CAPITAL		JUN 2023 Capital Funds Balance	
977 CASH FUND								
Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Description	
5/31/2023	5/31/2023			\$ 456,561.08	EFT	977 CASH	MAY 2023 Cash Fund Balance	
6/30/2023	6/30/2023			\$ 186,576.31	EFT		JUN 2023 Sales Tax Rebate	
6/30/2023	6/30/2023			\$ (71,219.45)	EFT		JUN 2023 Debt Service Payment	
6/30/2023	6/30/2023			\$ 571,917.94			JUN 2023 Cash Fund Balance	
977 CASH FUND EXPENSE								
Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Description	
6/30/2023	7/20/2023	City of Port Orchard	01551	\$ (40,377.00)	EFT	977/BV#20-JUN 2023	POCEC Project Invoice	
7/31/2023		City of Port Orchard	01574	\$ (14,207.30)	EFT	977/BV#13-JUL 2023	POCEC Project Invoice	
7/21/2023	7/24/2023	XFR to 968 Fund	45108	\$ (30,000.00)	EFT		977 Fund to 968 Fund to Cover Operating Expenses	
				\$ (84,584.30)				
977 CASH FUND BALANCE				\$ 487,333.64				
968 OPERATING EXPENSES								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
7/17/2023		Kitsap Bank Visa	JUN 2023	\$ (2,299.82)	VISA	968/BV#12-JUL 2023	5311	JUN 2023 CC Payment
		-Help Desk Calvary	JUN 2023	\$ (279.95)			5419(a)	JUN 2023 IT Services
		-Help Desk Calvary	JUN 2023	\$ (202.64)			5311	JUN 2023 O365 Email Subscription
		-Olympic Photography Group	JUN 2023	\$ (437.20)			5311	Board of Directors Professional Photos
		-Storage	JUN 2023	\$ (119.00)			5451(b)	JUN 2023 Storage
		-Central Plaza Office Rent	JUN 2023	\$ (851.44)			5451(b)	JUN 2023 Office Rent
		-Comcast for Business	JUN 2023	\$ (262.10)			5311	JUN 2023 Phone/Internet
		-Zoom Webinar Monthly	JUN 2023	\$ (87.44)			5311	JUN 2023 Monthly Subscription
		-Adobe Cloud	JUN 2023	\$ (60.05)			5311	JUN 2023 Monthly Subscription
7/17/2023		BKAT	012023-15	\$ (381.50)	Check	968/BV#12-JUL 2023	5419(a)	JUN 2023 BOD Meeting
7/17/2023		JPC LLC	154782 BEL	\$ (165.00)	Check	968/BV#12-JUL 2023	5416	JUN 2023 Legal Counsel
7/17/2023		Hanson Signs	060623052	\$ (4,586.40)	Check	968/BV#12-JUL 2023	5311	Exterior Building Sign
7/17/2023		WA DRS	JUL 2023	\$ (1,798.03)	Check	968/BV# 12-JUL 2023	5249	JUL 2023 PERS2 Employee & Employer Contribution
7/17/2023		Interlock Solutions	2023-160	\$ (487.50)	EFT	968/BV#12-JUL 2023	5419	Website Update - BOD Page
7/31/2023		Russell Shiplet	JUL 2023	\$ (9,223.45)	EFT	96968		JUL 2023 Net Pay (includes Health Stipend)
				\$ (160.62)				JUL 2023 Medicare
				\$ (997.65)				JUL 2023 Federal Withholding
				\$ (16.29)				JUL 2023 WAMAF
				\$ (20,099.97)				
968 OPERATIONS BALANCE				\$ 9,900.03				



Kitsap PFD
Project Funding Record
JUNE 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	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Reviewed	Invoice Amount	Amount Paid		
	June September																	4481 4711	6/21/2018 9/25/2018	\$ (30,000.00) \$ (30,000.00)	\$ (30,000.00) \$ (30,000.00)		
2018 Totals					\$ -				\$ -				\$ -				\$ -		Ph1 Bal	\$ (60,000.00)	\$ (60,000.00)	\$ (60,000.00)	2018 Totals
2019	March																	Invoice 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																	Invoice	1/20/2020	\$ (90,214.00)	\$ (90,214.00)		
	February																	5201 5819 5978 5979	2/24/2020	\$ (153,675.00)	\$ (153,675.00)		
	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)													
							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)									Ph2 Bal		\$ (243,889.00)	\$ (243,889.00)	\$ (331,120.85) 2020 Totals
2020 Totals					\$ (60,095.60)				\$ (27,136.25)				\$ -								\$ (243,889.00)	\$ (243,889.00)	\$ (331,120.85) 2020 Totals
2021	January						GRNT000765	1/25/2021	1/25/2021	\$ (13,441.75)								Invoice					
	February	SKCEC #2	2/22/2021	2/22/2021	\$ (137,371.72)	Task 2	GRNT000771	1/25/2021	1/25/2021	\$ (16,387.93)	21-0100	2/22/2021	2/22/2021	\$ (29,943.70)	Stage 2								
	March						GRNT000785	3/22/2021	3/22/2021	\$ (9,410.81)													
	April	INV00753	4/26/2021	4/26/2021	\$ (20,628.28)	Task 2	GRNT000791	4/26/2021	4/26/2021	\$ (10,868.75)													
	May		5/24/2021	5/24/2021	\$ (1,000,000.00)	Task 3	GRNT000805	5/24/2021	5/24/2021	\$ (15,516.25)													
	June	INV00795	6/28/2021	6/28/2021	\$ (22,000.00)	Task 2	GRNT000811	6/28/2021	6/28/2021	\$ (9,253.35)													
	July	INV00825	6/28/2021	6/28/2021	\$ (30,000.03)	Task 2	GRNT000818	7/26/2021	7/26/2021	\$ (7,275.65)													
	August	INV00873	8/23/2021	8/23/2021	\$ (30,002.84)	Task 2	GRNT000831	8/23/2021	8/23/2021	\$ (23,434.49)													
	September						GRNT000839	9/27/2021	9/27/2021	\$ (8,955.00)													
	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)	Stage 2								
	2021 Totals	December				\$ (1,326,290)				\$ (120,993.98)				\$ (172,181.54)		sub-total			\$ (438,257.65)	\$ -	\$ (1,619,465.52)	2021 Totals	
2022	January	INV01025	1/24/2022	1/31/2022	\$ (12,263.00)	Task 2	GRNT000854	1/24/2022	1/31/2022	\$ (6,300.00)	21-0104	1/24/2022	1/31/2022	\$ (61,194.29)	Stage 2								
	February	INV00016	2/28/2022	2/28/2022	\$ (1,443.58)	Task 2	GRNT000864	2/28/2022	2/28/2022	\$ (1,575.00)													
	March						GRNT000870	2/28/2022	2/28/2022	\$ (8,536.25)													
	April						GRNT 000888	3/28/2022	4/5/2022	\$ (1,257.19)													
	May																						
	June						GRNT000914	6/27/2022	6/28/2022	\$ (732.50)	21-0105	6/27/2022	6/28/2022	\$ (92,135.24)	Stage 2								
	July						GRNT000923	7/25/2022	7/26/2022	\$ (297.50)	22-0106	6/27/2022	6/28/2022	\$ (180,766.80)	Stage 2								
	August										22-00397	7/25/2022	7/26/2022	\$ (159,566.82)	Stage 2								
	September	INV01294	9/19/2022	9/25/2022	\$ (141,374.81)	Task 4	GRNT000945	9/19/2022	9/25/2022	\$ (11,961.50)	22-0108	7/25/2022	7/26/2022	\$ (1,219.86)	Stage 2								
	October	INV01274	10/24/2022	10/25/2022	\$ (50,386.00)	Task 4																	
	November	INV01363	11/21/2022	12/8/2022	\$ (189,900.93)	Task 4	GRNT000961	11/21/2022	12/8/2022	\$ (6,228.75)													
	2022 Totals	December	INV01386	12/22/2022	12/28/2022	\$ (125,741.06)	Task 4			\$ (36,888.69)			22-0115	12/12/2022	12/22/2022	\$ (137,629.02)	Stage 2			\$ (1,000,689.12)	\$ (143,900.00)	\$ (1,334,410.10)	2022 Totals
2023	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)	Stage 2								
	February																						
	March																						
	April	INV01496	4/19/2023	5/11/2023	\$ (9,279.25)	Task 4																	
	May																						
	June	INV01551	6/26/2023	7/20/2023	\$ (40,377.00)	Task 5																	
	July	INV01574	PENDING		\$ (14,207.30)	Task 5																	
	August																						
	September																						
	October																						
	November																						
	2023 Totals	December				\$ (132,564.25)				\$ (12,153.50)				\$ (6,874.79)						\$ (143,900.00)	\$ (295,492.54)	2023 Totals	
Total Paid to Date					\$ (2,040,059.23)				\$ (197,172.42)				\$ (811,568.36)						\$ (850,100.00)	\$ (3,898,900.01)	Total PTD		
Remaining Balance					\$ 9,959,940.77				\$46,727.58				\$ 1,235,988						\$ 1,151,200.00	\$ 12,393,855.99	Remaining Balances		

JUN 2023 96977 CASH FUND	
AVAILABLE CASH	CASH BALANCE
\$ 571,917.94	\$ 531,540.94



EXECUTIVE DIRECTOR REPORT

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

Project Updates:

- **POCEC:** Invoice #01574 submitted for reimbursement – BV# 13-JUL 2023
- **PERC:** No updates to report this month.
- **PGFHP:** No updates to report this month.
- **POB/CNW:** No updates to report this month.

KPF Business Updates:

- The new exterior building sign with the revamped KPF logo has been installed.
- The Executive Director communicated with the City of Poulsbo on the status of the PERC project. The PERC project is on hold while the City decides how to move forward. A project update will not be presented during the July 31, 2023, Board Meeting.
- The Executive Director met with construction consultant Barker Creek Consulting to review the City of Port Orchard invoice #01574 – reimbursement for the POCEC project. No discrepancies were found during the review, and the invoice will be submitted to the Board of Directors for approval during the July 31, 2023, meeting.



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: July 20th, 2023

June 2023 Month End Recap

Overview

June was a strong month for KCC, especially following a light May. Total revenue for the month was \$125k, positive to monthly budget by \$45k. Year over year, we saw a growth of \$35k in June. Q-2 finished \$78k ahead of budget; wonderful news as we continue the path to recovery.

Event Highlights

We hosted 24 total events in June. Bridge Blast was a huge success once again this year as we were chosen to cater upon the USS Turner Joy for this evening of fireworks and festivities. Other event highlights included two weddings, a prom for Olympic Highschool, the Naval Hospital Corpsman Ball, Puget Sound Naval Shipyard, St. Michael's medical center and a large military job fair which brought over 1,000 attendees to our facility alone. Clients were extremely pleased with our hospitality and commented:

"On behalf of the NMRTC Bremerton's HM ball committee, I want to give you a heartfelt thank you. Thank you for ensuring the venue, food and service went on without a hitch, and thank you to you and your staff for helping us put on a spectacular event!"

"Thank you, Nathan!"

"Outstanding venue"

Operations

Although we were the host of 24 events, we really continued to focus on our financial commitment to our stake holders. With May being a lighter month and needing a significant amount of labor hours, the management team really worked hard to fill in wherever we could to help with the direct expense of June's labor. We also continue to focus on cleanliness, with a large emphasis spent on carpets during the month of June.

Team Member

As mentioned above, our team is exceptional. They are leaders who don't mind rolling up their sleeves to ensure the financial wellness of the conference center. Our hourly and on-call team members are grateful to be a part of the Kitsap Conference Center and are extremely understanding when hours are limited. Again, being a part of the Columbia Hospitality portfolio is crucial, as our team always has opportunities to work at other properties during our slower months. This is key to building a team and retaining them in our small community.

Sales

Our Sales Team had an amazing month booking future revenues for both 2023 as well as 2024. \$95k in revenues were contracted in June. \$47k of this amount was contracted for events within the month for the month, (proving shorter booking windows), while \$48k was contracted for future dates within 2023 and 2024. Tentative bookings totaling \$6k are in the works and we hope to finalize these contracts in the month of July. On top of the busy planning, 12 site tours were given in June. Tours included US Marine Corp Ball, (a \$60k contract), and a large wedding for 250 attendees.

Marketing/Communications

Marketing campaigns are solely focused on the 2023 Kitsap Wine Festival to be held on Saturday, August 5th. We have campaigns running within Pierce and Kitsap Counties as well as Seattle to promote and encourage tourism here in Bremerton. Green Rubino is also working on a press release for the wine festival to be released in July. Currently, ticket sales are right on track to match and possibly exceed 2022 numbers, which is fantastic considering the number of events here in Bremerton the same day.

Looking Ahead

Finishing Q-2 nearly \$80k ahead of budgeted expectations is wonderful and a true testament to the loyalty of guests here at Kitsap Conference Center. Forecasting is still extremely difficult as we dive into the future months, with booking windows being so narrow. We have noticed events growing; a large step forward over 2022 and businesses ready to verbally commit to future events before they leave our facility. Q-3 is forecasted to be our lightest quarter of the year and we are already making plans for staffing as well as financial wellness as we head into these slower months. We have had multiple calls for Q-4 and are very optimistic that we will gain some large winter events soon.

Financial Results

Kitsap Conference Center Consolidated Income Statement For Period Ending 06/30/2023

Current Month				Year to Date			
Actual	%	Budget	%	Actual	%	Budget	%
0	0.0%	6,770	8.4%	0	0.0%	52,010	10.4%
2,833	2.3%	2,212	2.8%	19,259	3.3%	13,076	2.6%
50,022	40.0%	38,212	47.7%	263,145	45.4%	239,156	47.7%
7,161	5.7%	8,448	10.5%	32,171	5.6%	48,384	9.6%
50,964	40.8%	16,588	20.7%	191,205	33.0%	99,484	19.8%
14,014	11.2%	7,899	9.9%	73,670	12.7%	49,641	9.9%
124,994	100.0%	80,129	100.0%	579,450	100.0%	501,751	100.0%
COSTS OF SALES							
1,380	2.0%	2,277	6.8%	11,176	3.9%	13,543	6.3%
10,671	21.3%	9,171	24.0%	68,669	26.1%	57,397	24.0%
1,082	15.1%	1,753	20.8%	4,731	14.7%	10,040	20.8%
13,132	10.5%	13,201	16.5%	84,575	14.6%	80,980	16.1%
111,861	89.5%	66,927	83.5%	494,875	85.4%	420,770	83.9%
DIRECT EXPENSES:							
11,318	9.1%	8,754	10.9%	66,643	11.5%	49,748	9.9%
151	0.1%	0	0.0%	715	0.1%	0	0.0%
36,342	29.1%	24,513	30.6%	185,180	32.0%	130,216	26.0%
4,100	3.3%	4,190	5.2%	21,641	3.7%	26,976	5.4%
51,911	41.5%	37,456	46.7%	274,179	47.3%	206,941	41.2%
59,951	48.0%	29,471	36.8%	220,696	38.1%	213,830	42.6%
UNDISTRIBUTED OPERATING EXPENSES							
22,551	18.0%	21,515	26.9%	133,749	23.1%	139,326	27.8%
12,530	10.0%	14,200	17.7%	80,110	13.8%	86,114	17.2%
99	0.1%	450	0.6%	493	0.1%	2,860	0.6%
3,225	2.6%	4,812	6.0%	26,117	4.5%	28,872	5.8%
38,404	30.7%	40,978	51.1%	240,469	41.5%	257,172	51.3%
21,547	17.2%	(11,506)	-14.4%	(19,773)	-3.4%	(43,342)	-8.6%
3,750	3.0%	2,404	3.0%	17,384	3.0%	15,053	3.0%
1,875	1.5%	1,202	1.5%	8,692	1.5%	7,526	1.5%
538	0.4%	475	0.6%	3,265	0.6%	2,850	0.6%
535	0.4%	510	0.6%	3,546	0.6%	3,060	0.6%
7,500	6.0%	7,500	9.4%	45,000	7.8%	45,000	9.0%
405	0.3%	481	0.6%	4,648	0.8%	3,011	0.6%
14,603	11.7%	12,572	15.7%	82,534	14.2%	76,499	15.2%
118,050	94.4%	104,206	130.0%	681,758	117.7%	621,592	123.9%
6,944	5.6%	(24,078)	-30.0%	(102,308)	-17.7%	(119,841)	-23.9%



KPFD *EventFund*

Regional Tournaments & Events
Funding Guidelines and Instructions

• OVERVIEW

The **Kitsap Public Facilities District (KPFD)** uses a Washington State sales tax rebate to invest in sports, recreation, entertainment and conference facilities with other partners in Kitsap County. The KPFD also seeks to promote the use of these facilities, to expand local recreational options and stimulate economic benefit to the community by assisting local organizations host regional sports tournaments and special events at the facilities built or renovated with KPFD-managed funds.

• *EventFund* PURPOSE

The KPFD is making funds available for promotion and marketing of events through the **KPFD *EventFund*** to support Kitsap County-based organizations that want to host, produce and/or market local and regional sports tournaments or special events at KPFD supported facilities.

• *EventFund* GUIDELINES

The KPFD Board of Directors accepts applications and makes fund allocations from the **KPFD *EventFund*** twice a year. Round I on is held in December/January and Round II is held in May/June. Fund award decisions are competitive and range from \$500 to \$5,000.

Applicants must be a Kitsap County-based organization requesting funds for promoting and marketing regional sports tournaments and events hosted at one of the following three facilities developed with KPFD-managed funds.

- Kitsap Conference Center at Bremerton Harborside
- Kitsap Fairgrounds and Events Center
- Facilities within North Kitsap Regional Event Center in Poulsbo

KPFD *EventFund* primarily supports programs through funds for promotion and marketing that stimulate economic activity by drawing out-of-county participants, families and tournament enthusiasts to Kitsap County, while also providing entertaining and healthful recreational opportunities for Kitsap County residents.

The applicant organization's mission, local community affiliations, memberships, as well as a written statement about the proposed tournament or event are required as part of the application. The application must also identify the public benefit to result from the use of fund allocations from the ***EventFund***.

Awards must be used for the purposes of marketing and promoting the event and the facility, the purpose must be stated clearly in the proposal and in accord with the event plan, budget and timeline. The KPFD logo and name must be prominently displayed in the marketing literature. 10% or more of the funds awarded must be spent with the Visit Kitsap Peninsula tourism organization for assistance with logos, literature, press releases, flyers, advertising and posters to promote and advertise the event, unless otherwise noted by the PFD Board.

Organizations may apply for **KPFD EventFund** for a specific activity or event for up to three years. The intent is to support the organization or event until it is self-sustaining. To be considered for funding in any additional years, the event follow-up reporting requirement must be detailed and complete, demonstrating progress toward self-sufficiency.

The KPFD is committed to the development of successful events in Kitsap County that promote and utilize the KPFD qualified facilities. To that end, we encourage applicants to contact the KPFD staff prior to submitting an application for funding. We are pleased to discuss project ideas; help develop a realistic event budget or assist as you prioritize the organizational details of the event.

We also are available to review the funding proposal. These services are available as time permits until one week prior to the application deadline.

Allocation of **KPFD EventFunds** is based on a number of factors including, but not limited to, projected number of participants, projected audience size, potential for future growth of the tournament or event, uniqueness or duplication of programming within the Kitsap County area, and demonstration of the need of the organization. Additional community support, matching funds and the potential for long-term sustainability are also important and are considered a strong positive for receiving an allocation from the KPFD **EventFund**. In all instances, the funds requested are to be clearly shown to be used for promoting and marketing the event

KPFD EventFund prioritizes support for programs and events that:

- Draw a large number of participants and audience members from a geographic area beyond Kitsap County.
- Encourage over-night stays in Kitsap County area hotels, motels, B & B's and campgrounds, especially during off-season months.
- Demonstrate collaborative efforts among teams, schools, businesses and government agencies.
- Leverage KPFD allocation with funds from other sources.
- Encourage use of volunteers.

- Enhance participation opportunities for children and youth.

KPFD requires KPFD *EventFund* recipients to submit a detailed after-event report so that the KPFD Board of Directors can evaluate and document the public benefits received.

- A brief narrative highlighting an overall evaluation of the event. •
The strengths and weaknesses of the event.
- Number of participants; the demographics of the participants (i.e. age, county and state of residence.)
- Number of spectators/audience; the demographics of this group (i.e. age, county and state of residence.)
 - Estimated number of overnight stays in Kitsap County associated with the event.
Consult with the Visit Kitsap Peninsula tourism office for assistance
 - Financial report comparing the event budget with the actual revenue and costs, showing in detail where the PFD *EventFund* dollars were spent.
- Outline future plans for the event/tournament...

Please Note: the KPFD Board of Directors occasionally may revise this policy to maintain flexibility and to reflect community needs.

• **DELIVERY INSTRUCTIONS**

Applications may be submitted to KPFD in two ways:

1) Mailing: Applications and supporting documents may be mailed to: Kitsap Public Facilities District, 9230 Bay Shore Dr NW, Suite 101, Silverdale, 98383. 2) Email: Application and documents may be attached to an email and submitted to: execdirector@kitsap-pfd.org. A confirmation will be sent within two working days that the application has been received.

PLEASE NOTE: Late applications will not be accepted

If you have any questions, please send an email to:
execdirector@kitsap-pfd.org or call (360) 698-1885.

Thank you for your interest in applying for the KPFD *EventFund*.



KPFD *EventFund*

Application and Instructions

• APPLICATION FORM

PART I - APPLICATION INFORMATION

a) Name of the Event: Sleighin Weights _____
Amount of funding requested \$ 3000 _____

b) Name of organization: DungeonFitness/USPA _____

c) Address 2901 perry ave ste 3 bremerton wa 98310 _____

d) Contact person Ryan Turgano _____

Telephone 360-509-5372 _____ Email DFstrength@gmail.com _____

e) Organizational structure United States Powerlifting Assosiation_ for profit _____
(For-profit; nonprofit; government/parks program, etc.)

f) If nonprofit group, list Board of Directors and affiliations:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

g) Geographic area and population served ___Nationwide 250,000+ members _____

h) Role of volunteers in organization _Volunteers will judge, spot, load, setup & breakdown competition equipment, help athletes with weigh in process, gear check, crowd control, admissions, cleaning, score keeping _____

i) If collaborative project, describe lead organization and its relation to others involved.

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NOTE: Fill out Application Form; use your own stationary or plain paper for the remainder of the Application.

• **APPLICATION INSTRUCTIONS – Supporting Information**

PART 2 - EVENT DESCRIPTION (limit 2 pages, one-side each)

a. Project goals, objectives, and timeline;

Goal is to provide an avenue for local and national strength athletes to compete and qualify for upcoming national and world championships, break state and national records and build more awareness around the powerlifting community and the positive impact it has on our community/country

b. Estimate anticipated economic impact;

With an approximate 120 athletes they typically bring 3-4 teammates, coaches and or family members and stay 1 night and two days sometimes 2 nights depending on where they are traveling from. These athletes spend money at restaurants immediately after weigh-ins and throughout the next couple days. I myself as an athlete spend roughly \$500 while attending an out of town event so the potential revenue for the local businesses is \$240,000.

c. Describe how will you monitor and measure the success of this activity; d. Number and type of people, including volunteers and staff, who will participate in and benefit from this activity;

For every event we have a roster of athletes, we have an admissions table and volunteer waivers so all in person attendees are accounted for. The people who benefit in addition to the in person participants are the local business along with all those whom we reach through social media, all the athletes and volunteers will have event shirts which will advertise for all sponsors wherever the athlete wears the shirt and the event photos will also show the sponsors which increases the reach through each athletes social media.

e. List potential and actual sources of support for this activity;

DungeonFitness Bremerton

Slippery Pig Poulsbo

Cafe Perfetto Bremerton

Tank Worx armory Bremerton

Core Vision Training Bremerton

USPA Powerlifting Nationwide

Fingers Duke Bremerton

Mise en Place Bremerton

Evergreen Auto Spa Bremerton

f. Explain plans for sustaining this activity in future years;

This Event Has been Running in Bremerton for the past 6 Years at Dungeon Fitness but in order to continue to grow the event and attract a larger geographic audience we would like to host it at a building in the kitsap Pavillion

g. Describe the public benefits to be derived from this activity. Large Financial impact to local businesses due to overnight stays and food consumption. Downtime after weigh ins for tourism activities, positive activity for the community to participate in. potential increased business for health stores in area for nutrition products.

PART 3 - EVENT BUDGET: (limit each summary to one side of one page)

a. Summary of proposed Event revenue and expense budget, **especially the marketing & promotion expenses**. Please note status (committed or requested) of each revenue source.

Venue Rental \$2000 (Sponsors)

Event Sanctioning and insurance costs - \$1200 (Dungeon Fitness)

T shirts for athletes and staffing- \$2400 (Dungeon Fitness)

Marketing (social media ads, Banners, flyers, signs) \$3000 (KPF D request)

Equipment and transportation \$5000 (Dungeon Fitness)

Judges/staffing food and accommodations \$800 (Dungeon Fitness)

b. If available, a summary of actual activity revenue and expense statement from current or prior year (include names of businesses or agencies, not necessary to list names of individual donors.)

PART 4 - DOCUMENTATION OF SUPPORT FROM COLLABORATING AGENCIES:

If the Event/activity for which you seek funds is being accomplished in collaboration with other teams, groups or agencies, include letters of commitment or other documentation of support from these partners. (no limitation on number of letters)

PART 5 - ADDITIONAL INFORMATION:

Please address anything else about this Event that you feel is relevant to this application.