



Board of Directors Meeting*
Monday, September 25, 2023
Kitsap Public Facilities District Office
Meeting Location: Norm Dicks Government Center
& via Zoom Webinar ID* – <https://us02web.zoom.us/j/86127156074>

MEETING AGENDA

1. Call to Order / Comments from Board Chairman Hatchel

CONSENT AGENDA

- A. August 28, 2023 KPFD BOD Meeting Minutes
 - B. Blanket Voucher #15-SEP 2023 96968 Operating Expenses
 - C. Blanket Voucher #16-SEP 2023 96977 PGFHP Project Invoice
 - D. Blanket Voucher #17-SEP 2023 96977 POCEC Project Invoice
 - E. SEP 2023 KPFD Financial Report
 - F. Executive Director Report – SEP 2023
 - G. KCC Financial Report – AUG 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 – Port Orchard Community Events Center (POCEC)

5. General Business/Good of the Order

- KPFD Resolution 01-2023 Adoption of Event Fund Policy (requires Board of Directors approval)
- Request for Proposal – KPFD Accounting Services (requires Board of Directors approval)
- KPFD Website Updates
- 2024 Board of Directors Meeting Schedule (Bylaws & Resolution 01-2006)
- Project Funding Prerequisites and Potential RFP Dates

6. Meeting Adjournment

Next Meeting: October 23, 2023, at 5:30 pm
Location: City of Poulsbo Council Chambers
Topics: General Business, Poulsbo Event & Recreation Center (PERC) 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
SEPTEMBER 25, 2023**

- A. AUG 28, 2023 Board of Directors Meeting Minutes
 - B. Blanket Voucher #15-SEP 2023 96968 Operating Expenses
 - C. Blanket Voucher #16-SEP 2023 96977 PGFHP Project Invoice
 - D. Blanket Voucher #17-SEP 2023 96977 POCEC Project Invoice
 - E. AUG 2023 Sales Tax Rebate Summary Report
 - F. SEP 2023 KPFD Financial Report
 - G. SEP 2023 KPFD Project Tracking Report
 - H. Executive Director Report – SEP 2023
 - I. KCC Financial Report – AUG 2023
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Kitsap Public Facilities District

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

Monday, August 28, 2023

Attendance:

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

Board Members Absent: Director Daron Jagodzinske

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:** Public comment was provided. Specifically, a question was raised about why project updates had slowed in recent months. It was explained that projects are currently in somewhat of a dormant state between design completion and construction. Project updates are anticipated in September & October.
3. **Approval of Consent Agenda:** Vice Chairman Morrissey motioned to approve the Consent Agenda as presented. Treasurer Draper 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:**
 - The KPFD Event Fund was discussed. An updated guideline and application were presented to the board for review. Final approval of the updates will be discussed at the September 25, 2023, Board of Directors meeting. Mr. Lawler will work on a draft resolution to adopt the Event Fund as policy.
 - The board reviewed updates to the KPFD website. The Executive Director will continue to work on updates and ensure relevant information is posted.
 - The Washington State Association of Public Facilities Districts will hold its annual conference in Kennewick, WA Sep 27-29, 2023. The Executive Director will attend. Board members were encouraged to attend as well.
6. **Meeting Adjournment:**
 - The Board of Directors meeting adjourned at 6:01 PM

Next Meeting of the Board: September 25, 2023 – Norm Dicks Government Center

Building Communities, Enriching Lives TM

**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# 15-SEP 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 **\$9,697.08** on this 25th day of SEP 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 (AUG 2023) – detail attached on next page	5311	\$ 2,053.91
Barker Creek Consulting Inc (JUN-AUG 2023)	5419	\$ 2,970.00
Interlock Solutions (Website Support & Annual Renewal)	5311	\$ 634.00
JPC PLLC Legal Counsel (SEP 2023)	5416	\$ 962.50
BKAT (AUG 2023)	5311	\$ 545.00
WA State Dept of Retirement Services (SEP 2023)	5249	\$1,796.59
Other items:		
Director Jagodzinske Q2 2023 BOD Stipend/Mileage Reimburse	5140/5438	\$ 248.21
Director Morrissey Q2 2023 BOD Stipend/Mileage Reimburse	5140/5438	\$ 486.87
	PAGE TOTAL	\$ 9,697.08



VENDOR	SPEND CAT	AMOUNT
Kitsap Bank Visa (AUG 2023)		\$ 2,053.91
-Comcast for Business (AUG 2023 Phone/Internet)	5421	(\$262.10)
-Office Rent (AUG 2023)	5451(b)	(\$878.27)
-Help Desk Cavalry Email Support (AUG 2023)	5311	(\$202.64)
-Help Desk Cavalry Monthly IT Support (AUG 2023)	5419(a)	(\$279.95)
-Storage (AUG 2023)	5311	(\$133.00)
-Zoom Webinar Monthly Subscription (AUG 2023)	5311	(\$87.44)
-Adobe Cloud Storage (AUG 2023)	5311	(\$60.05)
-Walmart – Office Supplies	5311	(\$10.10)
-L&I Premium (Q2 2023)	5249	(\$136.41)
-L&I Premium Fee (Q2 2023)	5249	(\$3.95)
	PAGE TOTAL	\$ 2,053.91

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# 16-SEP 2023**

We thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment in the amount of **\$18,424.21** on this **25th** day of **SEP 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 Gamble Forest Heritage Park (PGFHP)	
AUG 2023 PERC Invoice #23-0829	\$ 18,424.21
PAGE TOTAL	\$ 18,424,21

**BLANKET VOUCHER APPROVAL****FUND: 96977.00977****BV# 17-SEP 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 **\$77,665.97** on this **25th** day of **SEP 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)	
SEP 2023 POCEC Invoice # 01616	\$ 77,665.97
PAGE TOTAL	\$ 77,665.97



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%	\$ 213,155.55	2.8%
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	7.4%	\$ 1,531,889.11	2.2%
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	7.4%	\$ 191,486.14	AVG YTD
17																			
18																			
19																			
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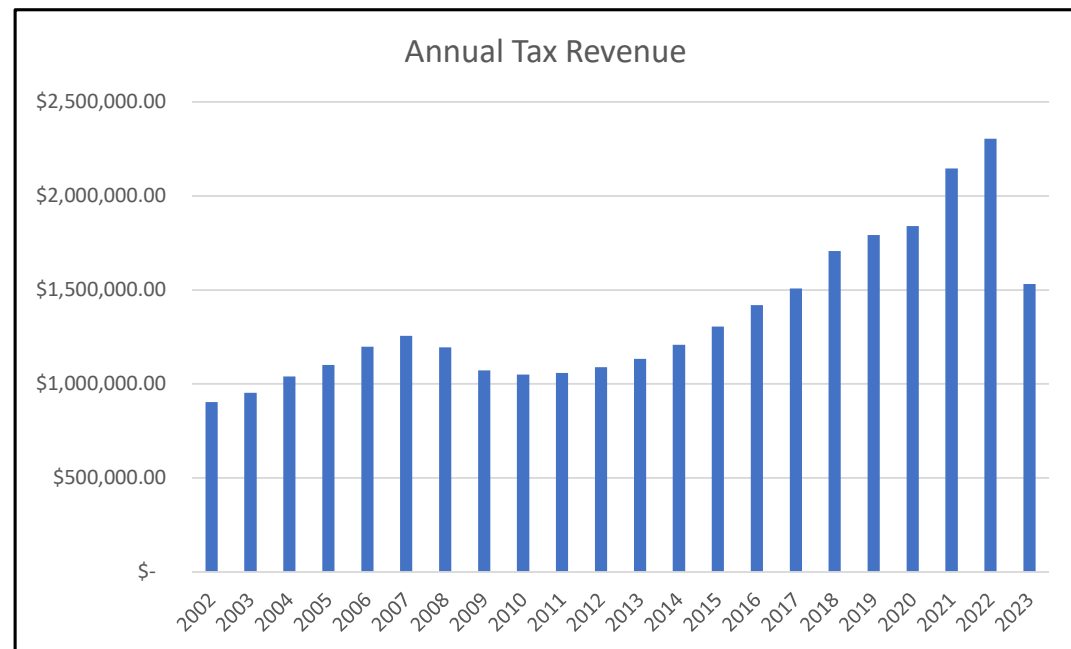
NOTE: These sales tax rebate numbers show for the month money is received from the State Treasurer's Office.
County receives rebate two months after tax paid,
i.e. Cnty/PFD March receipt reflects January sales tax revenue

AUG 2023	FUNDS	COMMENT
Sales Tax Rebate (977)	\$213,155.55	Up 2.8% from AUG 2023
Debt Service (286)	(\$71,219)	
Net Income	\$141,936	
Expenses (968)	(\$23,855)	
NET GAIN	\$118,081.10	



TAX REVENUE TO DATE

Year	Tax Revenue
2002	\$ 903,637.62
2003	\$ 952,233.19
2004	\$ 1,039,781.46
2005	\$ 1,101,474.01
2006	\$ 1,197,100.30
2007	\$ 1,256,597.88
2008	\$ 1,194,023.24
2009	\$ 1,071,878.99
2010	\$ 1,049,608.32
2011	\$ 1,058,542.02
2012	\$ 1,088,502.99
2013	\$ 1,133,785.40
2014	\$ 1,208,398.32
2015	\$ 1,304,452.93
2016	\$ 1,419,067.54
2017	\$ 1,507,251.66
2018	\$ 1,707,651.51
2019	\$ 1,791,248.69
2020	\$ 1,839,422.86
2021	\$ 2,145,423.01
2022	\$ 2,304,514.04
2023	\$ 1,531,889.11 YTD



TOTAL	\$ 29,806,485.09
ANNUAL AVG	\$ 1,419,356.43



Kitsap Public Facilities District
SEP 2023 Available Funds & Expenditures Report

977 CAPITAL FUND								
As of			Current Blance		Fund		Description	
8/31/2023			\$ 4,463,131.06		977 CAPITAL		AUG 31 2023 Capital Funds Balance	
977 CASH FUND								
Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund		Description
8/31/2023	8/31/2023			\$ 731,105.51	EFT	977 CASH		JUL 2023 Cash Fund Balance
8/31/2023	8/31/2023			\$ 213,155.55	EFT			JUL 2023 Sales Tax Rebate
8/31/2023	8/31/2023			\$ (71,219.45)	EFT			JUL 2023 Debt Service Payment
8/31/2023	8/31/2023			\$ 873,041.61				JUL 2023 Cash Fund Balance
977 CASH FUND EXPENSE								
Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund		Description
8/31/2023		City of Port Orchard	1616	\$ (77,665.97)	EFT	977/BV#17-SEP 2023		POCEC Project Invoice
8/31/2023		Kitsap County	23-0289	\$ (18,424.81)	EFT	977/BV#16-SEP 2023		PGFHP Project Invoice
8/31/2023	8/31/2023	XFR to 968 Fund		\$ (30,000.00)	EFT			977 Fund to 968 Fund to Cover Operating Expenses
				\$ (126,090.78)				
977 CASH FUND BALANCE				\$ 746,950.83				
968 OPERATING EXPENSES								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
9/6/2023		Kitsap Bank Visa	AUG 2023	\$ (2,053.91)	VISA	968/BV#15-SEP 2023	5311	AUG 2023 CC Payment
		-Help Desk Calvary	AUG 2023	\$ (279.95)			5419(a)	AUG 2023 IT Services
		-Help Desk Calvary	AUG 2023	\$ (202.64)			5311	AUG 2023 O365 Email Subscription
		-Storage	AUG 2023	\$ (133.00)			5311	AUG 2023 Storage
		-Central Plaza Office Rent	AUG 2023	\$ (878.27)			5451(b)	AUG 2023 Office Rent
		-Comcast for Business	AUG 2023	\$ (262.10)			5451(b)	AUG 2023 Phone/Internet
		-Zoom Webinar Monthly	AUG 2023	\$ (87.44)			5311	AUG 2023 Monthly Subscription
		-Adobe Cloud	AUG 2023	\$ (60.05)			5311	AUG 2023 Monthly Subscription
		-Walmart - Office Supplies	AUG 2023	\$ (10.10)			5311	AUG 2023 Office Supplies
		-L&I Q2 2023 Premium	AUG 2023	\$ (140.36)			5249	Q2 2023 L&I Premium
		BKAT	01203-19	\$ (545.00)	Check	968/BV# 15-SEP 2023	5419(a)	AUG 2023 BOD Meeting Recording
9/8/2023		JPC LLC	156977	\$ (962.50)	Check	968/BV# 15-SEP 2023	5416	AUG 2023 Legal Counsel
9/12/2023		WA DRS	4296P	\$ (1,796.59)	Check	968/BV# 15-SEP 2023	5249	AUG 2023 PERS2 Employee & Employer Contribution
9/8/2023		Barker Creek Consulting Inc	JUN-AUG 2023	\$ (2,970.00)	Check	968/BV# 15-SEP 2023	5419	JUN-AUG 2023 Project Consulting & Invoice Review
9/8/2023		Interlock Solutions	2023-04	\$ (634.00)	EFT	968/BV# 15-SEP 2023	5311	Website Support & Annual Support Renewal
9/6/2023		Director Jagodzinske	Q2 2023	\$ (248.21)	Check	968/BV #15-SEP 2023	5140	Q2 2023 BOD Stipend
9/6/2023		Director Morrissey	Q2 2023	\$ (486.87)	Check	968/BV#15-SEP 2023	5140	Q2 2023 BOD Stipend
9/30/2023	9/30/2023	Russell Shiplet	SEP 2023	\$ (9,223.45)	EFT	96968		SEP 2023 Net Pay (includes Health Stipend)
				\$ (160.62)				SEP 2023 Medicare
				\$ (997.65)				SEP 2023 Federal Withholding
				\$ (16.29)				SEP 2023 WAMAF
				\$ (20,095.09)				
968 OPERATIONS BALANCE				\$ 9,904.91				

**Kitsap PFD
Project Funding Record
SEP 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)													
							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	INV00795	5/24/2021	5/24/2021	\$ (1,000,000.00)	Task 3	GRNT000791	4/26/2021	4/26/2021	\$ (10,868.75)													
	June	INV00795	6/28/2021	6/28/2021	\$ (22,000.00)	Task 2	GRNT000805	5/24/2021	5/24/2021	\$ (15,516.25)							7011	5/24/2021	\$ (86,340.00)				
	July	INV00825	6/28/2021	6/28/2021	\$ (30,000.03)	Task 2	GRNT000811	6/28/2021	6/28/2021	\$ (9,253.35)							7018	6/28/2021	\$ (69,653.55)				
	August	INV00873	8/23/2021	8/23/2021	\$ (30,002.84)	Task 2	GRNT000818	7/26/2021	7/26/2021	\$ (7,275.65)							7022	7/26/2021	\$ (62,173.55)				
	September						GRNT000831	8/23/2021	8/23/2021	\$ (23,434.49)							7031	7/26/2021	\$ (52,335.70)				
	October	INV00961	10/25/2021	10/25/2021	\$ (86,287.13)	Task 2	GRNT000839	9/27/2021	9/27/2021	\$ (8,955.00)							7036	8/23/2021	\$ (70,703.55)				
	December						GRNT000847	10/25/2021	10/25/2021	\$ (6,450.00)	21-0101	10/25/2021	10/25/2021	\$ (142,237.84)	Stage 2	7044	9/26/2021	\$ (58,990.70)					
2021 Totals					\$ (1,326,290.00)					\$ (120,993.98)					\$ (172,181.54)	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	ILA Stage	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)					\$ (632,512.03)			\$ (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	ILA Stage	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	INV01616	9/25/2023		\$ (77,665.97)	Task 5						23-0289	9/25/2023		\$ (18,424.81)								
	October																						
	November																						
2023 Totals					\$ (210,230.22)					\$ (12,153.50)				\$ (25,299.60)					\$ (143,900.00)	\$ (391,583.32) 2023 Totals			
Total Paid to Date					\$ (2,117,725.20)					\$ (197,172.42)				\$ (829,993.17)					\$ (850,100.00)	\$ (3,994,990.79) Total PTD			
Remaining Balance					\$ 9,882,274.80					\$46,727.58				\$ 1,217,563					\$ 1,151,200.00	\$ 12,297,765.21 Remaining Balances			

AUG 31, 2023 96977 CASH FUND	
AVAILABLE CASH	CASH BALANCE
\$ 731,105.51	\$ 635,014.73



EXECUTIVE DIRECTOR REPORT

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

Project Updates:

- **POCEC:** Invoice #01616 was submitted for reimbursement
- **PERC:** Invoice #23-0289 was submitted for reimbursement
- **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 PFD website is now updated. All resolutions can be found in the Meeting Supporting Documents section on the website.
- The PFD Event Fund Policy is written and will be submitted, along with the supporting resolution, to the Board of Directors for consideration and adoption approval at the September 25, 2023, meeting.
- The Executive Director and Director Bullock were invited to visit the Bainbridge Island Japanese American Exclusion Memorial at Pritchard's Park. The Japanese American Exclusion Memorial Association is planning to build a visitor center and outdoor amphitheater on site and is seeking \$250,000 - \$400,000 in PFD funding to supply water from a nearby well to a fire hydrant on the property. Potable water for the visitor center will come off of the water line to the hydrant.
- A Request for Proposal for accounting services has been written and will be presented to the Board of Directors for approval at the September 25, 2023 meeting.
- The Executive Director will be attending the Association of Washington State Public Facilities Districts (AWSPFD) annual conference in Kennewick, WA, September 27-29, 2023, and will report back to the Board of Directors at the October 23, 2023 meeting.



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: September 20th, 2023

August 2023 Month End Recap

Overview

August was a month of growth; celebrating total revenues positive to budget by \$30k. Traditionally, August has been a meager month for the conference center. YOY, we increased revenues by \$33k, much in part to booking four weddings: most of them taking place on weekdays. YTD we are ahead of budgeted revenues by \$54k and are on pace to finish the final two quarters strong and ahead of budget.

Event Highlights

As mentioned above, we welcomed four weddings in August: most of them joining us on weekdays. In total, the conference center hosted 14 events, including the Kitsap Wine Festival which was another wonderful success. The wine festival has made a steady comeback and both vendors and attendees shared they will be returning in 2024. We expect growth of 200 attendees for the 2024 wine festival and are in the process of naming our next beneficiary. Other events included the USS Ohio, Reid Middleton, PSNS and St Michael's Medical Center.



Operations

Labor remains a top priority and teams are wearing multiple hats to ensure we keep our expenses as minimal as possible, while still providing the level of service and quality of food the Kitsap region has known us to provide. The operations teams continue to grow to ensure we have enough staff to accommodate the large events in Q-3&4, and we look forward to continued training with these new team members.

Team Member

Our team is strong, and we are proud of each one of them. We welcomed three new team members this month; all referrals from current employees, which tells us they are proud of where they work and are happy to share their experiences with others. They all pulled together this month to serve a 450-person plated wedding, which was executed flawlessly with the additional culinary help from our sister property Bell Harbor.

Sales

Sales bookings are strong and August additions helped secure a strong Q-3 finish. \$69k in total revenues were contracted in August; \$23k of these bookings in the month for the month. \$46k was contracted for future dates between 2023 and 2024. 17 site tours were given in August. These tours included Kitsap Immigrant Assistance Center and SAME Conference. Highlights for the month included winning the USS Nimitz Holiday Party Contract.

Marketing/Communications

Marketing campaigns for Facebook reached 93k people and had 237k impressions in August. Our marketing team scheduled multiple social media posts for the month of September using Hey Orca which has proven to increase our followers and help promote not only KCC, but also Bremerton as a whole. We also established a new online application form for non-profits hoping to become the next beneficiary of the 2024 Kitsap Wine Festival.

Looking Ahead

Overall, we are ahead of revenue at the same time last year by \$70k and looking to finish the year near \$1.2m in total revenues. Main floor carpet renovations and plateware/glassware purchasing, (capital expenditure), are in the process and awaiting final approval from the city finance department. We hope to have both projects completed by the close of 2023.

Financial Results

Kitsap Conference Center Consolidated Income Statement For Period Ending 08/31/2023

Current Month								
Actual	%	Budget	%		Actual	%	Budget	%
0	0.0%	11,400	13.6%	Conference Services	0	0.0%	73,285	11.0%
2,460	2.2%	2,215	2.6%	Audio Visual	23,204	3.2%	17,516	2.6%
57,497	50.5%	36,965	44.1%	Food	332,517	46.0%	313,696	46.9%
12,176	10.7%	7,860	9.4%	Beverage	45,763	6.3%	64,344	9.6%
29,738	26.1%	17,160	20.5%	Room Rental	235,031	32.5%	133,694	20.0%
11,991	10.5%	8,276	9.9%	Miscellaneous	86,488	12.0%	66,106	9.9%
113,861	100.0%	83,876	100.0%	GROSS REVENUE	723,004	100.0%	668,641	100.0%
				COSTS OF SALES				
480	1.1%	2,312	5.9%	Conference Services	12,926	3.7%	18,167	6.3%
7,697	13.4%	8,872	24.0%	Food	86,450	26.0%	75,287	24.0%
3,366	27.6%	1,631	20.8%	Beverage	8,500	18.6%	13,351	20.8%
11,543	10.1%	12,814	15.3%	TOTAL COST OF SALES	107,876	14.9%	106,805	16.0%
102,318	89.9%	71,062	84.7%	GROSS MARGIN	615,128	85.1%	561,836	84.0%
				DIRECT EXPENSES:				
11,725	10.3%	9,272	11.1%	Conference Services Payroll Related	87,498	12.1%	68,044	10.2%
40	0.0%	0	0.0%	Conference Services Other Direct	795	0.1%	0	0.0%
35,064	30.8%	25,064	29.9%	Food & Beverage Payroll Related	235,677	32.6%	180,345	27.0%
7,969	7.0%	4,318	5.1%	Food & Beverage Other Direct	32,319	4.5%	36,007	5.4%
54,798	48.1%	38,655	46.1%	TOTAL DIRECT EXPENSES	356,289	49.3%	284,396	42.5%
47,521	41.7%	32,407	38.6%	DEPARTMENT PROFIT	258,839	35.8%	277,440	41.5%
				UNDISTRIBUTED OPERATING EXPENSES				
31,964	28.1%	21,419	25.5%	Administrative & General	190,139	26.3%	182,146	27.2%
10,536	9.3%	13,862	16.5%	Sales & Marketing	102,702	14.2%	114,138	17.1%
0	0.0%	450	0.5%	Repairs & Maintenance	691	0.1%	3,760	0.6%
13,354	11.7%	4,812	5.7%	Utilities	43,740	6.0%	38,496	5.8%
55,855	49.1%	40,543	48.3%	TOTAL UNDISTRIBUTED OPERATING EXPENSES	337,272	46.6%	338,540	50.6%
(8,334)	-7.3%	(8,136)	-9.7%	INCOME BEFORE FIXED CHARGES	(78,433)	-10.8%	(61,100)	-9.1%
				FIXED CHARGES				
3,416	3.0% ▲	2,516	3.0%	Capital Reserve	21,690	3.0% ▲	20,059	3.0%
1,708	1.5% ▲	1,258	1.5%	Incentive Management Fee	10,845	1.5% ▲	10,030	1.5%
538	0.5% ▲	475	0.6%	Insurance	4,340	0.6% ▲	3,800	0.6%
535	0.5% ▲	510	0.6%	Leases	4,617	0.6% ▲	4,080	0.6%
7,500 ▲	6.6%	7,500	8.9%	Management Fee	60,000 ▲	8.3%	60,000	9.0%
60	0.1% ▲	503	0.6%	Property & Other Taxes	4,562	0.6% ▲	4,012	0.6%
13,757 ▲	12.1%	12,763 ▲	15.2%	TOTAL FIXED CHARGES	106,055 ▲	14.7%	101,981 ▲	15.3%
135,952 ▲	119.4%	104,775 ▲	124.9%	TOTAL OPERATING EXPENSES	907,492 ▲	125.5%	831,722 ▲	124.4%
(22,091) ▲	-19.4%	(20,899)	-24.9%	NET OPERATING INCOME	(184,488) ▲	-25.5%	(163,081)	-24.4%



Orchard Plaza

Preliminary Concept Design
September 2023

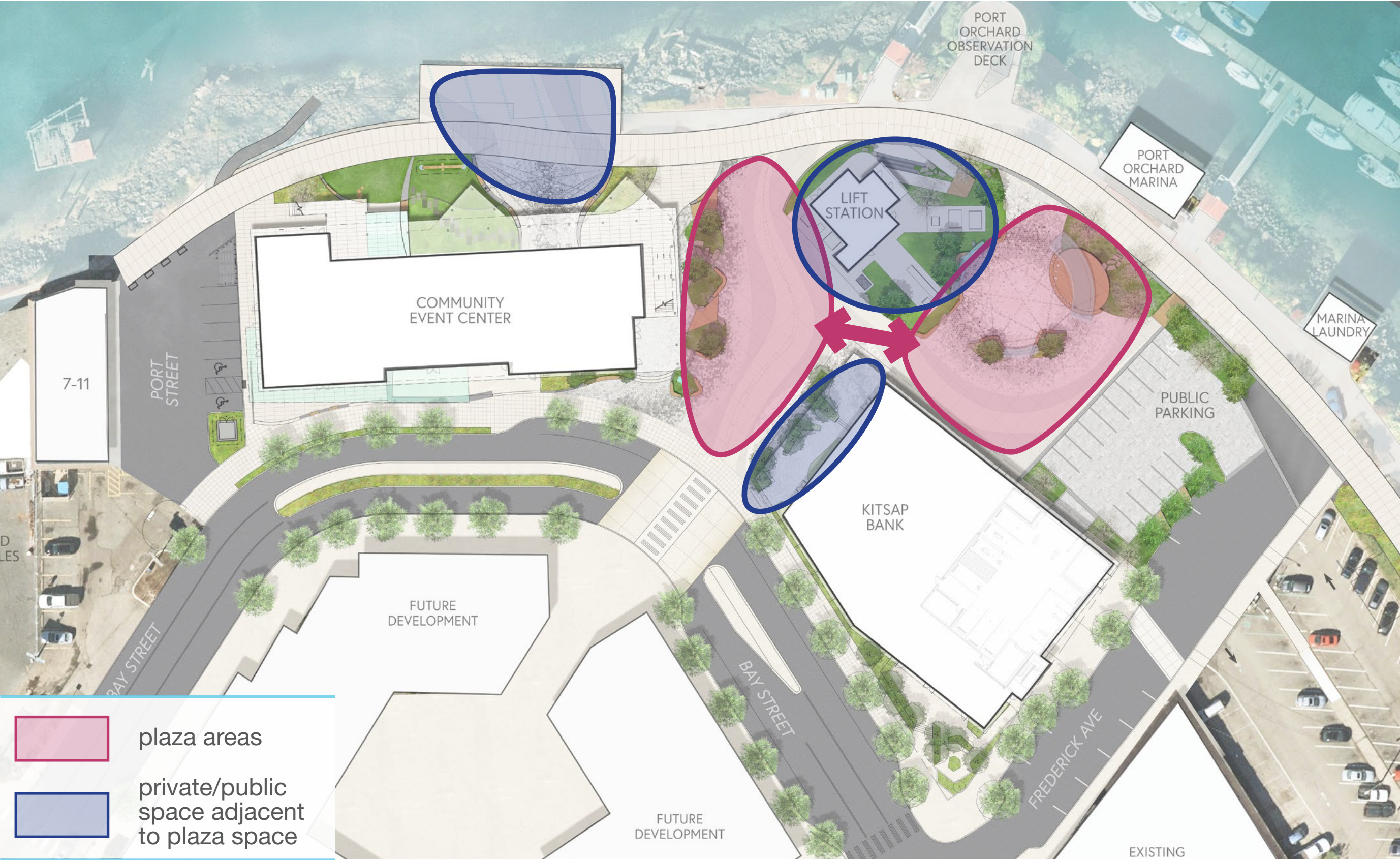


Orchard Plaza | Site Context

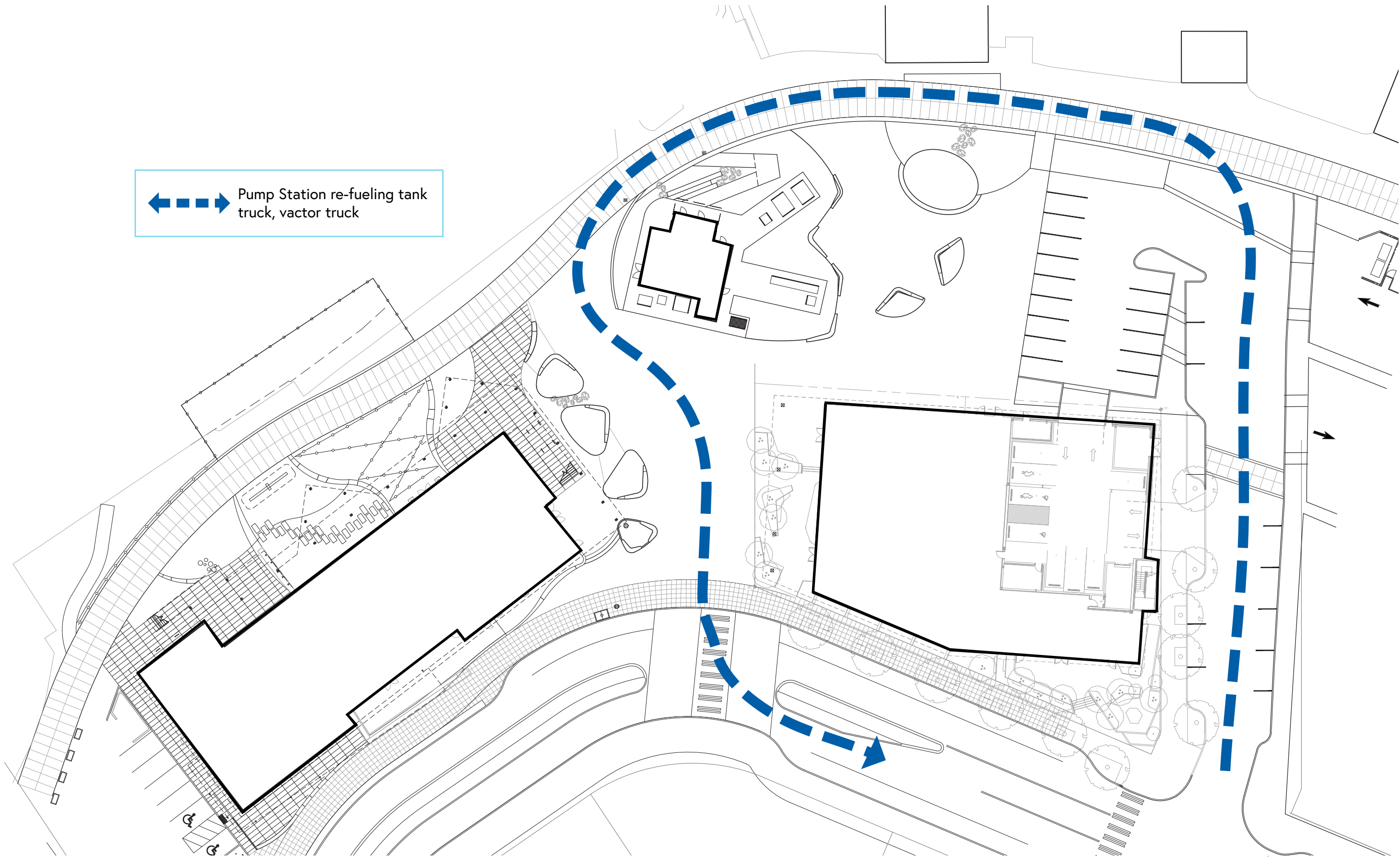


The organic nature of the plaza, inspired by the natural formation of the shoreline, connects the individual buildings to support a unified space.

Orchard Plaza | Site Context



Orchard Plaza | Site Circulation



Orchard Plaza | Site Concept

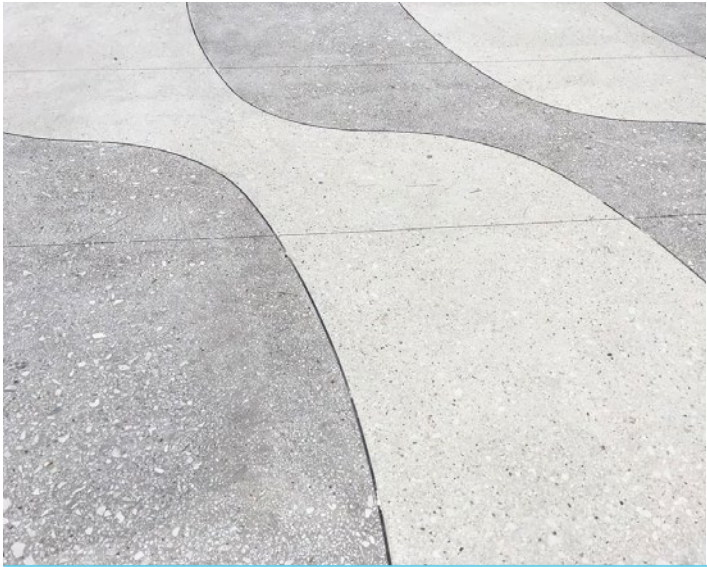


- The space is pulled together with organic geometries
- Flexibility is Key!
- Great space for both event days and non event days
- High quality of materials - this is a special place
- Explore, meander, places to sit, shade...with fun discoveries along the way
- Views out to the water, views within the space
- Coordinating with the Port, Kitsap Bank, the CEC, Lift Station, and Bay St. Trail

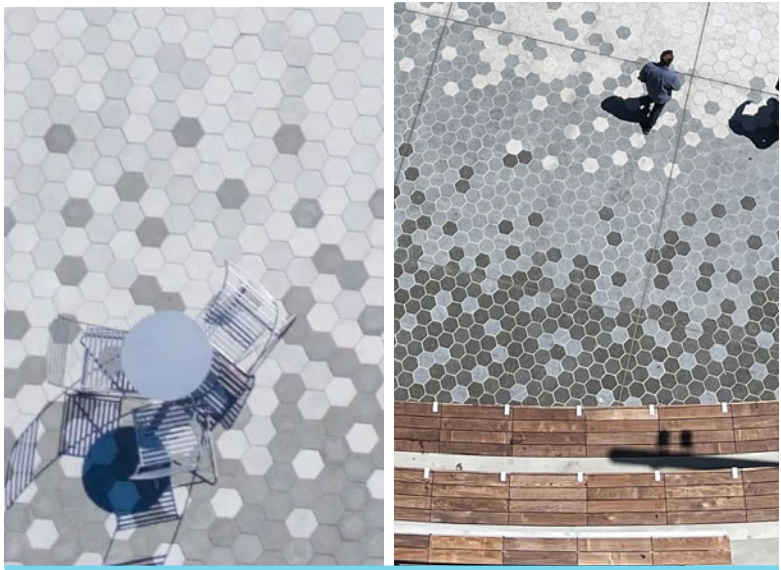
Orchard Plaza | Pavement Materials



Bay St trail wayfinding markers



decorative concrete that can be driven on

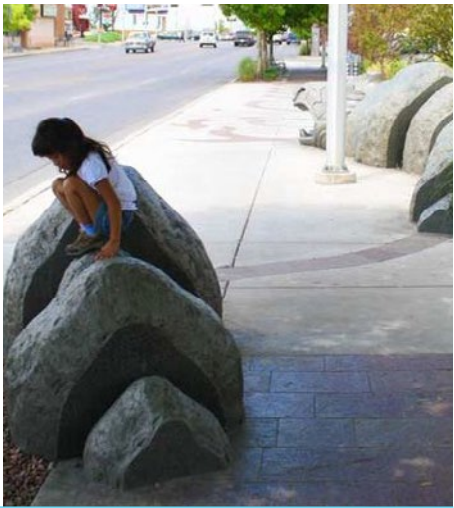


concrete pavers in gathering spaces

Orchard Plaza | Bioretention + Seating + Discovery

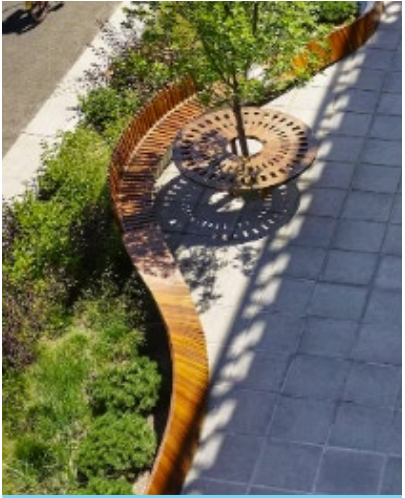
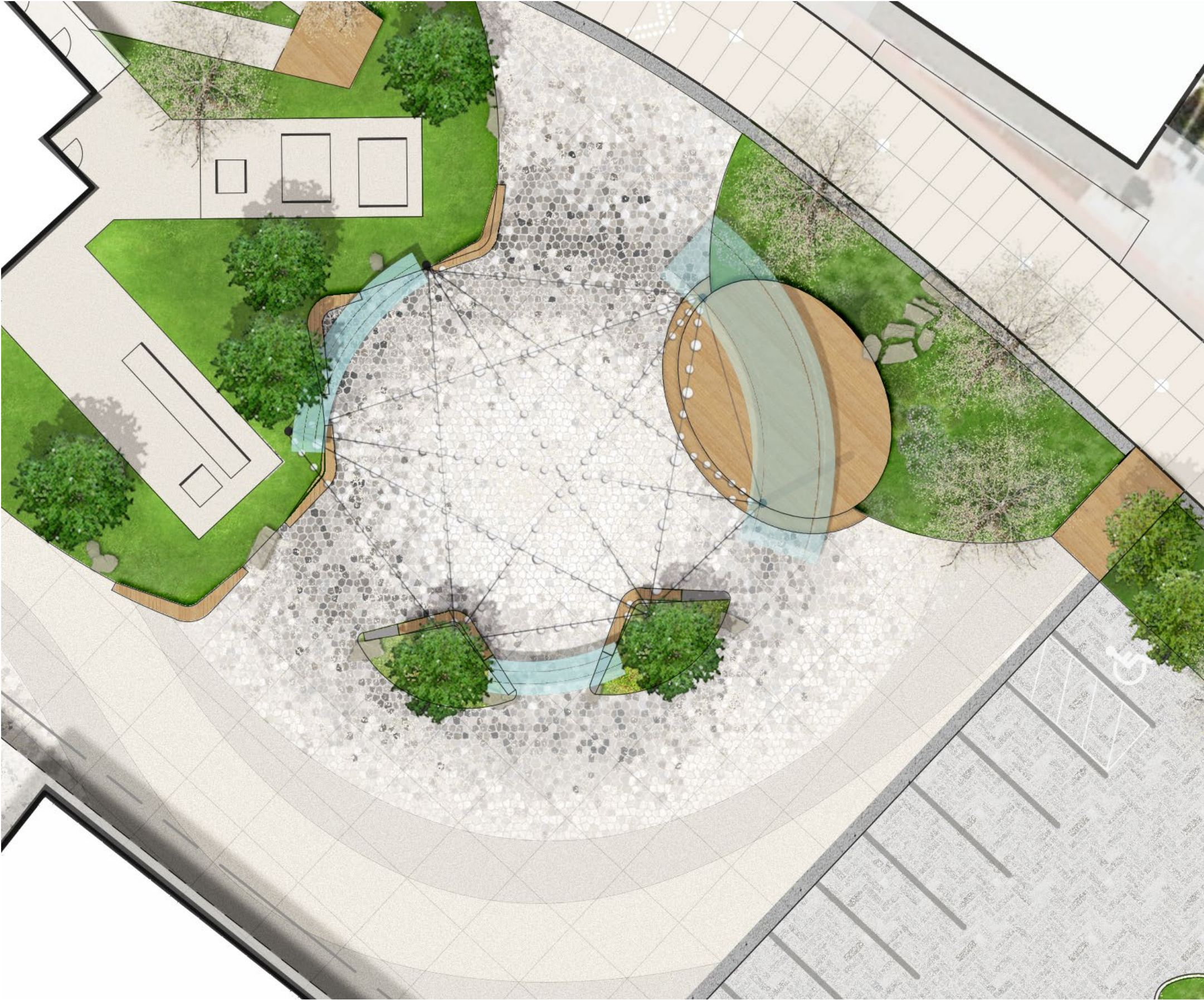


public art sculpture anchoring the entrance of the plaza and CEC



natural materials in the bioretention & seating areas provide a functional zone with an opportunity for learning & discovery

Orchard Plaza | Seating + Shade + Programming



seating & planters



shade canopy



decorative pavers



festival lighting



multi-use wooden platform

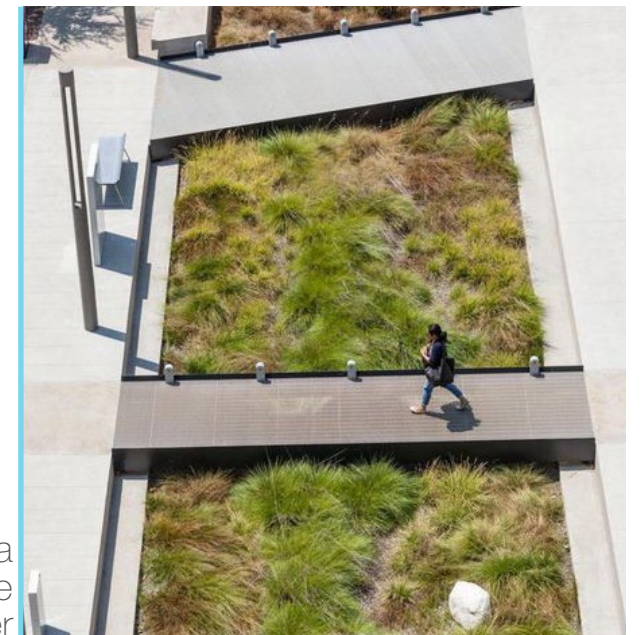


flexible spaces

Orchard Plaza | Parking lot + Access + Programming



drivable, decorative pavement materials in the parking lot provides an extension of the plaza space for additional programming



bioretention area to help capture stormwater

Orchard Plaza | Programming - Small Event Layout Example



Orchard Plaza | Programming - Large Event Layout Example



DOWNTOWN REVITALIZATION

Port
ORCHARD



OVERVIEW

- + Total Investments 3

PUBLIC

- + Marina Breakwater 4
- + Electric Ferry Charging Infrastructure 5
- + Bay Street Reconstruction6
- + Bay Street Ped. Path 7-8
- + City Hall Reskin Project9
- + Community Event Center 10
- + Orchard Street Plaza11
- + Marina Lift Station 12

PRIVATE

- + Kitsap Bank Headquarters 14
- + 429 Bay Street 15



DOWNTOWN PROJECTS - TOTAL INVESTMENT

Public Projects Downtown Port Orchard	Agency	Total Funding Secured	Federal	State	Public Facilities District	Local Match	Outside Agency
Marina Breakwater	Port of Bremerton	\$15,741,412.00	\$9,400,000.00	\$5,008,430.00		\$332,982.00	\$1,000,000.00
Electric Ferry Charging Infrastructure	Kitsap Transit	\$13,000,000.00	\$4,000,000.00	\$6,500,000.00		\$2,500,000.00	
Bay Street Reconstruction	City of Port Orchard	\$3,784,000.00	\$3,000,000.00			\$784,000.00	
Bay Street Pedestrian Pathway Phase 2	City of Port Orchard	\$8,557,590.00	\$5,118,590.00			\$3,439,000.00	
Bay Street Pedestrian Pathway Situational Study	City of Port Orchard	\$566,474.00	\$566,474.00				
City Hall Reskin Project	City of Port Orchard	\$10,997,000.00				\$10,997,000.00	
Community Event Center/Library	City of Port Orchard/ Kitsap Regional Library	\$31,046,000.00		\$1,500,000.00	\$18,546,000.00	\$5,500,000.00	\$5,500,000.00
Orchard Street Plaza	City of Port Orchard	\$900,000.00				\$900,000.00	
Marina Lift Station	City of Port Orchard	\$15,821,100.00	\$2,821,100.00	\$13,000,000.00			
Bay Street Environmental Cleanup	Port of Bremerton	\$800,000.00		\$800,000.00			
Total		\$101,213,576.00	\$24,906,164.00	\$26,808,430.00	\$18,546,000.00	\$24,452,982.00	\$6,500,000.00

Private Projects Downtown Port Orchard	Developer	Total Cost Estimate
Kitsap Bank	Kitsap Bank	\$40,000,000.00
429 Bay Street	BJC Group	\$20,000,000.00
Total		\$60,000,000.00

Total Estimated Public and Private Investment in Downtown Port Orchard	\$161,213,576.00
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Total Estimated Local Capital	\$24,452,982.00
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MARINA BREAKWATER



\$15,710,00 total cost

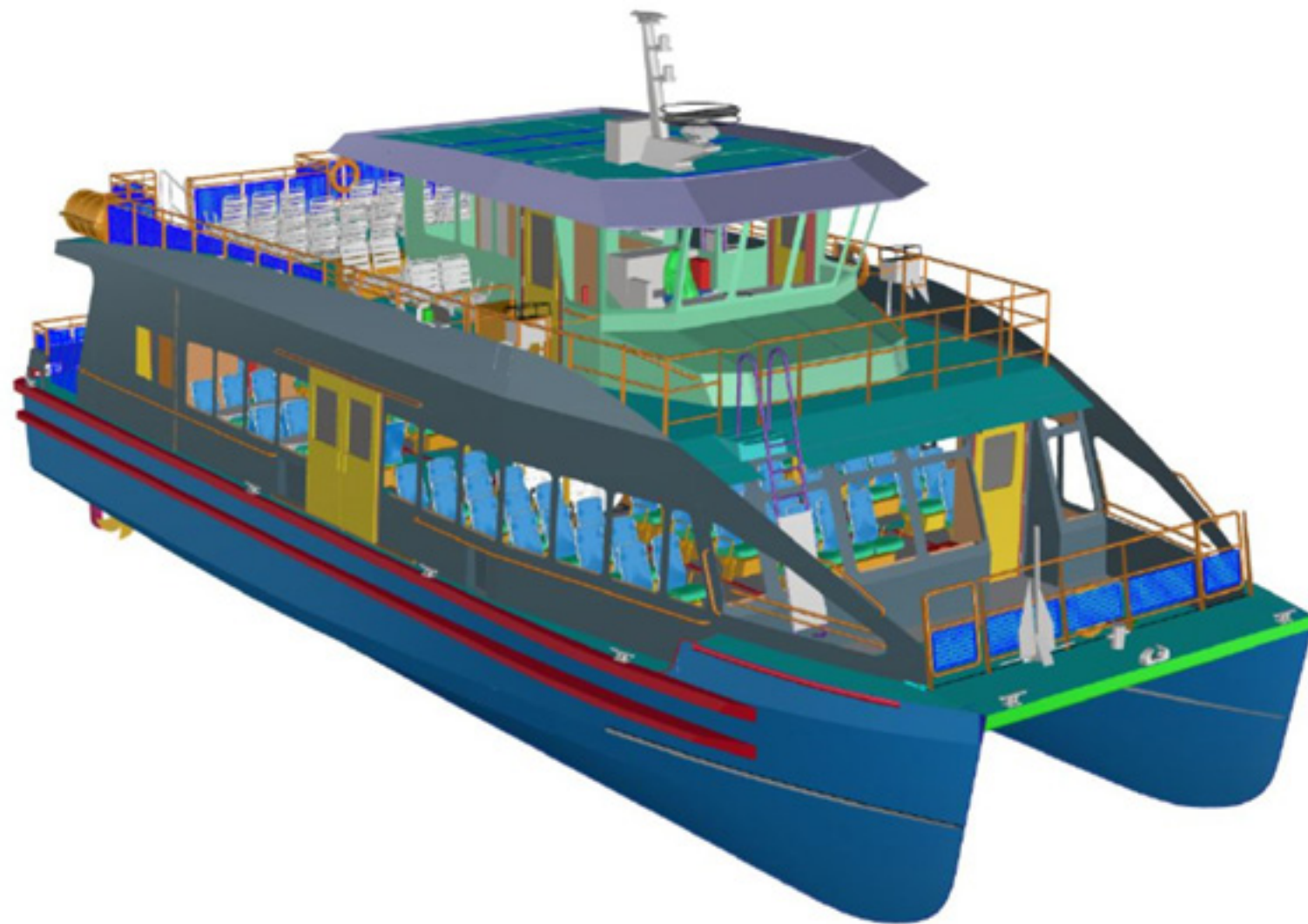
+ Federal -

\$9,400,000 from US
Department of Transportation's
RAISE Grant Program

+ State

+ \$5,008,430
Three Seperate Grants

ELECTRIC FERRY & CHARGING INFRASTRUCTURE



All Electric Local Foot Ferry **\$13,000,000**

+ \$4,000,000 Federal Transit
Administration Passenger Grant Program
+ \$6,500,000 Washington State
Department of Transportation

Foot Ferry Charging Infrastructure **\$3,700,000**

+ \$3,000,000 Federal Transit
Administration Passenger Ferry Grant
Program

BAY STREET RECONSTRUCTION

DESIGN

+ Federal -
\$1,000,000
appropriated via
Representative Kilmer

CONSTRUCTION

+ Federal -
Puget Sound
Regional Council STP:
\$2,200,000



PORT ORCHARD
COMMUNITY EVENT
CENTER (POCEC)

BAY STREET STUDY

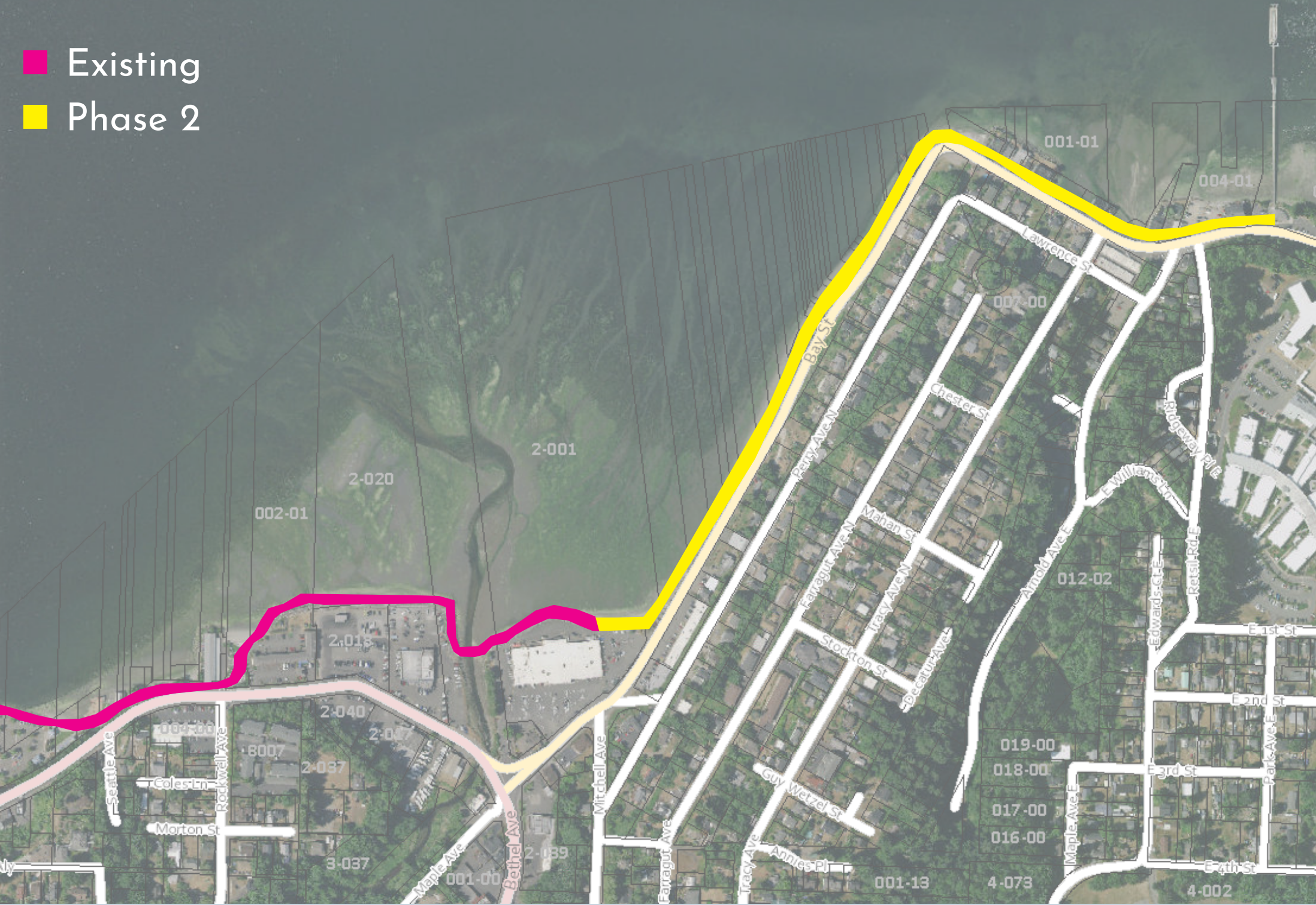
STATE ROUTE 166 (SR-166)
RE-ALIGNMENT ANALYSIS
PORT ORCHARD, WA

DATE: 5/20/2022
DRAWN BY: BJB/KPFF

PRELIMINARY UTILITY
& STORM PLAN

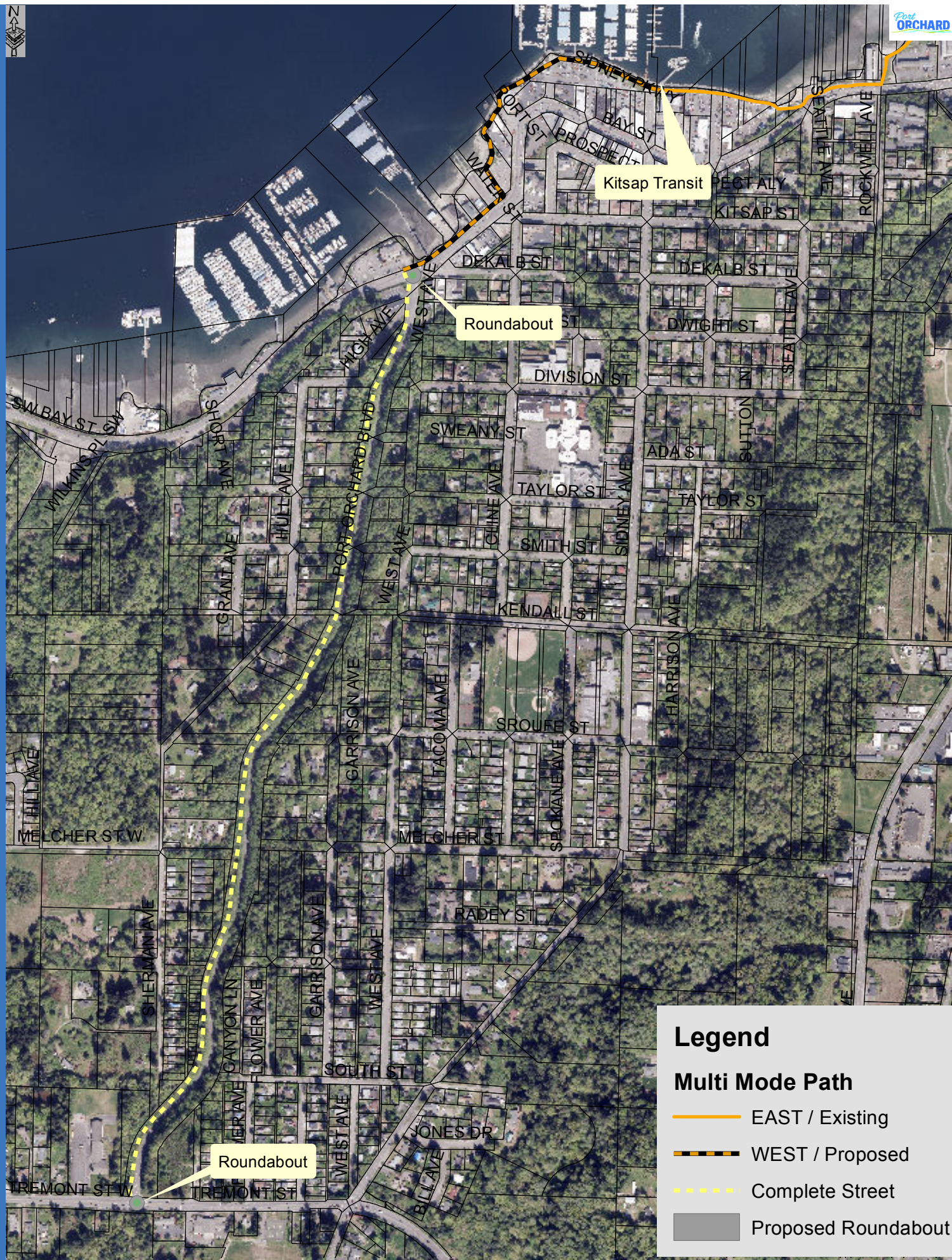
BAY STREET

PEDESTRIAN PATH PHASE 2



+ Federal - FHWA
\$5,118,590

+ Local
\$3,439,000



BAY STREET

PEDESTRIAN PATH WEST PRE-DESIGN

+ Federal -
Puget Sound
Regional Council STP:
\$566,474

Legend

Multi Mode Path

- EAST / Existing
- WEST / Proposed
- Complete Street
- Proposed Roundabout

CITY HALL RESKIN PROJECT

+ TOTAL COST = \$10,997,000



COMMUNITY EVENT CENTER

CEC Building

- + Kitsap Public Facilities District: \$18,546,000
- + Kitsap Regional Library: \$5,500,000

Shoreline Restoration (Adjacent to CEC)

- + RCO ALEA Funds: \$500,000



ORCHARD STREET PLAZA

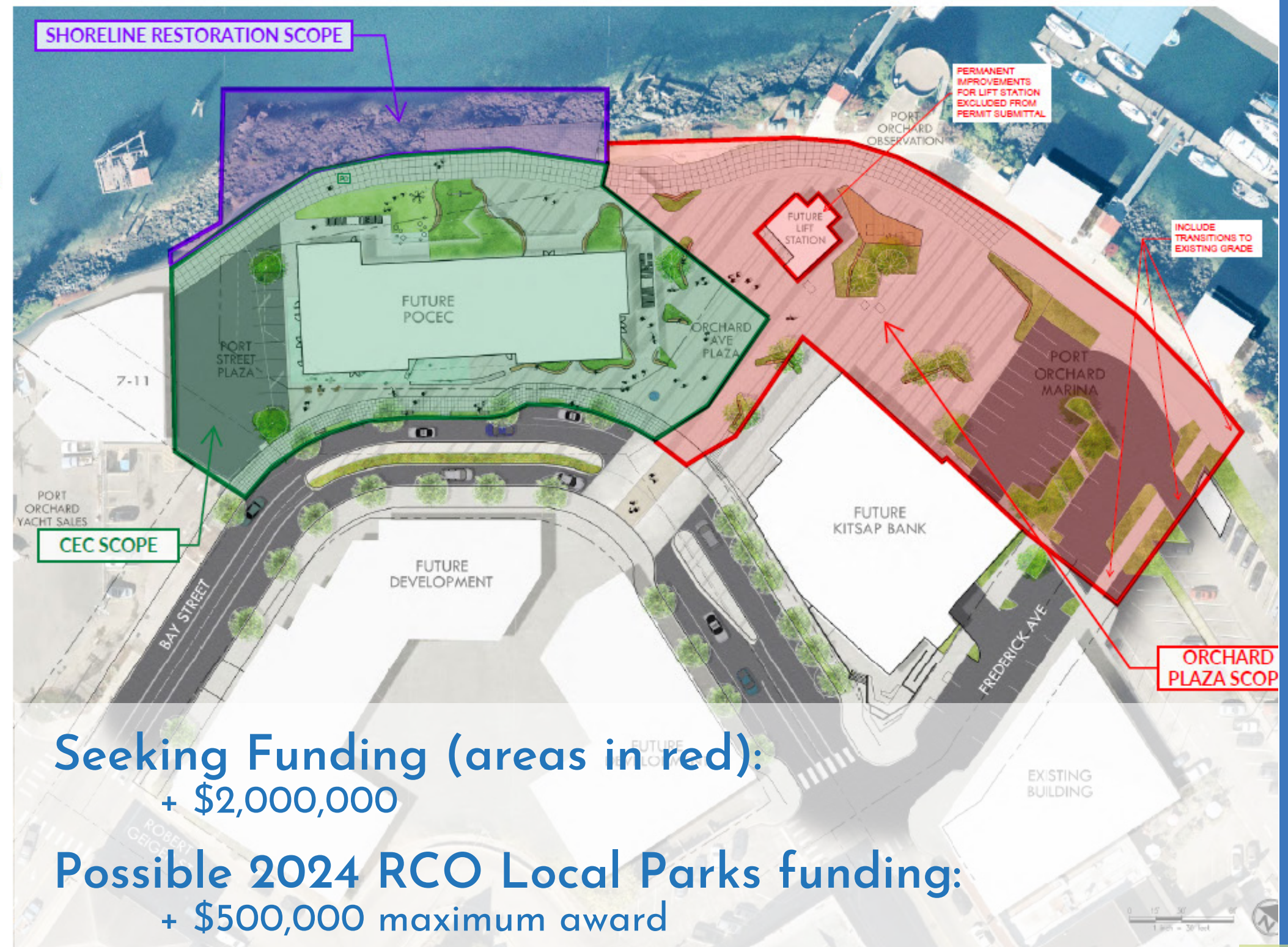
Overall Design | The Vision

The overall area is being designed as a community destination for daily informal gatherings and larger formal weekly, monthly and annual events.

Flexibility and shared use of the outdoor spaced is key to being able to activate the spaces.

Site Activation and Programming include:

- POCEC events
- Library Children's space
- Library Teen space
- Seating Edge
- Flexible event space
- Food trucks
- Retail/Entry
- Stage
- Waterfront viewing, limited shoreline access



MARINA LIFT STATION

+ Clean Water State
Revolving Fund:
\$13,000,000

+ Federal ARPA Funds:
\$2,821,100



ENVIRONMENTAL CLEANUP



Port of Bremerton

+ Federal EPA
Brownsfield Program:
\$800,000

KITSAP BANK HEADQUARTERS



+ Adding 50 new jobs
+ \$40,000,000
Private Investment

429 BAY STREET



1 PERSPECTIVE SOUTH



2 PERSPECTIVE NORTH

**Mayor Rob
thanks
Secretary
Buttigieg
for \$9.4
million
dollar
Grant.**



Kitsap Public Facilities District
Resolution 01-2023

A RESOLUTION Authorizing the Kitsap Public Facilities District Event Fund

WHEREAS the Kitsap Public Facilities District (KPFD) is a local governmental agency operating under RCW 36.100.

WHEREAS, under RCW 36.100.160, the KPFD Board may authorize the expenditure of funds for promotional activities at its regional centers, subject to (1) identifying the proposed expenditures in its annual budget and (2) adopting written rules governing promotional activities, including requirements for identifying and evaluating public benefits to be derived and documenting the public benefits received.

WHEREAS, the KPFD Board now adopts its written rules and policies for its EventFund Program under RCW 36.100.160.

BE IT RESOLVED that the Board of Directors:

1. The Board adopts the Rules and Policies of the Kitsap Public Facilities EventFund Program, as attached hereto as Attachment 1.
2. The Board directs the Executive Director to implement and administer the Event Fund Program, including posting notice thereof on the KPFD website and
3. The Board directs the Executive Director to establish and maintain files and records of the public's participation in the Event Fund Program.

Adopted at a regular and open public meeting of the Kitsap Public Facilities District on the 25th day of September 2023 by a majority vote of the Board.

KPFD:

Patrick Hatchel, Chair

Attest:

John Morrissey, Vice-Chair

Approved as to Form:

Brian E. Lawler, Legal Counsel

ATTACHMENT 1



KPFD Event Fund Policy

• OVERVIEW

The **Kitsap Public Facilities District (KPFD)** utilizes sales and use tax rebates to invest in sports, recreation, entertainment and conference facilities within the county and surrounding communities. The KPFD seeks to promote the use of these facilities by expanding local recreational options, stimulating economic benefit to the community, and assisting local organizations host regional sports tournaments and special events.

• PURPOSE

The purpose of the **Event Fund** is to financially assist the promotion and marketing of events hosted at a KPFD-funded facility. Any organization that wish to host, produce and/or market local and regional sports tournaments and/or special events at a KPFD-supported facility are encouraged to apply.

• GUIDELINES

- Applications are accepted year-round.
- Funding is limited to \$5,000 per application.
- Applications must be formally presented to the KPFD Board of Directors at a regularly scheduled public meeting.
- The KPFD Board of Directors is the lone authority for funding request approval.
- Funding must be used for marketing and promotion of the event. Funding may not be used for tangible items such as t-shirts, gift bags, giveaways, food, or beverages.
- Marketing and promotion costs will be reimbursed to the organization at the completion of the event. Receipts must be provided when submitting for reimbursement.
- The event must be held at one of the following PFD-funded facilities:
 - Kitsap Conference Center at Bremerton Harborside
 - Kitsap Fairgrounds & Events Center
 - Facilities within the North Kitsap Regional Events Center in Poulsbo



• GUIDELINES CONT'D

- Applications must include:
 - The organization's mission statement
 - Local community affiliation(s)
 - Event purpose and details
 - Proposed date(s) and location(s)
 - Marketing/promotion budget and projected costs
 - Public benefit of the event
 - Any additional funding contributors
 - Anticipated event attendance and demographics
- Organizations hosting events may apply annually for Event Funds for up to three years maximum.
- Event Fund recipients must provide the KPF Board of Directors with a detailed post-event report, including:
 - Overall evaluation
 - Demographics of participants and attendees
 - Estimated number of overnight stays in Kitsap County associated with the event
 - Financial report comparing the event marketing budget with actual expenditures
 - Outline of any future events to be held in Kitsap County

• DELIVERY INSTRUCTIONS

Applications may be submitted to the KPF in two ways:

- 1) Mail the application and supporting documents to:
Kitsap Public Facilities District, 19980 10th Ave NE, Suite 204F, Poulsbo, WA 98370
- 2) Email the application and supporting documents to: execdirector@kitsap-pfd.org

A confirmation will be sent within two business days that the application has been received.

If you have any questions, please contact the KPF office at (360) 698-1885

Thank you for your interest in the KPF Event Fund.



KPFD Event Fund

Application and Instructions

• APPLICATION FORM

PART I - APPLICATION INFORMATION

Name of the Event _____

Venue _____

Date(s) _____

Amount of funding requested \$ _____

Name of organization _____

Address _____

Contact person _____

Telephone _____ Email _____

Organizational structure _____

(For-profit; nonprofit; government/parks program, etc.)

If nonprofit group, list Board of Directors and affiliations:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Geographic area and population served _____

Role of volunteers in organization _____

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

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

1. Project goals, objectives, and timeline
2. Estimate anticipated economic impact
3. Describe how will you monitor and measure the success of this activity
4. Number and type of people, including volunteers and staff, who will participate in and benefit from this activity
5. List potential and actual sources of support for this activity
6. Explain plans for sustaining this activity in future years
7. Describe the public benefits to be derived from this activity

PART 3 - EVENT BUDGET

- a. Summary of proposed Event revenue and expense budget, **especially the marketing & promotion expenses**. Please note status (committed or requested) of each revenue source.
- 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 provide any additional information about this Event that you feel is relevant.



KITSAP PUBLIC FACILITIES DISTRICT Request for Proposals - Accounting Services

September 2023

Request for Proposal Overview

Kitsap Public Facilities District is seeking a qualified individual or firm to conduct accounting services for the organization. This is a contract-based position. Applicants must have at least five years of experience with monthly financial reports and quarterly and annual tax filings for public entities.

Organization Background

Kitsap Public Facilities District

Kitsap Public Facilities District (KPFDD) is a secondary taxing district in Kitsap County, WA. The KPFDD was founded in 2000 after the WA State legislature passed RCW 36.100 and the Kitsap County Board of Commissioners passed Resolution 2000-104.

KPFDD receives funding from a sales tax rebate of .033% of the sales tax collected from Kitsap County. The language of RCW 82.314.90 states that the PFDs in WA will receive this rebate through 2041, guaranteeing an income stream to bond against for funding capital projects.

Proposal Requirements

1. Individual Accountant Information – if applicable

Provide the individual's name, address, website URL (if applicable), and telephone number. Include a brief description and experience of accounting work. References are required.

2. Accounting Firm Information – if applicable

If an accounting firm, include name(s), title(s), and e-mail address(es) of the individual(s) who will serve as the firm's primary contact(s). Include a brief description and history of your firm.

3. Reference Requirements

Provide a list of 3-5 business references that you have provided accounting services to currently or in the past.

4. Fee Rate

Include a fee rate and estimated billing based on monthly financial reports, quarterly, and annual tax returns.

5. Accounting Experience

Cite familiarization w/monthly, quarterly, and annual financial statements & reports, budget preparation, and knowledge of WA State and Federal filing requirements for public entities.

Required Deliverables

1. Monthly Financial Statements

- Profit/Loss Detail & Summary Report
- Budget Performance Report
- Cash Balance Detail & Summary Report

2. Filings

- IRS 941 Employer's Quarterly Federal Tax Return
- IRS 990 N Return of Organization Exempt from Income Tax Return
- WA State Schedule 01 & Annual Return

3. Meetings & Presentations

- Meet as necessary with the Executive Director as it relates to accounting needs, reports, and filings
- Present monthly financial statements to the Board of Directors
- Meet with the Budget Committee annually to determine any necessary adjustments for the coming year
- Present the annual financial report to the Board of Directors in January of the following year

Employment Terms

This position is based on a three-year contractual agreement between the Kitsap Public Facilities District and the Accounting Services individual or firm.

Submit Proposal

Format & Delivery

Submit formal proposals via PDF format to:

Email: execdirector@kitsap-pfd.org

or

Mail: Kitsap Public Facilities District

19980 10th Ave NE, Suite 204F

Poulsbo, WA 98370

Deadline

Please submit your proposal by XXX XX, 2023.

Building Communities, Enriching Lives