



Board of Directors Meeting*
Monday, August 28, 2023
Kitsap Public Facilities District Office
Meeting Location: Bainbridge Island City Hall
& via Zoom Webinar ID* – <https://us02web.zoom.us/j/81421998464>

MEETING AGENDA

1. Call to Order / Comments from Board Chairman Hatchel

CONSENT AGENDA

- A. JUL 2023 KPFD BOD Meeting Minutes
 - B. Blanket Voucher #14-AUG 2023 96968 Operating Expenses
 - C. AUG 2023 KPFD Financial Report
 - D. Executive Director Report – AUG 2023
 - E. KCC Financial Report – JUL 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 Updates this Month

5. General Business/Good of the Order

- KPFD Event Fund Guidelines
- KPFD Website Updates
- AWPFD Annual Conference – SEP 29, 2023

6. Meeting Adjournment

Next Meeting: September 25, 2023, at 5:30 pm
Location: Norm Dicks Government Center in Bremerton
Topics: General Business, Port Orchard Community Events Center (POCEC) 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
AUGUST 28, 2023**

- A. JUL 31, 2023 Board of Directors Meeting Minutes
 - B. Blanket Voucher #14-AUG 2023 96968 Operating Expenses
 - C. JUL 2023 Sales Tax Rebate Summary Report
 - D. AUG 2023 KPFD Financial Report
 - E. AUG 2023 KPFD Project Tracking Report
 - F. Executive Director Report – AUG 2023
 - G. KCC Financial Report – JUL 2023
-



Kitsap Public Facilities District

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

Monday, July 31, 2023

Attendance:

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

Board Members Absent: Director Daron Jagodzinske, Director Phil Havers

Staff Present: Executive Director Russ Shiplet, Legal Counsel Brian Lawler (By Remote)

1. **Call to Order:** KPFD Chairman Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** No public comment was made during the meeting.
3. **Approval of Consent Agenda:** Vice Chairman Morrissey motioned to approve the Consent Agenda as presented. Director Leedham seconded the motion. There was no discussion, and the Board of Directors passed the motion unanimously.
4. **Facilities Project Progress Report:** No project updates were presented during the meeting
5. **General Business:**
 - Dungeon Fitness presented an EventFund application to support their upcoming Sleighin Weights competition in December 2023. Dungeon Fitness has applied to the County to hold the event in the Kitsap Pavilion. They are waiting for final approval for the venue. The funding request is for \$3,000 to cover the cost of advertising and marketing the event. The board approved the application stipulating that the event must be held at a facility the PFD helped to fund.
 - A letter from the City Manager of Bainbridge Island in support of the Japanese American Exclusion Memorial Visitor Center was discussed. The Executive Director will craft a response and send it to the PFD board before sending it to the City Manager.
 - The June 2023 Sales Tax Rebate Summary was discussed, specific to the increase of 4.9% compared to June 2022.
6. **Meeting Adjournment:**
 - The Board of Directors meeting adjourned at 5:53 PM

Next Meeting of the Board: August 28, 2023 – Location TBD

Building Communities, Enriching Lives TM

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# 14-AUG 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 of **\$13,448.08** on this 28th day of AUG 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 (JUL 2023) – detail attached on next page | 5311 | \$ 1,924.66 |
| BKAT BOD Meeting Recording (JUL 2023) | 5419(b) | \$ 463.25 |
| WA State PERS2 Employee Retirement (AUG 2023) | 5249 | \$ 1,788.42 |
| Employment Security Department (Q2 2023) | 5249 | \$ 938.86 |
| Enduris General Liability Insurance (SEP 2023 – SEP 2024) | 5311 | \$ 5,651.00 |
| Bremerton Government Center Invoice (JUL 2023 BOD Meeting) | 5311 | \$ 151.00 |
| US Bank – LTGO 2022C Bond Paying Agent Fee (2023) | 5311 | \$ 293.15 |
| US Bank – LTGO 2021B Bond Paying Agent Fee (2023) | 5311 | \$ 200.00 |
| JPC LLC Legal Counsel (JUL 2023) | 5416 | \$ 632.50 |
| Other items: | | |
| Chairman Hatchel (Q2 2023 BOD Stipend & Mileage Reimburse) | 5140/5438 | \$ 516.33 |
| Treasurer Draper (Q2 2023 BOD Stipend & Mileage Reimburse) | 5140/5438 | \$ 321.75 |
| Director Leedham (Q2 2023 BOD Stipend) | 5140 | \$ 150.00 |
| Director Havers (Q2 2023 BOD Stipend) | 5140 | \$ 200.00 |
| Director Bullock (Q2 2023 BOD Stipend & Mileage Reimburse) | 5140/5438 | \$ 217.16 |
| | | |
| | | |
| | | |
| | PAGE TOTAL | \$ 13,448.08 |



| VENDOR | SPEND CAT | AMOUNT |
|--|-------------------|--------------------|
| Kitsap Bank Visa (JUL 2023) | | \$ 1,924.66 |
| -Comcast for Business (JUL 2023 Phone/Internet) | 5421 | (\$262.10) |
| -Office Rent (JUL 2023) | 5451(b) | (\$851.44) |
| -Help Desk Cavalry Email Support (JUL 2023) | 5311 | (\$202.64) |
| -Help Desk Cavalry Monthly IT Support (JUL 2023) | 5419(a) | (\$279.95) |
| -Storage (JUL 2023) | 5311 | (\$133.00) |
| -Zoom Webinar Monthly Subscription (JUL 2023) | 5311 | (\$87.44) |
| -Adobe Cloud Storage (JUL 2023) | 5311 | (\$60.05) |
| -Finance Charge (JUL 2023) | 5311 | (\$48.04) |
| | PAGE TOTAL | \$ 1,924.66 |
| | | |



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



Account Summary

| | | |
|-----------------------|---|------------|
| Billing Cycle | | 07/24/2023 |
| Days In Billing Cycle | | 31 |
| Previous Balance | | \$2,299.82 |
| Purchases | + | \$1,876.62 |
| Cash | + | \$0.00 |
| Balance Transfers | + | \$0.00 |
| Special | + | \$0.00 |
| Credits | - | \$0.00 |
| Payments | - | \$0.00 |
| Other Charges | + | \$0.00 |
| Finance Charges | + | \$48.04 |

NEW BALANCE **\$4,224.48**

Credit Summary

| | |
|-------------------------|-------------|
| Total Credit Line | \$10,000.00 |
| Available Credit Line | \$5,775.52 |
| Available Cash | \$0.00 |
| Amount Over Credit Line | \$0.00 |
| Amount Past Due | \$2,299.82 |
| 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 **\$4,224.48**

MINIMUM PAYMENT **\$4,224.48**

PAYMENT DUE DATE **08/18/2023**

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 |
|------------|-----------|-----------|-------------------------|--|----------|
| 06/25 | 06/25 | PBUS01 | 24692163176107723068722 | COMCAST CABLE COMM 800-COMCAST WA | \$262.10 |
| 06/26 | 06/27 | PBUS01 | 24906413177176959064333 | PYL*American Property LLC 866-7295327 WA | \$851.44 |
| 07/01 | 07/02 | PBUS01 | 24377353183000003327613 | HELP DESK CAVALRY 360-9306990 WA | \$202.64 |
| 07/01 | 07/02 | PBUS01 | 24377353183000003327639 | HELP DESK CAVALRY 360-9306990 WA | \$279.95 |
| 07/01 | 07/03 | PBUS01 | 24275393183052090591923 | Glacier West Poul's 360-6977368 WA | \$133.00 |
| 07/06 | 07/07 | PBUS01 | 24011343187000045755283 | ZOOM.US 888-799-9666 WWW.ZOOM.US CA | \$87.44 |
| 07/15 | 07/16 | PBUS01 | 24692163196101395965741 | ADOBE *800-833-6687 ADOBE.LY/ENUS CA | \$60.05 |
| 07/24 | 07/24 | PBUS01 | 74257773205126205764007 | INTEREST CHARGE PURCHASE | \$48.04 |

Additional Information About Your Account

PLEASE NOTE MINIMUM PAYMENT DUE. WE MAY REPORT INFORMATION ABOUT YOUR ACCOUNT TO CREDIT BUREAUS. LATE PAYMENTS, MISSED PAYMENTS, OR OTHER DEFAULTS MAY BE REFLECTED IN YOUR CREDIT REPORT.

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

07/24/23

New Balance

\$4,224.48

Total Minimum
Payment Due

\$4,224.48

Payment Due Date

08/18/23

\$



RUSSELL E SHIPLET
KITSAP PUBLIC FAC DIST
19980 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 00422448 00422448 8

Total



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 | 08/2023 | | \$1,788.42 |
| Subtotal for Plan 2 | | | \$1,788.42 |

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



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

ESD Number 000530274007
Federal EIN: 760820379
UBI Number: 604903519
Year: 2023
Quarter: 2

Contact Information:

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

Amount Due: \$938.86
Amount Remitted: \$_____



INVOICE

1610 S. Technology Blvd, Ste 100
Spokane, WA 99224
(509) 838-0910 or (800) 462-8418

Invoice Number:
R24-393-1

Invoice Date:
7/27/2023

Page:
1

Member ID: 393
Renewal Policy: 2024-393-P-001
Member: Kitsap Public Facilities District
19980 10th Ave NE
Poulsbo, WA 98370

| Due Date |
|----------|
| 9/1/2023 |

| Description | Amount |
|--|---------------|
| Effective September 1, 2023 through August 31, 2024 | |
| General Liability | 4,576 |
| Property | 1,075 |
| <hr/> | |
| Please see the Binder for specific coverage details. | TOTAL \$5,651 |

Terms and Conditions:

Late fees of 4.5% will be levied on overdue accounts.

Payment should be made by check or money transfer:

Make check payable to: Enduris Washington

Send money transfer to:

Washington Trust Bank

Enduris Washington

ABA/Routing #: 125100089

Account Number: 1000799252

Reference: Invoice number

It remains our mission "**to provide financial protection, broad coverage, and risk management services responsive to our members' needs.**" We strive to bring you exceptional coverage for a competitive price while adding value to your organization.

If you have questions or need assistance, please contact MemberRelations@enduris.us or reach out to us at (800) 462-8418.

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

INVOICE

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

INVOICE # 1078
DATE 08/07/2023
TERMS Due on receipt

| DATE | ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|-------------|---------------------------------|---|-----|-------|----------|
| 07/31/2023 | Chambers Conference Room Rental | Meeting 07/31/2023 4:30 pm - 6:30 pm | 2 | 38.50 | 77.00 |
| 07/31/2023 | Concierge Service | Concierge Service for Meeting | 2 | 37.00 | 74.00 |
| BALANCE DUE | | | | | \$151.00 |



Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 7004500
Account Number: KITLTGO22C
Invoice Date: 07/25/2023
Direct Inquiries To: CAROLYN MORRISON
Phone: 206-344-4678

KITSAP COUNTY
ATTN: COUNTY TREASURER
PO BOX 169
614 DIVISION ST MS 32
PORT ORCHARD, WA 98366

KITSAP COUNTY, WASHINGTON LIMITED TAX GENERAL OBLIGATION REFUNDING BOND, 2022C
(TAXABLE) PAYING AGENT

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE

\$293.15

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

KITSAP COUNTY, WASHINGTON LIMITED TAX
GENERAL OBLIGATION REFUNDING BOND, 2022C
(TAXABLE) PAYING AGENT

Invoice Number: 7004500
Account Number: KITLTGO22C
Current Due: \$293.15

Direct Inquiries To: CAROLYN MORRISON
Phone: 206-344-4678

Wire Instructions:

U.S. Bank
ABA # 091000022
Acct # 1-801-5013-5135
Trust Acct # KITLTGO22C
Invoice # 7004500
Attn: Fee Dept St. Paul

Please mail payments to:

U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690





Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 7004504
Account Number: KITLTGOR21B
Invoice Date: 07/25/2023
Direct Inquiries To: CAROLYN MORRISON
Phone: 206-344-4678

KITSAP COUNTY
ATTN: COUNTY TREASURER
PO BOX 169
614 DIVISION ST MS 32
PORT ORCHARD, WA 98366

KITSAP COUNTY, WASHINGTON LIMITED TAX GENERAL OBLIGATION REFUNDING BOND, 2021B
(TAXABLE)

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE \$200.00

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

KITSAP COUNTY, WASHINGTON LIMITED TAX
GENERAL OBLIGATION REFUNDING BOND, 2021B
(TAXABLE)

Invoice Number: 7004504
Account Number: KITLTGOR21B
Current Due: \$200.00

Direct Inquiries To: CAROLYN MORRISON
Phone: 206-344-4678

Wire Instructions:
U.S. Bank
ABA # 091000022
Acct # 1-801-5013-5135
Trust Acct # KITLTGOR21B
Invoice # 7004504
Attn: Fee Dept St. Paul

Please mail payments to:
U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690





Tel 206.292.1994
Fax 206.292.1995

801 Second Avenue, Suite 700
Seattle, Washington 98104

August 10, 2023

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


Invoice 155998 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 632.50

\$ 632.50


| | |
|--|---|
|  KITSAP PUBLIC FACILITIES DISTRICT | BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT |
| | Q2 2023 |

| BOARD MEMBER NAME | | | PATRICK HATCHEL | | |
|-------------------|-----|------|-----------------|-------------------|--------------------------------|
| MONTH | DAY | YEAR | MEETING TYPE | ZOOM or IN PERSON | IF IN PERSON, SITE LOCATION |
| APR | 3 | 2023 | EXEC TEAM | ZOOM | |
| APR | 12 | 2023 | SPECIAL | IN PERSON | KITSAP COUNTY BUILDING |
| APR | 16 | 2023 | EXEC TEAM | ZOOM | |
| APR | 24 | 2023 | BOARD | IN PERSON | BAINBRIDGE |
| MAY | 24 | 2023 | EXEC TEAM | ZOOM | |
| MAY | 30 | 2023 | BOARD | IN PERSON | POUSLBO |
| JUN | 21 | 2023 | EXEC TEAM | ZOOM | |
| JUN | 26 | 2023 | BOARD | IN PERSON | KITSAP COUNTY BUILDING |
| | | | | | |
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| STIPEND | RT MILEAGE |
|---------|------------|
| 50.00 | |
| 50.00 | 59.00 |
| 50.00 | |
| 50.00 | 16.60 |
| 50.00 | |
| 50.00 | 43.00 |
| 50.00 | |
| 50.00 | 59.00 |

0.655 2023 RATE

| | | |
|---------------|-----------------|-----------------|
| TOTALS | \$400.00 | \$116.33 |
|---------------|-----------------|-----------------|

| | |
|--|---|
|  KITSAP PUBLIC FACILITIES DISTRICT | BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT |
| | Q2 2023 |

| BOARD MEMBER NAME | | | WALT DRAPER | | |
|-------------------|-----|------|--------------|-------------------|--------------------------------|
| MONTH | DAY | YEAR | MEETING TYPE | ZOOM or IN PERSON | IF IN PERSON, SITE LOCATION |
| APR | 3 | 2023 | EXEC TEAM | ZOOM | |
| APR | 12 | 2023 | SPECIAL | IN PERSON | KITSAP COUNTY BUILDING |
| APR | 16 | 2023 | EXEC TEAM | ZOOM | |
| APR | 24 | 2023 | BOARD | ZOOM | |
| MAY | 24 | 2023 | EXEC TEAM | ZOOM | |
| JUN | 21 | 2023 | EXEC TEAM | ZOOM | |
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STIPEND RT MILEAGE

50.00

50.00

50.00

50.00


50.00

50.00

33.20

0.655 2023 RATE

| | | |
|---------------|-----------------|----------------|
| TOTALS | \$300.00 | \$21.75 |
|---------------|-----------------|----------------|

| | |
|--|---|
|  KITSAP PUBLIC FACILITIES DISTRICT | BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT |
| | Q2 2023 |

| BOARD MEMBER NAME | | | ERIN LEEDHAM | | |
|-------------------|-----|------|--------------|-------------------|--------------------------------|
| MONTH | DAY | YEAR | MEETING TYPE | ZOOM or IN PERSON | IF IN PERSON, SITE LOCATION |
| APR | 12 | 2023 | SPECIAL | ZOOM | KITSAP COUNTY BUILDING |
| APR | 24 | 2023 | BOARD | ZOOM | BAINBRIDGE |
| MAY | 30 | 2023 | BOARD | ZOOM | POUSLBO |
| | | | | | |
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STIPEND RT MILEAGE


50.00

50.00

50.00

0.655 2023 RATE

| | | |
|---------------|-----------------|---------------|
| TOTALS | \$150.00 | \$0.00 |
|---------------|-----------------|---------------|

| | |
|--|---|
|  KITSAP PUBLIC FACILITIES DISTRICT | BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT |
| | Q2 2023 |

| BOARD MEMBER NAME | | | PHIL HAVERS | | |
|-------------------|-----|------|--------------|-------------------|--------------------------------|
| MONTH | DAY | YEAR | MEETING TYPE | ZOOM or IN PERSON | IF IN PERSON, SITE LOCATION |
| APR | 12 | 2023 | SPECIAL | ZOOM | KITSAP COUNTY BUILDING |
| APR | 24 | 2023 | BOARD | ZOOM | BAINBRIDGE |
| MAY | 30 | 2023 | BOARD | ZOOM | POUSLBO |
| JUN | 26 | 2023 | BOARD | ZOOM | PORT ORCHARD |
| | | | | | |
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| | | | | | |

STIPEND RT MILEAGE

50.00


50.00

50.00

50.00

0.655 2023 RATE

| | | |
|---------------|-----------------|---------------|
| TOTALS | \$200.00 | \$0.00 |
|---------------|-----------------|---------------|

| | |
|--|---|
|  KITSAP PUBLIC FACILITIES DISTRICT | BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT |
| | Q2 2023 |

| BOARD MEMBER NAME | | | TOM BULLOCK | | |
|-------------------|-----|------|--------------|-------------------|--------------------------------|
| MONTH | DAY | YEAR | MEETING TYPE | ZOOM or IN PERSON | IF IN PERSON, SITE LOCATION |
| APR | 12 | 2023 | SPECIAL | ZOOM | KITSAP COUNTY BUILDING |
| APR | 24 | 2023 | BOARD | IN PERSON | BAINBRIDGE |
| MAY | 30 | 2023 | BOARD | IN PERSON | POUSLBO |
| JUN | 26 | 2023 | BOARD | ZOOM | PORT ORCHARD |
| | | | | | |
| | | | | | |
| | | | | | |

STIPEND RT MILEAGE

50.00

50.00 8.80

50.00 17.40

50.00

0.655 2023 RATE

| | | |
|---------------|-----------------|----------------|
| TOTALS | \$200.00 | \$17.16 |
|---------------|-----------------|----------------|



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
AUG 2023 Available Funds & Expenditures Report

| 977 CAPITAL FUND | | | | | | | | |
|------------------------|----------------|-----------------------------|-----------------|----------------|-------------|---------------------|--------------------------------|--|
| As of | | | Current Blance | | Fund | | Description | |
| 7/31/2023 | | | \$ 4,244,593.06 | | 977 CAPITAL | | JUN 2023 Capital Funds Balance | |
| 977 CASH FUND | | | | | | | | |
| Date | Reconcile Date | Supplier | Invoice # | Amount | Check/EFT | Fund | | Description |
| 7/31/2023 | 7/31/2023 | | | \$ 633,376.71 | EFT | 977 CASH | | JUL 2023 Cash Fund Balance |
| 7/31/2023 | 7/31/2023 | | | \$ 203,055.00 | EFT | | | JUL 2023 Sales Tax Rebate |
| 7/31/2023 | 7/31/2023 | | | \$ (71,219.45) | EFT | | | JUL 2023 Debt Service Payment |
| 7/31/2023 | 7/31/2023 | | | \$ 765,212.26 | | | | JUL 2023 Cash Fund Balance |
| 977 CASH FUND EXPENSE | | | | | | | | |
| Date | Reconcile Date | Supplier | Invoice # | Amount | Check/EFT | Fund | | Description |
| 7/31/2023 | 8/4/2023 | 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 |
| | | | | \$ (44,207.30) | | | | |
| 977 CASH FUND BALANCE | | | | \$ 721,004.96 | | | | |
| 968 OPERATING EXPENSES | | | | | | | | |
| Process Date | Reconcile Date | Supplier | Invoice # | Amount | Check/EFT | Fund | Spend Category | Description |
| 8/4/2023 | 8/16/2023 | Kitsap Bank Visa | JUL 2023 | \$ (1,924.66) | VISA | 968/BV#14-AUG 2023 | 5311 | JUL 2023 CC Payment |
| | | -Help Desk Calvary | JUL 2023 | \$ (279.95) | | | 5419(a) | JUL 2023 IT Services |
| | | -Help Desk Calvary | JUL 2023 | \$ (202.64) | | | 5311 | JUL 2023 O365 Email Subscription |
| | | -Storage | JUL 2023 | \$ (133.00) | | | 5311 | JUL 2023 Storage |
| | | -Central Plaza Office Rent | JUL 2023 | \$ (851.44) | | | 5451(b) | JUL 2023 Office Rent |
| | | -Comcast for Business | JUL 2023 | \$ (262.10) | | | 5451(b) | JUL 2023 Phone/Internet |
| | | -Zoom Webinar Monthly | JUL 2023 | \$ (87.44) | | | 5311 | JUL 2023 Monthly Subscription |
| | | -Adobe Cloud | JUL 2023 | \$ (60.05) | | | 5311 | JUL 2023 Monthly Subscription |
| | | -Bank Finance Charge | JUL 2023 | \$ (48.04) | | | 5311 | JUL2023 Bank Finance Charge |
| 8/4/2023 | | BKAT | 012023-17 | \$ (463.25) | Check | 968/BV#14-AUG 2023 | 5419(a) | JUL 2023 BOD Meeting |
| 8/11/2023 | | JPC LLC | 155998 BEL | \$ (632.50) | Check | 968/BV#14-AUG 2023 | 5416 | JUL 2023 Legal Counsel |
| 8/4/2023 | 8/18/2023 | Employee Security Dept | Q2 2023 | \$ (938.86) | Check | 968/BV# 14-AUG 2023 | 5249 | Q2 2023 ESD Payment |
| 8/4/2023 | 8/17/2023 | WA DRS | JUL 2023 | \$ (1,798.03) | Check | 968/BV# 14-AUG 2023 | 5249 | JUL 2023 PERS2 Employee & Employer Contribution |
| 8/7/2023 | | Bremerton Gov Center Assn | 1078 | \$ (151.00) | Check | 968/BV# 14-AUG 2023 | 5311 | JUL 2023 KPFD BOD Meeting |
| 8/10/2023 | | US Bank | 7004504 | \$ (200.00) | Check | 968/BV# 14-AUG 2023 | 5311 | 2023 LTGO 2021B Bond Paying Agent Fee |
| 8/10/2023 | | US Bank | 7004500 | \$ (293.15) | Check | 968/BV# 14-AUG 2023 | 5311 | 2023 LTGO 2022C Bond Paying Agent Fee |
| 8/14/2023 | 8/19/2023 | Enduris Liability Insurance | R24-393-1 | \$ (5,651.00) | Check | 968/BV# 14-AUG 2023 | 5311 | 2023 General Liability Insurance Premium |
| 8/17/2023 | | Chairman Hatchel | Q2 2023 | \$ (516.23) | Check | 968/BV# 14-AUG 2023 | 5140/5438 | Q2 2023 BOD Stipend & Mileage Reimbursement |
| 8/17/2023 | | Treasurer Draper | Q2 2023 | \$ (321.75) | Check | 968/BV# 14-AUG 2023 | 5140/5438 | Q2 2023 BOD Stipend & Mileage Reimbursement |
| 8/17/2023 | | Director Bullock | Q2 2023 | \$ (217.16) | Check | 968/BV# 14-AUG 2023 | 5140/5438 | Q2 2023 BOD Stipend & Mileage Reimbursement |
| 8/17/2023 | | Director Leedham | Q2 2023 | \$ (150.00) | Check | 968/BV #14-AUG 2023 | 5140 | Q2 2023 BOD Stipend |
| 8/17/2023 | | Director Havers | Q2 2023 | \$ (200.00) | Check | 968/BV#14-AUG 2023 | 5140 | Q2 2023 BOD Stipend |
| 8/31/2023 | 8/31/2023 | Russell Shiplet | AUG 2023 | \$ (9,223.45) | EFT | 96968 | | AUG 2023 Net Pay (includes Health Stipend) |
| | | | | \$ (160.62) | | | | AUG 2023 Medicare |
| | | | | \$ (997.65) | | | | AUG 2023 Federal Withholding |
| | | | | \$ (16.29) | | | | AUG 2023 WAMAF |
| | | | | \$ (23,855.60) | | | | |
| 968 OPERATIONS BALANCE | | | | \$ 6,144.40 | | | | |

**Kitsap PFD
Project Funding Record
AUGUST 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 | | |
| | June | 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 4481 | Reviewed 6/21/2018 | Invoice Amount \$ (30,000.00) | Amount Paid \$ (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 | March | 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 Phase 2 | Reviewed 3/25/2019 | Invoice Amount \$ (19,760.00) | Amount Paid \$ (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 | Invoices | Board Approved | Date Paid | Amount Paid | Invoice | Reviewed 1/20/2020 | Invoice Amount \$ (90,214.00) | Amount Paid \$ (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) | | | | | | | | | | | | | |
| | 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) | | | | | | \$ - | | | Ph2 Bal | | \$ (243,889.00) | \$ (243,889.00) | \$ (331,120.85) 2020 Totals |
| 2020 Totals | | | | | \$ (60,095.60) | | | | | \$ (27,136.25) | | | | | | | | | | | | | |
| 2021 | January | Invoices | Board Approved | Date Paid | Amount Paid | ILA Task # | Invoices | Board Approved | Date Paid | Amount Paid | Invoices | Board Approved | Date Paid | Amount Paid | ILA Stage | Invoice | Reviewed | Invoice Amount | Amount Paid | | | | |
| | February | SKCEC #2 | 2/22/2021 | 2/22/2021 | \$ (137,371.72) | Task 2 | GRNT000765 | 1/25/2021 | 1/25/2021 | \$ (13,441.75) | | | | | | | | | | | | | |
| | March | | | | | | GRNT000771 | 1/25/2021 | 1/25/2021 | \$ (16,387.93) | 21-0100 | 2/22/2021 | 2/22/2021 | \$ (29,943.70) | Stage 2 | | | | | | | | |
| | April | INV00753 | 4/26/2021 | 4/26/2021 | \$ (20,628.28) | Task 2 | GRNT000785 | 3/22/2021 | 3/22/2021 | \$ (9,410.81) | | | | | | | | | | | | | |
| | May | | | | | | GRNT000791 | 4/26/2021 | 4/26/2021 | \$ (10,868.75) | | | | | | | | | | | | | |
| | June | INV00795 | 5/24/2021 | 5/24/2021 | \$ (1,000,000.00) | Task 3 | GRNT000805 | 5/24/2021 | 5/24/2021 | \$ (15,516.25) | | | | | | | | | | | | | |
| | July | INV00825 | 6/28/2021 | 6/28/2021 | \$ (30,000.03) | Task 2 | GRNT000811 | 6/28/2021 | 6/28/2021 | \$ (9,253.35) | | | | | | | 7011 | 5/24/2021 | \$ (86,340.00) | | | | |
| | August | INV00873 | 8/23/2021 | 8/23/2021 | \$ (30,002.84) | Task 2 | GRNT000818 | 7/26/2021 | 7/26/2021 | \$ (7,275.65) | | | | | | | 7018 | 6/28/2021 | \$ (69,653.55) | | | | |
| | September | | | | | | GRNT000831 | 8/23/2021 | 8/23/2021 | \$ (23,434.49) | | | | | | | 7022 | 7/26/2021 | \$ (62,173.55) | | | | |
| | October | INV00961 | 10/25/2021 | 10/25/2021 | \$ (86,287.13) | Task 2 | GRNT000839 | 9/27/2021 | 9/27/2021 | \$ (8,955.00) | | | | | | | 7031 | 7/26/2021 | \$ (52,335.70) | | | | |
| | December | | | | | | GRNT000847 | 10/25/2021 | 10/25/2021 | \$ (6,450.00) | 21-0101 | 10/25/2021 | 10/25/2021 | \$ (142,237.84) | Stage 2 | 7036 | 8/23/2021 | \$ (70,703.55) | | | | | |
| | 2021 Totals | | | | | \$ (1,326,290) | | | | | \$ (120,993.98) | | | | | | sub-total | | \$ (438,257.65) | \$ - | | \$ (1,619,465.52) 2021 Totals | |
| 2022 | 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 | | | | |
| | February | 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 | 7080 | 1/24/2022 | \$ (118,025.00) | | | | | |
| | March | 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) | | | | |
| | April | | | | | | GRNT000870 | 2/28/2022 | 2/28/2022 | \$ (8,536.25) | | | | | | 7100 | 3/18/2022 | \$ (74,440.00) | | | | | |
| | May | | | | | | GRNT 000888 | 3/28/2022 | 4/5/2022 | \$ (1,257.19) | | | | | | 7110 | 4/19/2022 | \$ (61,661.25) | | | | | |
| | June | | | | | | | | | | 21-0105 | 6/27/2022 | 6/28/2022 | \$ (92,135.24) | Stage 2 | 7310 | 5/13/2022 | \$ (51,695.13) | | | | | |
| | July | | | | | | GRNT000914 | 6/27/2022 | 6/28/2022 | \$ (732.50) | 22-0106 | 6/27/2022 | 6/28/2022 | \$ (180,766.80) | Stage 2 | 7360 | 6/15/2022 | \$ (62,269.50) | | | | | |
| | August | | | | | | GRNT000923 | 7/25/2022 | 7/26/2022 | \$ (297.50) | 22-00397 | 7/25/2022 | 7/26/2022 | \$ (159,566.82) | Stage 2 | 7450 | 7/20/2022 | \$ (69,194.14) | | | | | |
| | 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 | 7560 | 8/17/2022 | \$ (73,454.14) | | | | | |
| | October | INV01274 | 10/24/2022 | 10/25/2022 | \$ (50,386.00) | Task 4 | | | | | | | | | | 7660 | 9/14/2022 | \$ (192,922.21) | | | | | |
| | November | INV01363 | 11/21/2022 | 12/8/2022 | \$ (189,900.93) | Task 4 | GRNT000961 | 11/21/2022 | 12/8/2022 | \$ (6,228.75) | | | | | | 7700 | 10/19/2022 | \$ (191,912.45) | | | | | |
| | December | INV01386 | 12/22/2022 | 12/28/2022 | \$ (125,741.06) | Task 4 | | | | | 22-0115 | 12/12/2022 | 12/22/2022 | \$ (137,629.02) | Stage 2 | | | | | | | | |
| 2022 Totals | | | | | \$ (521,109.38) | | | | | \$ (36,888.69) | | | | | | | | \$ (1,000,689.12) | \$ (143,900.00) | | \$ (1,334,410.10) 2022 Totals | | |
| 2023 | 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 | Board Approved | Date Paid | Amount Paid | | | | |
| | February | 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 | | | | | | | | |
| | March | | | | | | | | | | | | | | | 2023 | 1/30/2023 | | 2/9/2023 | \$ (143,900.00) | | | |
| | 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 | 7/31/2023 | 8/1/2023 | \$ (14,207.30) | Task 5 | | | | | | | | | | | | | | | | | |
| | August | | | | | | | | | | | | | | | | | | | | | | |
| | September | | | | | | | | | | | | | | | | | | | | | | |
| | October | | | | | | | | | | | | | | | | | | | | | | |
| | November | | | | | | | | | | | | | | | | | | | | | | |
| | December | | | | | | | | | | | | | | | | | | | | | | |
| 2023 Totals | | | | | \$ (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 |
| \$ 721,004.96 | \$ 706,797.66 |



EXECUTIVE DIRECTOR REPORT

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

Project Updates:

- **POCEC:** No invoices submitted or updates to report this month
- **PERC:** No invoices were submitted this month. The Executive Director met with the Poulsbo Planning Director this month. They have nothing new to report but anticipate providing the board with a project presentation and update at the October 23, 2023, Board of Directors meeting.
- **PGFHP:** No invoices submitted or updates to report this month
- **POB/CNW:** No invoices submitted or updates to report this month

KPFD Business Updates:

- The Executive Director has been working extensively to update the KPFD website with current and relevant information. This will be discussed at the August 28, 2023, Board Meeting.
- The Executive Director is meeting with the Executive Committee and legal counsel on updates to the KPFD Event Fund. Specifically, the information provided to the public on the website gives little guidance as to what qualifies as an Event Fund and application guidelines. This will be discussed at the August 28, 2023, Board meeting.
- The Executive Director continues receiving public requests for KPFD information pertaining to the Port Gamble Forest Heritage Park project. The county has reported that a recent Public Records Act request has been presented to them, asking for additional information about the project.



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: August 21st, 2023

July 2023 Month End Recap

Overview

July was a moderate month for KCC. Total revenue for the month was \$30k, falling short of monthly budgeted revenues by \$53k. Year over year, we saw a decline in July weddings which impacted gross revenues, however, August will make up those revenue short falls and weddings on the books. Q-3 is on pace to exceed total budgeted revenues and YTD we are pacing strong.

Event Highlights

We hosted 12 total events in July. Events included the USS Chicago dinner for one-hundred guests, several PSNS new hire orientations, Alcoholics Anonymous, Narcotics Anonymous and Anthony's restaurant. Although we used very little staff in the month of July, reviews were still wonderful, and our clients called out our team members for a job well done.

Kurt was great!

Mick was great!

Nathan's customer service is exceptional.

Operations

With few events in July, the team really collaborated on all efforts in being as efficient as possible with the salaried team. The 2023 wine festival was a large focus for the management team as well as booking new business for the remainder of the year. Efforts to purchase new carpet for the first floor continue, as well as the 2024 budget and business plan being submitted to our stakeholders.

Team Member

As mentioned above, we used very little hourly labor in the month of July. We are proud of the KCC team for their willingness to help other Columbia Hospitality properties in time of need. These “task force” efforts not only grow our team members and allow them to learn new skillsets, while sharing their own expertise; they also lighten the financial load of the conference center during these lighter revenue months. During the month of July, our executive chef spent a good portion of the month at one of our hotel properties north of Seattle, as well as another hotel property in Southern Oregon. We were also able to send our Events and Conference Services Manager to Southern Oregon for a week to lend management support. Hourly team members of the conference center continued to help our sister property, Gold Mountain Golf Club as well as the Smith Tower in downtown Seattle. It's months like this, that being a part of CH has wonderful benefits to both our team members as well as our stakeholders.

Sales

Our Sales Team had another fantastic month booking future revenues for both 2023 as well as 2024. \$47k in revenues were contracted in July, with another \$28k in tentative revenue just waiting to contract. \$3k of this amount was contracted for events within the month for the month, while \$44k was contracted for future dates within 2023 and 2024. 12 site tours were given in July. These tours included the USS Nimitz holiday party (a \$150k contract), the USS Jimmy Carter, (\$22k) and the Marine Corp Ball, (\$60k), all wonderful events for KCC in 2023. As Marine Corp Ball also toured last month, they have now committed to us and proposals have been sent to both the USS Nimitz and US Jimmy Carter.

Marketing/Communications

Marketing campaigns continued to focus on the 2023 Kitsap Wine Festival to be held on Saturday, August 5th. Ticket sales were capped at 300 attendees and sold out before the end of July. The CH marketing team also provided support and information for the 2024 KCC budget process.

Looking Ahead

Overall, we are 5% ahead of revenue on the books over the same time last year. We are forecasting to exceed total budgeted revenues for 2023 and will continue to watch direct expenses as we head into the third and fourth quarters. We are making great strides in the path to growth and recovery.

Financial Results

Kitsap Conference Center Consolidated Income Statement For Period Ending 07/31/2023

| Current Month | | | | | | | | | Year to Date | | | |
|---------------|---------|----------|--------|--|-----------|--------|-----------|--------|--------------|--|--|--|
| Actual | % | Budget | % | | Actual | % | Budget | % | | | | |
| 0 | 0.0% | 9,875 | 11.9% | Conference Services | 0 | 0.0% | 61,885 | 10.6% | | | | |
| 1,485 | 5.0% | 2,225 | 2.7% | Audio Visual | 20,744 | 3.4% | 15,301 | 2.6% | | | | |
| 11,876 | 40.0% | 37,575 | 45.3% | Food | 275,021 | 45.1% | 276,731 | 47.3% | | | | |
| 1,416 | 4.8% | 8,100 | 9.8% | Beverage | 33,588 | 5.5% | 56,484 | 9.7% | | | | |
| 14,088 | 47.4% | 17,050 | 20.5% | Room Rental | 205,293 | 33.7% | 116,534 | 19.9% | | | | |
| 828 | 2.8% | 8,189 | 9.9% | Miscellaneous | 74,497 | 12.2% | 57,829 | 9.9% | | | | |
| 29,693 | 100.0% | 83,014 | 100.0% | GROSS REVENUE | 609,143 | 100.0% | 584,764 | 100.0% | | | | |
| | | | | COSTS OF SALES | | | | | | | | |
| 1,270 | 7.7% | 2,312 | 6.2% | Conference Services | 12,446 | 4.1% | 15,855 | 6.3% | | | | |
| 10,085 | 84.9% | 9,018 | 24.0% | Food | 78,754 | 28.6% | 66,415 | 24.0% | | | | |
| 403 | 28.4% | 1,681 | 20.8% | Beverage | 5,133 | 15.3% | 11,720 | 20.8% | | | | |
| 11,758 | 39.6% | 13,010 | 15.7% | TOTAL COST OF SALES | 96,333 | 15.8% | 93,991 | 16.1% | | | | |
| 17,935 | 60.4% | 70,003 | 84.3% | GROSS MARGIN | 512,809 | 84.2% | 490,774 | 83.9% | | | | |
| | | | | DIRECT EXPENSES: | | | | | | | | |
| 9,130 | 30.7% | 9,024 | 10.9% | Conference Services Payroll Related | 75,773 | 12.4% | 58,772 | 10.1% | | | | |
| 40 | 0.1% | 0 | 0.0% | Conference Services Other Direct | 755 | 0.1% | 0 | 0.0% | | | | |
| 15,433 | 52.0% | 25,064 | 30.2% | Food & Beverage Payroll Related | 200,613 | 32.9% | 155,281 | 26.6% | | | | |
| 2,709 | 9.1% | 4,713 | 5.7% | Food & Beverage Other Direct | 24,350 | 4.0% | 31,689 | 5.4% | | | | |
| 27,312 | 92.0% | 38,800 | 46.7% | TOTAL DIRECT EXPENSES | 301,491 | 49.5% | 245,741 | 42.0% | | | | |
| (9,377) | -31.6% | 31,203 | 37.6% | DEPARTMENT PROFIT | 211,319 | 34.7% | 245,033 | 41.9% | | | | |
| | | | | UNDISTRIBUTED OPERATING EXPENSES | | | | | | | | |
| 24,426 | 82.3% | 21,401 | 25.8% | Administrative & General | 158,175 | 26.0% | 160,727 | 27.5% | | | | |
| 12,056 | 40.6% | 14,162 | 17.1% | Sales & Marketing | 92,166 | 15.1% | 100,276 | 17.1% | | | | |
| 198 | 0.7% | 450 | 0.5% | Repairs & Maintenance | 691 | 0.1% | 3,310 | 0.6% | | | | |
| 4,268 | 14.4% | 4,812 | 5.8% | Utilities | 30,385 | 5.0% | 33,684 | 5.8% | | | | |
| 40,948 | 137.9% | 40,825 | 49.2% | TOTAL UNDISTRIBUTED OPERATING EXPENSES | 281,417 | 46.2% | 297,997 | 51.0% | | | | |
| (50,325) | -169.5% | (9,622) | -11.6% | INCOME BEFORE FIXED CHARGES | (70,099) | -11.5% | (52,964) | -9.1% | | | | |
| | | | | FIXED CHARGES | | | | | | | | |
| 891 | 3.0% | 2,490 | 3.0% | Capital Reserve | 18,274 | 3.0% | 17,543 | 3.0% | | | | |
| 445 | 1.5% | 1,245 | 1.5% | Incentive Management Fee | 9,137 | 1.5% | 8,771 | 1.5% | | | | |
| 538 | 1.8% | 475 | 0.6% | Insurance | 3,803 | 0.6% | 3,325 | 0.6% | | | | |
| 535 | 1.8% | 510 | 0.6% | Leases | 4,081 | 0.7% | 3,570 | 0.6% | | | | |
| 7,500 | 25.3% | 7,500 | 9.0% | Management Fee | 52,500 | 8.6% | 52,500 | 9.0% | | | | |
| (145) | -0.5% | 498 | 0.6% | Property & Other Taxes | 4,502 | 0.7% | 3,509 | 0.6% | | | | |
| 9,764 | 32.9% | 12,719 | 15.3% | TOTAL FIXED CHARGES | 92,298 | 15.2% | 89,218 | 15.3% | | | | |
| 89,782 | 302.4% | 105,354 | 126.9% | TOTAL OPERATING EXPENSES | 771,539 | 126.7% | 726,946 | 124.3% | | | | |
| (60,089) | -202.4% | (22,341) | -26.9% | NET OPERATING INCOME | (162,397) | -26.7% | (142,182) | -24.3% | | | | |