



**Board of Directors Meeting
Monday, April 29, 2024
Kitsap Public Facilities District Office
Meeting Location: Norm Dicks Government Center
& via Zoom Webinar – <https://us02web.zoom.us/j/85478973201>**

MEETING AGENDA

1. Call to Order / Comments from Board Chairman Hatchel

CONSENT AGENDA

- A. February 26, 2024, KPFD BOD Meeting Minutes
 - B. Blanket Voucher #05-MAR 2024 96968 Operating Expenses
 - C. Blanket Voucher #06-MAR 2024 96977 POCEC Project Expenses
 - D. Blanket Voucher #07-APR 2024 96968 Operating Expenses
 - E. FEB & MAR 2024 Sales Tax Rebate Summary Reports
 - F. FEB & MAR 2024 KPFD Financial Report
 - G. APR 2024 KPFD Project Tracking Report
 - H. APR 2024 Executive Director Report
 - I. MAR 2024 KCC Financial Report
-

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. Project Presentation Update – City of Poulsbo PERC Project

5. General Business/Good of the Order

- PERC ILA Discussion and Consideration
- KPFD Board of Directors Handbook Update
- Kitsap Count Commissioners Annual Presentation

6. Meeting Adjournment

Next Meeting: Monday, June 24, 2024 @ 5:30 PM

Location: Poulsbo City Hall

Topics: General Business

Building Communities, Enriching Lives



**KITSAP PUBLIC FACILITIES DISTRICT
CONSENT AGENDA
APR 29, 2024**

- A. FEB 26, 2024 Board of Directors Meeting Minutes
 - B. Blanket Voucher #05-MAR 2024 96968 Operating Expenses
 - C. Blanket Voucher #06-MAR 2024 96977 POCEC Project
 - D. Blanket Voucher #07-APR 2024 96968 Operating Expenses
 - E. FEB & MAR 2024 Sales Tax Rebate Summary Report
 - F. FEB & MAR 2024 Financial Reports
 - G. APR 2024 KPFD Project Tracking Report
 - H. APR 2024 Executive Director Report
 - I. MAR 2024 KCC Financial Report
-



Kitsap Public Facilities District

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

Monday, February 26, 2024

Attendance:

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

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

1. **Call to Order:** KPFD Chairman Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment included support for the Bainbridge Island Japanese American Exclusion Memorial and the PFD's financial support to run a water line to the proposed visitor center.
3. **Approval of Consent Agenda:** Director Leedham 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. **General Business:**
 - Northwest Municipal Advisors (NWMA) presented a detailed and extensive financial outlook of projected PFD revenue and Interlocal Agreement funding requests. The Board asks many questions for clarity. As projects progress, the Board has asked the NWMA to update projections and report back to them in the future.
 - Vice-Chairman Morrissey resigned as the Board's Vice-Chair, stating that he wanted to avoid any conflicts of interest from his Port Orchard City Council role. Director Morrissey will remain on the PFD Board for the foreseeable future.
 - Chairman Hatchel asked for nominations to serve as the PFD Vice-Chairman through June 30, 2024. Director Morrissey nominated Director Leedham. No other Board members expressed an interest in serving in the Vice-Chairman role. The Board voted unanimously to elect Director Leedham as the Vice-Chairman through June 30, 2024.
 - Executive Director Shiplet spoke to WA State Senate Bill 6158. The bill intended to extend WA State PFD's ability to continue collecting sales and use rebates through 2066. The Bill did not make it through the Ways & Means Committee, so no floor vote was taken this term. The Association of WA State PFDs will continue to lobby for its passage in the coming terms.

Building Communities, Enriching Lives TM



- CPA firm Parker Moorer & Cena provide the PFD financial statements for JAN 2024. The report included activities and balances of the 968 fund (Operations & Expenses) and the 977 fund (Sales Tax Rebate Capital).
- Treasurer Draper spoke to the City of Bainbridge Island's request for the PFD to fund the Japanese American Exclusion Memorial Association waterline to the proposed business center. The Board continued to discuss the request and current and future ILA language as it related to who pays for the interest portion of bond debt. No motions were made during the discussion.

5. Meeting Adjournment:

- The Board of Directors meeting adjourned at 7:04 PM.

Next Meetings of the Board:

- **Monday, April 29, 2024 – Norm Dicks Government Center**



VENDOR		AMOUNT
Kitsap Bank Visa (FEB 2024)		\$ 2,120.53
<i>-Comcast for Business (FEB 2024 Internet Service)</i>		<i>(\$229.53)</i>
<i>-Comcast for Business (FEB 2024 Phone & VM Service)</i>		<i>(\$135.88)</i>
<i>-Office Rent (FEB 2024)</i>		<i>(\$878.27)</i>
<i>-Help Desk Cavalry Monthly IT Support (FEB 2024)</i>		<i>(\$288.44)</i>
<i>-Help Desk Cavalry Email Support (FEB 2024)</i>		<i>(\$267.48)</i>
<i>-Storage (FEB 2024)</i>		<i>(\$133.00)</i>
<i>-Zoom Webinar Monthly Subscription (FEB 2024)</i>		<i>(\$87.44)</i>
<i>-Adobe Cloud Storage (FEB 2024)</i>		<i>(\$60.05)</i>
<i>-MRSC Online Course (Effective Board Mtg s & Roberts Rules)</i>		<i>(\$40.44)</i>
	PAGE TOTAL	\$ 2,120.53



Account Summary

Billing Cycle		02/22/2024
Days In Billing Cycle		29
Previous Balance		\$2,566.98
Purchases	+	\$2,120.53
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,566.98-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$2,120.53

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,879.47
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

-  Call us at: (866) 317-0355
Lost or Stolen Card: (866) 839-3485
-  Go to www.MyCardStatement.com
-  Write us at PO BOX 30495, TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$2,120.53
MINIMUM PAYMENT	\$2,120.53
PAYMENT DUE DATE	03/18/2024

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
01/25	01/25	PBUS01	24692164025101430657043	COMCAST CABLE COMM 800-COMCAST WA	\$229.53
01/26	01/26	PBUS01	24692164026102244106150	COMCAST BUSINESS 888-485-8036 PA	\$67.94
01/26	01/28	PBUS01	24906414026192286035541	PYL*American Property LLC 866-7295327 WA	\$878.27
01/29	01/30	PBUS01	24492164029000026989505	TBL* ROBERTS RULES ONL TEACHABLE.COM NY	\$40.44
02/01	02/02	PBUS01	24377354033000003278154	HELP DESK CAVALRY 360-9306990 WA	\$267.48
02/01	02/02	PBUS01	24377354033000003278204	HELP DESK CAVALRY 360-9306990 WA	\$288.44
02/02	02/02	PBUS01	24692164033107764007770	COMCAST BUSINESS 888-485-8036 PA	\$67.94
02/01	02/04	PBUS01	24275394033056256477827	Glacier West Pouls 360-6977368 WA	\$133.00
02/06	02/07	PBUS01	24011344037000051078737	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$87.44
02/12	02/13			PAYMENT - THANK YOU PORT ORCHARD WA	\$2,566.98-
02/14	02/15	PBUS01	24492154045715971814017	ADOBE INC. 408-536-6000 CA	\$60.05

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

KITSAP BANK
 PO BOX 1080
 BREMERTON WA 98337-0375



Account Number
 ##### 3580

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date 02/22/24	New Balance \$2,120.53	Total Minimum Payment Due \$2,120.53	Payment Due Date 03/18/24
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\$

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 00212053 00212053 2

INVOICE

March 5, 2024

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

RE: Invoice for Services
Budget and Financing Analysis

Fee for Financial Advisory Services

	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Please see the attached for a breakdown of work done, hours spent	16.5	\$ 195.00	\$ 3,217.50

Total Due**\$ 3,217.50**

Please remit to:

Northwest Municipal Advisors
11900 NE 1st Street, Suite 300
Bellevue, WA 98005

March 6, 2024

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

Invoice 164467 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 1,543.75

\$ 1,543.75

Barker Creek Consulting Inc.

PO Box 2011

Silverdale, WA 98383 US

3602719207

shannont@barker creek-ors.com

<http://barker creek-ors.com/>

Invoice



BILL TO

Russ Shiplet
KFPD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1454	03/13/2024	\$875.00	04/12/2024	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/05/2024	KFPD:Kitsap Public Facilities District Project management:KFPD - Project Oversight [Feb 5 – Mar 1] - Shannon D Thompson	5:00	175.00	875.00
	SUBTOTAL - KFPD:Kitsap Public Facilities District			875.00

BALANCE DUE

\$875.00

Parker Mooers & Cena PS

Certified Public Accountants

9222 Bay Shore Drive NW Suite 150 ■ Silverdale, WA 98383

Phone: (360) 692-8808

E-mail: dina@pmccpas.com

Web: www.pmccpas.com

Invoice: 45123

Date: 02/29/2024

Kitsap Public Facilities District
19980 10th Ave NE Suite 204F
Poulsbo, WA 98370

For professional service rendered as follows:

Accounting Services

Preparation of 4th quarter 2023 payroll tax reports. Enter 2024 budget and summarize 2023 activity. Prepare January Trial balance and financial statement. Meet with Russ to review January activity and finalize reports for Board meeting. Attend KPFDD Board meeting and present financial statements.

	1,620.00
Billed Time & Expenses	\$1,620.00
Invoice Total	\$1,620.00
Beginning Balance	\$2,747.00
Invoices	1,620.00
Receipts	(2,842.00)
Adjustments	0.00
Service Charges	0.00
Amount Due	\$1,525.00

PAYMENT DUE UPON RECEIPT

<u>02/29/2024</u>	<u>01/31/2024</u>	<u>12/31/2023</u>	<u>11/30/2023</u>	<u>10/31/2023+</u>	<u>Total</u>
1,525.00	0.00	0.00	0.00	0.00	\$1,525.00

Please return this portion with payment payable to **Parker Mooers & Cena, PS**

ID: KIT0379
Kitsap Public Facilities District

Invoice: 45123
Date: 02/29/2024

Amount Due: \$1,525.00

Amount Enclosed: \$ _____

Charges of 1% per month will be made on all accounts over (\$1 minimum).



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	03/2024		\$1,736.08
Subtotal for Plan 2			\$1,736.08

Total for Plans 1 and 2:	\$1,736.08
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All Washington State Public Facilities District
1900 7th Avenue
Longview, WA 98632

March 25, 2024

Dues Invoice

Invoice for 2023 \$500.00

Invoice for 2024 \$750.00

Total Due \$1250.00

Make Checks payable to AWSPFD

Mail to the address above.

Update on Web site:

Our web site is being worked on; we hope to go live soon.
If you do not pay your dues, your information will be listed on the web site, but you will not be able to update it. This will be explained on the web site.

Please contact your representatives and ask them to support this bill when it is introduced.
I will send the date to you all.

Thank you,

Betty Erickson

State Chair

INVOICE

Whitney Tatum
22020 Wavecrest Ave NE
Poulsbo, WA 98370

hello@moxiesupports.com
+1 (505) 300-9915
www.moxiesupports.com



Kitsap Public Facilities District c/o Russ Shiplet

Bill to
Kitsap Public Facilities District c/o Russ
Shiplet

Invoice details

Invoice no.: 1043
Invoice date: 04/01/2024
Due date: 04/15/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Hours BoD Handbook Work		2	\$150.00	\$300.00
2.		Hours BoD Handbook Work		0.5	\$150.00	\$75.00
3.		Hours Project Management & Scheduling		0.25	\$150.00	\$37.50
4.		Hours BoD Handbook - Review Meeting 3		1	\$150.00	\$150.00
5.		Hours BoD Handbook - Meeting #3 Travel (to/from)		0.5	\$150.00	\$75.00
6.		Hours Document & Meeting Prep (for 3/22 meeting)		0.5	\$150.00	\$75.00
7.		Hours Project Management		0.25	\$150.00	\$37.50
8.		Hours Project Management & Scheduling		0.25	\$150.00	\$37.50
9.		Hours BoD Handbook Work		1.25	\$150.00	\$187.50
10.		Hours BoD Handbook - Review Meeting 2		1	\$150.00	\$150.00

11.	Hours BoD Handbook - Meeting #2 Travel (to/from)	0.5	\$150.00	\$75.00
12.	Hours Document & Meeting Prep (for 3/7 meeting)	1	\$150.00	\$150.00
13.	Hours BoD Handbook Work	1.5	\$150.00	\$225.00

Total **\$1,575.00**

Ways to pay

BANK

Note to customer

Thank you for your business.



**KITSAP
PUBLIC
FACILITIES
DISTRICT**

BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 06-MAR 2024

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 of **\$2.00** on this **11th** day of **MAR 2024**.

Patrick Hatchel

Patrick Hatchel, Chair

Erin Leedham

Erin Leedham, Vice-Chair

Walter S Draper IV

Walter Draper IV, Treasurer

Tom Bullock

Tom Bullock, Director

Phil Havers

Phil Havers, Director

John Morrissey

John Morrissey, Director

Daron Jagodzinske

Daron Jagodzinske, Director

VENDOR	AMOUNT
Project Item – Port Orchard Community Events Center	
POCEC Invoice #INV01727 (MAR 2024) to Correct \$2.00 error in OCT 2023 Invoice #01682	\$ 2.00
PAGE TOTAL	\$ 2.00



INVOICE

City of Port Orchard
216 Prospect St.
Port Orchard, WA 98366-5304
Phone: 360-876-4407

Billed To:
Kitsap Public Facilities District
Executive Director
19980 10th Ave NE
Suite 204F
Poulsbo, WA 98370

DATE: 1/18/2024
INVOICE #: INV01727
DUE DATE: 2/17/2024
TOTAL DUE: 2.00

CUSTOMER ACCOUNT # : 0131

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
C082-19 SK Events Center - Svcs thru 10/31/23	1.00	2.00	2.00
TOTAL THIS INVOICE			2.00

For questions, please call 360-876-7019

REMIT TO:

City of Port Orchard
216 Prospect St
Port Orchard, WA 98366-5304

A copy of this invoice should accompany your check. Thank you!



BLANKET VOUCHER APPROVAL

FUND: 96968.00968

BV# 07-APR 2024

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 **\$5,603.30** on this 19th day of APR 2024

Patrick Hatchel

Pat Hatchel, Chair

Erin Leedham

Erin Leedham, Vice-Chair

Walter S Draper IV

Walter Draper IV, Treasurer

Tom Bullock

Tom Bullock, Director

Phil Havers

Phil Havers, Director

John Morrissey

John Morrissey, Director

Daron Jagodzinske

Daron Jagodzinske, Director

VENDOR	INVOICE #	AMOUNT
INVOICES:		
Kitsap Bank Visa (MAR 2024)	MAR 2024	\$ 2,227.23
JPC PLLC Legal Counsel (MAR 2024)	165989	\$ 530.00
WA ST PERS2 Retirement Invoice (APR 2024)	APR 2024	\$ 1,736.08
OTHER :		
Q1 2024 Board of Directors Stipend – Director Bullock	Q1 2024	\$ 100.00
Q1 2024 Board of Directors Stipend – Director Draper	Q1 2024	\$ 194.49
Q1 2024 Board of Directors Stipend – Director Hatchel	Q1 2024	\$ 172.24
Q1 2024 Board of Directors Stipend – Director Havers	Q1 2024	\$ 150.00
Q1 2024 Board of Directors Stipend – Director Jagodzinske	Q1 2024	\$ 152.68
Q1 2024 Board of Directors Stipend – Director Leedham	Q1 2024	\$ 240.58
Q1 2024 Board of Directors Stipend – Director Morrissey	Q1 2024	\$ 100.00
PAGE TOTAL		\$ 5,603.30



**KITSAP
PUBLIC
FACILITIES
DISTRICT**

VENDOR		AMOUNT
Kitsap Bank Visa (MAR 2024)		\$ 2,227.23
<i>-Comcast for Business (MAR 2024 Internet Service)</i>		<i>(\$229.53)</i>
<i>-Comcast for Business (MAR 2024 Phone & VM Service)</i>		<i>(\$67.94)</i>
<i>-Office Rent (MAR 2024)</i>		<i>(\$878.27)</i>
<i>-Help Desk Cavalry Monthly IT Support (MAR 2024)</i>		<i>(\$288.44)</i>
<i>-Help Desk Cavalry Email Support (MAR 2024)</i>		<i>(\$267.48)</i>
<i>-Storage (MAR 2024)</i>		<i>(\$133.00)</i>
<i>-Zoom Webinar Monthly Subscription (MAR 2024)</i>		<i>(\$87.44)</i>
<i>-Adobe Cloud Storage (MAR 2024)</i>		<i>(\$60.05)</i>
<i>-Kitsap Sun (FEB & MAR 2024)</i>		<i>(\$29.98)</i>
<i>-KEDA 2024 Annual Meeting</i>		<i>(\$185.10)</i>
	PAGE TOTAL	\$ 2,227.23

**Account Summary**




Billing Cycle		03/24/2024
Days In Billing Cycle		31
Previous Balance		\$2,120.53
Purchases	+	\$2,227.23
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,120.53-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE **\$2,227.23**

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,772.77
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

-  Call us at: (866) 317-0355
Lost or Stolen Card: (866) 839-3485
-  Go to www.MyCardStatement.com
-  Write us at PO BOX 30495, TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$2,227.23
MINIMUM PAYMENT	\$2,227.23
PAYMENT DUE DATE	04/18/2024

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
02/24	02/25	PBUS01	24692164055102253859131	COMCAST BUSINESS 888-485-8036 PA	\$67.94
02/25	02/25	PBUS01	24692164056103032431829	COMCAST CABLE COMM 800-COMCAST WA	\$229.53
02/23	02/25	PBUS01	24692164054101966727081	Kitsap Sun 888-426-0491 IN	\$14.99
02/26	02/27	PBUS01	24906414057194386053178	PYL*American Property LLC 866-7295327 WA	\$878.27
02/26	02/27	PBUS01	24492154057745089126793	EB KEDA 2024 ANNUAL M 801-413-7200 CA	\$185.10
03/01	03/03	PBUS01	24275394061056804247321	Glacier West Pouls 360-6977368 WA	\$133.00
03/01	03/03	PBUS01	24377354062000003790723	HELP DESK CAVALRY 360-9306990 WA	\$267.48
03/01	03/03	PBUS01	24377354062000003790749	HELP DESK CAVALRY 360-9306990 WA	\$288.44
03/06	03/07	PBUS01	24011344066000052973252	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$87.44
03/11	03/12			PAYMENT - THANK YOU PORT ORCHARD WA	\$2,120.53-
03/14	03/15	PBUS01	24492154074715090192737	ADOBE INC. 408-536-6000 CA	\$60.05
03/24	03/24	PBUS01	24692164084106032879828	Kitsap Sun 888-426-0491 IN	\$14.99

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	New Balance	Total Minimum Payment Due	Payment Due Date
03/24/24	\$2,227.23	\$2,227.23	04/18/24

\$



RUSSELL E SHIPLET
 KITSAP PUBLIC FAC DIST
 19980 10TH AVE NE
 SUITE 204F
 POULSBO WA 98370

e-Statement

MAKE CHECK PAYABLE TO:



VISA
 PO BOX 6818
 CAROL STREAM IL 60197-6818



Tel 206.292.1994
Fax 206.292.1995

801 Second Avenue, Suite 700
Seattle, Washington 98104

April 5, 2024

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

Invoice 165989 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 530.00

\$ 530.00



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	04/2024		\$1,736.08
Subtotal for Plan 2			\$1,736.08

Total for Plans 1 and 2:	\$1,736.08
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**KITSAP
PUBLIC
FACILITIES
DISTRICT**

**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q1 2024

BOARD MEMBER NAME TOM BULLOCK

MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
FEB	26	2024	BOARD	ZOOM	
MAR	18	2024	COUNTY COMMISSIONERS	ZOOM	

STIPEND RT MILEAGE
\$ 50.00
\$ 50.00

0.670 2024 RATE

TOTALS	\$ 100.00	\$ -
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**KITSAP
PUBLIC
FACILITIES
DISTRICT**

**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q1 2024

BOARD MEMBER NAME			WALT DRAPER		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	8	2024	PROJECTS	IN PERSON	POUSLBO
FEB	20	2024	EXEC TEAM	ZOOM	
FEB	26	2024	BOARD	IN PERSON	POUSLBO

STIPEND RT MILEAGE
 \$ 50.00 33.2
 \$ 50.00
 \$ 50.00 33.20

0.670 2024 RATE

TOTALS	\$ 150.00	\$ 44.49
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**KITSAP
PUBLIC
FACILITIES
DISTRICT**

**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q1 2024

BOARD MEMBER NAME			PATRICK HACHEL		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	8	2024	PROJECTS	IN PERSON	POUSLBO
FEB	20	2024	EXEC TEAM	ZOOM	
FEB	26	2024	BOARD	IN PERSON	POUSLBO

STIPEND RT MILEAGE
 \$ 50.00 16.6
 \$ 50.00
 \$ 50.00 16.60

0.670 2024 RATE

TOTALS	\$ 150.00	\$ 22.24
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**KITSAP
PUBLIC
FACILITIES
DISTRICT**

**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q1 2024

BOARD MEMBER NAME			PHIL HAVERS		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	11	2024	COMMITTEE MEETING	ZOOM	
FEB	26	2024	BOARD	ZOOM	
MAR	18	2024	COUNTY COMMISSIONERS	ZOOM	

STIPEND RT MILEAGE
 \$ 50.00
 \$ 50.00
 \$ 50.00

0.670 2024 RATE

TOTALS	\$ 150.00	\$ -
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**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q1 2024

BOARD MEMBER NAME **DARON JAGODZINSKE**

MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	8	2024	PROJECTS	IN PERSON	POUSLBO
JAN	11	2024	COMMITTEE MEETING	ZOOM	
FEB	26	2024	BOARD	IN PERSON	POUSLBO

STIPEND	RT MILEAGE
\$ 50.00	2.0
\$ 50.00	
\$ 50.00	2.0

0.67 2024 RATE

TOTALS	\$ 150.00	\$ 2.68
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**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q1 2024

BOARD MEMBER NAME ERIN LEEDHAM

MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
JAN	8	2024	PROJECTS	IN PERSON	POUSLBO
JAN	11	2024	COMMITTEE MEETING	ZOOM	
FEB	26	2024	BOARD	IN PERSON	POUSLBO

STIPEND RT MILEAGE
 \$ 50.00 67.6
 \$ 50.00
 \$ 50.00 67.6

0.67 2024 RATE

TOTALS	\$ 150.00	\$ 90.58
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**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q1 2024

BOARD MEMBER NAME JOHN MORRISSEY

MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
FEB	20	2024	EXEC TEAM	ZOOM	
FEB	26	2024	BOARD	ZOOM	

STIPEND RT MILEAGE
 \$ 50.00
 \$ 50.00

0.67 2024 RATE

TOTALS	\$ 100.00	\$ -
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Kitsap Public Facilities District Sales Tax Rebate Revenue Summary

	A	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	
		FY 2016	%	FY 2017	%	FY 2018	%	FY 2019	%	FY 2020	%	FY 2021	%	FY 2022	%	FY 2023	%	FY 2024	%	POS/NEG	
2	JAN	\$ 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%	\$ 185,558.93	-0.8%	↓	
3	FEB	\$ 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%	\$ 213,924.96	2.3%	↑	
4	MAR	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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%	\$ 198,061.74	-2.9%				
12	NOV	\$ 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%	\$ 213,410.30	2.2%				
13	DEC	\$ 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%	\$ 191,416.42	-0.6%				
14																					
15	TOTAL	\$ 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%	\$ 2,337,374.14	1.4%	\$ 399,483.89	0.8%	↑	
16	AVERAGE	\$ 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%	\$ 194,781.18	1.4%	\$ 133,161.30	0.8%	↑	
17																					
18		NOTE: These sales tax rebate numbers show for the month						FEB 2024	FUNDS	COMMENT											
19		money is received from the State Treasurer's Office.						Sales Tax Rebate (977)	\$213,924.96	2.3% higher than FEB 2023											
20		County receives rebate two months after tax paid,						Debt Service (286)	(\$71,295)												
21		i.e. Cnty/PFD March receipt reflects January sales tax revenue						Net Income	\$142,630												



Kitsap Public Facilities District Sales Tax Rebate Revenue Summary

	A	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	
1		FY 2016	%	FY 2017	%	FY 2018	%	FY 2019	%	FY 2020	%	FY 2021	%	FY 2022	%	FY 2023	%	FY 2024	%	POS/NEG	
2	JAN	\$ 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%	\$ 185,558.93	-0.8%	↓	
3	FEB	\$ 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%	\$ 213,924.96	2.3%	↑	
4	MAR	\$ 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%	\$ 174,240.58	4.2%	↑	
5	APR	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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%				
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12	NOV	\$ 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%	\$ 213,410.30	2.2%				
13	DEC	\$ 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%	\$ 191,416.42	-0.6%				
14																					
15	TOTAL	\$ 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%	\$ 2,337,374.14	1.4%	\$ 573,724.47	1.9%	↑	
16	AVERAGE	\$ 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%	\$ 194,781.18	1.4%	\$ 191,241.49	1.9%	↑	
17																					
18	NOTE: These sales tax rebate numbers show for the month							MAR 2024	FUNDS	COMMENT											
19	money is received from the State Treasurer's Office.							Sales Tax Rebate (977)	\$174,240.58	4.2% higher than MAR 2023											
20	County receives rebate two months after tax paid,							Debt Service (286)	(\$71,295)												
21	i.e. Cnty/PFD March receipt reflects January sales tax revenue							Net Income	\$102,946												

Kitsap PFD
Project Funding Record
APR 2024

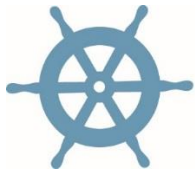
Year	Month	Port Orchard Community Events Center (POCEC)				Poulsbo Events & Recreation Center (PERC)				Port Gamble Forest Heritage Park (PGFHP)				Port of Bremerton (POB)				Total Commitment			
				ILA				ILA				ILA			Phase 1		ILA				
		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Reviewed	Invoice Amount	Amount Paid			
2018					\$ 12,000,000					\$ 243,900.00					\$ 2,047,556		\$ 1,439,000		\$ 15,730,456.00		
2018 Totals					\$ -					\$ -					\$ -	Ph1 Bal	\$ (60,000.00)	\$ (60,000.00)	\$ (60,000.00)	2018 Totals	
2019																					
2019 Totals					\$ -					\$ -						Ph2 Bal	\$ (258,411.00)	\$ (258,411.00)	\$ (258,411.00)	2019 Totals	
2020																					
2020 Totals					\$ (60,095.60)					\$ (27,136.25)						Ph2 Bal	\$ (243,889.00)	\$ (243,889.00)	\$ (331,120.85)	2020 Totals	
2021																					
2021 Totals					\$ (1,326,290.00)					\$ (120,993.98)					\$ (172,181.54)	sub-total	\$ (438,257.65)	\$ -	\$ (1,619,465.52)	2021 Totals	
2022																					
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																					
2023 Totals					\$ (287,652.18)					\$ (12,153.50)					\$ (25,299.60)			\$ (143,900.00)	\$ (469,005.28)	2023 Totals	
2024	January																				
	February	1727	2/26/2024	2/27/2024	\$ (1,090.00)	Task 5										2024	2/26/2024	2/27/2024	\$ (143,900.00)		
	March																				APR 2024 96977 CASH FUND
	April																				AVAILABLE CASH
	May																				1,155,786.79
	June																				CASH BALANCE
	July																				1,155,786.79
	August																				
	September																				
	October																				
	November																				
	December																				
Total Paid to Date					\$ (2,195,147.16)					\$ (197,172.42)					\$ (829,993.17)		\$ (431,700.00)	\$ -	\$ (3,654,012.75)	Total PTD	
Remaining Balance					\$ 9,804,852.84					\$ 46,727.58					\$ 1,217,563		\$ 1,007,300.00	\$ -	\$ 12,076,443.25	Remaining Balances	



APR 29, 2024

EXECUTIVE DIRECTOR REPORT

- There have been ongoing discussions with the City of Poulsbo and the PERC project construction ILA. Both legal counsel and financial advisors have provided input and feedback along the way. The final draft version will be presented to the KPF Board of Directors meeting on April 29, 2024. The City of Poulsbo will update the progress and formally ask the PFD Board to approve the proposed PERC construction ILA.
- Much progress has been made towards updating the KPF Board of Directors Handbook. It contains comprehensive and detailed information that every Board member needs to know. The final draft will be presented to the Policy Committee for review and comment, followed by a presentation to the Executive Committee and delivered to the Board of Directors for final approval and adoption. The PFD legal counsel will assist with the formatting and legalities of its content.
- On March 18, 2024, the Kitsap County Commissioners received an update on current PFD projects. This is the third year in a row that the Commissioners have been updated, establishing a standard that will continue during the first quarter of each subsequent year. The Commissioners asked a few questions and were appreciative of the information.
- The PFD Executive Committee met on April 9, 2024, to discuss the upcoming April 29, 2024, Board of Directors meeting and the agenda. The first revision of the PERC ILA was also reviewed, and comments were made. On April 16, 2024, the Executive Director met with the KPF legal counsel and financial advisors to discuss the Executive Committee's comments, made changes to the final draft, and presented it back to the City of Poulsbo for final revision.



KITSAP
CONFERENCE CENTER
BREMERTON HARBORSIDE

To: Mayor Wheeler

CC: Mike Riley
Brian Flaherty
John Oppenheimer

From: Tiffany Schenk

Date: April 19th, 2024

March 2024 Month End Recap

Overview

Following a busy January and February, March was a quiet month for the conference center. Total revenue for the month was \$61k. Although we are just shy of budget, (\$8k), for Q-1, we are pacing to hit our YTD budgeted numbers and exceed budget in Q-2.

Event Highlights

We hosted 16 total events in March with two of the 16 booking multi-day functions with us. Events included the Port Orchard Rotary Crab feed, (featured below), which included over 350 attendees. They had a record year in raising funds for the community and have secured their date with us here in 2025. Other events included the Puget Sound Navy Museum STEM days for local schools, Kitsap Women's Summit, Miles Sand and Gravel and the City of Bremerton. We are thrilled to host return clients and have loved being a part of many new events.



Operations

The need for new Audio-Visual Equipment here is quite substantial. Bids have been completed and will be presented to the City Council in May for consideration. Having been without overhead sound for nearly two years has been challenging for the team in ensuring we provide the sound and audio requested from our clients. It is crucial for the conference center to replace and upgrade our equipment as the leader of hospitality in Kitsap and surrounding areas.

Team Member

Our salaried team took on as much as we could to help drive expenses down in March. Our Executive Chef Task Forced at our sister property, Bell Harbor, for a week, and our Operation Manager assisted the needs of McCormick Woods for a couple of days. In running an operation such as Kitsap Conference Center, it is wonderful to be able to offset salaries and wages during our slower periods by utilizing other properties within the vast CH, (Columbia Hospitality), portfolio.

Sales

The Sales Team worked diligently on upcoming bookings for April as well as the remainder of 2024 and into 2025. \$56k of revenue was contracted in March, and 8 site tours were given. We are planning a sales blitz in Olympia in June with our partner Visit Kitsap. The team is looking forward to their upcoming training within CH, next month and has received an average overall score of 100% satisfaction from our clients in March.

Marketing/Communications

We have launched sales for the 2024 Kitsap Wine Festival on Eventbrite. As of today, we have sold 40 tickets and have 8 wineries who have committed via contract. We have several other wineries who have given us a verbal commitment and look forward to selling out all 600 tickets for this year's event.

Looking Ahead

We look forward to being a part of so many wonderful events in 2024. Clients love the refresh our building had in late December, and we look forward to upgrading our Audio Visual in months to come.

Financial Results

Columbia Hospitality Inc
Columbia Hospitality : Conference Centers : Kitsap Conference Center
Conference Center Income Statement
Mar 2024

Financial Row	Current Month				Year to Date			
	Actual	%	Budget	%	YTD Actual	%	YTD Budget	%
RECEPTION SOCIAL COVERS	0	0%	1,200	1%	0	0%	2,447	1%
REVENUE								
Conference Services Revenue	0	0%	0	0%	0	0%	0	0%
Audio Visual Revenue	3,230	5%	4,091	3%	8,075	3%	8,373	3%
Food Revenue	23,475	39%	56,277	45%	110,300	45%	115,195	45%
Beverage Revenue	5,292	9%	6,942	6%	21,441	9%	14,209	6%
Other Revenue	28,157	46%	55,410	45%	103,490	42%	113,419	45%
Miscellaneous Income	793	1%	1,240	1%	2,048	1%	2,537	1%
TOTAL REVENUE	60,947	100%	123,959	100%	245,353	100%	253,733	100%
COST OF SALES								
Conference Services Cost	1,180	2%	2,417	2%	4,629	2%	5,010	2%
Audio Visual Cost	450	14%	0	0%	450	6%	0	0%
Food Cost	3,711	16%	14,069	25%	17,697	16%	28,799	25%
Beverage Cost	1,069	20%	1,366	20%	4,152	19%	2,797	20%
TOTAL COST OF SALES	6,410	11%	17,853	14%	26,928	11%	36,605	14%
GROSS MARGIN	54,537	89%	106,106	86%	218,425	89%	217,128	86%
DIRECT EXPENSES								
Conference Services Payroll-Related	13,426	22%	28,413	23%	62,192	25%	68,560	27%
Conference Services Other Expense	95	0%	0	0%	95	0%	0	0%
Food & Beverage Payroll-Related	22,643	37%	23,675	19%	56,224	23%	61,796	24%
Food & Beverage Other Expense	2,760	5%	6,058	5%	11,542	5%	17,174	7%
TOTAL DIRECT EXPENSES	38,924	64%	58,147	47%	130,052	53%	147,530	58%
DEPARTMENT PROFIT	15,613	26%	47,959	39%	88,373	36%	69,598	27%
UNDISTRIBUTED OPERATING EXPENSES								
Administrative and General	23,572	39%	23,956	19%	77,903	32%	81,353	32%
Sales and Marketing	15,378	25%	19,326	16%	45,891	19%	52,618	21%
Repairs and Maintenance	593	1%	865	1%	1,978	1%	2,710	1%
Utilities	3,969	7%	4,324	3%	16,497	7%	12,971	5%
TOTAL UNDISTRIBUTED OPERATING EXPENSES	43,513	71%	48,470	39%	142,269	58%	149,652	59%
INCOME BEFORE FIXED CHARGES	(27,900)	(46%)	(511)	(0%)	(53,896)	(22%)	-80,053	-32%
FIXED CHARGES								
890110 - Lease - Office Equipment	538	1%	536	0%	1,613	1%	1,608	1%
890205 - Business and Occupation Taxes	287	0%	744	1%	749	0%	1,522	1%
890310 - Property Insurance	589	1%	464	0%	1,768	1%	1,391	1%
890705 - Management Fee	7,500	12%	7,500	6%	22,500	9%	22,500	9%
890710 - Incentive Management Fee	914	2%	1,859	2%	3,680	2%	3,806	2%
890905 - Replacement Reserve Accrual	1,828	3%	3,719	3%	7,361	3%	7,612	3%
Total - FIXED CHARGES	11,656	19%	14,822	12%	37,671	15%	38,439	15%
NET OPERATING INCOME (LOSS)	(39,556)	(65%)	(15,333)	(12%)	(91,567)	(37%)	-118,493	-47%

City of Poulsbo

200 NE Moe Street, Poulsbo, Washington 98370



April 22, 2024

Patrick Hatchel, Chair
Kitsap Public Facilities District
19980 10th Avenue, Suite 204F
Poulsbo, WA 98370

Subject: City of Poulsbo PERC – Request for new Interlocal Agreement

Dear Patrick:

The City of Poulsbo is appreciative of the Kitsap Public Facilities District (KPF) financial support for the development of the Poulsbo Events and Recreation Center (PERC) January 2023 Final Feasibility Report.

The City has worked closely in recent months with KPF staff, as well as attended a meeting in January with several Board members, to organize and frame a new ILA which moves the first phase of the PERC forward toward construction. Legal counsel from both the KPF and City have reviewed the Agreement. I understand that KPF Executive Director will provide the proposed PERC ILA in the 4/29/24 Board meeting packet. A few elements we'd like to highlight:

- PERC Regional Multi-Use Athletic Fields updated Project Cost Estimate of \$13 million adjusted to 2025 dollars.
- Funding split of District \$8.71 million and City \$4.29 million.
- Amortized annual payments with assumed 4.5% interest for both the KPF and City are included in Attachment C of the ILA, as we understand this was a specific question of the Board.

Looking back as we move forward: As you know, the City undertook a substantial and robust community-based approach to the feasibility report development. The PERC Feasibility Final Report Executive Summary is included as Exhibit A to this letter and you can find the full report at this link: <https://cityofpoulsbo.com/wp-content/uploads/2023/01/Final-Feasibility-Study-Jan-2023-1.pdf>

We encourage you to review the PERC story of how the project evolved from its concept in 2018 - as described in detail in the Final Feasibility Report. *We believe that you will find that the PERC has not changed all that much actually!*

The original PERC proposal to the KPF in 2018 was for two multi-use tournament sized turf fields, and a recreation/event building. Today, the phased PERC approach is two multi-use regional tournament turf fields, a recreation/event building, and the addition of a

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warm water recreation outdoor pool. As you may be aware, two multi-use fields have been planned for this city-owned property since 2000 and were to be included in any project on the site.

What we found at the conclusion of this process is exactly what a feasibility study is supposed to do – highlight challenges and opportunities. As you know from KPF’s experiences with other projects, a *feasibility study is not a decision* – it is a tool to inform decision-making of the likely success of a capital project using a set of criteria. For the PERC Feasibility Report, the criteria used were: Site/Location Feasibility, Market Feasibility, Financial Feasibility, and Operations Feasibility.

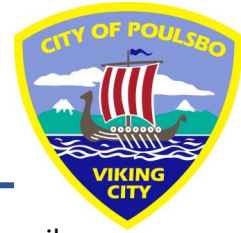
The PERC Feasibility Report considered and described each of the criteria and offered the following conclusions:

- Site/Location Feasibility – what facilities can fit on the current site?
 - Fields were to be included in project due to requirement of the land donation.
 - ARC Architects conceptual site design sites two multi-use turfed and lighted tournament fields, with bleachers, team shelters, concessions, storage, parking, and outdoor recreation amenities.
- Market Feasibility – which recreational component was found to be market feasible for sales tax revenue generation?
 - BERK Consulting found a minimum of two fields on the PERC site was necessary to support tournaments.
 - BERK found in combination with NKSD and CKSD, a suite of turfed fields could be successfully marketed as a regional and statewide tournament destination.
- Financial Feasibility – what is the KPF and City’s financial capacity?
 - All three phases cost estimated \$40M+
 - Breaking the project into phases allowed PERC to move forward while additional funding sources and land could be identified.
 - Phase 1 Regional Athletic Fields - \$11-13M; this amount was financially feasible for both the KPF and City.
- Operations Feasibility – what obligations would the City have for operations?
 - Maintenance costs can be covered by rental costs until year 10 of turf replacement.
 - Consistent maintenance, designated capital replacement reserves and O&M plan needed.

City Council Commitment: In 2023, the City Council considered thoughtfully and thoroughly the PERC. As I am sure you can understand, in addition to the share of construction costs, the City will own, operate and maintain the PERC. I wanted to share with you the touchpoints where the City Council considered its responsibility as owner of the PERC:

City of Poulsbo

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- PERC Feasibility Report released January 2023 and provided to City Council.
- City Council held a workshop on April 19, 2023 where PERC Feasibility Report process and results were presented. The Council was asked the following questions:
 - *Does the Council wish to move forward with the PERC?*
 - *Does the Council wish to do all three phases together?*
 - *Does the Council wish to move forward with Phase 1 and a new ILA with KPFD?*
 - At the conclusion of the April 19th discussion, Council supported the phased approach and agreed that moving forward with Phase 1 first with the KPFDF funding opportunity. The City Council also expressed seeking potential partners, such as Olympic College and Western Washington University, for the Phase 2 community recreation building.
 - *Exhibit B* to this letter is the PowerPoint presented to the City Council at this workshop. You can watch the workshop [here](#).
- The Council held a second [workshop](#) on August 16, 2023 to discuss questions from their April 19, 2023 workshop, primarily focused on budget and operations/maintenance. ([Powerpoint](#)).
- The City Council included the PERC in its capital facilities 2024-2026 budget, which was discussed [September 13](#) and [October 4](#), 2023, and the Council approved the biennial budget on [December 13](#), 2023.
- The City Council passed Resolution 2023-11 on [November 1](#), 2023 which is included as *Exhibit C* to this letter. The Resolution clearly states the City's intent move forward with PERC Phase 1 with the KPFDF as a funding partner, and to seek opportunities to forward phases 2 and 3 including:
 - Seeking additional land
 - Acknowledging the KPFDF will not assist in funding Phases 2 and 3
 - Seeking additional partnerships, such as Olympic College and Western Washington University.
- Representatives of the City, Olympic College (including the president), and Western Washington University (including president's chief of staff) on November 20, 2023, toured the YMCA of University of Washington Tacoma as an example of how a community recreation facility can also be designed to support college students.
- Representatives of the City, Olympic College and WWU met on April 23, 2024, to continue discussions on PERC Phase 2.

Regional Multi-Use Athletic Fields: Let's Do This!

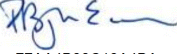
PERC Phase 1 Regional Multi-Use Athletic Fields will get the ball rolling and kick-off project momentum! On behalf of the Poulsbo City Council and the citizens of Poulsbo, I thank the KPFDF Board of Directors and Executive Director for walking with the City of Poulsbo through this multi-year process. We are beyond excited to be at this point with you, where a funding ILA is before both our bodies, and the possibility of breaking ground on the first KPFDF project from your 2018 call for projects, could occur next year.

City of Poulsbo

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With deep appreciation,

DocuSigned by:

77AA4B38C18A4BA...

Rebecca Erickson
Mayor

Exhibits:

- A) Executive Summary from January 2023 PERC Final Feasibility Report
- B) PERC Feasibility Study Workshop before Poulsbo City Council April 19, 2023 – [PowerPoint](#)
- C) [City Council Resolution 2023-11](#)
- D) [PERC Website](#) has all meeting minutes, videos, feasibility report exhibits, and much more information.

EXECUTIVE SUMMARY

Purpose

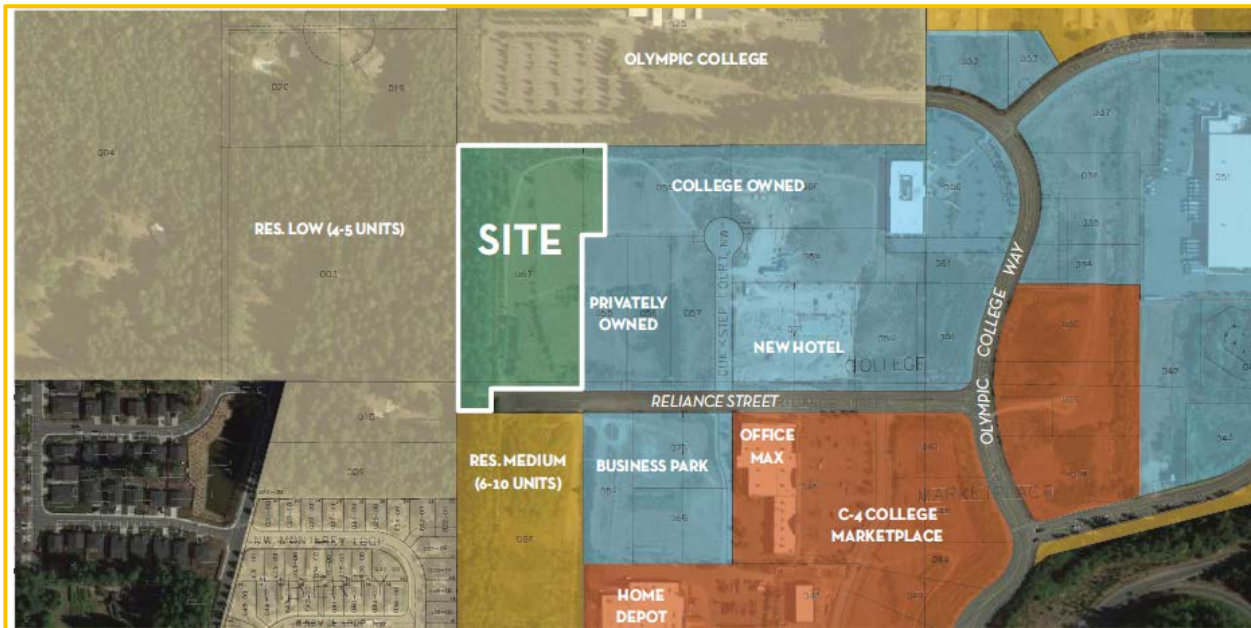
In 2018, the Kitsap Public Facilities District (KPF) Board of Directors announced a new project funding opportunity and call for local public facility projects. The proposed projects needed to provide economic impact, benefit the residents and communities of Kitsap County, and be in accordance with the KPF's guiding principles. Proposed projects must also be greater than \$10 million in total value and have matching funds from a public partner of no less than one-third of the project value.

New projects proposals were submitted to the KPF by December 31, 2018, and presentations to the Board from the sponsors of the project proposals were made in Spring 2019. The KPF Board ranked the proposed projects at their August 2019 meeting, and the Poulsbo Event and Recreation Center (PERC) ranked second of the seven proposed projects. The City of Poulsbo proposed a concept of a multi-use recreation and events center, which includes outdoor sports fields, indoor recreation, and event/meeting space.

The top project teams were authorized to negotiate Interlocal Agreements (ILA) with the KPF to receive funding. The City of Poulsbo negotiated funding for a community-based Feasibility Report for the PERC. This Feasibility Report meets the requirements of the PERC ILA Attachment A and provides a determination to the City of Poulsbo and Kitsap Public Facilities District of whether the PERC is feasible.

PERC Site

The PERC site is 6 acres of undeveloped property located in the Northwest corner of the city limits within College Market Place. The land is owned by the City of Poulsbo and is the result of developer mitigation from the approval of the Olhava Master Plan in 1998.



Community Engagement (Section 3.0)

Community engagement initiated the PERC Feasibility Study once the PERC was selected as one of the KPF funded projects. The City engaged the community to gauge the recreational and event opportunities of most interest. Outreach efforts included community survey, open house, assemblage and facilitation of a community steering committee, project website and public presentations.

Community survey was hosted Fall 2020; the survey results and comments support a community facility that offers indoor and outdoor recreational opportunities, classes and activities for all ages, multipurpose event spaces and partnerships to make it happen.

- The top indoor activity preference was aquatics.
- The top outdoor activity was walking/running trails.
- The top recreational programming preference was adult classes.
- The top event center preference was performing arts.

The PERC community engagement strategy also included a community steering committee. This committee, made up of Poulsbo community members, leaders and volunteers participated in a series seven meetings, reviewing and informing the PERC team on functions and opportunities related to the use of space and the site, and advised on the key elements of the feasibility of the PERC.

Market Analysis (Section 4.0)

BERK Consulting was retained to prepare a market analysis to understand the local and regional demand for potential PERC components identified in the community survey. The market analysis combines City-provided information, market research and information from representatives of similar facilities to estimate the potential demand for venues and spaces to accommodate indoor and outdoor recreation, meetings, and events.

The following summarizes BERK's market analysis conclusions:

- **Aquatic Centers:** There is strong community interest in an aquatic center as indicated in the community survey. Stakeholder interviews indicated that to attract outside users, the PERC needs to include a 50-meter pool or two 25-yard pools. Otherwise, the PERC may meet some community demand but will not bring in enough visitors and generate sufficient outside revenue. Despite high demand for an aquatic center, BERK Consulting concluded **indoor aquatics is a saturated market**. It would be difficult for the PERC to compete with the Bainbridge Island Aquatic Center, pools available on military bases, and other indoor aquatic options; therefore, **any PERC aquatics would need to differentiate itself with unique features** that speak to the community's identity. Additionally, aquatic centers are very expensive to build and maintain. The City would need to ensure that it can generate enough revenue to cover costs of operations and maintenance.
- **Tournament Sports Fields:** Tournament sports fields at the PERC can bring in people from around the region for potential sports tournaments. These types of facility components have a longer drive time area market, because participating families tend to be accustomed to longer travel. In the community survey, between 30-50% of respondents indicated that they would be interested in participating in soccer, ultimate frisbee, or baseball/softball at the PERC. Stakeholder interviews showed that in order for the PERC to draw visitors for soccer and lacrosse tournaments, the facility needs to include four fields, of which at least two are turf fields. The facility space should include enough parking, restrooms, lighting, fencing, and covered seating.

Tournaments could combine sports fields at the PERC with North Kitsap School District's Strawberry Fields and Central Kitsap School District's turf fields, **that results in a feasible tournament destination**. Additional interviews conducted in Fall 2022 indicate that using multiple locations for a tournament is feasible and a common practice. The PERC in combination with school fields could accommodate regional tournaments, and local sports clubs indicate a growing demand for soccer and lacrosse suggesting that with more fields they could grow their programs.

- **Event Spaces:** Flexible event spaces can be used for many different purposes, including meetings, business trainings, social gatherings, weddings, and some performing arts uses. In the community survey, around 30-50% of community members showed interest in various types of event space uses. The event space market is a competitive landscape, with a variety of event spaces in the potential market – conference centers, event centers, senior centers, golf centers, wedding venues, and more. It is difficult to gauge niche markets to determine how much unmet demand there currently is and

how the PERC could meet those needs. **If pursued, the PERC's event spaces should be designed as adaptable multi-use facilities which can support niche market.**

Site Concept (Section 5.0)

ARC Architects in collaboration with Bruce Dees & Associates Landscape Architects, was selected to evaluate the feasibility of building sports fields along with indoor events and recreation center on the PERC site. Specific program elements to be studied were informed from the Community Survey results, BERK Consulting Market Analysis and from meetings conducted with the PERC Steering Community. Site options were presented and evaluated in consultation with the PERC Steering Committee. The following summarizes the site concept process ARC and the PERC Steering Committee completed June-November 2021.

- **June 10, 2021:** ARC highlighted that balancing the PERC desired uses and program costs, will be the upcoming process. This first meeting is to discuss the community's hopes and dreams for the PERC, before costs and site constraints are evaluated and applied. The ARC team summarized the community survey results on indoor recreation, outdoor recreation, and events.
- **July 15, 2021:** Members of ARC Architects and Bruce Dees Landscaping set the context of discussion, by outlining that the PERC programming will ultimately be between balancing community desires with the constraints of the site and cost. ARC presented three Site Options to the PERC Steering Committee:
- Option 1 – 2 fields, no building.
- Option 2 – 1 field, 1 building oriented at the north end of the site.
- Option 3 – 1 field, 1 building oriented at the south end of the site.

In addition, the one building has three size options. The building options were presented as such:

- Small: 29,000 square feet – Event Space (200 people), High School sized Gym, No Pool, Plaza, Playground, Parking, 1 field
- Medium: 46,000 square feet – Event Space (300 people), HS Gym, Outdoor Pool, Plaza, Playground, Parking, 1 field
- Large: 70,000 square feet – Event Space (450 people), NBA Gym, Indoor Pool, Outdoor Pool, 2-story building, Plaza, Playground, Parking, 1 field, tight fit



Source: ARC 2021

Preliminary cost estimate were presented by ARC to the committee. Costs ranged from \$8M for Option 1 to \$58M for Option 3 with large building and one field.

Summary Steering Committee comments included: Option 3 large building too large and too expensive; outdoor pool would be recreational and potentially revenue neutral; medium building seems reasonable but needs to be designed as multi-use; is one field enough to support tournaments; is an event building supportable; PERC cannot be all things to all people.

- **September 9, 2021:** ARC and the PERC team presented a proposed PERC site plan and program focusing on an event center with outdoor recreation amenities and outdoor pool. The site plan alternative utilized input from the previous meeting, and is a facility that focused on multi-use event spaces that can be flexible and available for a number of uses and meetings:
 - An event building up to 350 people with a commercial kitchen, green room, dressing room, reception and administrative offices; and lower floor with additional classroom/meeting spaces, café/concessions and lounge.
 - Outdoor recreation components included: plaza with water spray/play feature, playground, open green/informal field, amphitheater, walking trails, sports courts, outdoor recreation/family pool w/locker rooms and a lazy river, and on-site parking and circulation.
 - Preliminary cost estimate was \$24M for building, outdoor elements and outdoor aquatics.

Summary Steering Committee feedback included: can these elements be implemented in phases?; concern on the loss of tournament fields; seems like a good compromise; aquatics should be considered, even if it is phased; performing arts included as part of the event space; has something for everyone.

- **November 9, 2021:** ARC provided an overview of the site plan from the September 9th meeting and highlighted the outdoor recreation components. The event and recreation center building were presented with more refined building massing and architectural design. ARC provided more specific cost estimates of all elements of the project – building, pool and outdoor recreation - to the Steering Committee. More refined preliminary costs estimate for building, site improvement, outdoor recreation and pool escalated to 2023 dollars is \$29.9M.

PERC team also announced that the City was seeking to acquire adjacent land that, if successful, could expand the PERC site and offer a phased approach to the project.

Steering Committee comments included: concern about the loss of tournament fields; concern about the cost of the total package; how will the total cost be funded and afforded?; what impact does the cost have on residents?; event center supports OC/WWU campus and activities.

- **November 2021-March 2022:** The City focused on the potential acquisition of adjacent 9 acres, that could adequately site all three desired elements of the PERC and facilitate a phased development approach. Simultaneous to this acquisition effort, the PERC staff reached out to KPF staff and Steering Committee members, who expressed candid concerns on the cost, event center focus and loss of tournament fields of the September 9th meeting option. The result of these discussions, as well as the City's unsuccessful attempt to acquire additional property, was to reorganize the PERC project into phases that are reflective of the community's desires and could be funded and developed over time. Tournament fields were expressed by the KPF as a priority consistent with the City's initial proposal in 2018 (as well as the intended use from the original property mitigation), and therefore identified as the first phase of the PERC.

Phased Approach (Section 6.0)

A three-phased approach to the PERC represents the elements from the community survey, Market Analysis and Steering Committee input, but necessitate acquisition of additional acreage and a defined long-term funding strategy. The PERC phased approach is summarized as:

Phase 1: Tournament Fields w/outdoor recreation elements

- Two tournaments/multi-use fields will be provided at the current PERC site. When combined with the two fields at Strawberry Fields, four tournament-sized turf fields would be available in Poulosbo.
- Desired outdoor recreational amenities will also be provided, designed to be integrated in the site to support and blend with the multi-use fields.

Phase 2: Event and Recreation Building (dependent on additional acreage)

- Flexible event/meeting space(s) and classrooms to host varied-sized community events, recreational gym and programming, and supportive to the adjacent OC/WWU campus.

Phase 3: Outdoor Recreation Pool (dependent on additional acreage)

- Informed by the market analysis results on indoor aquatics’ saturated market, and Steering Committee input, an outdoor recreation pool was identified as the preferred aquatic option.
- The outdoor warmwater recreation pool with resort-type features, such as cabanas, lazy river, play/splash features and lush landscaping were identified and discussed during the Steering Committee meetings as options to set the PERC pool apart as a destination facility.

A phased approach allows the City and KPF to move forward with Phase 1, while exploring additional sites for future phases, and developing a long-term funding strategy. The PERC Phase 1 represents the best option to begin the development of the PERC that can be funded at this time.

ARC developed a “Fields First” site design (Option 1 from July 15, 2021 meeting) for two tournament multiuse sports fields, while incorporating as many as the outdoor recreation amenities that were identified in the community survey and discussed by the PERC Steering Committee, including walking paths, water spray pad, play structure, sports courts, and potentially other features. Preliminary cost estimate of PERC Phase 1 Fields First is \$11.7M.

Management and Maintenance Considerations (Section 7.0)

The management and maintenance considerations are focused on the operations of PERC Phase 1 Fields First, including the costs and possible revenue generation. Phase 2 and 3 of the PERC when forwarded, will need to have separate management and maintenance evaluations.

BERK Consulting prepared a PERC Management Memo to assist the City with the planning for the operations of the facility, provided examples and input for various aspects of operations.



- **Estimated Expenditures:** Expenditures are based on the maintenance and capital replacement of two lighted turf fields. Maintenance includes monthly turf sweeping and semi-annual turf grooming and redistribution. Annual maintenance expenditures are estimated between \$5,300-\$6,100. Turf

replacement should be programmed every ten to thirteen years. Lifespan of a turf field can be extended with consistent maintenance. Replacement cost for two fields is between \$700K-\$1.3M.

- **Estimated Revenue:** Two forms of primary revenue are anticipated: daily hours rentals for practice and annual tournament days. BERK Consulting estimated range of 581-871 annual rental practice hours and 10-25 annual tournament days. Based on comparable rental rates, it's estimated that turf fields rentals can generate between \$31,975 to \$49,150 in annual income. (Additional revenue from shelter rentals, sponsorships, etc. can also be realized).
- **Expenditures/Revenues Analysis:** Maintenance of the fields are self-sustaining until replacement. Capital replacement reserve budgeting will be necessary to ensure adequate capital at the time of turf replacement.
- **Operations:** There will be an impact on City staff and services for all phases of the PERC, with Phase 1's impact on need for additional maintenance staff. Phases 2 and 3 would have significant impact on city staffing needs and facility maintenance and will need to be evaluated in detail as part of those phases' operations planning.

Financial Analysis (Section 8.0)

Phase 1 Fields First has a preliminary cost estimate of \$11.7 million. Preliminary cost estimates of Phase 2 Recreation/Event Building and Phase 3 Outdoor Pool components were included during the Steering Committee process: Recreation/Event Building (14,800 sf) cost of \$11.3M and Outdoor Aquatics project cost of \$6.9M. However, Phases 2 and 3 will move forward upon additional land usage or acquisition, refined programming and use determinations made, and short and long-term funding strategy identified. The cost estimate of Phase 2 and 3 will be updated if they are forwarded.

The Kitsap Public Facilities District has ranked the PERC second in its funding priorities. Upon the finding of feasibility of tournament fields of Phase 1 Fields First as determined in Section 4, the City and KPFDD intend forward the project to final design and permitting, and construction through a new interlocal agreement. During discussions between KPFDD and City staff, it is noted that the preferred financing approach is for the City to provide bond financing for the PERC Phase 1 project, and the annual debt payments would be structured as 77% KPFDD payment and 33% City payment. This approach will be further discussed through the process of a second ILA to be drafted in first quarter 2023.

Feasibility Determination (Section 9.0)

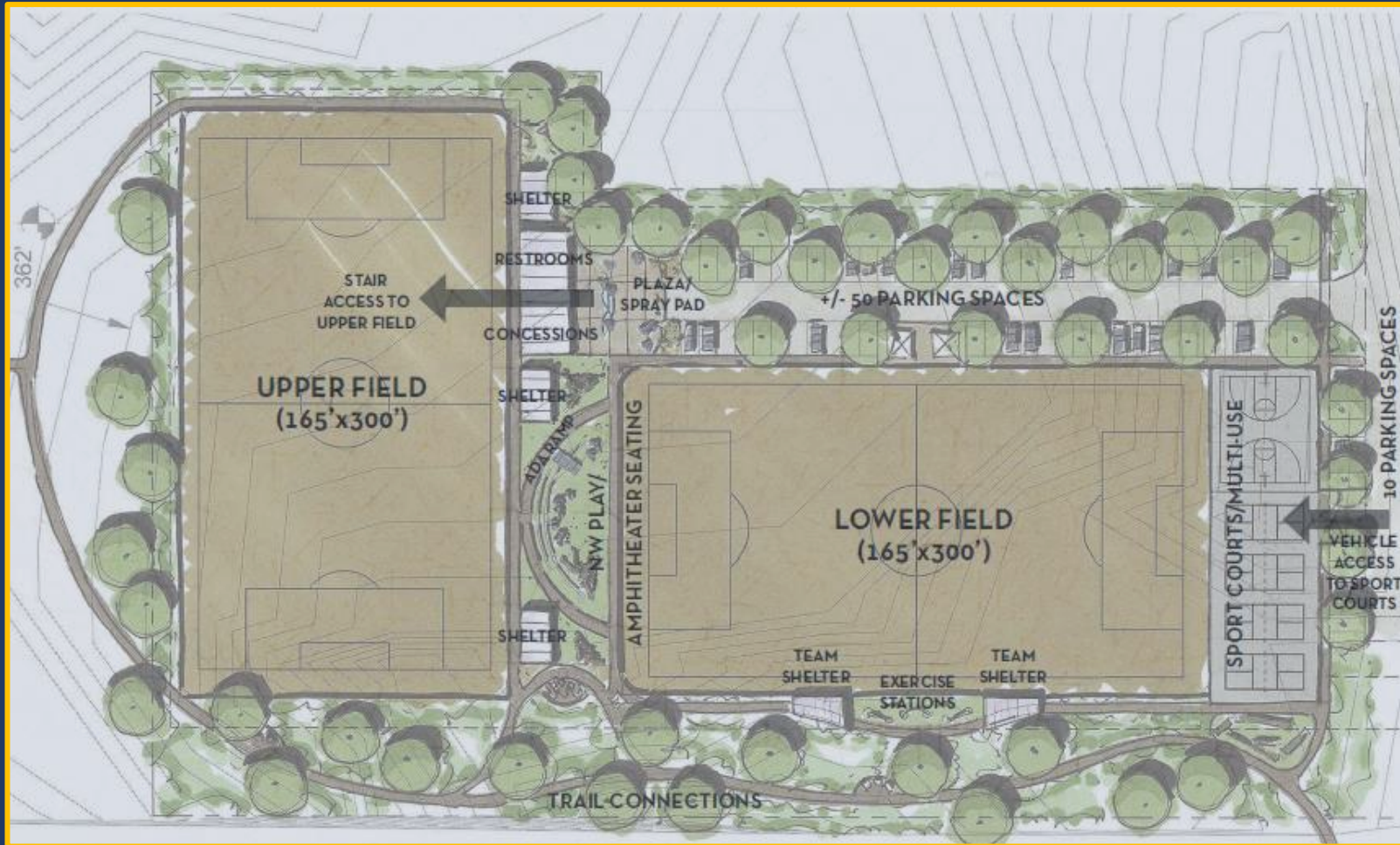
There are four main elements utilized to determine whether a project is feasible: market feasibility, site feasibility, operational feasibility, and financial feasibility. The following provides the summary determination of each of the four feasibility elements:

- **Market Feasibility:** BERK Consulting prepared a market analysis for the PERC elements of outdoor recreation, aquatics, and event center. The results are in Section 2 of this report and [Appendix 10.2.1](#). The market analysis result is there is a feasible market for tournament sized turf fields for rentals by local organizations and multi-day tournaments (especially in conjunction with a joint marketing effort with local school districts); there is not a market for indoor aquatics, especially cold-water lap pool, but there is potential market for an outdoor resort/destination aquatic facility; and there may be a market for event center, depending on niche events and flexibility in space usage. The PERC Phase 1 Fields First has been determined to be feasible from a market perspective – **there is demand for consistent rentals, likely six days a week, and as a tournament destination**. The market determination of tournament fields also meets the KPFDD economic development feasibility criteria.
- **Site Feasibility:** ARC Architects considered the site feasibility in their work on the PERC. From the outset, the six-acre City owned site was identified as a challenging size to sufficiently site turf fields, a recreation/event building and pool. Through a series of meetings with the community steering committee, ARC Architects proposed various site configurations of two fields, building with one field, and building with no field and an outdoor pool. When the City's effort to acquire additional land in order to provide sufficient area to site fields, events and aquatics failed, the City refined the PERC into three phases. Tournament turf fields were expressed by KPFDD as a priority which would have

immediate financial feasibility. ARC Architects refined the conceptual configuration of two fields and included as many outdoor elements previously identified. Phase 1 Fields First conceptual site plan includes two lighted turf fields of sufficient size to support destination tournaments, as well as an outdoor plaza with water feature, walking paths, full-size basketball court and four pickleball courts, concessions, restrooms, and multiple picnic and team shelters. **There is site feasibility for the PERC Fields First at the current City-owned location.** Additional acreage or usage of additional/adjacent property will be necessary for site feasibility for Phases 2 and 3.

- **Operational Feasibility:** BERK Consulting provided an analysis of the operational feasibility of the PERC Phase 1 Fields First, focusing on the turf fields operations, maintenance, and turf replacement needs. PERC Phase 1 Fields First two lighted turf fields operational feasibility result is the revenue generated from the weekly rentals and conservative tournament estimate, provides sufficient revenue resources to be self-sustaining until turf field replacement is necessary. A turf fields capital replacement reserves will need to be established by the City, with a financing strategy identified that includes a variety of funding sources. **There is operational feasibility for the PERC Fields First with consistent maintenance and a capital replacement reserves financing strategy.** An operational feasibility analysis will also be necessary when forwarding phases 2 and 3.
- **Financial Feasibility:** The preliminary cost estimates for the PERC is \$11.7M for Phase 1 Fields First, \$11.3M for Phase 2 Recreation and Event Center and \$6.9M Outdoor Aquatics Facility. Section 8 identifies short and long-term financing strategies that could be applied to all phases of the PERC. Phase 1 Fields First is poised to move forward in 2023. It is anticipated that the City will issue debt for the full amount with the KPFD funding the debt payments for its portion, and the City fund the remainder. There are opportunities for the City to pursue other resources that can reduce its amount to be financed. **There is financial feasibility for PERC Phase 1 Fields First to move forward in 2023.** However, a long-term financing strategy will be necessary for Phase 2 and Phase 3 to be realized, such as a metropolitan park district.

The PERC represents an ambitious and desired regional recreation and event facility serving Poulsbo and the greater region. Combined, all three phases are preliminarily estimated at \$29.9M. The PERC has been organized into a phased approach to allow for the first phase to move forward in 2023, while the City continues to work on acquiring or usage of additional land and establishing a long-term financing approach for phases two and three. **There is market, site, operational and financial feasibility for Phase 1 Fields First.**



PERC Feasibility Study Workshop

Poulsbo City Council
April 19, 2023



Tonight's workshop will cover:

- 1.0 Feasibility Study Summary
- 2.0 Financial Considerations
- 3.0 Council Considerations and Discussion



Feasibility Study –

KPFD Process

Kitsap Public Facilities District (KPFD) Funding

- KPFD is an independent municipal corporation managing Washington State sales tax rebate funds allocated to Kitsap County.
- It partners with other public entities to build public facilities for the benefit of the residents and to generate revenue through taxes and use fees.



1.0 Feasibility Study – KPFD Process

Kitsap Public Facilities District (KPFD) Funding

- The Washington State Legislature in 2017 extended the period the state's PFD could receive tax rebate funding **until 2041**.
- This created a new revenue opportunity that can fund bonds for new capital projects.
- In 2018, the KPFD Board of Directors announced call for projects.
- The proposed projects need to:
 - Provide economic impact
 - Benefit residents and communities of Kitsap County
 - Be greater than \$10 million in value
 - Have matching funds from a public partner of **no less than one-third** of the project value. (RCW 82.14.390(5)).



1.0 Feasibility Study – KPFD Process

Kitsap Public Facilities District (KPFD) Funding

- Projects were submitted to the KPFD in 2018 from:
 - Bainbridge Island Parks District
 - Central Kitsap School District
 - City of Bremerton
 - City of Port Orchard
 - City of Poulsbo
 - Kitsap County
 - Port of Bremerton
- Projects were presented to KPFD in March 2019
- KPFD Board ranked projects July 29, 2019
- PERC project was **ranked second** out of seven



Kitsap Public Facilities District (KPFDD) Funding

1.0

Feasibility
Study –

KPFDD Process

- **PERC Concept** was presented to KPFDD as a public facility with:
 - Two tournament sized turf multiuse fields
 - Event and Recreation Center
 - Complementary uses
- Phased approach
- First step was **Feasibility Determination**



1.0
Feasibility
Study –
KPFD Process

Kitsap Public Facilities District (KPFD) Funding

An Interlocal Agreement was entered into between the KPFD and the City of Poulsbo

PERC ILA #1 funded Phase 1: “Project Concept to Project Feasibility” for \$243,900 approved December 2019



Tonight's
Workshop
Agenda

- 1.0 Feasibility Study Summary ←
- 2.0 Financial Considerations
- 3.0 Council Considerations and Discussion



Feasibility Study

What is the purpose of a feasibility study?:

In determining feasibility, there are four elements to determine whether a project is feasible:

- **Market** Feasibility
- **Site** Feasibility
- **Operational** Feasibility, and
- **Financial** Feasibility.



PERC Feasibility Study

Released
1/23/23



POULSBO EVENTS & RECREATION CENTER FEASIBILITY FINAL REPORT January 2023



The PERC Feasibility Study is:

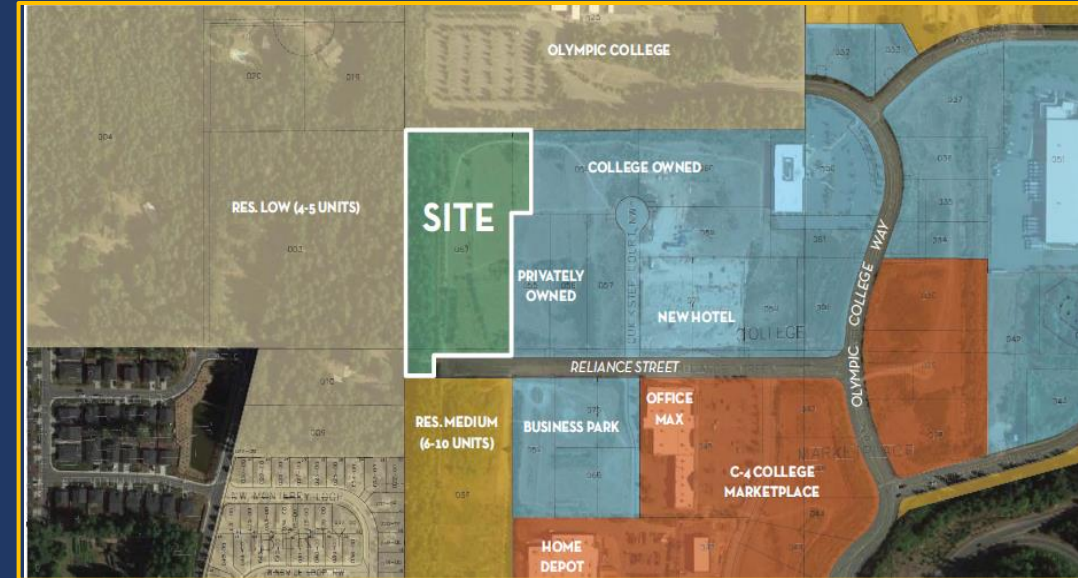
- Compilation of technical analysis and design by five professional consultant firms
- Framed by input from community and steering committee
- Nine sections
- 20 appendices



1.0 Feasibility Study

PERC Site

- 6 acres of undeveloped property located in NW corner of City within in College Market Place.
- **Walking distance to Olympic College/WWU** campus to north, 101-room Fairfield Hotel by Marriott, Home Depot/Walmart to the south
- **New residential multifamily** units to the northeast, east and south.



1.0 Feasibility Study

PERC Site

- Developer required park mitigation from Olhava Master Plan.
 - **Sports fields** identified in Olhava Master Plan as a planned use for the **Park mitigation donation**.
 - Community Park donation included in Olhava Final EIS and Olhava Developer's Agreement.
- Sports fields have been included on the City's 6-year Capital Improvement Program (CIP) beginning in 2000 ("Olhava Ballfields") and continues today.
- Property officially deeded to City in 2009.



Poulsbo Regional Park Need based on Planned LOS

1.0 Feasibility Study

Park Type	2021 Existing Acres	2021 Existing Level of Service	2036 Planned Level of Service	2036 Acreage Need based on PLOS	2036 Park Acreage Needs	PERC Acreage
Regional Park	16.41	1.41	1.5	22.21	5.80	6

- PERC is identified as a new regional park in the 2023 City PROS Plan. The 2036 LOS Park Acreage needs is 5.80 acres; the PERC meets this need.
- The Park LOS analysis will be updated as part of the 2024 Comprehensive Plan Period Update; the PERC will remain an important project for meeting Regional Park LOS.



1.0
Feasibility
Study

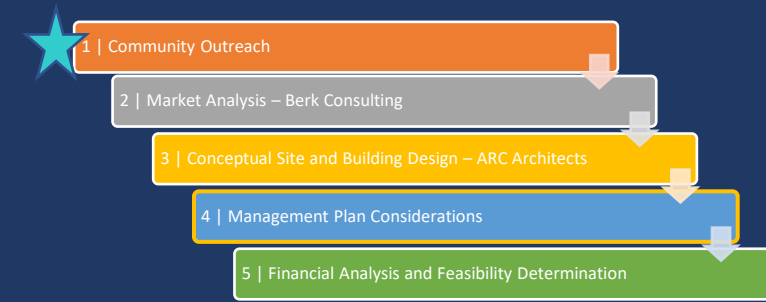
PERC Feasibility Report Process



1.0 Feasibility Study

1 | Community Outreach

- Community engagement kicked off PERC feasibility study.
- Outreach efforts included community survey, open house, community steering committee, project website, and public presentations.



1.0 Feasibility Study

1 | Community Outreach



Survey results and community comments support a facility with both indoor and outdoor recreation opportunities:

- Top **indoor** activity preference was **aquatics**.
- Top **outdoor** activity was walking **trails**.
- Top recreational programming preference was adult classes.
- Top **event** center preference was **performing arts**.



1.0 Feasibility Study

1 | Community Outreach

Community Steering Committee:

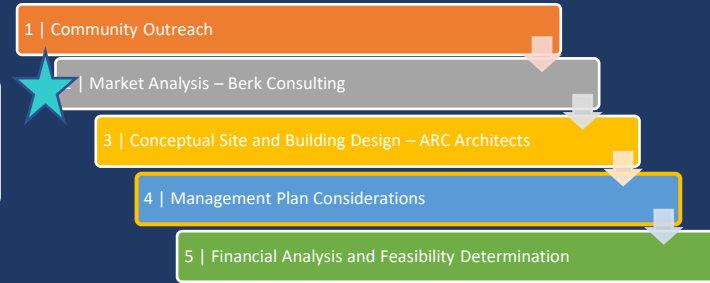
- Steering Committee met seven times between January – November 2021, and eighth time on March 30, 2023.
- Reviewed and commented on consultant work including BERK Consulting Market Report and Site and Programming by ARC Architects and Bruce Dees Landscaping Architects.
- CSC at its March 30, 2023 meeting, **unanimously support the feasibility study.**



1.0 Feasibility Study

Market Feasibility

2 | Market Analysis – BERK Consulting

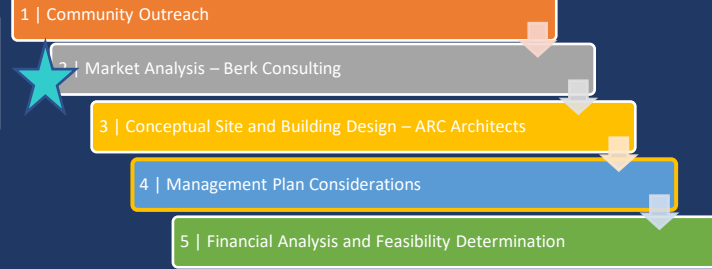


BERK Consulting was retained to prepare a market analysis:

- Understand the local and regional demand for potential PERC components:
 - Combined City-provided information
 - Market research and information from representatives of similar facilities
- **Estimate the potential demand** for indoor and outdoor recreation, meetings, and events.



2 | Market Analysis – BERK Consulting



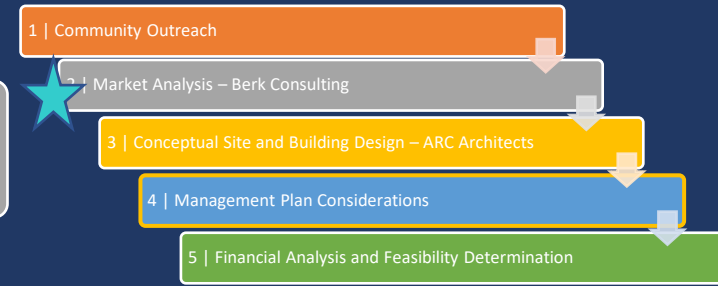
Market Demand Analysis - Methodology

1.0 Feasibility Study

Market Feasibility

- **Demographic assessment** of potential users based on drive-time catchment areas.
 - BERK conducted preliminary demand research on potential facility components, comparisons to similar facilities in region.
- BERK **mapped** potential market areas and **estimated market demand based on drive times** for: aquatic center, tournament sports fields, and event spaces.





2 | Market Analysis – BERK Consulting

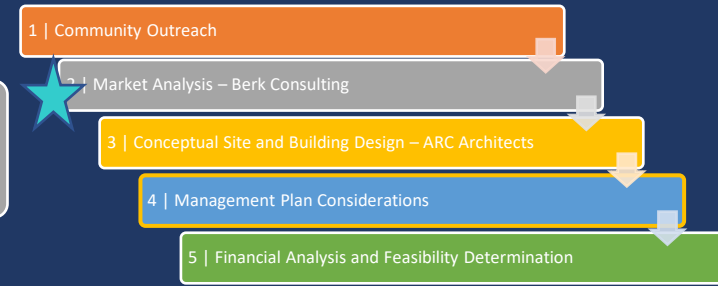
Market Demand Analysis – Methodology

1.0
Feasibility
Study

Market
Feasibility

- BERK interviewed:
 - Peer facilities to understand trends
 - Interview local Arts, Sports and Recreation User Groups
 - Poulsbo Chamber of Commerce members
 - PERC Steering Committee members with expertise relevant to public facilities, parks and recreation planning.
- Based on drive-time analysis, interviews and community survey, BERK provided a market analysis that summarized the anticipated demand for key PERC components.





2 | Market Analysis – BERK Consulting

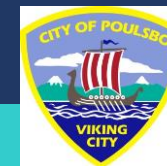
1.0
Feasibility
Study

Market
Feasibility

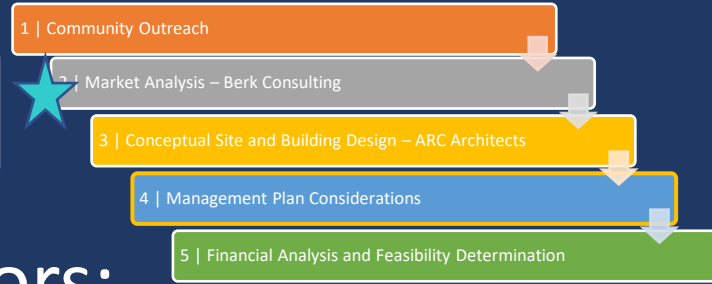
PERC Opportunities and Risk Factors:

- Aquatics Center

Opportunities	Risk Factors
Strong Community Support	Saturated Market (eight pools available within drive catchment area)
Potential Partnerships	Free and/or subsidized services are available to military active duty and retired at Bangor and PSNS pools
Warmwater pool with unique features	Expensive to construct and operate



2 | Market Analysis – BERK Consulting



PERC Opportunities and Risk Factors:

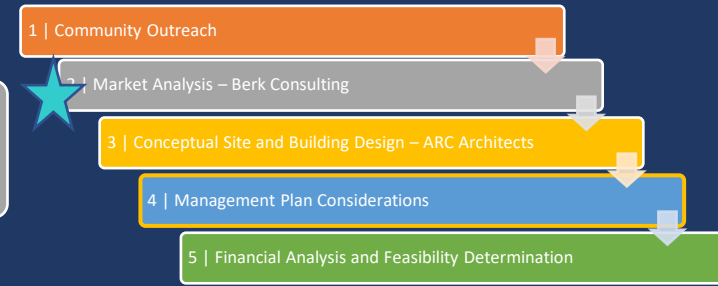
- **Tournament Fields**

Opportunities	Risk Factors
Complements existing Strawberry Fields Facility	Existing large facilities throughout Western Washington (120+ drive catchment area)
Multiuse serving numerous sports groups (soccer, lacrosse, flag football, camps)	Weaker demand for soccer in the 60-minute driving time catchment area
Partnership with NK and CK school districts to offer suite of turf fields and allow for tournament use and growth in local programs	
Participating families accustomed to longer travel	

1.0
Feasibility
Study

Market
Feasibility





2 | Market Analysis – BERK Consulting

PERC Opportunities and Risk Factors:

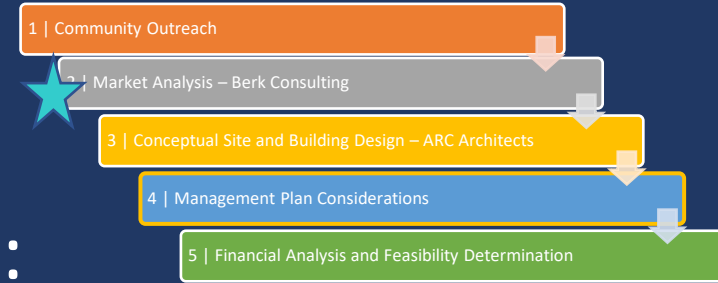
- Events Center

Opportunities	Risk Factors
Flexible space leads to multiple use scenarios to support community needs	Competitive landscape (15 event spaces within driving catchment area)
	Difficult to gauge niche markets
Provide supportive and complementary spaces for adjacent OC/WWU	Takes many years of financial subsidization before in the 'black'

1.0
Feasibility Study
Market Feasibility



2 | Market Analysis – BERK Consulting



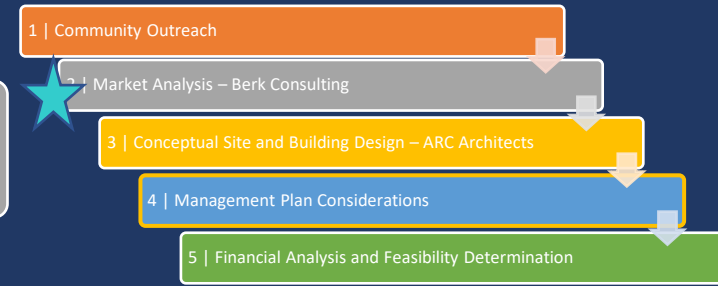
BERK Market Analysis Conclusions:

- Community members are **strongly interested** in the PERC
- As a KPFD project, PERC needs to **serve two purposes**:
 - Serve local residents
 - Draw outside visitors
- PERC **will not be able to meet everyone's interests** and needs to focus on few key components.

1.0
Feasibility
Study

Market Feasibility





2 | Market Analysis – BERK Consulting

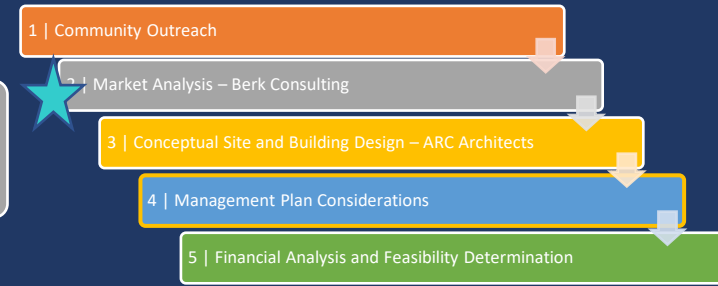
1.0 Feasibility Study Market Feasibility

BERK Market Analysis Conclusions:

Aquatic Center:

- Strong community interest but is a **saturated market**.
- If pursued, would need to **differentiate** itself with unique features
- **Expensive** to build and maintain





2 | Market Analysis – BERK Consulting

1.0 Feasibility Study Market Feasibility

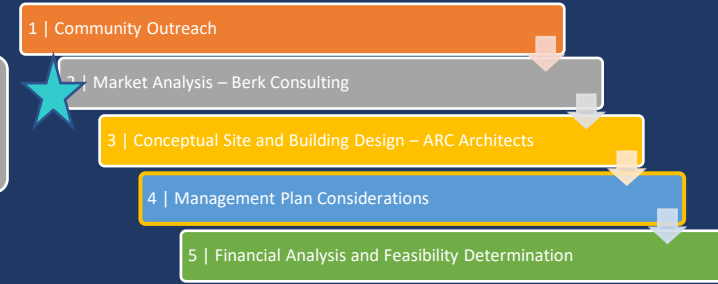
BERK Market Analysis Conclusions:

Tournament Fields:

- Can bring people from around the region, and would **meet the requirement of KPFD**
- Combined with NK and CK fields, a suite of fields would result in a **tournament destination.**



2 | Market Analysis – BERK Consulting



1.0 Feasibility Study

Market
Feasibility

BERK Market Demand Conclusions:

Event Center:

- PERC event spaces need to be designed as adaptable **multi-use facilities**
- Event market space is **competitive landscape**
- PERC as event space would need **further market testing** to determine feasibility

Section 4.0 of Feasibility Study

Feasibility Determination: What is market feasible?



3 | Conceptual Site and Building Design— ARC Architects

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

Site Options through Community Steering Committee Meetings: June 10, 2021 Meeting

1.0 Feasibility Study

Site Feasibility

- ARC highlights that PERC final uses will be balancing desired uses to site availability and costs
- ARC presented programming ideas and site analysis, identifying that the parcel is not large enough to site all identified components and requested input on preferred uses



3 | Conceptual Site and Building Design— ARC Architects

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

Site Options through Community Steering Committee Meetings: June 10, 2021 Meeting

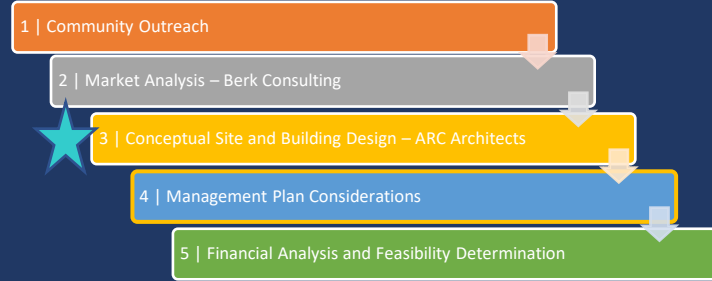
1.0 Feasibility Study

Site Feasibility

- Steering Committee Comments Sample:
 - Event/Rec Center:
 - Find niche cannot be achieved at other event spaces
 - Portable stage and collapsible seating
 - Gymnasium desirable?
 - Will parks and recreation programming be at PERC?
 - Fields:
 - Need to be multiuse for many sports
 - Aquatics:
 - Concern about costs of long-term operating and maintenance
 - Community would like to see it
 - A lot of desires and finite parcel of land



3 | Conceptual Site and Building Design – ARC Architects



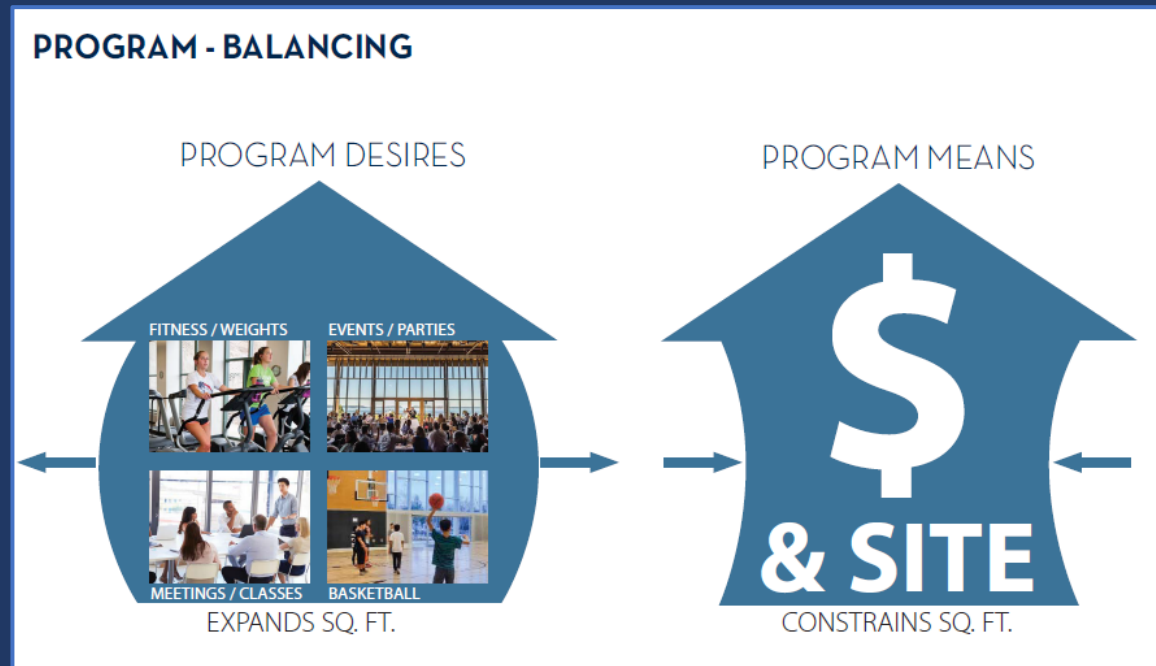
Site Options through Community

Steering Committee Meetings: July 15, 2021 Meeting

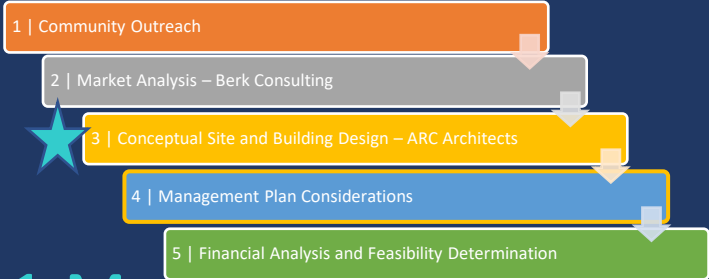
- ARC highlights that PERC final uses will be balancing desired uses to site availability and costs

1.0
Feasibility
Study

Site Feasibility



3 | Conceptual Site and Building Design – ARC Architects



Site Options through Community Steering Committee Meetings: July 15, 2021 Meeting

- ARC presented three site options:

1.0 Feasibility Study
Site Feasibility



PROGRAMMING - OPTIONS			
2 FIELDS OPTION	1 SMALL BLDG 1 FIELD OPTION	1 MEDIUM BLDG 1 FIELD OPTION	1 LARGE BLDG 1 FIELD OPTION
\$8M	\$25M	\$41M	\$58M
<ul style="list-style-type: none"> - RESTROOMS BUILDING - MAINTENANCE BUILDING - 2 PLAY FIELDS - PLAYGROUND - PARKING 	<ul style="list-style-type: none"> - EVENT SPACE (200 PEOPLE) - HS GYM (1 FULL - 2 HALF COURTS) - NO POOL - 1 FULL SIZE FIELD - PLAZA & PLAYGROUND - PARKING 	<ul style="list-style-type: none"> - EVENTS (300 PEOPLE) - HS GYM (1 FULL - 2 HALF COURTS) - OUTDOOR POOL - 1 FULL SIZE FIELD - PLAZA & PLAYGROUND - PARKING 	<ul style="list-style-type: none"> - EVENT SPACE (450 PEOPLE) - NBA GYM (1 NBA - 2 HS COURTS) - INDOOR POOL - OUTDOOR POOL - 1 FULL SIZE FIELD - 2 STORY BUILDING - PLAZA & PLAYGROUND - PARKING - TIGHT FIT ON SITE



3 | Conceptual Site and Building Design— ARC Architects

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

Site Options through Community Steering Committee Meetings: July 15, 2021 Meeting

1.0 Feasibility Study

Site Feasibility

- Steering Committee Comments Sample:
 - Option 3 is too big and too expensive
 - Indoor pool would be nice, but need to be realistic regarding cost; outdoor pool might be feasible
 - Need to consider event space usage versus sitting empty
 - Outdoor elements, such as tennis, pickleball, amphitheater, walking/running path, splash pad should be included
 - Concern about being all things to all people; need to scale down
 - Concern about constrained site and uncertain financing



3 | Conceptual Site and Building Design – ARC Architects

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

Site Options through Community

Steering Committee Meetings: **Sept. 9, 2021 Meeting**

1.0 Feasibility Study

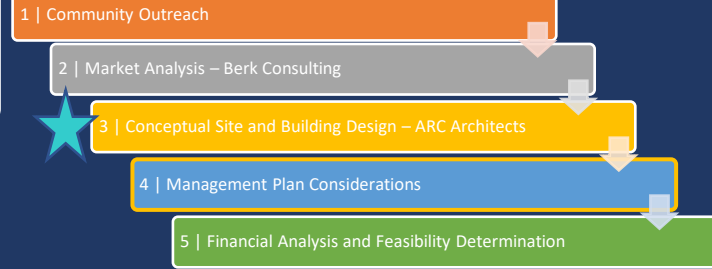
Site Feasibility

ARC presented a conceptual site plan that focuses on event center with outdoor recreation amenities and pool:

- Event space for up to 350 people with commercial kitchen, green room, dressing room, reception and administrative offices, classrooms, meeting spaces, lounge
- Outdoor recreation of plaza with water spray, playground, grassy area, amphitheater, walking trails, sports courts, resort-like outdoor pool w/locker rooms
- On-site parking and circulation



3 | Conceptual Site and Building Design – ARC Architects



PERC Conceptual Site Plan Sept. 9th Option



1.0
Feasibility
Study

Site Feasibility

REVISED PROGRAM COSTS ESTIMATE - SUMMARY

BUILDING: \$11,300,000

SITE: \$5,700,000

TOTAL PROJECT COST: \$17,000,000



AQUATICS (BUILDING, POOL, & SITE): \$6,600,000

TOTAL COST INCLUDING AQUATICS: \$23,600,000



3 | Conceptual Site and Building Design— ARC Architects

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

Site Options through Community Steering Committee Meetings: Sept. 9, 2021 Meeting

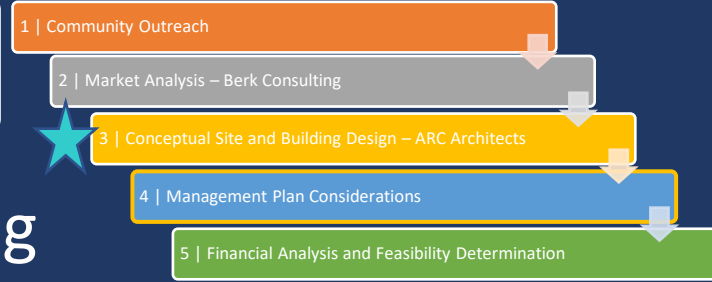
1.0 Feasibility Study

Site Feasibility

- Steering Committee Comments Sample:
 - Is this too aspirational? Can this be implemented in phases?
 - Does not support loss of tournament fields
 - Reasonable compromise based on previous discussions
 - Outdoor space has availability for outdoor performances
 - Consider phasing pool component; splash pad is perhaps more ideal
 - Complementary to OC/WWU campus and supports students



3 | Conceptual Site and Building Design— ARC Architects



Site Options through Community Steering Committee Meetings: **Nov. 9, 2021 Meeting**

ARC recapped Sept. 9th Conceptual Site Plan Option and provided updated building design and cost estimate by DCW Cost Estimator:

\$29.2 M



1.0
Feasibility
Study

Site Feasibility



3 | Conceptual Site and Building Design— ARC Architects

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

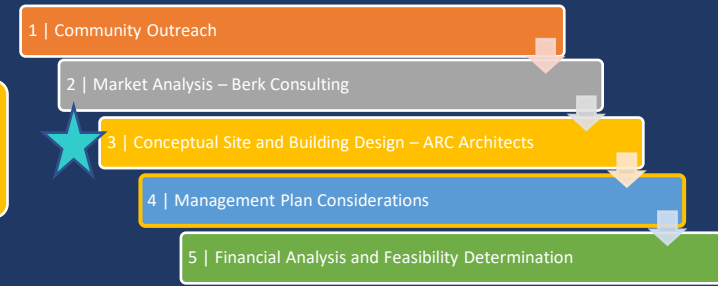
Site Options through Community Steering Committee Meetings: Nov. 9, 2021 Meeting

1.0 Feasibility Study

Site Feasibility

- Steering Committee Comments Sample:
 - Concern about loss of tournament fields
 - Cost is eye popping. Where is this in priorities of other City needs?
 - Will potential land acquisition allow for the PERC elements to be phased and stand alone?
 - What is the financial strategy? How will the City fund operations?
 - What are the recreational and community programming, or will it be primarily for events?
 - What impact will the cost of the PERC have on City residents?





3 | Conceptual Site and Building Design– ARC Architects

After November 9, 2021 meeting:

- Focused on 9 acre land acquisition due diligence efforts
- Based upon comments from Steering Committee, evaluated a phased approach.

1.0
Feasibility
Study

Site Feasibility



1.0 Feasibility Study

Phasing

Does phasing make the PERC feasible?

The following was considered:

- **Market Feasibility** – which component was found to be market feasible?
- **Site Feasibility** – what can fit on the current site?
- **Initial intent** of property donation to City
 - What was identified as park usage with the park mitigation?
- **KPFD** –
 - What is the KPFD's expectation of a PERC project?
 - What is the likely **KPFD financial contribution** to the PERC?
- Staff consulted with PERC consultants, city residents on the Steering Committee, KPFD Board Member and Executive Director, and Mayor on these five questions.



1.0 Feasibility Study

Phasing

Phase 1: Multi-use Tournament Fields

- Two turfed and lighted tournament fields, with outdoor recreational amenities, picnic/team shelters, bleachers, storage and parking at the current PERC site.
 - Consistent with Park Mitigation and City's CIP since 2020
 - Consistent with proposal to KPFD

Phase 2: Event and Recreation Center

- Center with indoor recreation gym and other indoor recreation with meeting and classrooms for events/meetings/classes and supportive of OC/WWU Campus

Phase 3: Outdoor Recreational Pool



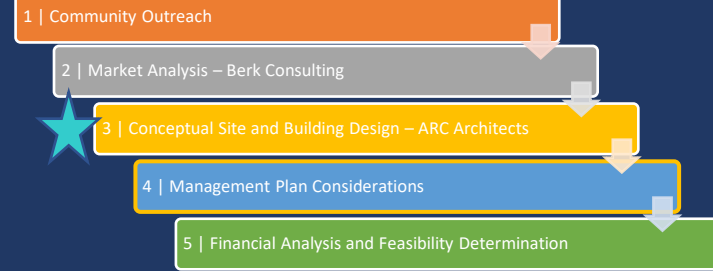
1.0 Feasibility Study

Phasing

- Phasing identified by both the **Community Steering Committee** and **Poulsbo City Council** as a desirable approach
- Allows time to determine **long-range funding strategy** for construction and maintenance costs
- Phased approach would allow each to be funded and **developed as stand-alone**
- City's and KPFDD **current financial capacity** can support moving forward Phase 1 now
- Steering Committee met 3/30/23 and **unanimously agreed** with the phased approach, with tournament fields as first phase.



3 | Conceptual Site and Building Design – ARC Architects



PERC Option 1 Concept –

Phase 1: Tournament Fields

- **Multi-use** fields – soccer, lacrosse, football, ultimate frisbee, summer camps
- Not just fields: **Incorporates outdoor recreation features** from 9/9/2021 design*
 - Walking trails connecting to existing trails
 - Unique NW Playground
 - Splash Pad w/in plaza
 - Six Sports Courts
 - Outdoor concert and event space (markets, food trucks)
 - Seating areas

*with exception of aquatic center

1.0
Feasibility
Study

Phasing



Phase 1 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 turf-ed multi-use tournament fields



Concessions for sports tournaments

Splash Pad w/in plaza



Sports Courts – 4 pickleball and full size basketball or 6 pickleball

4 | Management Plan Considerations

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

Operational and Management analysis was completed by BERK Consulting for Phase 1 Fields

- It is a **tool to understand** operations, anticipated costs and revenue.
- Will **transition to an operations plan** if PERC Fields is realized.
- **Updated annually** by Parks and Recreation Department
 - Program audits
 - Usage profiles
 - Event and rental statistics
 - Actual financial outcomes

1.0
Feasibility
Study

Operational
Feasibility



4 | Management Plan Considerations

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

BERK Estimated Revenue: Field Usage Estimate

1.0
Feasibility
Study

Operational
Feasibility

Type of Rental	Low Hours Estimate	Medium Hours Estimate	High Hours Estimate
Local Sports Teams Estimate Practice Hours	581	726	871
Local Sports Teams Estimated Tournament Days	5	7	10
Comparable Municipal Complexes* Annual Tournament Day	10	20	35
Estimated Light Hours	290	363	436

* Comparable facilities interviewed:
 Central Kitsap School District
 Lacey Regional Athletic Center
 Meadowdale Athletic Complex (Lynnwood)
 Chesterley Park (Yakima)



4 | Management Plan Considerations

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

BERK Estimated Revenue: Field Rental Revenue

1.0
Feasibility
Study

Operational
Feasibility

Type of Rental	Low Rental Rate	Medium Rental Rate	High Rental Rate
Practice Revenue \$40/hour	\$23,200	\$29,000	\$34,800
Tournament Revenue \$475/day	\$2,375	\$3,325	\$4,750
Lights Revenue \$22/hour	\$6,400	\$7,900	\$9,600
Total	\$31,975	\$40,225	\$49,150



4 | Management Plan Considerations

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

Other Expected Revenue:

- Sponsorships - on-site identification and signage
- Special events (markets, concerts, food trucks)
- Shelter rentals
- Concession booth rentals
- Equipment rentals
- Courts tournaments (6 pickleball courts supports tournaments)
- Specialty Camp rentals

1.0
Feasibility
Study

Operational
Feasibility



4 | Management Plan Considerations

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

1.0
Feasibility
Study

Operational
Feasibility

BERK Estimated Maintenance Expenditures:

Type of Maintenance	Low Rate	Medium Rate	High Rate
Annual Maintenance for two fields by contractor	\$5,300	\$5,700	\$6,100
Field Replacement for two fields	\$700,000	\$1,000,000	\$1,300,000



4 | Management Plan Considerations

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

BERK Consulting Revenue/Expenditure – 10-year Projection – turf fields (medium)

1.0
Feasibility
Study

Operational
Feasibility

Ten-Year Projection	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Revenue											
Field Rental Practice	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000
Field Rental Tournament	\$3,325	\$3,325	\$3,325	\$3,325	\$3,325	\$3,325	\$3,325	\$3,325	\$3,325	\$3,325	\$3,325
Lights	\$7,900	\$7,900	\$7,900	\$7,900	\$7,900	\$7,900	\$7,900	\$7,900	\$7,900	\$7,900	\$7,900
Total	\$40,225	\$40,225	\$40,225	\$40,225	\$40,225	\$40,225	\$40,225	\$40,225	\$40,225	\$40,225	\$40,225
Expenditures											
Field Maintenance	\$5,700	\$5,871	\$6,047	\$6,229	\$6,415	\$6,608	\$6,806	\$7,010	\$7,221	\$7,437	\$7,660
Turf Rebuild											\$1,343,916
Total	\$5,700	\$5,871	\$6,047	\$6,229	\$6,415	\$6,608	\$6,806	\$7,010	\$7,221	\$7,437	\$1,351,577
Net Position											
Annual Net Position	\$34,525	\$34,354	\$34,178	\$33,996	\$33,810	\$33,617	\$33,419	\$33,215	\$33,004	\$32,788	(\$1,311,352)
Overall Net Position	\$34,525	\$68,879	\$103,057	\$137,053	\$170,863	\$204,480	\$237,899	\$271,114	\$304,118	\$336,906	(\$974,446)



4 | Management Plan Considerations

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

1.0 Feasibility Study

Operational Feasibility

BERK Consulting Revenue/Expenditure – 10-year Projection Summary – turf fields (medium)

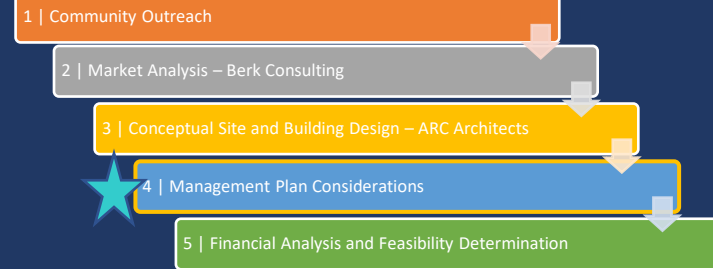
	2023	2032	2033
Revenue Total* Practices, Tournaments, Lights	\$40,225	\$40,255	\$40,225
Expenditures Total**			
Annual Field Maintenance	\$5,700	\$7,437	\$7,660
Replace Turf			\$1,343,916
Total			\$1,351,577
Annual Net Position	\$34,525	\$32,788	(1,311,352)
Overall Net Position		\$336,906	(\$974,446)

* Assumes no increase in rental rates over 10-year period

** Assumes 3% annual increase in annual maintenance costs



4 | Management Plan Considerations



Adequately planning for turf fields' lifecycle is critical to be identified in operations plan:

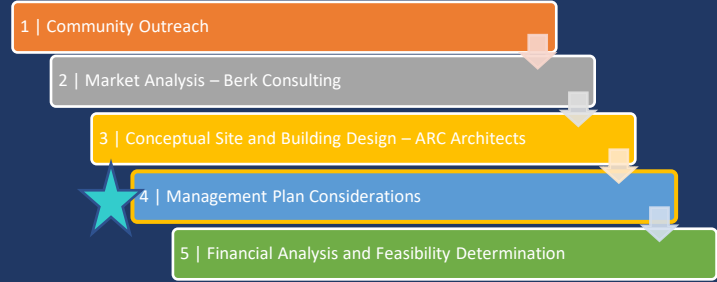
- Fields are self sufficient until year 10
- **Consistent schedule** for user fee adjustments
- Rental, sponsorship and other revenue sources needs to be designated by Council **for replacement reserves**
- Develop **fundraising strategy** with primary user groups
- **Adjust** projected revenues and expenditures on actual maximized PERC usage fees

1.0
Feasibility
Study

Operational
Feasibility



4 | Management Plan Considerations



Operations impacts on City Staff:

1.0
Feasibility
Study

Operational
Feasibility

City Department	Additional Duties
Parks and Recreation	<ul style="list-style-type: none"> Field scheduling and management Marketing of turf fields and sports courts for rentals/tournaments On-site during tournaments to assist with logistics, concessions, compliance with field use
Public Works	<ul style="list-style-type: none"> Daily duties are garbage and cleaning restrooms Tournament weekends would generate multiple visits to ensure clean and safe facilities Facility maintenance – parking lot, landscaping, plaza, buildings, sports courts, playground, walking paths, splash pad Could add .5 FTE to park maintenance especially during heavy field usage time
Police	<ul style="list-style-type: none"> Similar to current duties of patrolling city parks: daily drive-bys, weekends and during events; Additional duties for larger special events possible
Finance	<ul style="list-style-type: none"> Additional park budget management; turf replacement capital reserves accounting

Section 7.0 of Feasibility Study

Feasibility Question: What is operational feasible?



5 | Financial Analysis and Feasibility Determination

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

1.0
Feasibility
Study

Financial
Feasibility

Preliminary Construction Cost Estimate

- Phase 1 Site Development, Fields and Outdoor Recreation: \$11.7M
- Phase 2 Event and Recreation Center (14,800 square feet): \$11-20M
- Phase 3 Outdoor Aquatic Facility: \$7-10M



5 | Financial Analysis and Feasibility Determination

1.0 Feasibility Study Financial Feasibility

Site Development	\$	Tournament Fields	\$	Outdoor Rec	\$
Site Prep and Mobilization	\$200,000	2 Multiuse Fields	\$2.2M	Sports Courts	\$110,500
Site Earthwork and Grading	\$400,000	Field and Site Lighting	\$830,000	Pathways and Trails	\$180,000
Retaining Walls	\$350,000	Fencing, Screens and Backstops	\$200,000	Plaza w/splash pad	\$400,000
Stormwater/Civil	\$500,000	Bleachers	\$30,000	Playground Amphitheater	\$323,500
Utilities	\$150,000	Concessions/Restroom	\$700,000	Site Furnishings	\$60,000
Parking/Sidewalks/Hardscape	\$520,000	Team Shelters x3	\$150,000	Picnic Shelters x2	\$225,000
Landscaping/Irrigation	\$215,000	Equipment/Storage	\$41,000		
Park Signage	\$17,500				
Soft Costs (30% final design, engineering, permitting, sales tax, fees, PM)	\$2,338,200				
Contingency (20% design and construction contingency)	\$1,558,800			Total	\$11,700,000

5 | Financial Analysis and Feasibility Determination

1 | Community Outreach

2 | Market Analysis – Berk Consulting

3 | Conceptual Site and Building Design – ARC Architects

4 | Management Plan Considerations

5 | Financial Analysis and Feasibility Determination

KPFD Funding Structure

- Set by RCW 82.14.390(5)
- Phase 1 Fields:
 - 67/33 Funding Split - \$11.7M
 - KPFD: \$7.83M
 - City: \$3.86M
- City's share can be modified through cash contributions, which can reduce the City's total amount

1.0
Feasibility
Study

Financial
Feasibility

Section 8.0 of Feasibility Study

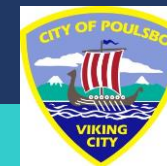


Is PERC Phase 1 is Feasible?



- There is **market feasibility** for PERC Phase 1:
 - BERK Consulting found demand for consistent rentals and as a tournament destination. The market determination of tournament fields also meets the KPFD economic development feasibility criteria.
- There is **site feasibility** for the PERC Phase 1:
 - ARC and Bruce Dees Landscape Architects prepared a conceptual site plan with two tournament fields and many outdoor recreational uses.
- There is **operational feasibility** for the PERC Phase 1:
 - With consistent maintenance and a designated capital replacement reserves financing strategy. Some staff duties will increase.
- There is **financial feasibility** for PERC Phase 1:
 - KPFD would fund 67% of the project and the City would fund 33%.

Feasibility Study Conclusion



Tonight's Workshop Agenda

- 1.0 Feasibility Study Summary
- 2.0 **Financial Considerations** ←
- 3.0 Council Considerations and Discussion



2.0 Financial Considerations

Preliminary Cost Estimate: Phase 1

- 67/33 Funding Split - \$11.7M
 - KPFD: \$7.83M
 - City: \$3.86M
- City's share can be reduced through:
 - Grants
 - Legislative earmark
 - Fundraising
 - Sale of City-owned property



2.0 Financial Considerations

Preliminary Cost Estimate: Phase 1

How to pay for City's share?

- **Councilmatic Bond**
 - Current approximate councilmatic bonding capacity: \$32M
 - PERC only: ~\$275,000 annual payment for 20 years on \$3.5M
 - Combined into debt package with other project needs
- **Voted Debt**
 - PERC only: likely not pursue voted debt for Phase 1 (Phase 2 and 3 would need to be voted debt)
 - Combined into debt package with other project needs
- **Voted Levy Lid Lift**
 - If approved, would generate approximately \$1.5-1.6M in annual revenue
- **Voted Park District**
 - If approved, could contribute to annual debt payment



2.0 Financial Considerations

- **City Council Workshop May 3, 2023**
 - Debt Priorization Workshop – PERC will be one of list of projects to discuss
- KPFDD is prepared to fund \$1.5M for the PERC's next step:
 - Final design
 - Site engineering and any architectural drawings
 - Permitting
 - Bid Ready Packet
 - Move to final design, and continue to work with Finance and KPFDD for construction funding structure (ILA#3)



Tonight's Workshop Agenda

- 1.0 Feasibility Study Summary
- 2.0 Phased Approach Considerations
- 3.0 Council Considerations and Discussion** ←



3.0

Council

Considerations



Pros and Cons: Fields + Outdoor Rec

3.0 Council Considerations

PROS	CONS
Market Feasible	
Site Feasible	Tournament sized fields limits other uses on current site.
Operationally Feasible	Impacts on Parks, PW, Police and Finance Departments, as described in feasibility report. Replacement costs at 10 years will need to be addressed: operational planning and dedication of revenue to long-term maintenance needs would mitigate.
Financially Feasible	Councilmatic Bonding necessary
Can move forward now	
Meets PFD criteria - provides park to local community and can be a regional destination facility	

Pros and Cons: Event and Rec Center

3.0

Council

Considerations

PROS	CONS
Provides for new multi-use event/meeting space for community; could be designed to support performing arts	Market Feasibility - for event center unclear due to strong existing event center market
Provides new office and programming space for City Parks and Recreation	Operational Feasibility – would need further feasibility analysis to analyze staffing needs (both programming and maintenance), and building maintenance needs of new building
Complementary with OC/WWU in use and building design, creating a ‘campus’ like setting; could provide student union type amenities	Financial Feasibility – would need further feasibility analysis to determine when financial subsidization would taper; staffing and building maintenance costs Would exceed City’s current financial capabilities – voted debt necessary

Pros and Cons: Aquatic facility

3.0

Council

Considerations

PROS	CONS
Strong community support	Market Feasibility - was unclear due to saturated market determination by BERK Consulting; outdoor resort-like needs further testing
Outdoor resort-like pool supported by Steering Committee	Operational Feasibility – would need further feasibility analysis to analyze staffing needs and maintenance needs of new pool
Would be a regional destination	Financial Feasibility – would need further feasibility analysis to determine when financial subsidization would taper; staffing and maintenance costs Would exceed City’s current financial capabilities – voted debt necessary

3.0

Council

Considerations

Does Council wish to move forward with the PERC?



3.0 Council Considerations

- ❖ If no, the feasibility process is complete.
- ❖ If yes, do you want to do all three phases together?
 - Re-engage consultants for operational feasibility
 - Pursue land acquisition
 - Update Cost Estimate \$42M+
 - Voted Debt
- ❖ If yes to Phase 1, direct staff to begin drafting ILA #2 with KPFD:
 - If yes, KPFD is prepared to fund \$1.5M for the PERC's next steps
 - If yes, Mayor will bring forward an agenda item in May (after Council May 3rd workshop) for a Council motion to direct staff to work with KPFD on ILA #2.



Discussion



4_22_24 ILA Letter - Exhibit C

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2023-11

SUBJECT: Poulsbo Event and Recreation Center

CONFORM AS TO DATES & SIGNATURES

- Filed with the City Clerk: 10/25/2023
- Passed by the City Council: 11/01/2023
- Signature of Mayor
- Signature of City Clerk
- Publication: _____
- Effective: _____

DISTRIBUTED COPIES AS FOLLOWS:

- Seattle Times: _____
- Code Publishing
- City Attorney
- Clerk's Department: Original
- City Council
- Finance:
- Posted to Library Drive and Website
- Posted to Laserfiche
- Scanned and Tossed: _____
- Electronically Created Document (No Hard Copy Exists)
- _____

Kati Diehl
Deputy City Clerk

11/02/2023
Date

RESOLUTION NO. 2023-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, APPROVING THE PERC FEASIBILITY STUDY DATED JANUARY 2023, DECLARING THE CITY COUNCIL'S INTENT TO DEVELOP PHASE 1 OF THE POULSBO EVENT AND RECREATION CENTER THROUGH PARTNERSHIP WITH THE KITSAP PUBLIC FACILITIES DEVELOPMENT AGENCY, AND TO PURSUE IMPLEMENTATION OF PHASE 2 AND 3.

WHEREAS, The Olhava Master Plan Land Use Site Plan July 1995, included a community park site to satisfy the City's required park mitigation of the proposed residential and commercial uses; and which this park was identified in the Olhava Master Plan draft and final Environmental Impact Statement; and

WHEREAS, upon the expectation of the community park site to be deeded to the City, the Poulsbo Park Commission recommended, and City Council identified ball fields as the preferred park use for the Olhava park land mitigation, identifying "Olhava Ballfields" on the City's 6-year Capital Improvement Program (CIP) beginning in 2000; and

WHEREAS, First Western Development deeded the park property to the City in 2009; and

WHEREAS, while the Olhava Ballfields were identified on the City's 6-year CIP consistently over the years, the City did not have adequate funding to develop the property into ballfields; and

WHEREAS, in 2018, the Kitsap Public Facilities District (KPFDD) announced a call for proposals for public agencies for regional events, sports and recreation facilities; and

WHEREAS, the KPF D is authorized to provide project funding for public facilities that provide economic impact, benefit the residents and communities of Kitsap County, are greater than \$10 million in total value, and have matching funds from a public partner of no less than one-third of the project value; and

WHEREAS, on December 31, 2018, the City submitted a proposal to KPF D for an event and recreational facility that consistent of two multi-purpose turf fields and an event and recreation building; and

WHEREAS, on March 11, 2019, the City presented to the KPF D Board of Directors the components of the two multi-purpose fields and event/recreation facility, its fulfillment of the Olhava Master Plan, and the economic uplift opportunity within the developing College Marketplace; and

WHEREAS, on July 29, 2019, the KPF D ranked the PERC second out of seven projects and the KPF D Board directed their attorney to begin working with the City to develop an Interlocal Agreement (ILA) with scope and funding; and

WHEREAS, on December 4, 2019, the KPF D and City of Poulsbo entered into an ILA in which the KPF D funded \$243,900 for the City to conduct a feasibility study for the PERC. The ILA identified that the feasibility study would include: Community Outreach, Market Analysis, Concept Plan/Location and Financial Analysis; and

WHEREAS, the City mobilized in early 2020 to issue requests for proposals for professional consultant services to prepare the different elements of the PERC feasibility study; and

WHEREAS, in October 2020, the City hosted an online community preference survey to gauge community interest and preferences on indoor recreation, outdoor recreation, recreation programming and events; and

WHEREAS, the City convened a PERC Community Steering Committee January 2021 made up of Poulsbo community leaders, members and volunteers who met eight times and advised the City and the PERC consultants during the development of the feasibility study;

WHEREAS, the City hired BERK Consulting to conduct research and prepare a market analysis to understand the local and regional demand for PERC components; and

WHEREAS, BERK Consulting's market analysis conclusions are summarized as follows: Aquatic Centers has strong community interest but that indoor aquatics is a saturated market and would be difficult to complete with nearby aquatic facilities and outdoor recreation pool potentially feasible; Tournament Fields was found to be feasible with two on site and combined with other turf fields into a marketing package; and Event Spaces were found to be potentially feasible if designed as adaptable multi-use facilities that can support niche market; and

WHEREAS, the City hired ARC Architects and Bruce Dees and Associates Landscape Architects to work with the City and PERC Steering Committee to evaluate the feasibility of building sports fields with outdoor and indoor recreation facilities; and

WHEREAS, ARC Architects met with the PERC Steering Committee from June-November 2021 and identified three site and building options that could be sited on the PERC site; and

WHEREAS, the three site options were: 1) two tournament turf fields and park amenities; 2) one tournament field, recreation building and outdoor pool north/south

orientation; and 3) one tournament field, recreation building and outdoor pool east/west orientation; and

WHEREAS, the three building options were: Small: 29,000 square feet with high school sized gym, recreation rooms, offices, event space for 200 people; Medium: 46,000 square feet with high school sized gym, recreation rooms, offices, event space for 300 people; and Large: 70,000 square feet with NBA sized gym, indoor pool, recreation rooms, offices, event space for 450 people; and

WHEREAS, the 2021 preliminary cost estimates were \$8-10M for two tournament fields, \$30M for medium sized building with outdoor pool and one field, and \$45M for medium building with indoor pool and one field; and

WHEREAS, based ARC's site evaluation, additional land acquisition would be necessary to realize all PERC desired elements; and

WHEREAS, the PERC Steering Committee recommended considering developing the PERC in phases and to pursue additional land acquisition; and

WHEREAS, the PERC proposal was organized into three phases that represent the elements from the community survey, Market Analysis results, Site Evaluation results and PERC Steering Committee input: Phase 1: Two Tournament Fields w/outdoor recreation elements (walking circuit, sports courts, playground, parking/landscaping); Phase 2: Flexible event/meeting space and classrooms to host varied-sized community events, recreation gym and support to OC/WWU campus; and Phase 3: Outdoor warmwater recreation pool with resort-type features; and

WHEREAS, the City began development in 2022 of the PERC feasibility study evaluating the three-phased approach and included management and maintenance considerations, identified estimated expenditures and revenue analysis, operations impacts, and financial analysis; and

WHEREAS, the PERC Feasibility Study was released January 2023 which recommends moving forward with Phase 1 Tournament Fields and outdoor recreation amenities with KPFD as a funding partner; and

WHEREAS, the Phase 1 two turf tournament fields and outdoor amenities is estimated at \$11.7M cost; and

WHEREAS, the KPFD has communicated to the City that its financial modeling indicates that it can fund 67% of the Phase 1 full cost but its commitment to other regional partners would limit its funding for Phase 2 and 3; and

WHEREAS, the PERC Steering Committee met March 30, 2023 and recommended the phased approach with two tournament fields and outdoor amenities be Phase 1 with KPFD funding; and

WHEREAS, the Poulsbo City Council held a workshop in April 19, 2023 to be fully briefed on the PERC process and phased approach; and

WHEREAS, the Poulsbo City Council had several questions and requests for additional information from staff on the Feasibility Study at the conclusion of the April 19, 2023 workshop; and

WHEREAS, the Poulsbo 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, 2023 workshop; and

WHEREAS, the Poulsbo City Council requested the PERC financial obligation be discussed in the context of the City's other capital projects and financing, and two workshops were held on September 13 and October 4, 2023 to discuss City revenue sources and capital project prioritization; and

WHEREAS, the Poulsbo City Council reached consensus at the October 4, 2023 workshop and will include the PERC Phase 1 in the City's 2024-2026 capital projects budget,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1: **PERC Feasibility Study.** The City Council approves the PERC Feasibility Study, dated January 2023, attached as Exhibit A and incorporated herein.

Section 2: **PERC Feasibility Phases 1, 2 and 3**

1. It is the City of Poulsbo's intent is to develop Phase 1 of the Poulsbo Event and Recreation Center with the Kitsap Public Facilities District as its funding partner, with the KPFD providing 67% of the Phase 1 funding, and the City of Poulsbo with 33% of the funding.

2. Based on the PERC Feasibility Study preliminary cost estimate for Phase 1 is \$11.7M; the funding split is estimated at KPFD \$7.84M and City at \$3.86M.

3. The City of Poulsbo will seek grant assistance for Phase 1 and it will be used for the City's 33% funding portion in 2024. The City will also seek additional available methods to contribute to the funding of PERC Phase 1.

4. PERC Phase 1 final cost estimates will be developed upon preparation of final design and/or plans, specifications, and estimate. Depending on the cost estimate

or anticipated operational costs, secondary recreational elements identified in Phase 1 may be modified by the City. The project must be a minimum of \$10M as required by state statute.

5. The City understands that upon construction, it is the City's responsibility to own and maintain the PERC site.

6. The City Council intends to seek opportunities for implementation of PERC Phase 2 (recreational facility) and 3 (outdoor recreation pool).

7. Additional land acquisition is necessary, and the City Council directs staff to evaluate additional parcels that may be suitable for the facilities identified in Phase 2 and Phase 3.

8. The City acknowledges that funding source(s) other than the KPFDF is necessary for Phase 2 and 3.

9. The City acknowledges that voted bonds or a metropolitan park district will be necessary to fund and operate Phase 2 and 3, and this would necessitate additional action(s) by the City Council.

10. The City Council intends to continue to work with community agencies, specifically Olympic College and Western Washington University, in their plans to expand its collegiate degree offerings. The City Council acknowledges that Phase 2 Recreation and Event facility would significantly support, complement, and forward the strategic plans of both colleges. The City Council wishes to participate and partner with OC and WWU on Phase 2 as opportunities present themselves.

Section 3: Direction

1. The City Council directs staff to forward the Poulsbo Event and Recreation Center with Kitsap Public Facilities District as the City's funding partner.

2. The City Council directs staff on the following:

a. Coordinate with the Kitsap Public Facilities District to draft a new ILA that requests funding of \$1.7M to complete the following:

- Phase 1: Topographic survey, geotechnical investigations, land use and environmental permitting, completion of civil site improvement/utility plans, architectural building design, preparation of 30/60/90/100 plans, specifications and estimate, project management and development of bid documents.

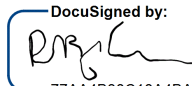
- Phase 2 and 3: Additional feasibility analysis including: finalization of facility programing and size; operations evaluation and staffing; facility management analysis; maintenance analysis; cost estimate for building construction; and financial revenue and expenditure analysis for O&M. This additional analysis will not be tied to a specific parcel/site, and is intended to be utilized when additional land acquisition is made, and the two phases can be forwarded.

b. The City intends during the time that Phase 1 development of plans, specifications and estimate is occurring, to coordinate and finalize with the KPFD to: a) identify the preferred bonding structure, b) final funding split amounts, and c) action for the construction funding of the PERC Phase 1 project. The funding structure will necessitate additional action by the City Council.

Section 4: **Effective Date.** This resolution shall take effect immediately upon passage.

RESOLVED this 1st of November, 2023.

APPROVED:

DocuSigned by:

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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

DocuSigned by:

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CITY CLERK, RHIANNON FERNANDEZ, CMC

REGIONAL CENTER INTERLOCAL AGREEMENT

Between the Kitsap Public Facilities District and the City of Poulsbo

This REGIONAL CENTER_INTERLOCAL AGREEMENT (the "Agreement") is made pursuant to Chapter 39.34 RCW between the City of Poulsbo, a Washington noncharter code city operating under RCW 35A.12 ("the CITY"), and the Kitsap Public Facilities District, a Washington special purpose district operating under Chapter 36.100 RCW (the "District").

WHEREAS, pursuant to RCW 36.100.030(1) and RCW 35.57.020, the District is authorized to acquire, construct, own, remodel, maintain, equip, repair, and operate a regional center, and pursuant to chapter 36.100.030(2), the District may enter into interlocal agreements with other agencies to operate such facilities. For these purposes, "regional center" means a convention, conference, or special events center, which includes sports facilities, under RCW 35.57.020(1)(a) serving a regional population constructed after July 25, 1999, at cost of at least ten million dollars; and

WHEREAS, pursuant RCW 82.14.390, the District is entitled to receive certain local sales taxes which the District may use for the development of qualifying regional centers; and

WHEREAS, the District believes it has the financial capacity to support the development of one or more new regional centers in Kitsap County and has requested proposals from public agencies for new regional centers in Kitsap County; and

WHEREAS, the District is authorized to provide project funding for public facilities that provide economic impact, benefit the residents and communities of Kitsap County, are greater than \$10 million in total value, and have matching funds from a public partner of no less than one-third of the project value; and

WHEREAS, on December 31, 2018, the City submitted a proposal to the District for an event and recreational facility that consists of two multi-purpose turf fields and an event and recreation building to be located on a city-owned parcel in the NW section of the city and titled Poulsbo Event and Recreation Center (PERC); and

WHEREAS, the District's Board of Directors completed an evaluation and review process for seven (7) new regional centers and determined to proceed with further review for possible funding with several applicants, including the CITY; and

WHEREAS, on July 29, 2019, the District ranked the PERC second out of seven projects and the KPF Board directed their attorney to begin working with the City to develop an Interlocal Agreement (ILA) with scope and funding; and

WHEREAS, on December 4, 2019, the District and City of Poulsbo entered into an ILA in which the District funded \$243,900 for the City to conduct a feasibility study for the PERC. The ILA identified that the feasibility study would include: Community Outreach, Market Analysis, Concept Plan/Location and Financial Analysis; and

WHEREAS, the CITY worked diligently January 2020 through January 2023 on the development of a feasibility study on the PERC, beginning with a wide-reaching community survey, retaining numerous professional consultants, and convening a PERC Community Steering Committee made up of Poulsbo community leaders, member and volunteers who advised the City and PERC consultants numerous times during the development of the feasibility study; and

WHEREAS, the feasibility study elements included: community outreach, market analysis, conceptual site plan, maintenance and operations, and financial analysis; and

WHEREAS, the CITY provided the District progress updates through the three year process seven times; and

WHEREAS, through the feasibility study site evaluation analysis a phased approach was identified as the preferred option. Additional land acquisition would be necessary for subsequent phases as the current City-owned parcel was not sufficient size to site all desired elements; and

WHEREAS, the PERC proposal was organized into three phases that represent the elements from the community survey, Market Analysis results, Site Evaluation results and PERC Steering Committee input: Phase 1: Two Tournament Fields w/outdoor recreation elements (walking circuit, sports courts, playground, parking/landscaping); Phase 2: Flexible event/meeting space and classrooms to host varied-sized community events, recreation gym and support to OC/WWU campus; and Phase 3: Outdoor warmwater recreation pool with resort-type features; and

WHEREAS, the Phase 1 two turf tournament fields and outdoor amenities is estimated at \$11.7M cost and has been designed to be constructed as a stand-alone project from potential future phases; and

WHEREAS, the PERC Feasibility Study was released January 2023 which recommends moving forward with Phase 1 Tournament Fields and outdoor recreation amenities with the District as a funding partner; and

WHEREAS, the PERC Community Steering Committee reviewed the January 2023 Feasibility Study's phased approach recommendation, and concurred with the recommendation; and

WHEREAS, the Poulsbo City Council held multiple workshops to consider the PERC Feasibility Study, including budget workshops to evaluate capital cost outlay, and on October 4, 2023 workshop, reached consensus to include the PERC Phase 1 in the City's 2024-2026 capital project budget; and

WHEREAS, the Poulsbo City Council passed Resolution 2023-11, approving the January 2023 PERC Feasibility Study, and stating its intent to forward PERC Phase 1 with Kitsap Public Facilities District.

NOW, THEREFORE, in considering of the mutual obligations and benefits herein, the parties agree as follows:

1. **Purpose of the Agreement:** The purpose and intent of this Agreement is to establish how the CITY and District will work collaboratively to implement Phase 1 of the PERC, which is described in Attachment A. The CITY and District will utilize CITY property and funds in part and the District funds

in part for the PERC. This Agreement represents the commitment of both the District and CITY to PERC Phase 1 now referred to as PERC Regional Multi-use Athletic Fields.

2. **Preliminary Cost Estimate:** The PERC Feasibility Study 2023 preliminary cost estimate to develop the PERC Regional Multi-use Athletic Fields as described in Attachment A was \$11.7 million, and is now adjusted to \$13 million 2025 dollars. The final cost estimate will be conducted under Agreement tasks, and the cost estimate will be adjusted based on final design and current market conditions as part of engineer's estimate and public construction bidding process. The project is scheduled to be advertised for bid in 2025.
3. **Funding Obligation:** The PERC Regional Multi-Use Athletic Fields project cost is estimated \$13 million and shall be funded by the District and CITY as follows:
 - 3.1 The District shall fund \$1.6 million for Tasks 1 and 2 as reimbursements in 2024-2026 and finance \$7.11 million plus debt service issuance cost and interest for Task 3, as set forth in Attachments B, C & D of this ILA for finalized construction.
 - 3.2 The CITY shall fund \$4.29 million plus debt service interest for Task 3 in Attachments B, C & D of this ILA for finalized construction.
 - 3.3 Actual final costs for both the District and CITY will vary based upon debt financing and actual interest negotiated at the time of bonds sold, but the District's total amount inclusive of interest shall not exceed \$10,278,288. See Attachment D for cost assumptions with debt financing, interest, and preliminary payment estimates.
 - 3.4 It is acknowledged that the CITY intends to pursue available grants that if successful, will contribute towards the CITY's portion of the funding split.
 - 3.5 The CITY may administer the funds within the task set forth in Attachment B as bottom line budgeting and may propose to shift or reallocate funds to different tasks, provided the CITY provides written notice to the District, and shall be reviewed and approved by the District Director which shall not be unreasonably withheld.
4. **Construction Financing:** The CITY intends during the time of development of plans, specifications and estimate is occurring, to coordinate and finalize the preferred construction financing bonding structure; options including but are not limited to CITY-only bonding structure or participation with other jurisdiction(s). The CITY will take the lead in securing project bonds, with District coordination. The funding implementation will be enacted following bid opening and may necessitate an amendment to this Agreement. It is anticipated that construction financing bonding will be necessary at construction commencement, which is anticipated in Spring 2025.
5. **CITY Obligations:** The CITY shall undertake the following tasks as set forth in Attachment B. In addition, the CITY shall perform:

- 5.1 Contract Administration. The CITY shall be responsible for all aspects of the contract administration for the Agreement Tasks, which shall include, but not be limited to, advertising, bidding, awarding, and monitoring the contract(s), as generally required by any applicable RCW.
 - 5.2 Reporting. The CITY will continue to provide status updates to the District Director and Board at least quarterly and upon reasonable written request.
 - 5.3 Timing of Agreement Tasks. The anticipated timing of the Agreement Tasks is set forth in Attachment A.
 - 5.4 Recognition. The CITY shall publicly recognize the District's contribution to the Project in a manner to be agreed upon by both parties. The District may require some identification of the Project as "Regional Center" or "Special Event Center."
 - 5.5 City Project Management. The CITY will track all City project management, technical and engineering support hourly time and rates related to tasks conducted on the PERC Regional Multi-use Athletic Fields project as defined within this ILA, and which will contribute towards the CITY's cost-share of the project.
 - 5.6 Change in Bond Terms. The CITY shall inform the District at least 60 days prior to any changes in bond terms, e.g. refunding, restructuring, covenant changes, etc. The District shall promptly review the proposed changes and shall approve the changes if, in the District's reasonable opinion, do not impair the District's ability to meet other financial commitments.
6. **Feasibility Assessment; Performance Requirements; Conditions, Contingencies, Checkpoints:**
- 6.1 Independent Feasibility Review - Department of Commerce. Irrespective of the CITY's determination of feasibility, the District's funding commitment may be subject to the statutory independent feasibility review of RCW 36.100.025. The District shall initiate and fund the independent facility review within 90 days of enactment of this ILA as feasible.
 - 6.2 Availability of Funds. The Agreement is contingent upon funding from the District and CITY. In the event that either party expected funding payable is withdrawn, reduced, limited, or not otherwise available after the effective date of this Agreement, this Agreement may be terminated by either party.
 - 6.3 Facility Maintenance and Operational Standards. Once the District determines it meets the applicable feasibility review from Section 7, and before funding is committed for construction, amendments to this Interlocal Agreement or a new ILA specific to this section, may be necessary or desired to address long-term facility maintenance and operational standards (such as development of an Operations and Maintenance Plan), replacement/reserve funding standards, annual reporting obligations, and any special standards applicable only to the PERC, consistent with similar Interlocal Agreements with other regional center projects.

7. **Continuing Obligation:** Nothing in this Agreement should be construed or interpreted as a commitment by the District to fund any future phases of the PERC that may be contemplated by the CITY.

8. **Process for Payment:**

8.1 **Accounting.** The CITY will continue accounting for the PERC through a separate project number unique from any other Pouslbo account to hold the funds deposited by the District for purpose of this Agreement.

8.2 **Advance Deposits.** The District may, but is not required to, pre-pay the CITY for each of the Agreement Tasks and subtasks, where applicable, before the CITY contracts with the consultant/service provider that will perform the particular task.

8.3 **Use of Funds.** The funds from the District shall solely be used for the payment of invoices for the Agreement Tasks and no other purposes. The CITY may not reimburse itself for any of its expenses from the funds on deposit. The CITY will invoice the District for reimbursement monthly the duration of Task 1 and 2 identified in Attachment B, until the construction financing bond is issued.

8.4 **Release of Funds.** The CITY shall only release funds for the Agreement Tasks upon receipt of invoices for work performed, which work complies with the terms and conditions of the contracts for the Agreement Tasks. Further, the CITY shall notify the District of any proposed payment for review.

8.5 **Increase in Consultant Contract Amounts.** The CITY will promptly inform the District if any of the consultants inform the CITY that the consultant/service provider is proposing an increase in a contract sum. The District shall, in its sole discretion, determine if the District's contribution to the contract sum should be increased.

8.6 **Refund of District Funds.** The CITY shall not be required to reimburse the District for the funds transmitted to The CITY that are either (i) paid to a consultant/service provider; or (ii) committed to be paid to a consultant/service provider pursuant to a valid contract between the CITY and that consultant/service provider. Otherwise, unused funds shall be reimbursed to the District.

8.7 **CITY Funds.** The CITY shall keep an accounting of all CITY staff time, CITY expenses, including CITY consultant fees, and CITY contributions directly related to PERC Phase 1. This accounting will be considered part of the CITY cost-share of the project.

8.8 **Final Accounting.** Within forty-five (45) days of the completion of the Agreement Tasks, the CITY shall provide a final written accounting of the District funds to the District.

9. **Notice and Project Coordinators:** The following individuals are the Project Coordinators and official contacts for the CITY and the District. Any notice, request, approval, direction, invoice, statement, or other communication which may, or are required to be given under this Agreement shall be in writing and shall be deemed to have been given if hand delivered, sent by a nationally recognized overnight delivery service, or if deposited in the U.S. mail and sent by certified mail, return receipt requested, postage prepaid to the Project Coordinators:

For the CITY: Public Works Director or
City Engineer
City of Poulsbo
200 NE Moe Street
Poulsbo, WA 98370
Email: dlenius@cityofpoulsbo.com
jranes@cityofpoulsbo.com

For the District: Executive Director
Kitsap Public Facilities District
19980 10th Avenue NE Suite 204F
Poulsbo, WA 98370
Email: execdirector@kitsap-pfd.org

All notices shall be deemed complete upon actual receipt or refusal to accept delivery.

10. **Non-Assignability:** Neither party may assign any interest in this Agreement and shall not transfer any interest in this Agreement without the prior written consent of the other party.
11. **Independent – No Liability.** Each party is and shall remain an independent government. This Agreement does not create a partnership or other similar arrangement. The parties shall not be liable for the acts or omissions of the other party or their respective public officials, employees, or agents.
12. **Term of Agreement:** Except as may otherwise be stated herein, the term of this Agreement shall commence upon execution by both of the parties and shall continue until the completion of construction for PERC Regional Multi-use Athletic Fields or December 31, 2027, whichever comes first. This Agreement shall be reasonably extended by the parties as may be necessary to complete the Agreement Tasks, as the parties agree.
- 12.1 **Early Termination** – Nonpayment. Notwithstanding the foregoing, this Agreement is contingent upon funding from the District. In the event that the District’s expected funding payable to the CITY hereunder is withdrawn, reduced, limited, or not received after the effective date of this Agreement, this Agreement may be terminated by the CITY by delivering ninety (90) days written notice to the District. The termination notice shall specify the date on which the Agreement shall terminate.

- 12.2 District Early Termination. The District may terminate this Agreement at any time by delivering ninety (90) days written notice to the CITY, subject to the payment obligations set forth in Section of this Agreement; i.e., pay for all work performed or in progress at the time of the notice.
- 12.3 CITY Early Termination. The CITY may terminate this Agreement at any time by delivering ninety (90) days written notice to the District, subject to the payment and reimbursement obligations set forth in Section 7 of this Agreement. Upon notice of termination, the CITY shall submit all final invoices to the District.
13. Amendment. No modification or amendment of this Agreement may be made except by a written document signed by both parties. It is anticipated that amendments to this Agreement may be desired as the project is forwarded to address construction financing and payment structure, and construction-related tasks, as well as other amendments deemed appropriate by the CITY and District.
14. Counterparts and Electronic Transmission. This Agreement may be signed in counterparts. Electronic transmission of any signed original document, and retransmission of any signed electronic transmission shall be the same as delivery of an original document.
15. Governing Law. This Agreement, and the right of the parties hereto shall be governed by and construed in accordance with the laws of the State of Washington, and the parties agree that in any such action, jurisdiction and venue shall lie exclusively in Kitsap County, Washington.
16. No Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement.
17. Interpretation. Each party participated in this Agreement and has had this Agreement reviewed by legal counsel. Therefore, any language herein shall not be construed against either party on the basis of which party drafted the particular language.
18. True and Full Value. The CITY and the District have each independently determined as to itself that (i) it has the authority to enter into this Agreement and (ii) the promises and covenants received from the other party represent "true and full value" received by it pursuant to RCW 43.09.210.
19. Survivability. In the event that any portion of this Agreement is determined to be unenforceable or inconsistent with the laws of the State of Washington, the remaining provisions of this Agreement shall continue to be effective and deemed to be in full force and effect. All obligations contained herein shall survive termination until fully performed.
20. Filing. In accordance with RCW 39.34.040, this agreement will be filed with the Kitsap County Auditor or listed on the websites of the parties prior to its effective date.
21. Entire Agreement. This Agreement, including all predicate paragraphs and attachments which are incorporated into this agreement, contains all of the understandings between the parties. Each party represents that no promises, representations, or commitments have been made by the other as a basis for this Agreement, which have not been reduced to writing herein. No oral promises or representations shall be binding upon any party whether made in the past or to be made in the

future, unless such promises or representations are reduced to writing in the form of a written modification of this Agreement executed by both parties.

IN WITNESS WHEREOF, The CITY and the District have executed this Agreement as of the date last written below.

CITY OF POULSBO

KITSAP PUBLIC FACILITIES DISTRICT

By: Becky Erickson
Its: Mayor
Date: _____

By: Patrick Hatchel
Its: Chair
Date: _____

ATTEST:

ATTEST:

By: _____

By: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Emily Romanenko , City Attorney

Brian E. Lawler, District Legal Counsel

FINAL DRAFT

Attachment A: Project Description

The Poulsbo Event and Recreation Center (PERC) 2023 Feasibility Report identifies the following sports facilities and recreational amenities to be developed as Phase 1 PERC Regional Multi-use Athletic Fields:

- (2) Multi-use artificial turf sports fields, lighting, and perimeter fencing (6' height). Striping of the fields is identified for soccer, lacrosse and football.
- Sports Courts – at least (1) Recreational basketball court basketball hoops and (4) Pickleball courts with removable nets, and ability to fully flex the space for a variety of multicourt usages and tournaments.
- Nature playground – A children's play area will draw inspiration from the natural environment allowing for activities such as climbing on logs, nets, boulders and sliding down the adjacent hillside.
- Entry plaza – The entry plaza and water feature will welcome visitors to the park while providing a staging area for community events. An at-grade water feature could also allow an opportunity for children to engage with water.
- Terraced seating – The PERC design seeks to take advantage of the site grading requirements to provide a terraced seating area which defines the boundaries of the nature playground and overlooks the multi-use field to the south.
- Outdoor fire pit – An outdoor fire pit and seating area will create a casual gathering area for those visiting the PERC.
- Site furnishings – Benches and rest areas are proposed along the project's pathways and trails to provide seating and rest opportunities to park visitors.
- Shelters – A series of shelters (picnic and team) are proposed adjacent to the multi-use fields to protect park users from the elements while providing seating, gathering and staging areas.
- Restroom/Concession- A restroom and concessions building provides convenience to park-goers as well as a pump room location if a spray feature is added to the plaza.

Attachment B: PERC Regional Multi-use Athletic Fields

Agreement Tasks and Project Budget

Task 1: Project Management, Prepare Design Development Plans, Cost Estimates, Permitting and Construction Documents (PS&E) – City Selected Consultant-2024

Task 1 Budget: \$1.5 M

Reimbursement by District as tasks are completed.

- Task 1.1 Hire consultants and project kick off
- Task 1.2 Topographic survey, geotechnical investigations, civil site improvement/utility plans, stormwater management
- Task 1.3 Prepare 30% Design Plans and preliminary engineer's estimate
- Task 1.4 Land Use and Environmental Permitting and Associated Fees
- Task 1.5 Engagement with PERC Steering Committee
- Task 1.6 Prepare 60% Design Plans and preliminary engineer's estimate
- Task 1.7 Final Design Package and preliminary engineer's estimate
- Task 1.8 100% Ad Ready Construction Documents (PS&E)
- Task 1.9 Advertise for Bids
- Task 1.10 Bid Awarded
- Task 1.11 Construction Contract

Task 2: Finalize Construction Financing and Structure¹- 2024-2025

Task 2 Budget: \$100,000

Estimated costs will be included as part of construction financing.

- Task 2.1 District and City commit to bond mechanism to support funding split as set forth in accepted bid amount plus contingency.
- Task 2.2 The CITY will identify debt issuing entity
- Task 2.3 Quantify debt service needs and costs based on borrowing entity and structure.
- Task 2.4 Define timing and borrowing structure

¹ It is anticipated that an amendment to this ILA or other agreed upon instrument will be desired at the time of construction financing and bond to update the ILA with agreed structure details, including but not limited to, payment schedule.

Task 2.5 Borrowing entity secures financing at lowest true interest cost available in the market

Task 2.6 Borrowing entity issues debt

Task 3: Construction²- 2025

Task 3 Budget: \$11.4 M Total

\$7.11 District

\$4.29 CITY

Financing per construction bond

Task 3.1 Construction Contract Agreement

Task 3.2 Construction Contractor Administration/Management

Task 3.3 Commence of Construction of Project pursuant to Contract Plans and Specifications

Task 3.4 Final Project Close Out

FINAL DRAFT

² It is anticipated that an amendment to this Agreement or other agreed upon instrument will be desired at the time of contractor selection to update Task 3 tasks for alignment with contractor contract scope of work.

Attachment C: PERC Regional Multi-use Athletic Fields

Project Budget Summary

2025 Dollars: **\$13 million³**

Task 1: Design, PS&E: **\$1.5 million**
District reimbursement

Task 2: Construction Financing and Structure: **\$100,000**
Financing per construction financing bond

Task 3: Construction: **\$11.4 million**
Financing per construction financing bond
 \$7.11 District
 \$4.29 CITY

Total 2025 Project Cost: **\$13 million**

PERC – Estimate of Expenditures						
	2024	2025	2026	TOTAL	City Share	PFD Share
Design/PS&E/Permitting	\$700,000	\$800,000		\$1,500,000		\$1,500,000
Financing/Construction		\$3,600,000	\$7,900,000	\$11,500,000	\$4,290,000	\$7,210,000
TOTAL:	\$700,000	\$4,400,000	\$7,900,000	\$13,000,000	\$4,290,000	\$8,710,000
					33%	67%

³ 2023 Feasibility Report Cost Estimate: \$11.7 million; Adjustment to 2025 dollars is \$13M project cost

Attachment D: PERC Regional Multi-use Athletic Fields Financial Estimates by Year 2024-2046

Assumptions

Design/Planning Costs: \$1,500,000 – KPFD

- Funds to be disbursed as cash payments
 - 2024- \$700,000
 - 2025- \$800,000

Construction Costs: \$7,110,000 + Bond Financing/Issuance cost \$100,000 = \$7,210,000

- Bond issued by City of Poulsbo
 - Bond issued in 2025
 - KPFD Level debt service payments from 2026 to 2041 (16yrs)
 - City Level debt service payments from 2026 to 2046 (20yrs)
 - Assumed interest rate of 4.5%
 - Amortization includes estimated costs of issuance of 1.5% of PAR (financing fee)
 - The amortized KPFD/City payments are an estimate. Actual annual payments will be determined at the time of bond issuance.

Poulsbo Event and Recreation Center (PERC) Estimated Payments 2024-2046				
FYE 12/31	Actual Payments/ Grants Received	KPFD Design Phase Projected Cash Payments Non-Bonded	KPFD Construction Projected Bond Payments (w/interest)	CITY Construction Projected Bond Payments (w/interest)
2024		\$700,000		
2025 Issue Bonds		\$800,000		
2026			642,393	330,000
2027			642,393	330,000
2028			642,393	330,000
2029			642,393	330,000
2030			642,393	330,000
2032			642,393	330,000
2032			642,393	330,000
2033			642,393	330,000
2034			642,393	330,000
2035			642,393	330,000
2036			642,393	330,000
2037			642,393	330,000
2038			642,393	330,000
2039			642,393	330,000
2040			642,393	330,000
2041			642,393	330,000
2042				330,000
2043				330,000
2044				330,000
2045				330,000
2046				330,000
TOTAL Financing Cost		\$1,500,000	\$10,278,288.00	\$6,600,000