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**Board of Directors Meeting\***  
**Monday, October 23, 2023**  
**Kitsap Public Facilities District Office**  
**Meeting Location: Poulsbo City Hall**  
**& via Zoom Webinar ID\* – <https://us02web.zoom.us/j/89148598565>**

**MEETING AGENDA**

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

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**CONSENT AGENDA**

- A. September 25, 2023, KPFD BOD Meeting Minutes
  - B. Blanket Voucher #18-OCT 2023 96968 Operating Expenses
  - C. OCT 2023 KPFD Financial Reports
  - D. Executive Director Report – OCT 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** – Poulsbo Events & Recreation Center (PERC)

**5. Presentation** – Bainbridge Island Japanese American Exclusion Memorial

**6. General Business/Good of the Order**

- Update on RFP for KPFD Accounting Services
- Executive Director Report on September 2023 Assoc. of WA State PFDs Conference
- 2024 Budget Preparation & Timeline

**7. Meeting Adjournment**

**Next Meeting:** December 18, 2023, at 5:30 pm  
**Location:** Kitsap County Administration Building  
**Topics:** General Business

**Building Communities, Enriching Lives**

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



**KITSAP PUBLIC FACILITIES DISTRICT  
CONSENT AGENDA  
OCTOBER 23, 2023**

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- A. SEP 25, 2023 Board of Directors Meeting Minutes
  - B. Blanket Voucher #18-OCT 2023 96968 Operating Expenses
  - C. SEP 2023 Sales Tax Rebate Summary Report
  - D. OCT 2023 KPFD Financial Report
  - E. OCT 2023 KPFD Project Tracking Report
  - F. Executive Director Report – OCT 2023
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# Kitsap Public Facilities District

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

Monday, September 25, 2023

### **Attendance:**

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

**Board Members Absent:** Director Tom Bullock

**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 regarding support of a letter submitted to the PFD board of directors and the concern for the PFD funding of the Port Gamble Forest Heritage Park project. It was noted that private citizens have recently met with the Executive Director to understand how PFD projects are selected for funding assistance and how project invoices are reimbursed. The board was appreciative of the comments and concerns.
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:** Port Orchard Community Events Center – Mayor Rob Putaansuu presenting. Mayor Putaansuu updated the project's direction, including the outdoor space design and projected usage. The Mayor also informed the board that Kitsap Regional Library has signed a formal agreement to half the remaining construction cost for the community events center with the City of Port Orchard.
5. **General Business:**
  - Resolution 01-2023 for the revised Event Fund Policy was presented to the board for discussion and approval. Director Leedham moved to accept the resolution. Treasurer Draper seconded the motion. There was a discussion about post-event reporting and documentation requirements. The board approved the resolution.



- A Request for Proposal (RFP) for KPFD Accounting Services was presented to the board for discussion and approval. Director Havers moved to approve the RFP. Director Jagodzinske seconded the motion. There was a discussion by the board about the selection process. It was determined that the budget committee vet the applicants and invite the top two or three candidates to present to the board formally. The RFP was approved.
- Executive Director Shiplet presented the KPFD website to the board, citing updates to all pages across the platform.
- Executive Director Shiplet discussed the possibility of holding board meetings every other month, beginning in 2024, citing that some meetings held in 2023 were very short with no project updates. The current KPFD Bylaws state that six board meetings be held annually, but it is not a requirement to hold monthly meetings. There was discussion in support of revising the board meeting schedule in 2024. Executive Director Shiplet will provide an abbreviated meeting schedule for 2024 for approval at the December 2023 board meeting.
- Executive Director Shiplet spoke about establishing a funding prerequisite policy that outlines the requirements of project considerations moving forward. There was discussion about establishing a potential date when the board will invite RFPs for future funding projects.

**6. Meeting Adjournment:**

- The Board of Directors meeting adjourned at 6:46 PM.

**Next Meeting of the Board: October 23, 2023 – Poulsbo City Hall**



**BLANKET VOUCHER APPROVAL****FUND: 96968.00968****BV# 18-OCT 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 **\$9,631.31** on this 23rd day of OCT 2023

*Patrick Hatchel***Pat Hatchel, Chair***John Morrissey***John Morrissey, Vice-Chair***Walter S Draper IV***Walter Draper IV, Treasurer***Tom Bullock***Tom Bullock, Director***Phil Havers***Phil Havers, Director***Erin Leedham***Erin Leedham, Director***Daron Jagodzinske***Daron Jagodzinske, Director**

<b>VENDOR</b>	<b>SPEND CAT</b>	<b>AMOUNT</b>
<b>Invoices:</b>		
Kitsap Bank Visa (SEP 2023) – detail attached on next page	5311	\$ 2,536.67
BKAT Board Meeting Recording (SEP 2023)	5311	\$ 463.25
Assoc WA State PFDs Annual Dues (2023)	5311	\$ 550.00
WA State Dept of Retirement Services (OCT 2023)	5249	\$1,696.60
Bremerton Government Center Assoc. (SEP 2023 BOD Meeting)	5311	\$ 151.00
Employment Security Department (Q3 2023)	5249	\$ 913.85
JPC PLLC Legal Counsel (SEP 2023)	5416	\$ 1,402.50
Barker Creek Consulting (SEP 2023)	5419	\$ 577.50
<b>Other items:</b>		
Chairman Hatchel Q3 2023 Board of Directors Stipend	5140	\$ 390.78
Vice-Chairman Morrissey Q3 2023 Board of Directors Stipend	5140	\$ 268.86
Treasurer Draper Q3 2023 Board of Directors Stipend	5140	\$ 204.72
Director Jagodzinske Q3 2023 Board of Directors Stipend	5140	\$ 50.00
Director Bullock Q3 2023 Board of Directors Stipend	5140	\$ 150.00
Director Havers Q3 2023 Board of Directors Stipend	5140	\$ 150.00
Director Leedham Q3 2023 Board of Directors Stipend	5140	\$ 125.58
	<b>PAGE TOTAL</b>	<b>\$ 9,631.31</b>



<b>VENDOR</b>	<b>SPEND CAT</b>	<b>AMOUNT</b>
<b>Kitsap Bank Visa (AUG 2023)</b>		<b>\$ 2,536.67</b>
-Comcast for Business (SEP 2023 Phone/Internet)	5421	(\$278.33)
-Office Rent (SEP 2023)	5451(b)	(\$878.27)
-Help Desk Cavalry Email Support (SEP 2023)	5311	(\$202.64)
-Help Desk Cavalry Monthly IT Support (SEP 2023)	5419(a)	(\$279.95)
-Storage (SEP 2023)	5311	(\$133.00)
-Zoom Webinar Monthly Subscription (SEP 2023)	5311	(\$87.44)
-Adobe Cloud Storage (SEP 2023)	5311	(\$60.05)
-Walmart – Office Supplies	5311	(\$38.84)
-Kitsap Sun	5311	(\$1.00)
-AWSPFD Annual Conference Registration Fee	5311	(\$175.00)
-Kitsap Office Furniture – Office Chairs	5311	(\$218.40)
-19 <sup>th</sup> Hole – Work-Related Lunch	5311	(\$43.75)
-Public Records Act Training Workshop	5311	(\$140.00)
	<b>PAGE TOTAL</b>	<b>\$ 2,536.67</b>



# 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%	\$ 202,596.57	1.1%
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	2.1%
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	7.4%	\$ 192,720.63	AVG YTD
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

SEP 2023	FUNDS	COMMENT
Sales Tax Rebate (977)	\$213,155.55	Up 1.1% from SEP 2023
Debt Service (286)	(\$71,219)	
Net Income	\$141,936	
Expenses (968)	(\$20,095)	
NET GAIN	\$121,841.01	



Kitsap Public Facilities District  
OCT 2023 Available Funds & Expenditures Report

977 CAPITAL FUND								
As of			Current Blance			Fund		Description
9/30/2023			\$ 4,665,727.63			977 CAPITAL		SEP 30 2023 Capital Funds Balance
977 CASH FUND								
Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund		Description
9/30/2023	9/30/2023			\$ 862,482.63	EFT	977 CASH		SEP 2023 Cash Fund Balance
9/30/2023	9/30/2023			\$ 202,596.57	EFT			SEP 2023 Sales Tax Rebate
9/30/2023	9/30/2023			\$ (71,219.45)	EFT			SEP 2023 Debt Service Payment
9/30/2023	9/30/2023			\$ 993,859.75				SEP 2023 Cash Fund Balance
977 CASH FUND EXPENSE								
Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund		Description
10/2/2023	10/2/2023	XFR to 968 Fund		\$ (90,000.00)	EFT			977 Fund to 968 Fund to Cover Operating Expenses
				\$ (90,000.00)				
977 CASH FUND BALANCE				\$ 903,859.75				
968 OPERATING EXPENSES								
Process Date	Reconcile Date	Supplier	Invoice #	Amount	Check/EFT	Fund	Spend Category	Description
10/11/2023		Kitsap Bank Visa	SEP 2023	\$ (2,536.67)	VISA	968/BV#18-OCT 2023	5311	SEP 2023 CC Payment
		-Help Desk Calvary	SEP 2023	\$ (279.95)			5419(a)	SEP 2023 IT Services
		-Help Desk Calvary	SEP 2023	\$ (202.64)			5311	SEP 2023 O365 Email Subscription
		-Storage	SEP 2023	\$ (133.00)			5311	SEP 2023 Storage
		-Central Plaza Office Rent	SEP 2023	\$ (878.27)			5451(b)	SEP 2023 Office Rent
		-Comcast for Business	SEP 2023	\$ (278.33)			5451(b)	SEP 2023 Phone/Internet
		-Zoom Webinar Monthly	SEP 2023	\$ (87.44)			5311	SEP 2023 Monthly Subscription
		-Adobe Cloud	SEP 2023	\$ (60.05)			5311	SEP 2023 Monthly Subscription
		-19th Hole	SEP 2023	\$ (43.75)			5311	Work-Related Luncheon
		-Kitsap Office Furniture	SEP 2023	\$ (218.40)			5311	Office Chairs
		-AWSPFD Conference	SEP 2023	\$ (175.00)			5311	Annual Conference Registration Fee
		-MRSC	SEP 2023	\$ (140.00)			5311	Public Records Act Workshop
		-Walmart - Office Supplies	SEP 2023	\$ (38.84)			5311	SEP 2023 Office Supplies
		-Kitsap Sun	SEP 2023	\$ (1.00)			5311	SEP 2023 Subscription
10/11/2023		BKAT	012023-21	\$ (463.25)	Check	968/BV# 18-OCT 2023	5419(a)	SEP 2023 BOD Meeting Recording
10/11/2023		JPC LLC	159197	\$ (1,402.50)	Check	968/BV# 18-OCT 2023	5416	SEP 2023 Legal Counsel
10/11/2023		WA DRS	4296P	\$ (1,696.60)	Check	968/BV# 18-OCT 2023	5249	SEP 2023 PERS2 Employee & Employer Contribution
10/17/2023		Barker Creek Consulting Inc	1419	\$ (577.50)	Check	968/BV# 18-OCT 2023	5419	SEP 2023 Project Consulting & Invoice Review
10/11/2023		Assoc. WA State PFDs	23-09	\$ (550.00)	Check	968/BV# 18-OCT 2023	5311	2023 Annual Dues
10/11/2023		Bremerton Gov Center Assoc.	1093	\$ (151.00)	Check	968/BV# 18-OCT 2023	5311	SEP 2023 BOD Meeting Room Rental
10/11/2023		Employment Security Dept	Q3 2023	\$ (913.85)	Check	968/BV# 18-OCT 2023	5249	Q3 2023 ESD Payment
10/17/2023		Patrick Hatchel	Q3 2023	\$ (390.78)	Check	968/BV# 18-OCT 2023	5140	Q3 2023 Board of Directors Stipend
10/17/2023		John Morrissey	Q3 2023	\$ (268.86)	Check	968/BV# 18-OCT 2023	5140	Q3 2023 Board of Directors Stipend
10/17/2023		Walt Draper	Q3 2023	\$ (204.72)	Check	968/BV# 18-OCT 2023	5140	Q3 2023 Board of Directors Stipend
10/17/2023		Daron Jagodzinske	Q3 2023	\$ (50.00)	Check	968/BV# 18-OCT 2023	5140	Q3 2023 Board of Directors Stipend
10/17/2023		Tom Bullock	Q3 2023	\$ (150.00)	Check	968/BV# 18-OCT 2023	5140	Q3 2023 Board of Directors Stipend
10/17/2023		Phil Havers	Q3 2023	\$ (150.00)	Check	968/BV# 18-OCT 2023	5140	Q3 2023 Board of Directors Stipend
10/17/2023		Erin Leedham	Q3 2023	\$ (125.58)	Check	968/BV# 18-OCT 2023	5140	Q3 2023 Board of Directors Stipend
10/31/2023	10/31/2023	Russell Shiplet	OCT 2023	\$ (9,223.45)	EFT	96968		OCT 2023 Net Pay (includes Health Stipend)
				\$ (160.62)				OCT 2023 Medicare
				\$ (997.65)				OCT 2023 Federal Withholding
				\$ (16.29)				OCT 2023 WAMAF
				\$ (20,029.32)				
968 OPERATIONS BALANCE				\$ 69,970.68				

**Kitsap PFD  
Project Funding Record  
OCT 2023**

Year	Month	Port Orchard Community Events Center (POCEC)					Poulsbo Events & Recreation Center (PERC)				Port Gamble Forest Heritage Park (PGFHP)				Port of Bremerton (POB)				
2018					ILA					ILA				ILA				ILA	Total Commitment
					\$ 12,000,000					\$ 243,900.00				\$ 2,047,556		Phase 1		\$ 1,439,000	\$ 15,730,456.00
2021		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
2021 Totals					\$ (1,326,290.00)					\$ (120,993.98)				\$ (172,181.54)		sub-total		\$ (438,257.65)	\$ -
2022		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid		Invoice	Reviewed	Invoice Amount	Amount Paid
2022 Totals					\$ (521,109.38)					\$ (36,888.69)				\$ (632,512.03)				\$ (1,000,689.12)	\$ (143,900.00)
2023	January	INVO1400	1/30/2023	2/3/2023	\$ (68,700.70)	Task 4	GRNT000983	1/30/2023	2/3/2023	\$ (12,153.50)	22-0914	1/30/2023	2/9/2023	\$ (6,874.79)	Stage 2				
	February															2023	1/30/2023	2/9/2023	\$ (143,900.00)
	March																		
	April	INVO1496	4/19/2023	5/11/2023	\$ (9,279.25)	Task 4													
	May																		
	June	INVO1551	6/26/2023	7/20/2023	\$ (40,377.00)	Task 5													
	July	INVO1574	7/31/2023	8/1/2023	\$ (14,207.30)	Task 5													
	August																		
	September	INVO1616	9/25/2023	10/2/2023	\$ (77,665.97)	Task 5					23-0289	9/25/2023	10/2/2023	\$ (18,424.81)	Stage 2				
	October																		
	November																		
	December																		
2023 Totals					\$ (210,230.22)					\$ (12,153.50)				\$ (25,299.60)				\$ (143,900.00)	\$ (391,583.32)
Total Paid to Date					\$ (2,117,725.20)					\$ (197,172.42)				\$ (829,993.17)				\$ (850,100.00)	\$ (3,994,990.79)
Remaining Balance					\$ 9,882,274.80					\$46,727.58				\$ 1,217,563				\$ 1,151,200.00	\$ 12,297,765.21

SEP 30, 2023 96977 CASH FUND	
AVAILABLE CASH	CASH BALANCE
\$ 862,482.63	\$ 862,482.63



## EXECUTIVE DIRECTOR REPORT

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

### **Project Updates:**

- **POCEC:** No invoices submitted or updates to report this month
- **PERC:** No invoices submitted. Project update during the OCT 23, 2023 BOD 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 attended the Assoc. of WA State PFDs annual conference in Kennewick, WA. A more formal report will be presented during the OCT 23, 2023 BOD meeting.
- The Executive Director met with Moxie Solutions to discuss consulting services for creating future KPFD policies and guidelines. A more formal report will be made during the OCT 23, 2023, BOD meeting. The Executive Director will also seek board approval to move forward with the proposal to create the Project Funding Policy and guidelines.
- The Executive Director sent the Request for Proposal for KPFD accounting services. Two accounting firms have responded to date. The Executive Director will meet with them separately before introducing them to the Finance Committee.
- The Executive Director participated in the online MRSC Public Records Act Workshop.



To: Mayor Wheeler

CC: Mike Riley  
John Oppenheimer  
Brian Flaherty

From: Tiffany Schenk

Date: October 20th, 2023

## September 2023 Month End Recap

### Overview

September was a terrific month for KCC. Total revenue for the month was \$170k and positive to budget by \$85k. YOY, September revenues increased by \$50k. After a light July, August and September revenues really led us back on track YTD and we were able to close Q-3 \$138k positive to budgeted revenues.

### Event Highlights

We hosted 18 total events in September. Events included Kitsap Immigrant Assistance Center, Coffee Oasis Gala, PSNS Technology Showcase and Leadership Tomorrow. Coffee Oasis is our local neighbor who supports this community, and we are thrilled they enjoyed their evening with us as well confirmed they would like to join us again next year. 60 unique technology companies set up home here for the Technology Showcase and their planner loved our team and venue. Our building was bustling and overall had wonderful comments.

*"Good morning. Thank you again for all your help with the Technology Showcase again this year! I really appreciate all of the efforts of you, and your staff in connection with the event!"*

*"Loved the space and location! Will be back in 2024"*

*"Hi Nathan, please extend our thanks to your staff for all they did to make our retreat a success. They are really warm, responsive, capable folks!"*



## Operations

Our team focused on cleanliness, effective room sets communication and efficiency. This amount of volume keeps every department on their toes, and well-oiled machine internally is vital during these times. We have met with carpet vendors and are on track to have new carpet installed before the end of 2023. A refreshed look will help us continue to drive business and becoming an extra selling point for our sales team.

## Team Member

It's a wonderful feeling to know that the team who stands whole-heartedly next to our Kitsap Conference Center, had ample hours, and shifts as we near the holiday season. There were multiple room sets and flips that took thought out and well executed detailed work from all departments. We welcomed three new servers and one new dishwasher in September: a testament to growing revenues.

## Sales

Our Sales Team had their hands full planning multiple upcoming October events as well as future contracts. \$57k in revenues were contracted in September. \$13k of this amount was booked in the month for the month, which is always a pleasant addition. 16 site tours were given in September. These tours included four weddings as well as corporate and social events for the remainder of Q-4 as well as 2024. Our efforts remain strong and bookings solid. We are extremely proud of our small team, and current revenues are a direct reflection of their hard work.

## Marketing/Communications

Our marketing team continues to plan out our social media sends and strategies while providing in-house collateral for all our marketing needs. We are in the process of designing and ordering new pens and pads of paper for our complete meeting packages. It's always wonderful to have quality, branded materials for our clients to keep that elevated experience we are known for here at KCC.



## Looking Ahead

Overall, we are \$121k 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 fourth and final quarter of a wonderful year.

## Financial Results

### Kitsap Conference Center Consolidated Income Statement For Period Ending 09/30/2023

Current Month				Year to Date				
Actual	%	Budget	%		Actual	%	Budget	%
0	0.0%	11,050	12.8%	Conference Services	0	0.0%	84,335	11.2%
6,065	3.6%	2,190	2.5%	Audio Visual	29,269	3.3%	19,706	2.6%
83,153	48.8%	39,860	46.1%	Food	415,670	46.5%	353,556	46.8%
6,610	3.9%	7,800	9.0%	Beverage	52,373	5.9%	72,144	9.6%
37,537	22.0%	16,940	19.6%	Room Rental	272,568	30.5%	150,634	20.0%
37,128	21.8%	8,555	9.9%	Miscellaneous	123,617	13.8%	74,661	9.9%
170,493	100.0%	86,395	100.0%	GROSS REVENUE	893,497	100.0%	755,036	100.0%
				COSTS OF SALES				
315	0.4%	2,284	5.9%	Conference Services	13,241	3.1%	20,451	6.2%
14,310	17.2%	9,566	24.0%	Food	100,761	24.2%	84,853	24.0%
935	14.1%	1,619	20.8%	Beverage	9,434	18.0%	14,970	20.8%
15,560	9.1%	13,469	15.6%	TOTAL COST OF SALES	123,436	13.8%	120,274	15.9%
154,933	90.9%	72,926	84.4%	GROSS MARGIN	770,060	86.2%	634,762	84.1%
				DIRECT EXPENSES:				
11,838	6.9%	8,754	10.1%	Conference Services Payroll Related	99,336	11.1%	76,798	10.2%
40	0.0%	0	0.0%	Conference Services Other Direct	835	0.1%	0	0.0%
36,000	21.1%	24,513	28.4%	Food & Beverage Payroll Related	271,677	30.4%	204,857	27.1%
4,309	2.5%	4,348	5.0%	Food & Beverage Other Direct	36,628	4.1%	40,356	5.3%
52,187	30.6%	37,615	43.5%	TOTAL DIRECT EXPENSES	408,476	45.7%	322,011	42.6%
102,745	60.3%	35,311	40.9%	DEPARTMENT PROFIT	361,584	40.5%	312,751	41.4%
				UNDISTRIBUTED OPERATING EXPENSES				
21,877	12.8%	21,472	24.9%	Administrative & General	212,017	23.7%	203,618	27.0%
13,201	7.7%	13,840	16.0%	Sales & Marketing	115,904	13.0%	127,978	16.9%
99	0.1%	450	0.5%	Repairs & Maintenance	790	0.1%	4,210	0.6%
3,772	2.2%	4,812	5.6%	Utilities	47,512	5.3%	43,308	5.7%
38,950	22.8%	40,574	47.0%	TOTAL UNDISTRIBUTED OPERATING EXPENSES	376,222	42.1%	379,114	50.2%
63,795	37.4%	(5,263)	-6.1%	INCOME BEFORE FIXED CHARGES	(14,638)	-1.6%	(66,363)	-8.8%
				FIXED CHARGES				
5,115	3.0%	2,592	3.0%	Capital Reserve	26,805	3.0%	22,651	3.0%
2,557	1.5%	1,296	1.5%	Incentive Management Fee	13,402	1.5%	11,326	1.5%
538	0.3%	475	0.5%	Insurance	4,878	0.5%	4,275	0.6%
538	0.3%	510	0.6%	Leases	5,154	0.6%	4,590	0.6%
7,500	4.4%	7,500	8.7%	Management Fee	67,500	7.6%	67,500	8.9%
603	0.4%	518	0.6%	Property & Other Taxes	5,165	0.6%	4,530	0.6%
16,850	9.9%	12,891	14.9%	TOTAL FIXED CHARGES	122,905	13.8%	114,872	15.2%
123,548	72.5%	104,549	121.0%	TOTAL OPERATING EXPENSES	1,031,040	115.4%	936,271	124.0%
46,945	27.5%	(18,154)	-21.0%	NET OPERATING INCOME	(137,543)	-15.4%	(181,235)	-24.0%



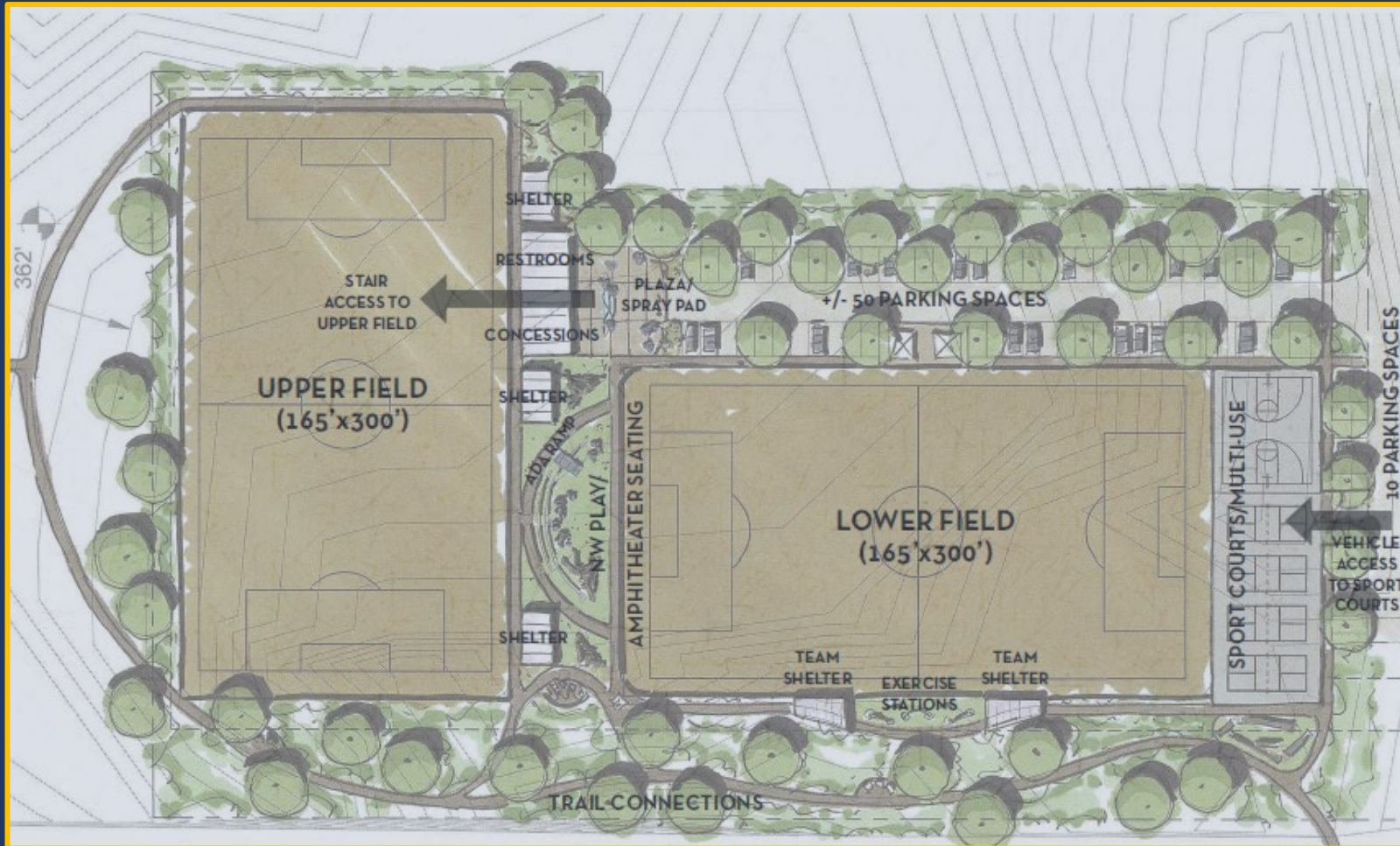
# INTRODUCTION TO THE B.I. JAPANESE AMERICAN EXCLUSION MEMORIAL

Val Tollefson, President

Bainbridge Island Japanese American Exclusion Memorial Assn

# PERC Status Update

Kitsap Public Facilities  
District Board  
October 23, 2023



# PERC Status Update

## Tonight we'll present:

- PERC activity since our last KPFD Board update on 1/30/2023
- Moving Forward



# PERC Final Feasibility Report Released 1/23/23





# Phase 1 Fields First Conceptual Site Plan

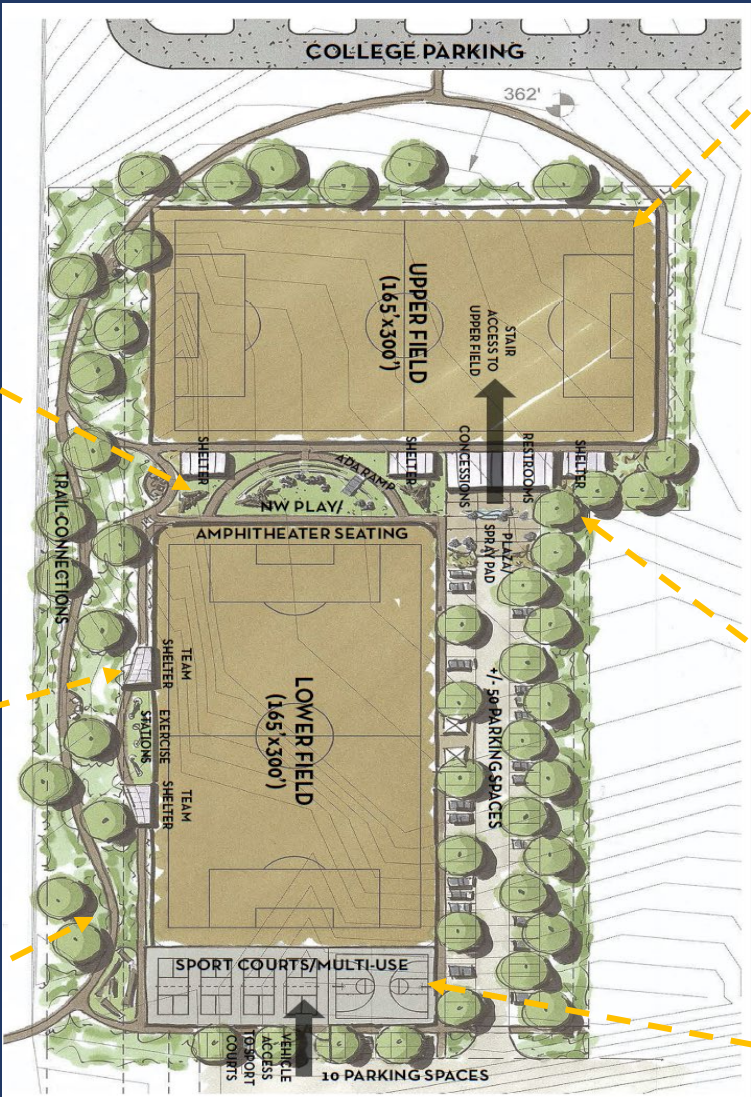
PNW inspired playground located between fields for families attending tournaments, while taking advantage of naturally-tiered seating



Multiple picnic shelters to support tournaments, also provides an additional rental revenue source



Seating along walking path



Two lighted and turfed multi-use tournament fields



Concessions for sports tournaments



Sports Courts – 4 pickleball and full size basketball



# PERC Steering Committee

- PERC Steering Committee reconvened on March 30, 2023 to review and discuss the PERC Final Feasibility Report and phased approach recommendation of the report.
- The Committee's supported the Feasibility Report's conclusions and recommended the phased approach to the City Council.





# Poulsbo City Council

- The City Council held a workshop on April 19, 2023 to be full briefed on the PERC Final Feasibility Study, process, phased approach, and Steering Committee recommendations.
- The City Councilmembers had several questions and requests for clarifications for staff on the Feasibility Study.



# Poulsbo City Council

- The City Council held a second workshop on August 16, 2023 for staff to answer the questions and requests for additional information from the April 19<sup>th</sup> workshop.
- The City Council requested the PERC financial obligations be discussed in the context of the City's other capital projects and financing.



# Poulsbo City Council

- The City Council held two workshops on revenue sources – September 13<sup>th</sup> and October 4<sup>th</sup>.
- At the October 4<sup>th</sup> workshop, the consensus was achieved by the Council to include the PERC in the City's 2024-2026 Capital Improvement Budget.



# Poulsbo City Council

- The Mayor will bring forward a Resolution to the City Council at its November 1, 2023 meeting.
- The Resolution will:
  - Approve the PERC Feasibility Study
  - Statement of Intent to develop Phase 1 of the PERC with the KPFD as its funding partner
  - Directs staff to coordinate with the KPFD to draft a new ILA



## Poulsbo + KPFD

Second ILA is anticipated to include the following elements:

- Request for funding to begin **Phase 1** final design and development:
  - Final site plan drafting and approval
  - Site civil engineering (utilities)
  - Specialty engineering for turf fields + lighting
  - Permitting
  - Construction plans and specifications/Bid documents
  - Project Management
- Finalize capital funding strategies, agreements, actions between COP and KPFD for Phase 1
- Continue feasibility analysis for **Phase 2 and 3**
  - Finalization of facility programming and size
  - Operations evaluation
  - Support future land acquisition
  - City understands the KPFD will not participate in capital costs for PERC Phase 2 and 3



# Second ILA

- Upon successful approval of a PERC Resolution by the Poulsbo City Council, the City will respectfully request that City and KPFD staff initiate development of a second ILA:
  - Makes a joint project funding commitment
  - Requests KPFD fund \$1.7M for final design, engineering, permitting, project management, bid documents
  - Detail the capital funding and bonding structure
  - Forward construction of PERC Phase 1 Fields First



Questions?  
Thank you!





# The Exclusion Memorial Project

- Commemorates the first group of Japanese Americans forcibly relocated from the West Coast under Executive Order 9066 and Exclusion Order No.1 during WWII, honors their neighbors who stood with them, and educates the public about this historic event, fostering awareness and understanding with the goal to:

**“Let It Not Happen Again”**

## Timeline:

- 2002: memorial plaque dedicated near the site of the former Eagledale ferry dock
- 2004: the current 8-acre site adjacent to Pritchard Park dedicated
- 2008: Memorial designated an administrative unit of the Minidoka National Historic Site
- 2011: first phase of development, the Memorial Wall, opened to the public
- 2021/2022: second phase Departure Deck and interpretive artworks completed
- 2024: Construction to commence on the final phase, the Visitor Center
  - 1,545 square foot Visitor Center with adjacent restrooms
  - Office space for staff, including full-time National Park Service ranger
  - Educational space with flexible seating for up to 75
  - Interpretive displays
  - Paved plaza for improved accessibility
  - Outdoor amphitheater





# VISITOR EXPERIENCE TODAY



# The Pavilion







# The Pavilion – Interpretive Panels





# Memorial Wall – *Nidoto Nai Yoni*







# The Memorial Wall – 276'







# Memorial Wall – Art Friezes



Terra Cotta Friezes Depict Scenes from Oral Histories  
By Artist Steven Gardner







# Departure Deck

Departure Deck



Survivor Ribbon-Cutting



Survivor Groundbreaking





# Departure Deck – Interpretive Artwork



View of the Departure Deck Artwork  
By Local Artist Anna Brones and Luc Revel







**PUBLIC BENEFIT**



# March 30<sup>th</sup> Commemorations



Local Dignitaries



Survivor Families



Seattle  
Television  
Coverage





# Public Visitation

- ~13,000 walk-in visitors per year, both local and global
- 50+ hosted educational tours per year, serving 1,200-1,500 participants
  - K-12 and university students
  - Educators
  - Senior, community, and faith-based organizations
  - Business organizations
  - Survivor families
  - Local community
- Most accessible of the Japanese American confinement sites due to its proximity to a major metro area
- Growing public awareness driven by tourism bureaus, National Park Service, school districts, online travel sites, current events, and word-of-mouth



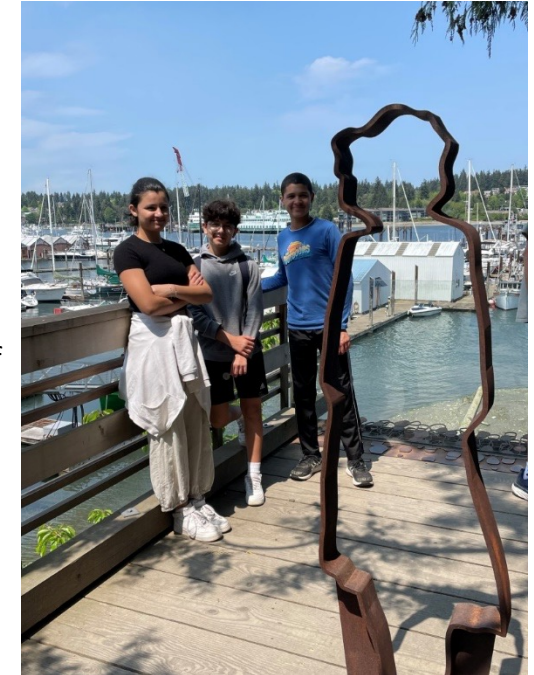


# Schools and Youth Groups



Central Kitsap High School

French-American School of  
the Pacific NW



Lake Washington Girls Middle School



University of Washington





# Community



Day of Remembrance Community Clean-up Day







# International



FIUTS: Armenia, Azerbaijan, Georgia, Russia, Turkey



FIUTS: Angola, Botswana, Eswatini, The Gambia, Ghana, Kenya, Liberia, Malawi, Mauritius, and Zambia



Holodomor Museum  
Kyiv, Ukraine



Japanese Youth Group: Canada, USA, Japan





# Business Leaders



Leadership Kitsap



Mitsubishi USA – Seattle Office



Joint Base Lewis-McChord



# Visitor Center Development

- Originally budgeted at \$4MM, \$2MM of which has been secured to date
- Active building permit application with City of Bainbridge Island
- Support to date from broad spectrum of public, institutional and private grants and donations, including
  - NPS Japanese American Confinement Sites Grant Program
  - State of Washington Local Community Project Grant
  - The Inatai Foundation (formerly Group Health Foundation)
  - Bainbridge Island Japanese American Community
  - David and Carol Myers Foundation
  - Williams Family International Friendship Fund
  - Japanese American Community Foundation



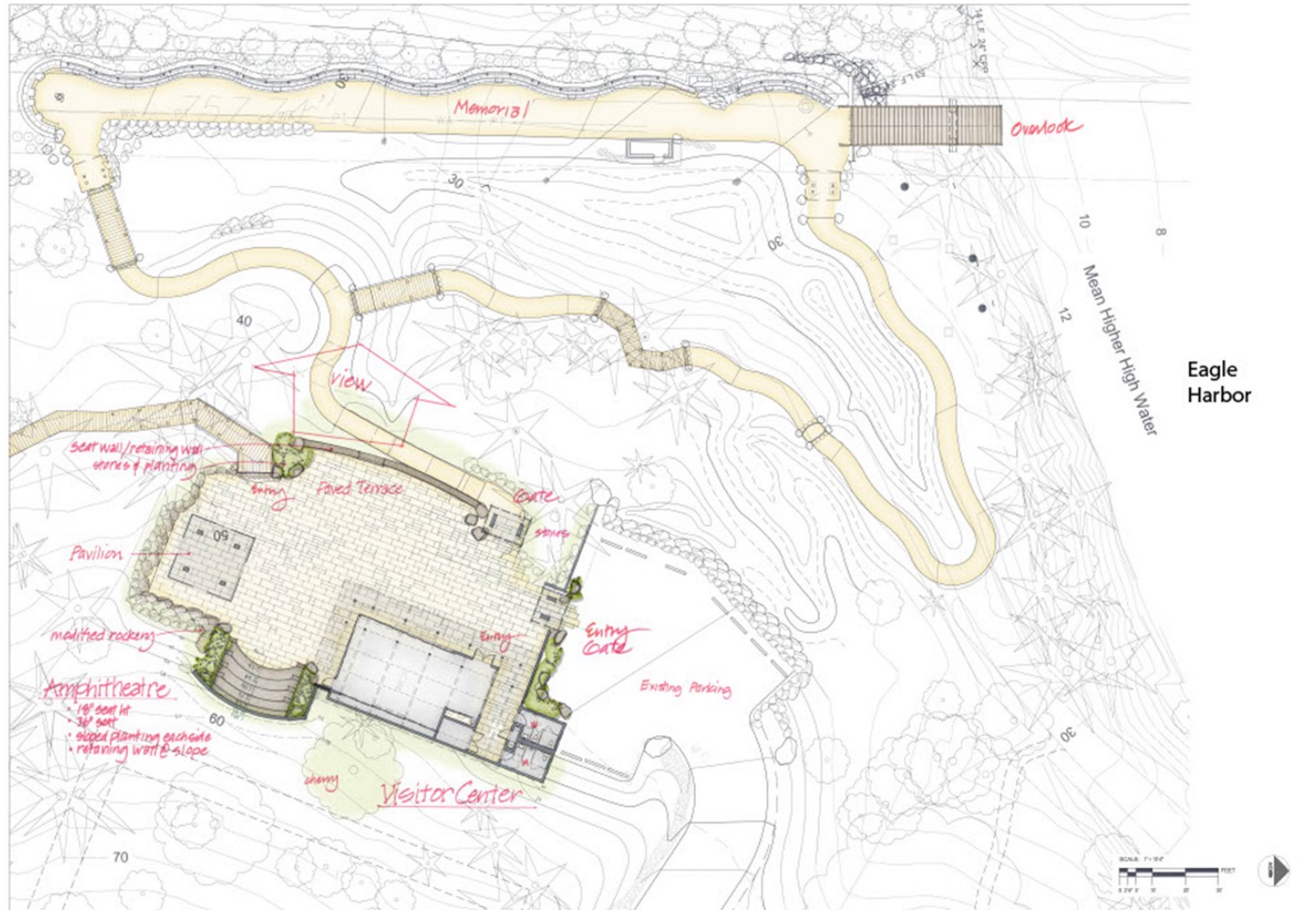


# Existing NPS Trailer





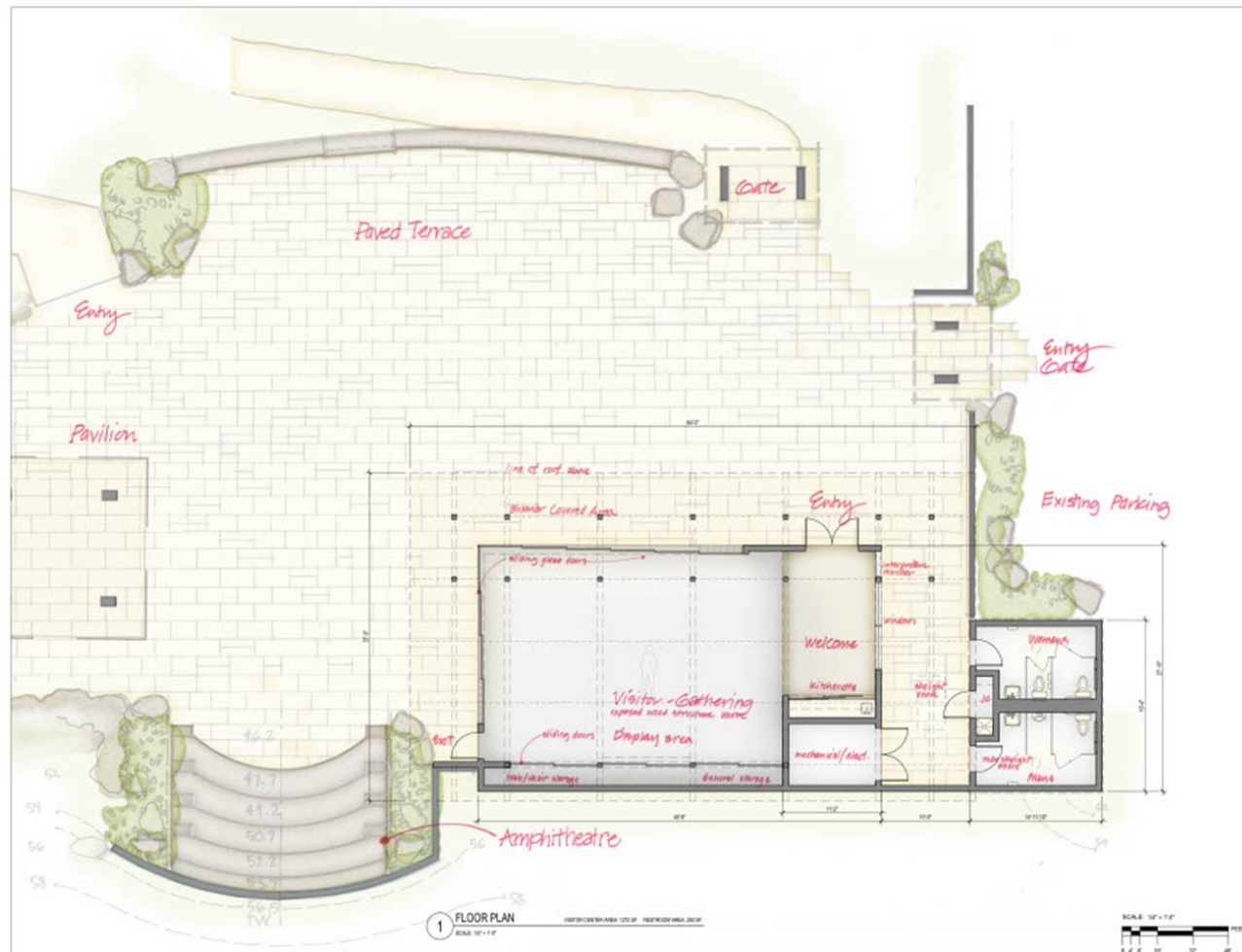
# Site Plan







# Floor and Terrace Plan





# Exterior View







# Aerial View





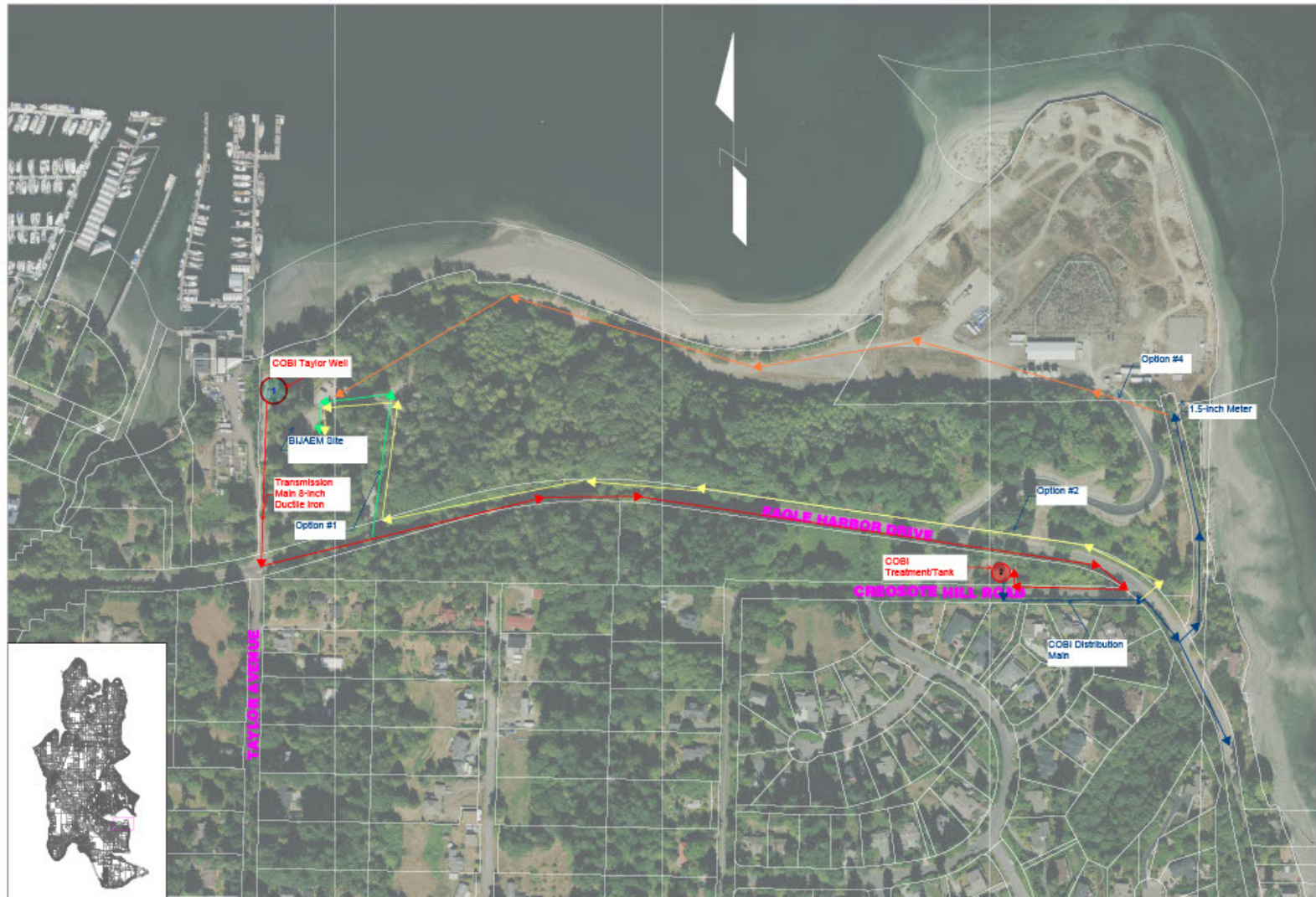
# Water Main Extension Issue

- Fire Marshall requires water at flow rates practical only from a public source
- Nearest public water connection 2500' (1/2 mile) away
- Water main extension currently being engineered
- Expected cost for the water main extension between \$250,000 - \$500,000. Engineer's estimate pending.





# Rockaway Extension Route







## Funding this project meets KPFD Guidelines

- #1 – Promote economic development
  - #2 – Ensure efficient use of public sales taxes
  - #3 – Be innovative and meets the needs of the community
  - #4 – Allow for multi-use purposes and made available to the public
- 
- Project since inception through completion of Visitor Center will exceed \$10 million invested.