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**Board of Directors Meeting**  
**Monday, June 24, 2024**  
**Kitsap Public Facilities District Office**  
**Meeting Location: City of Poulsbo Council Chambers**  
**& via Zoom Webinar – <https://us02web.zoom.us/j/89244954198>**

**MEETING AGENDA**

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

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**CONSENT AGENDA**

- A. April 29, 2024, KPFD BOD Meeting Minutes
  - B. Blanket Voucher #08-MAY 2024 96968 Operating Expenses
  - C. Blanket Voucher #09-JUN 2024 96968 Operating Expenses
  - D. MAY 2024 Sales Tax Rebate Summary Reports
  - E. APR & MAY 2024 KPFD Financial Report
  - F. JUN 2024 KPFD Project Tracking Report
  - G. JUN 2024 Executive Director Report
  - H. APR & MAY 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 Port Orchard POCEC Project

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

- City of Poulsbo PERC Project ILA Update
- KPFD Board of Director Appointments for 2024-2028
- July 22, 2024, Special Meeting to Hold KPFD Board of Director Executive Committee Elections
- Department of Commerce Update on PERC Project ILA
- KPFD Board of Directors Handbook Update

**6. Meeting Adjournment**

**Next Meeting:** Monday, August 26, 2024 @ 5:30 PM  
**Location:** Bainbridge Island City Hall  
**Topics:** Port of Bremerton CNW Update, General Business

**Building Communities, Enriching Lives**

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**KITSAP PUBLIC FACILITIES DISTRICT  
CONSENT AGENDA  
JUNE 24, 2024**

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- A. APR 29, 2024 Board of Directors Meeting Minutes
  - B. Blanket Voucher #08-MAY 2024 96968 Operating Expenses
  - C. Blanket Voucher #09-JUN 2024 96968 Operating Expense
  - D. MAY 2024 Sales Tax Rebate Summary Report
  - E. APR & MAY 2024 Financial Reports
  - F. APR 2024 KPFD Project Tracking Report
  - G. JUN 2024 Executive Director Report
  - H. APR & MAY 2024 KCC Financial Report
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Building Communities, Enriching Lives



# Kitsap Public Facilities District

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

Monday, April 29, 2024

### **Attendance:**

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

**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 opposition to the City of Poulsbo PERC project and a request that the PFD Board reject the proposed ILA.
3. **Approval of Consent Agenda:** Director Morrissey motioned to approve the Consent Agenda as presented. Director Jagodzinske seconded the motion. There was no discussion, and the Board of Directors passed the motion unanimously.
4. **Project Update:** City of Poulsbo Special Project Planner Ms. Karla Boughton provided a comprehensive presentation of the original PERC project and how adjustments to the plan are required due to the inability to acquire adjacent land next to the City's six acres within College Marketplace in Poulsbo. In addition, the City asked the PFD Board of Directors to consider their proposed construction ILA for approval of public funds. After the presentation, the board asked the City several clarifying questions.
5. **General Business:**
  - The PFD Board of Directors discussed the City of Poulsbo PERC project proposed construction ILA. The public funds request is \$8.71M for Phase 1 of the PERC project. Director Jagodzinske motioned to put forth the ILA to the Board for approval. Treasurer Draper seconded the motion. Director Havers motioned to amend the proposed ILA to include an Attorney's Fees Provision and a deadline date of December 31, 2025, for the City to award the construction contract. Vice-Chair Leedham seconded the motion. The motion to add the amendments to the proposed ILA PASSED unanimously. Director Morrissey moved to add language to the ILA, including Phase 2 - construction of the Poulsbo Events & Recreation Center building. Director Bullock seconded the motion. The motion FAILED, 2 for, 5 against. A vote was taken on the original motion to approve the ILA with amendments. The motion PASSED, 5 for, 2 against.



- Executive Director Shiplet provided an update on the progress made towards revising the Board of Directors Handbook. ED Shiplet also commented that the revision would be presented to the Policy Committee in the coming weeks. ED Shiplet also recommended to the Board that the Vice-Chair should serve as the Policy Committee Chair.
- In late March, Executive Director Shiplet presented the PFD annual update to the Kitsap County Board of Commissioners. Two PFD Board members joined the meeting remotely, and the board appreciated the update.

**6. Meeting Adjournment:**

- The Board of Directors meeting adjourned at 7:09 PM.

**Next Meetings of the Board:**

- **Monday, June 24, 2024 – Poulsbo City Hall**

VENDOR	INVOICE #	AMOUNT
<b>INVOICES:</b>		
Kitsap Bank Visa (APR 2024)	APR 2024	\$ 3,144.94
BKAT BOD Meeting Recording (APR 2024	012024-07	\$ 490.50
Moxie Solutions Invoice (APR 2024)	1047	\$ 2,325.00
Barker Creek Consulting (MAR 2024)	1464	\$ 787.50
Barker Creek Consulting (APR 2024)	1471	\$ 700.00
JPC PLLC Legal Counsel (APR 2024)	167276	\$ 2,035.00
WA State DRS PERS2 Retirement (MAR 2024 – catch up)	MAR 2024	\$ 1,458.68
Parker Mooers & Cena CPAs (APR 2024)	46061	\$ 900.00
WA State DRS PERS2 Retirement (MAY 2024)	MAY 2024	\$ 1,736.08
Dept of Labor & Industry (Q1 2024)	Q1 2024	\$ 139.15
<b>PAGE TOTAL</b>		<b>\$ 13,696.85</b>



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VENDOR		AMOUNT
Kitsap Bank Visa (APR 2024)		\$ 3,144.94
-Comcast for Business (APR 2024 Internet Service)		(\$229.53)
-Office Rent & Annual Maintenance Fee (APR 2024)		(\$1,224.03)
-Help Desk Cavalry Monthly IT Support (APR 2024)		(\$288.44)
-Help Desk Cavalry Email Support (APR 2024)		(\$267.48)
-Glacier West Storage (APR 2024)		(\$133.00)
-Zoom Webinar Annual Subscription (2024)		(\$786.52)
-Adobe Cloud Storage (APR 2024)		(\$60.05)
-US Postal Service - Stamps		(\$68.00)
-Exact Hosting Domain Renewals (2024)		(\$87.89)
	PAGE TOTAL	\$ 3,144.94



### Account Summary

Billing Cycle		04/23/2024
Days In Billing Cycle		30
Previous Balance		\$2,227.23
Purchases	+	\$3,144.94
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,227.23
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE** **\$3,144.94**

### Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$6,855.06
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](http://www.MyCardStatement.com)



Write us at PO BOX 30495, TAMPA, FL 33630-3495

### Payment Summary

NEW BALANCE	<b>\$3,144.94</b>
MINIMUM PAYMENT	<b>\$3,144.94</b>
PAYMENT DUE DATE	<b>05/18/2024</b>

**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
03/25	03/25	PBUS01	24692164085106913790572	COMCAST CABLE COMM 800-COMCAST WA	\$229.53
03/26	03/27	PBUS01	24906414086196537632490	PYL*American Property LLC 866-7295327 WA	\$1,224.03
04/01	04/02	PBUS01	24275394092057326385329	Glacier West Pouls 360-6977368 WA	\$133.00
04/01	04/02	PBUS01	24377354093000002976243	HELP DESK CAVALRY 360-9306990 WA	\$267.48
04/01	04/02	PBUS01	24377354093000002976300	HELP DESK CAVALRY 360-9306990 WA	\$288.44
04/06	04/07	PBUS01	24011344097000064013751	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$786.52
04/08	04/09	PBUS01	24137464100001253729793	USPS PO 5468180376 POULSBO WA	\$68.00
04/08	04/09			PAYMENT - THANK YOU PORT ORCHARD WA	\$2,227.23
04/09	04/10	PBUS01	24011344100000035792546	EXACTHOSTI* EXACTHOSTI EXACTHOSTING. VA	\$87.89
04/14	04/15	PBUS01	24492154105713340371998	ADOBE *ADOBE 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	New Balance	Total Minimum Payment Due	Payment Due Date
04/23/24	\$3,144.94	\$3,144.94	05/18/24

\$

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 00314494 00314494 8





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  
19980 10th Ave NE, Suite 204F  
Poulsbo, WA 98370

Invoice details

Invoice no.: 1047  
Invoice date: 05/01/2024  
Due date: 05/15/2024

#	Date	Product or service	Description	SKU	Qty	Rate	Amount
1.		Hours	Project Management		0.25	\$150.00	\$37.50
2.		Hours	BoD Handbook Work		4	\$150.00	\$600.00
3.		Hours	BoD Handbook - Review Meeting 5		1	\$150.00	\$150.00
4.		Hours	BoD Handbook - Meeting #5 Travel (to/from)		0.5	\$150.00	\$75.00
5.		Hours	BoD Handbook Work + Meeting Prep (for 4/18)		4	\$150.00	\$600.00
6.		Hours	Project Management		0.25	\$150.00	\$37.50
7.		Hours	BoD Handbook - Review Meeting 4		1	\$150.00	\$150.00
8.		Hours	BoD Handbook - Meeting #4 Travel (to/from)		0.5	\$150.00	\$75.00
9.		Hours	BoD Handbook Work + Meeting Prep (for 4/7 meeting) + Project Management		4	\$150.00	\$600.00

Ways to pay

BANK

Note to customer

Total \$2,325.00

Barker Creek Consulting Inc.

PO Box 2011

Silverdale, WA 98383 US

3602719207

shannont@barkercreek-ors.com

http://barkercreek-ors.com/

## Invoice



**BILL TO**

Russ Shiplet

KFPD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1464	04/29/2024	\$787.50	05/29/2024	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/04/2024	KFPD:Kitsap Public Facilities District Project management:KPFD - Project Oversight [Mar 4 – Mar 29] - Shannon D Thompson	4:30	175.00	787.50
	<b>SUBTOTAL - KFPD:Kitsap Public Facilities District</b>			787.50

BALANCE DUE

**\$787.50**

Barker Creek Consulting Inc.

PO Box 2011

Silverdale, WA 98383 US

3602719207

shannont@barkercreek-ors.com

<http://barkercreek-ors.com/>

## Invoice



**BILL TO**

Russ Shipleet

KFPD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1471	04/29/2024	\$700.00	05/29/2024	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
04/01/2024	KFPD:Kitsap Public Facilities District Project management:KPFD - Project Oversight [Apr 1 – Apr 26] - Shannon D Thompson	4:00	175.00	700.00
	<b>SUBTOTAL - KFPD:Kitsap Public Facilities District</b>			700.00

BALANCE DUE

**\$700.00**



Tel 206.292.1994  
Fax 206.292.1995

801 Second Avenue, Suite 700  
Seattle, Washington 98104

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May 7, 2024

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

Invoice 167276 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 2,035.00

\$ 2,035.00



# Plans 1 and 2 Payment Advice

This form is for employers to use to report Plan 1 and Plan 2 payments to DRS.

Send completed form to:  
Department of Retirement Systems  
PO Box 9018 • Olympia, WA 98507-9018

[www.drs.wa.gov](http://www.drs.wa.gov)  
800.547.6657, option 6 and then option 1  
360.664.7000, option 1 • TTY: 711

## Instructions

Detailed instructions and an example showing how to fill out this form are on the back of this payment advice. Please don't use staples, paperclips or tape.

## Employer Information

Name Kitsap Public Facilities District	Reporting Group 4296P
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## Plan 1

Check or JV No.	Reporting Period (mm/yy) or Invoice No.	Individual Check Amount
		Plan 1 Total for This Page

## Plan 2

Check or JV No.	Reporting Period (mm/yy) or Invoice No.	Individual Check Amount
	03/2024	\$ 1,458.68
		Plan 2 Total for This Page \$ 1,458.68
		Plan 1 Total for This Page
		Plans 1 and 2 Total for This Page \$ 1,458.68



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: 46061  
Date: 04/30/2024

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

For professional service rendered as follows:

Accounting Services

Attend Board Meeting, Prepare February and March Financials, and Preparation of 1st quarter 2024 payroll tax reports.

	900.00
Billed Time & Expenses	\$900.00
Invoice Total	\$900.00
Beginning Balance	\$1,525.00
Invoices	900.00
Receipts	(1,525.00)
Adjustments	0.00
Service Charges	0.00
Amount Due	\$900.00

PAYMENT DUE UPON RECEIPT

04/30/2024	03/31/2024	02/29/2024	01/31/2024	12/31/2023+	Total
900.00	0.00	0.00	0.00	0.00	\$900.00

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

ID: KIT0379  
Kitsap Public Facilities District

Invoice: 46061  
Date: 04/30/2024

Amount Due: \$900.00  
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](http://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	05/2024		\$1,736.08
Subtotal for Plan 2			\$1,736.08

Total for Plans 1 and 2:	\$1,736.08
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# STATEMENT OF ACCOUNT

Due Date: **NOW DUE**

Amount Due: \$ **139.15**

Account ID **057,209-01**

UBI **604 903 519**

Date mailed by L&I **05/09/24**

KITSAP PUBLIC FACILITIES DISTRICT  
19980 10TH AVE NE  
STE 204F  
POULSBORO WA 98370-6431

**Return this part of the statement  
with check for proper credit.**

*Please use enclosed envelope.*

Mail upper statement with your check  
Keep lower copy of statement for your records

Please write your L&I Account ID number on the check to ensure proper credit to your account. Thank you.  
**Thank you for filing your workers compensation quarterly report. However, you still have a balance due. Penalty and interest will continue to accrue on the first of each month until the balance is paid. If you are interested in our Employer Assistance Program, please call the number below.**

PREVIOUS BALANCE: **0.00**

QUARTER ENDING: **03/31/24**

PREMIUM: **127.87**

PENALTY: **10.00**

INTEREST: **1.28**

PAYMENT: **0.00**

TOTAL DUE: **\$139.15**

You may still owe for any of the following reasons: 1.) You sent your premium in late 2.) You sent a partial payment 3.) You miscalculated your premium 4.) You have a previous balance from an earlier quarter.

**Note:** You must send in a quarterly report by its due date even if you have no payroll for the quarter. There is a \$10 penalty for late no-payroll reports.

**If you have questions about this notice, please contact:**

**Employer Services Help Line  
(360) 902-4817, option 5**

Date mailed by L&I

**05/09/24**

Due Date:

**NOW**

Amount Due: **\$139.15**

Account ID

**057,209-01**

UBI

**604 903 519**

**Keep this part of the  
statement for your records.**



VENDOR	INVOICE #	AMOUNT
INVOICES:		
Kitsap Bank Visa (MAY 2024)	MAY 2024	\$ 3,551.28
Moxie Solutions Invoice (MAY 2024)	1051	\$ 2,550.00
JPC PLLC Legal Counsel (MAY 2024)	169602	\$ 687.50
Barker Creek Consulting (MAY 2024)	1483	\$ 1,137.50
Parker Mooers & Cena CPAs (MAY 2024)	46200	\$ 600.00
WA State DRS PERS2 Retirement (JUN 2024)	JUN 2024	\$ 1,736.08
PAGE TOTAL		\$ 10,262.36



VENDOR		AMOUNT
<b>Kitsap Bank Visa (APR 2024)</b>		<b>\$ 3,551.28</b>
-Comcast for Business (MAY 2024 Internet Service)		(\$229.53)
-Comcast for Business (MAY 2024 Phone Service)		(\$67.77)
-Office Rent (MAY 2024)		(\$893.28)
-Help Desk Cavalry Monthly IT Support (MAY 2024)		(\$288.44)
-Help Desk Cavalry Email Support (MAY 2024)		(\$267.48)
-Glacier West Storage (MAY 2024)		(\$133.00)
-Zoom Webinar (MAY 2024)		(\$87.44)
-Adobe Cloud Storage (MAY 2024)		(\$65.51)
-Walmart – Pens, Printer Paper		(\$11.86)
-KPFDDropbox Annual Renewal (2024)		(\$786.96)
-Kitsap Sun Subscription (APR & MAY 2024)		(\$29.98)
-FedEx Office (APR 2024 BOD Meeting Packets)		(\$175.13)
-Staples Office Supplies (Printer Toner)		(\$116.82)
-ESD FMLA (Q1 2024)		(\$398.08)
	<b>PAGE TOTAL</b>	<b>\$ 3,551.28</b>



### Account Summary

Billing Cycle		05/24/2024
Days In Billing Cycle		31
Previous Balance		\$3,144.94
Purchases	+	\$3,551.28
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$3,144.94
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE** **\$3,551.28**

### Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$6,448.72
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](http://www.MyCardStatement.com)



Write us at PO BOX 30495, TAMPA, FL 33630-3495

### Payment Summary

<b>NEW BALANCE</b>	<b>\$3,551.28</b>
<b>MINIMUM PAYMENT</b>	<b>\$3,551.28</b>
<b>PAYMENT DUE DATE</b>	<b>06/18/2024</b>

**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
04/25	04/25	PBUS01	24692164116109432075106	COMCAST CABLE COMM 800-COMCAST WA	\$229.53
04/25	04/25	PBUS01	24692164116109451512112	COMCAST BUSINESS 888-485-8036 PA	\$67.77
04/24	04/25	PBUS01	24692164115108735515140	Kitsap Sun 888-426-0491 IN	\$14.99
04/26	04/28	PBUS01	24906414117198759568702	PYL*American Property LLC 866-7295327 WA	\$893.28
04/29	04/30	PBUS01	24692164120103383827114	DROPBOX*FG86SVDKWPG2 DROPBOX.COM CA	\$786.96
04/29	04/30	PBUS01	24164074120069223260792	FEDEX OFFIC51800051805 SILVERDALE WA	\$175.13
04/29	05/01	PBUS01	24164074121105441889084	STAPLES 00110239 SILVERDALE WA	\$116.82
05/01	05/02	PBUS01	24377354123000003324140	HELP DESK CAVALRY 360-9306990 WA	\$288.44
05/01	05/03	PBUS01	24275394123057865235524	Glacier West Pouls 360-6977368 WA	\$133.00
05/02	05/03	PBUS01	24377354124000003315063	HELP DESK CAVALRY 360-9306990 WA	\$267.48
05/06	05/07	PBUS01	24011344127000059830171	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$87.44
05/07	05/08			PAYMENT - THANK YOU PORT ORCHARD WA	\$3,144.94
05/10	05/12	PBUS01	24445004132400197582222	WM SUPERCENTER #5272 POULSBO WA	\$11.86
05/14	05/15	PBUS01	24492154135717321246404	ADOBE *ADOBE 408-536-6000 CA	\$65.51

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

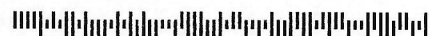
<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
05/24/24	\$3,551.28	\$3,551.28	06/18/24

\$

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 00355128 00355128 6

# INVOICE

**MOXIE Entrepreneurial Support  
Services**  
22020 Wavecrest Ave NE  
Poulsbo, WA 98370

hello@moxiesupports.com  
360-207-3926  
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.: 1051  
Invoice date: 06/01/2024  
Due date: 06/10/2024

#	Date	Product or service	Description	SKU	Qty	Rate	Amount
1.		Hours	End of Month - Project Management & Planning		0.75	\$150.00	\$112.50
2.		Hours	Policy & RCW Research - MRSC		0.5	\$150.00	\$75.00
3.		Hours	BoD Handbook - Draft Update		1	\$150.00	\$150.00
4.		Hours	Project Management		0.25	\$150.00	\$37.50
5.		Hours	Project Management & Scheduling		0.5	\$150.00	\$75.00
6.		Hours	BoD Handbook - Review Meeting #7		1	\$150.00	\$150.00
7.		Hours	BoD Handbook - Review Meeting #7 (travel to/from)		0.5	\$150.00	\$75.00
8.		Hours	Project Management & Meeting Prep		1	\$150.00	\$150.00
9.		Hours	Leave Policies - Draft Preparation		1.5	\$150.00	\$225.00
10.		Hours	Leave Policies - Project Set-Up & Planning		0.5	\$150.00	\$75.00
11.		Hours	Project Management & Project Prep (Leave Policies)		0.5	\$150.00	\$75.00
12.		Hours	Project Management & Meeting Prep		0.25	\$150.00	\$37.50
13.		Hours	BoD Handbook - Draft Update		2	\$150.00	\$300.00
14.		Hours	Project Management		0.25	\$150.00	\$37.50

15.	Hours	BoD Handbook - Draft Update	1	\$150.00	\$150.00
16.	Hours	Project Management	0.5	\$150.00	\$75.00
17.	Hours	Leave Policy Request - Research & Prep	1	\$150.00	\$150.00
18.	Hours	Project Management & Leave Policy Request	0.5	\$150.00	\$75.00
19.	Hours	BoD Handbook - Review Meeting #6	1	\$150.00	\$150.00
20.	Hours	BoD Handbook - Review Meeting #6 (travel to/from)	0.5	\$150.00	\$75.00
21.	Hours	KPFD - Meeting Prep (for 5/2 meeting)	0.5	\$150.00	\$75.00
22.	Hours	BoD Handbook - Draft Update	1.25	\$150.00	\$187.50
23.	Hours	Project Management & Planning	0.25	\$150.00	\$37.50

Ways to pay

BANK

Note to customer

Thank you for your business.

Total\$2,550.00



Tel 206.292.1994  
Fax 206.292.1995

801 Second Avenue, Suite 700  
Seattle, Washington 98104

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June 5, 2024

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

Invoice 169602 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 687.50

\$ 687.50

**Barker Creek Consulting Inc.**

PO Box 2011

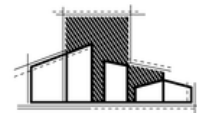
Silverdale, WA 98383 USA

+13602719207

shannont@barkercreek-ors.com

<http://barkercreek-ors.com/>

**Invoice**



**Barker Creek Consulting**  
Owners Rep Services

**BILL TO**

Russ Shiplet  
KFPD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1483	06/13/2024	\$1,137.50	07/13/2024	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
04/29/2024	<b>KFPD:Kitsap Public Facilities District</b> <b>Project management:KFPD - Project Oversight</b> [Apr 29 – May 31] - Shannon D Thompson	6:30	175.00	1,137.50
	<b>SUBTOTAL - KFPD:Kitsap Public Facilities District</b>			1,137.50

BALANCE DUE

**\$1,137.50**

# Parker Mooers & Cena PS

Certified Public Accountants

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

Phone: (360) 692-8808

E-mail: tamara@pmccpas.com

Web: www.pmccpas.com

Invoice: 46200

Date: 05/31/2024

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

For professional service rendered as follows:

Accounting Services

Accounting and Preparation of April Financial Statement

	600.00
Billed Time & Expenses	\$600.00
Invoice Total	\$600.00
Beginning Balance	\$900.00
Invoices	600.00
Receipts	(900.00)
Adjustments	0.00
Service Charges	0.00
Amount Due	\$600.00

## PAYMENT DUE UPON RECEIPT

<u>05/31/2024</u>	<u>04/30/2024</u>	<u>03/31/2024</u>	<u>02/29/2024</u>	<u>01/31/2024+</u>	<u>Total</u>
600.00	0.00	0.00	0.00	0.00	\$600.00

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

ID: KIT0379  
Kitsap Public Facilities District

Invoice: 46200  
Date: 05/31/2024

Amount Due: \$600.00

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](http://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	06/2024		\$1,736.08
Subtotal for Plan 2			\$1,736.08

Total for Plans 1 and 2:	\$1,736.08
--------------------------	------------



## Payment Advice: Plan 3

<b>Employer:</b>	Kitsap Public Facilities District (4296)	<b>System:</b>	PERS
<b>Employer Contact:</b>	(360) 698-1885	<b>Report Group:</b>	4296P

Check #	Report Period (mm/yyyy)	Invoice #	DB Employer Amount
		<b>Subtotal for Plan 3 DB Amount:</b>	\$0.00

Check #	Report Period (mm/yyyy)	DC Self Amount
		<b>Subtotal for Plan 3 Self Amount:</b>

Check #	Report Period (mm/yyyy)	DC WSIB Amount
		<b>Subtotal for Plan 3 WSIB Amount:</b>

<b>Total for Plan 3:</b>	\$0.00
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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
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%	\$ 170,727.31	1.8%	↑
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%	\$ 197,130.98	-0.4%	↓
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%	\$ 941,582.76	1.4%	↑
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	1.4%	↑
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)	\$197,130.98		-0.4% LESS than MAY 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	\$125,836											

# Kitsap Public Facilities District

## Statement of Financial Position

As of April 30, 2024

	968	977	TOTAL
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
KPFD Operations Fund			\$0.00
968 Cash	25,630.94		\$25,630.94
<b>Total KPFD Operations Fund</b>	<b>25,630.94</b>		<b>\$25,630.94</b>
KPFD Regional Center Capital			\$0.00
977 Cash		1,225,219.43	\$1,225,219.43
Investment Beginning		2,454,720.07	\$2,454,720.07
Investments Purchased		26,874.85	\$26,874.85
<b>Total KPFD Regional Center Capital</b>		<b>3,706,814.35</b>	<b>\$3,706,814.35</b>
<b>Total Bank Accounts</b>	<b>\$25,630.94</b>	<b>\$3,706,814.35</b>	<b>\$3,732,445.29</b>
<b>Total Current Assets</b>	<b>\$25,630.94</b>	<b>\$3,706,814.35</b>	<b>\$3,732,445.29</b>
Other Assets			
Receivable- Advances (from 286)		250,000.00	\$250,000.00
<b>Total Other Assets</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$250,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$25,630.94</b>	<b>\$3,956,814.35</b>	<b>\$3,982,445.29</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Employee Benefits Payable	3,884.73		\$3,884.73
Payroll Related Payable	947.15		\$947.15
Salaries Payable	-0.01		\$ -0.01
USE Tax Payable	29.50		\$29.50
Vouchers Payable	0.00		\$0.00
<b>Total Other Current Liabilities</b>	<b>\$4,861.37</b>	<b>\$0.00</b>	<b>\$4,861.37</b>
<b>Total Current Liabilities</b>	<b>\$4,861.37</b>	<b>\$0.00</b>	<b>\$4,861.37</b>
Long-Term Liabilities			
2636 Regional Ctr Notes Payable		2,289,270.00	\$2,289,270.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>	<b>\$2,289,270.00</b>	<b>\$2,289,270.00</b>
<b>Total Liabilities</b>	<b>\$4,861.37</b>	<b>\$2,289,270.00</b>	<b>\$2,294,131.37</b>
Equity			
E KPFD Operations Fund	-1,575.00	-90,000.00	\$ -91,575.00
Fund Balance Unassigned		1,416,388.40	\$1,416,388.40
Fund Balance Unassigned	27,711.36		\$27,711.36
R LTGO Bond Fund	90,000.00		\$90,000.00
xx	0.00	0.00	\$0.00
Net Revenue	-95,366.79	341,155.95	\$245,789.16
<b>Total Equity</b>	<b>\$20,769.57</b>	<b>\$1,667,544.35</b>	<b>\$1,688,313.92</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$25,630.94</b>	<b>\$3,956,814.35</b>	<b>\$3,982,445.29</b>

# Kitsap Public Facilities District

## Statement of Activity by Class

April 2024

	968	977	TOTAL
Revenue			
Interest Earnings		7,042.53	\$7,042.53
Regional Centers Sales & Use		170,727.31	\$170,727.31
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$177,769.84</b>	<b>\$177,769.84</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$177,769.84</b>	<b>\$177,769.84</b>
Expenditures			
COMMUNICATIONS			\$0.00
IT Services	288.44		\$288.44
Technology Email	267.48		\$267.48
Technology- Zoom	87.44		\$87.44
Telephone/ Internet	297.47		\$297.47
<b>Total COMMUNICATIONS</b>	<b>940.83</b>		<b>\$940.83</b>
CONSULTING			\$0.00
Legal Services	530.00		\$530.00
<b>Total CONSULTING</b>	<b>530.00</b>		<b>\$530.00</b>
E LTGO Bond Fund		71,294.67	\$71,294.67
OFFICE			\$0.00
Governance (BOD Stipends)	1,109.99		\$1,109.99
Rental-Office Space	878.27		\$878.27
Software & Subscriptions	90.03		\$90.03
Storage	133.00		\$133.00
<b>Total OFFICE</b>	<b>2,211.29</b>		<b>\$2,211.29</b>
Other	185.10		\$185.10
PAYROLL			\$0.00
Payroll Wages	10,925.50		\$10,925.50
Social Security/ Medicare	164.95		\$164.95
Stipend- Health	450.00		\$450.00
Stipend- Retirement	2,777.29		\$2,777.29
WA- L&I	23.73		\$23.73
<b>Total PAYROLL</b>	<b>14,341.47</b>		<b>\$14,341.47</b>
<b>Total Expenditures</b>	<b>\$18,208.69</b>	<b>\$71,294.67</b>	<b>\$89,503.36</b>
NET OPERATING REVENUE	<b>\$ -18,208.69</b>	<b>\$106,475.17</b>	<b>\$88,266.48</b>
NET REVENUE	<b>\$ -18,208.69</b>	<b>\$106,475.17</b>	<b>\$88,266.48</b>

**Kitsap Public Facilities District**  
**Budget vs. Actuals**  
January - April, 2024

	Quarter 1 Total				Apr 2024				YTD- Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Expenditures												
COMMUNICATIONS	3,170.49	3,256.53	-86.04	97.36%	940.83	1,085.51	-144.68	86.67%	4,111.32	4,342.04	-230.72	94.69%
CONSULTING	18,624.00	26,125.05	-7,501.05	71.29%	530.00	8,708.35	-8,178.35	6.09%	19,154.00	34,833.40	-15,679.40	54.99%
MEMBERSHIP DUES	6,105.00	1,618.74	4,486.26	377.15%		539.58	-539.58	0.00%	6,105.00	2,158.32	3,946.68	282.86%
OFFICE	5,583.85	7,037.52	-1,453.67	79.34%	2,211.29	2,345.84	-134.55	94.26%	7,795.14	9,383.36	-1,588.22	83.07%
Other	216.85	0.00	216.85		185.10		185.10		401.95	0.00	401.95	
PAYROLL	43,024.38	42,569.49	454.89	101.07%	14,341.47	14,189.83	151.64	101.07%	57,365.85	56,759.32	606.53	101.07%
PROMOTIONAL HOST/MKTG	0.00	3,750.00	-3,750.00	0.00%		1,250.00	-1,250.00	0.00%	0.00	5,000.00	-5,000.00	0.00%
TRAVEL	433.53	525.00	-91.47	82.58%		175.00	-175.00	0.00%	433.53	700.00	-266.47	61.93%
Total Expenditures	\$ 77,158.10	\$ 84,882.33	-\$ 7,724.23	90.90%	\$ 18,208.69	\$ 28,294.11	-\$ 10,085.42	64.36%	\$ 95,366.79	\$ 113,176.44	-\$ 17,809.65	84.26%
Net Operating Revenue	-\$ 77,158.10	-\$ 84,882.33	\$ 7,724.23	90.90%	-\$ 18,208.69	-\$ 28,294.11	\$ 10,085.42	64.36%	-\$ 95,366.79	-\$ 113,176.44	\$ 17,809.65	84.26%
Net Revenue	-\$ 77,158.10	-\$ 84,882.33	\$ 7,724.23	90.90%	-\$ 18,208.69	-\$ 28,294.11	\$ 10,085.42	64.36%	-\$ 95,366.79	-\$ 113,176.44	\$ 17,809.65	84.26%

Cash Basis

**Kitsap Public Facilities District**  
**Statement of Financial Position**  
As of May 31, 2024

	968	977	TOTAL
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
KPFD Operations Fund			0.00
968 Cash	1,084.81		1,084.81
Total KPFD Operations Fund	\$ 1,084.81	\$ 0.00	\$ 1,084.81
KPFD Regional Center Capital			0.00
977 Cash		1,332,082.79	1,332,082.79
Investment Beginning		2,454,720.07	2,454,720.07
Investments Purchased		35,797.80	35,797.80
Total KPFD Regional Center Capital	\$ 0.00	\$ 3,822,600.66	\$ 3,822,600.66
Total Bank Accounts	\$ 1,084.81	\$ 3,822,600.66	\$ 3,823,685.47
Total Current Assets	\$ 1,084.81	\$ 3,822,600.66	\$ 3,823,685.47
Other Assets			
Receivable- Advances (from 286)		250,000.00	250,000.00
Total Other Assets	\$ 0.00	\$ 250,000.00	\$ 250,000.00
<b>TOTAL ASSETS</b>	<b>\$ 1,084.81</b>	<b>\$ 4,072,600.66</b>	<b>\$ 4,073,685.47</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Employee Benefits Payable	5,620.81		5,620.81
Payroll Related Payable	987.19		987.19
Salaries Payable	-0.02		-0.02
USE Tax Payable	29.50		29.50
Vouchers Payable	0.00		0.00
Total Other Current Liabilities	\$ 6,637.48	\$ 0.00	\$ 6,637.48
Total Current Liabilities	\$ 6,637.48	\$ 0.00	\$ 6,637.48
Long-Term Liabilities			
2636 Regional Ctr Notes Payable			0.00
Notes Payable (to 286)		2,289,270.00	2,289,270.00
Total 2636 Regional Ctr Notes Payable	\$ 0.00	\$ 2,289,270.00	\$ 2,289,270.00
Total Long-Term Liabilities	\$ 0.00	\$ 2,289,270.00	\$ 2,289,270.00
Total Liabilities	\$ 6,637.48	\$ 2,289,270.00	\$ 2,295,907.48
Equity			
E KPFD Operations Fund	-1,575.00	-90,000.00	-91,575.00
Fund Balance Unassigned		1,416,388.40	1,416,388.40
Fund Balance Unassigned	27,711.36		27,711.36
R LTGO Bond Fund	90,000.00		90,000.00
xx	0.00	0.00	0.00
Net Revenue	-121,689.03	456,942.26	335,253.23
Total Equity	-\$ 5,552.67	\$ 1,783,330.66	\$ 1,777,777.99
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,084.81</b>	<b>\$ 4,072,600.66</b>	<b>\$ 4,073,685.47</b>

# Kitsap Public Facilities District

## Statement of Activity by Class

May 2024

	968	977	TOTAL
Revenue			
Interest Earnings		8,922.95	\$8,922.95
Regional Centers Sales & Use		197,130.98	\$197,130.98
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$206,053.93</b>	<b>\$206,053.93</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$206,053.93</b>	<b>\$206,053.93</b>
Expenditures			
COMMUNICATIONS			\$0.00
IT Services	288.44		\$288.44
Technology Email	267.48		\$267.48
Technology- Zoom	786.52		\$786.52
Telephone/ Internet	229.53		\$229.53
<b>Total COMMUNICATIONS</b>	<b>1,571.97</b>		<b>\$1,571.97</b>
CONSULTING	2,325.00		\$2,325.00
Accounting	900.00		\$900.00
Construction Consulting	1,487.50		\$1,487.50
Legal Services	2,035.00		\$2,035.00
Recording	490.50		\$490.50
<b>Total CONSULTING</b>	<b>7,238.00</b>		<b>\$7,238.00</b>
E LTGO Bond Fund		71,294.67	\$71,294.67
LTGO 2015 Refunding Interest		2,147.64	\$2,147.64
LTGO 2015 Refunding Principal		16,825.31	\$16,825.31
OFFICE			\$0.00
Rental-Office Space	1,224.03		\$1,224.03
Software & Subscriptions	147.94		\$147.94
Storage	133.00		\$133.00
Supplies	68.00		\$68.00
<b>Total OFFICE</b>	<b>1,572.97</b>		<b>\$1,572.97</b>
PAYROLL			\$0.00
Payroll Wages	10,925.50		\$10,925.50
Social Security/ Medicare	164.95		\$164.95
Stipend- Health	450.00		\$450.00
Stipend- Retirement	4,235.97		\$4,235.97
WA- L&I	162.88		\$162.88
<b>Total PAYROLL</b>	<b>15,939.30</b>		<b>\$15,939.30</b>
<b>Total Expenditures</b>	<b>\$26,322.24</b>	<b>\$90,267.62</b>	<b>\$116,589.86</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -26,322.24</b>	<b>\$115,786.31</b>	<b>\$89,464.07</b>
<b>NET REVENUE</b>	<b>\$ -26,322.24</b>	<b>\$115,786.31</b>	<b>\$89,464.07</b>



**Kitsap Public Facilities District**  
**Budget vs. Actuals Operating Fund**  
January - May, 2024

	Apr 2024				May 2024				YTD-Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Expenditures</b>												
COMMUNICATIONS	940.83	1,085.51	-144.68	86.67%	1,571.97	1,085.51	486.46	144.81%	5,683.29	5,427.55	255.74	104.71%
CONSULTING	530.00	8,708.35	-8,178.35	6.09%	7,238.00	8,708.35	-1,470.35	83.12%	26,392.00	43,541.75	-17,149.75	60.61%
MEMBERSHIP DUES		539.58	-539.58	0.00%		539.58	-539.58	0.00%	6,105.00	2,697.90	3,407.10	226.29%
OFFICE	2,211.29	2,345.84	-134.55	94.26%	1,572.97	2,345.84	-772.87	67.05%	9,368.11	11,729.20	-2,361.09	79.87%
Other	185.10		185.10				0.00		401.95	0.00	401.95	
PAYROLL	14,341.47	14,189.83	151.64	101.07%	15,939.30	14,189.83	1,749.47	112.33%	73,305.15	70,949.15	2,356.00	103.32%
PROMOTIONAL HOSTING/ MARKETING		1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%	0.00	6,250.00	-6,250.00	0.00%
TRAVEL		175.00	-175.00	0.00%		175.00	-175.00	0.00%	433.53	875.00	-441.47	49.55%
<b>Total Expenditures</b>	<b>\$ 18,208.69</b>	<b>\$ 28,294.11</b>	<b>-\$ 10,085.42</b>	<b>64.36%</b>	<b>\$ 26,322.24</b>	<b>\$ 28,294.11</b>	<b>-\$ 1,971.87</b>	<b>93.03%</b>	<b>\$ 121,689.03</b>	<b>\$ 141,470.55</b>	<b>-\$ 19,781.52</b>	<b>86.02%</b>

Cash Basis

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)					
2018					ILA				ILA				ILA					ILA	Total Commitment		
					\$ 12,000,000				\$ 243,900.00				\$ 2,047,556			Phase 1		\$ 1,439,000	\$ 15,730,456.00		
	Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid		Invoice	Reviewed	Invoice Amount	Amount Paid			
2018 Totals				\$ -					\$ -				\$ -		Ph1 Bal		\$ (60,000.00)	\$ (60,000.00)	\$ (60,000.00)	2018 Totals	
2019		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid		Invoice	Reviewed	Invoice Amount	Amount Paid		
2019 Totals				\$ -					\$ -				\$ -		Ph2 Bal		\$ (258,411.00)	\$ (258,411.00)	\$ (258,411.00)	2019 Totals	
2020		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid		Invoice	Reviewed	Invoice Amount	Amount Paid		
2020 Totals				\$ (60,095.60)					\$ (27,136.25)				\$ -		Ph2 Bal		\$ (243,889.00)	\$ (243,889.00)	\$ (331,120.85)	2020 Totals	
2021		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	ILA Stage	Invoice	Reviewed	Invoice Amount	Amount Paid		
2021 Totals				\$ (1,326,290.00)					\$ (120,993.98)				\$ (172,181.54)		sub-total		\$ (438,257.65)	\$ -	\$ (1,619,465.52)	2021 Totals	
2022		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid		Invoice	Reviewed	Invoice Amount	Amount Paid		
2022 Totals				\$ (521,109.38)					\$ (36,888.69)				\$ (632,512.03)				\$ (1,000,689.12)	\$ (143,900.00)	\$ (1,334,410.10)	2022 Totals	
2023		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid		Invoice	Reviewed	Invoice Amount	Amount Paid		
2023 Totals				\$ (287,652.18)					\$ (12,153.50)				\$ (25,299.60)					\$ (143,900.00)	\$ (469,005.28)	2023 Totals	
2024	January															Invoice	Board Approved	Date Paid	Amount Paid		
	February	1727	2/26/2024	2/27/2024	\$ (1,090.00)	Task 5										2024	2/26/2024	2/27/2024	\$ (143,900.00)		
	March																				
	April																				
	May																				
	June																				
	July																				
	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	



JUN 24, 2024

## EXECUTIVE DIRECTOR REPORT

- The City of Poulsbo Councilmembers met on June 12, 2024, and approved the PERC ILA dated June 17, 2024. The final version of the ILA will be presented to the KPFD Board of Directors during the June 24, 2024, meeting.
- Work continues on the KPFD Board of Directors Handbook. The final draft should be completed in the first week of July 2024. From there, the draft will be forwarded to KPFD legal counsel for review and edits and then on to the Policy Committee for their review and comment. The handbook should be ready for board review and approval during the August 26, 2024, Board of Directors meeting.
- The appointment of the KPFD Board of Directors, whose term expires June 30, 2024, will be presented and ratified by the Kitsap County Commissioners on June 24, 2024. As we await the decision on which board members will be returning or replaced, the KPFD Board will convene a special meeting on July 22, 2024, to hold the election of officers for the 2024-2026 term, ensuring a smooth transition of leadership.
- The Department of Commerce feasibility review of the PERC ILA is underway. The first draft was presented to the PFD on June 17, 2024. The draft is now under review by the PFD Executive Director, financial advisors, and legal counsel. The PFD's comments and edits are due to the Dept of Commerce on June 21, 2024. From there, DOC will create a second draft for comment and edits before finalizing the report by the end of June 2024. The finalized feasibility review will be presented to the PFD Board of Directors at the August 26, 2024 meeting.
- The Port of Bremerton will present an update to the Circuit of the Northwest project during the August 26, 2024, KPFD Board of Directors meeting.



To: Mayor Wheeler

CC: Mike Riley  
Brian Flaherty  
John Oppenheimer

From: Tiffany Schenk

Date: May 20th, 2024

## April 2024 Month End Recap

### Overview

April revenues surpassed budgeted expectations and allowed the team stable work for the month. Total revenue for the month was \$116k, positive to budget by \$31k. Year-over-year April saw an increase of \$34k. With March being a lighter month for us, April really put us back on track and ahead of budget by \$22k YTD. It's wonderful to see our newly updated venue bustling with clients.

### Event Highlights

We hosted 20 total events in April with three of the 20 booking multi-day functions with us. Events included one wedding, Society of Medical Engineers, Puget Sound Navy Museum STEM days, Bremerton Food line, WSP engineering firm, United States Navy, Western Washington University, Edward Jones Regional Summit and more. Bremerton Food Line hosted a wonderful community event called "Bridging the Gap", which hosted 250 attendees. The event raised over \$75,000.00 to help support Bremerton Food Line and welcomed local dignitaries such as Mayor Wheeler. We are happy to share the videos in the links below.

[https://www.youtube.com/watch?v=m2XW\\_HzifVo](https://www.youtube.com/watch?v=m2XW_HzifVo)

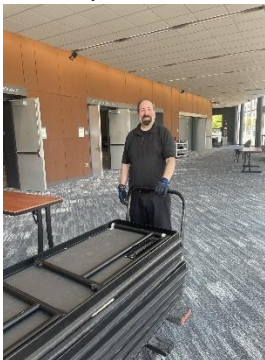
<https://www.youtube.com/watch?v=dqLjDATrSto>

## Operations

Operations were in full swing this month. Teams showcased their quality of service, elevated food displays and more. We continue to focus on cleanliness, organization, and professionalism. We are proud of the state-of-the-art venue we call home, and we work hard to ensure our guests feel the difference of culture and cuisine when they walk through our doors.

## Team Member

Meet Randy Peterson! Randy joined the conference services set team at Kitsap Conference Center in 2008. Randy was part of the career and technical education program that provided on the job training for students with special needs. After just a short time, Randy learned the skills necessary to work on his own and has been a loyal employee to the conference center for many years. Randy commutes by ferry from Port Orchard and is always happy to be here and comes to work with a smile every shift. We are so proud of the work Randy completes and we are grateful to have him on our team.



## Sales

The Sales Team had a great month. \$97k in revenue was contracted. Of this, \$23k was booked for events taking place within the month of April and the remaining \$74k is revenue that will take place in future months of 2024 and 2025. The team had 9 site tours, including three weddings this month. Our Director of Sales is working with Visit Kitsap to pull together a familiarization tour in Olympia with 25 meeting planners as well as hosting an event here for Meeting Planners International late 2024 or early 2025.

## Marketing/Communications

Marketing has begun for the 2024 Kitsap Wine Festival. We are thrilled to host this event once again. Ads have been run through Eventbrite, (ticket sales site) as well as through Facebook in both the Kitsap and Seattle regions. Ticket sales launched April 1<sup>st</sup> and we have sold 62 tickets thus far. This is a great peek at what's to come as the event nears and we are hoping for 600 attendees. Our Seattle marketing team is also meeting with Visit Kitsap and the Greater Kitsap Chamber to discuss cross promotional opportunities. We will be adding a Holiday Party promotion as well as a new "Events" page to our website in the coming weeks. Social media posts are planned and ready to go through May. Updated photography is in the works for both our indoor venue as well as the wine festival.

### **G4 ANALYTICS:** (top 3 cities)

**January:** 662 Users (179 from Seattle, 42 from Bremerton, 17 from Chicago)

**February:** 749 Users (192 from Seattle, 61 from Bremerton, 27 from Silverdale)

**March:** 1.1k Users (169 from Seattle, 116 from Moses Lake, 69 from Cheyenne)

**April:** 640 Users (148 from Seattle, 31 from Bremerton, 24 from Moses Lake)

**May:** (so far) 276 (68 from Seattle, 29 from Quebec City, 27 from New York)

## Looking Ahead

Q-2 will be a strong quarter keeping us ahead of budgeted revenues YTD. April and May carry most of the revenue with June being our softer month of the quarter. We are working on strategies to fill gaps in Q-3 and plan to have a strong finish in Q-4 with both holiday parties and government bookings. Currently, we are pacing at revenues from 2023; a wonderful place to be.

## Financial Results

**Columbia Hospitality Inc**  
**Columbia Hospitality : Conference Centers : Kitsap Conference Center**  
**Conference Center Income Statement**  
**Apr 2024**

	Current Month				Year to Date			
Financial Row	Actual	%	Budget	%	YTD Actual	%	YTD Budget	%
RECEPTION SOCIAL COVERS	0	0%	820	1%	0	0%	3,267	1%
<b>REVENUE</b>								
Conference Services Revenue	0	0%	0	0%	0	0%	0	0%
Audio Visual Revenue	3,680	3%	2,806	3%	11,755	3%	11,179	3%
Food Revenue	57,820	50%	38,600	45%	168,120	47%	153,795	45%
Beverage Revenue	6,396	6%	4,761	6%	27,836	8%	18,970	6%
Other Revenue	47,505	41%	38,005	45%	150,995	42%	151,423	45%
Miscellaneous Income	366	0%	850	1%	2,414	1%	3,388	1%
<b>TOTAL REVENUE</b>	<b>115,767</b>	<b>100%</b>	<b>85,022</b>	<b>100%</b>	<b>361,121</b>	<b>100%</b>	<b>338,755</b>	<b>100%</b>
<b>COST OF SALES</b>								
Conference Services Cost	1,825	2%	1,658	2%	6,454	2%	6,668	2%
Audio Visual Cost	0	0%	0	0%	450	0%	0	0%
Food Cost	11,211	10%	9,650	11%	28,908	8%	38,449	11%
Beverage Cost	1,194	1%	937	1%	5,346	1%	3,734	1%
<b>TOTAL COST OF SALES</b>	<b>14,230</b>	<b>12%</b>	<b>12,245</b>	<b>14%</b>	<b>41,157</b>	<b>11%</b>	<b>48,850</b>	<b>14%</b>
<b>GROSS MARGIN</b>	<b>101,538</b>	<b>88%</b>	<b>72,777</b>	<b>86%</b>	<b>319,963</b>	<b>89%</b>	<b>289,905</b>	<b>86%</b>
<b>DIRECT EXPENSES</b>								
Conference Services Payroll-Related	9,543	8%	22,916	27%	71,735	20%	91,476	27%
Conference Services Other Expense	(85)	(0%)	0	0%	0	0%	0	0%
Food & Beverage Payroll-Related	31,674	27%	19,616	23%	87,898	24%	81,412	24%
Food & Beverage Other Expense	3,805	3%	4,253	5%	15,357	4%	21,426	6%
<b>TOTAL DIRECT EXPENSES</b>	<b>44,937</b>	<b>39%</b>	<b>46,785</b>	<b>55%</b>	<b>174,989</b>	<b>48%</b>	<b>194,314</b>	<b>57%</b>
<b>DEPARTMENT PROFIT</b>	<b>56,601</b>	<b>49%</b>	<b>25,992</b>	<b>31%</b>	<b>144,974</b>	<b>40%</b>	<b>95,591</b>	<b>28%</b>
<b>UNDISTRIBUTED OPERATING EXPENSES</b>								
Administrative and General	21,639	19%	23,177	27%	99,541	28%	104,530	31%
Sales and Marketing	18,009	16%	21,138	25%	63,900	18%	73,756	22%
Repairs and Maintenance	276	0%	955	1%	2,255	1%	3,665	1%
Utilities	4,494	4%	4,324	5%	20,991	6%	17,295	5%
<b>TOTAL UNDISTRIBUTED OPERATING EXPENSES</b>	<b>44,418</b>	<b>38%</b>	<b>49,593</b>	<b>58%</b>	<b>186,687</b>	<b>52%</b>	<b>199,245</b>	<b>59%</b>
<b>INCOME BEFORE FIXED CHARGES</b>	<b>12,183</b>	<b>11%</b>	<b>(23,601)</b>	<b>(28%)</b>	<b>(41,713)</b>	<b>(12%)</b>	<b>-103,655</b>	<b>-31%</b>
<b>FIXED CHARGES</b>								
890110 - Lease - Office Equipment	538	0%	536	1%	2,150	1%	2,144	1%
890205 - Business and Occupation Taxes	475	0%	510	1%	1,224	0%	2,033	1%
890310 - Property Insurance	589	1%	375	0%	2,358	1%	1,766	1%
890705 - Management Fee	7,500	6%	7,500	9%	30,000	8%	30,000	9%
890710 - Incentive Management Fee	1,737	1%	1,275	2%	5,417	2%	5,081	2%
890905 - Replacement Reserve Accrual	3,473	3%	2,551	3%	10,834	3%	10,163	3%
Total - FIXED CHARGES	14,311	12%	12,747	15%	51,982	14%	51,187	15%
<b>NET OPERATING INCOME (LOSS)</b>	<b>(2,128)</b>	<b>(2%)</b>	<b>(36,349)</b>	<b>(43%)</b>	<b>(93,695)</b>	<b>(26%)</b>	<b>-154,841</b>	<b>-46%</b>



To: Mayor Wheeler

CC: Mike Riley  
John Oppenheimer  
Brian Flaherty

From: Tiffany Schenk

Date: June 20, 2024

## May 2024 Month End Recap

### Overview

May was a solid month for KCC. Total revenue for the month was \$134k, positive to budgeted revenues by \$41k. Year over year, we saw a growth of \$52 in the month of May; wonderful to see. Q-2 is on pace to exceed total budgeted revenues. The team continues to closely monitor all expenses and ensure our stake holders are top of mind.

### Event Highlights

We hosted 24 total events in May. Events included three design charrettes from WSP, Clean Water Act, St. Michael's Medical Center, IAAO, PSNS, Narcotics Anonymous and College Board Testing. Narcotics Anonymous was a first-time client for us and they were absolutely thrilled with the level of service and food quality. PSNS continues to be a steady client to our Fountain Room which is steps away from the entrance of the shipyard; very convenient for them to access. The College Board Testing was also a new client of ours and has already begun to look at future dates with us in August.

*"Pam was a pleasure to work with."-WSP*

*"All staff was very helpful." -Narcotics Anonymous*

*"We have used the facility over a dozen times and always had excellent service and it is well liked by our organization. The food and service are always exceptional, and the room fits our needs extremely well. The only complaint was the audio system."-IAAO*





## Operations

We suffered vandalism to the Oyster Bay Windows in the form of etching spray graffiti, which completely ruins the windows. Public Works has been wonderful and is assisting us with bids for window replacement soon. In the short term, we have set pipe and drape inside Oyster Bay, so guests do not see the damage to our building. The boiler which sits between the first and second floors also failed. This caused excessive water leakage through the kitchen ceiling. Public Works also assisted us in purchasing and installing a new water heater within 48 hours. We will work to replace the kitchen tiles lost from the water damage in the near term.

## Team Member

Our Concierge position is receiving a great deal of praise after we relocated the desk in December of 2023. In its prior location, many of our attendees would enter from the front doors and completely miss the concierge greeting we are so proud to offer. Our lead concierge has been a part of Columbia Hospitality properties here in Kitsap for 18 years. We are grateful for her strong work ethic and dedication to Kitsap Conference Center.



## Sales

Our Sales Team had another fantastic month, booking future revenues for both 2024 as well as 2025. Bookings for 2025 are really picking up pace which is a wonderful change over the past three years. \$81k in revenues were contracted in May. We had our first 2025 wedding contract with us and have inquiries for several others. 14 site tours were given in May. These tours included the US Navy change of command, NAVSEA, People First and WA State Patrol. WA State Patrol is looking to contract multiple days and requesting a total of three-hundred hotel nights. This will be a wonderful event driving tourism right here in Kitsap, and driving \$50k in revenue here at the conference center in October.

## Marketing/Communications

Marketing campaigns launched to showcase the 2024 Kitsap Wine Festival to be held on Saturday, August 10<sup>th</sup>. Ticket sales were capped at 300 attendees in 2023 and sold out before the end of July. We have now opened the festival to 600 attendees and already have a wonderful line up of both wineries and local restaurants.

## Looking Ahead

Overall, we are \$63k ahead of revenue YTD, and positive over 2023 by \$41k as we near the end of Q-2. We are working hard to secure business for the third quarter, which is currently a very slow quarter for us and pacing behind budget. The lead from Q-2 and a strong finish to Q-4 look to have us ending the year on budget once again. Talks are in place with both the USS Nimitz and the USS Ronald Reagan for their December Holiday Parties, both huge sources of revenue for us.

## Financial Results

**Columbia Hospitality Inc**  
**Columbia Hospitality : Conference Centers : Kitsap Conference Center**  
**Conference Center Income Statement**  
**May 2024**

Financial Row	Current Month				Year to Date			
	Actual	%	Budget	%	YTD Actual	%	YTD Budget	%
RECEPTION SOCIAL COVERS	0.00	0.00%	900.00	0.97%	0.00	0.00%	4,167.00	0.96%
<b>REVENUE</b>								
Conference Services Revenue	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Audio Visual Revenue	6,120.00	4.56%	3,076.23	3.30%	17,875.00	3.61%	14,255.14	3.30%
Food Revenue	59,257.00	44.19%	42,321.40	45.40%	227,377.12	45.92%	196,116.08	45.40%
Beverage Revenue	1,446.88	1.08%	5,220.27	5.60%	29,283.34	5.91%	24,190.53	5.60%
Other Revenue	66,883.32	49.88%	41,668.87	44.70%	217,878.32	44.00%	193,092.27	44.70%
Miscellaneous Income	384.00	0.29%	932.19	1.00%	2,798.00	0.57%	4,319.75	1.00%
<b>TOTAL REVENUE</b>	<b>134,091.20</b>	<b>100.00%</b>	<b>93,218.96</b>	<b>100.00%</b>	<b>495,211.78</b>	<b>100.00%</b>	<b>431,973.77</b>	<b>100.00%</b>
<b>COST OF SALES</b>								
Conference Services Cost	(1,700.92)	(1.27%)	1,817.77	1.95%	4,753.00	0.96%	8,485.35	1.96%
Audio Visual Cost	0.00	0.00%	0.00	0.00%	450.00	0.09%	0.00	0.00%
Food Cost	14,618.02	10.90%	10,580.35	11.35%	43,525.73	8.79%	49,029.01	11.35%
Beverage Cost	1,064.47	0.79%	1,027.41	1.10%	6,410.28	1.29%	4,760.99	1.10%
<b>TOTAL COST OF SALES</b>	<b>13,981.57</b>	<b>10.43%</b>	<b>13,425.53</b>	<b>14.40%</b>	<b>55,139.01</b>	<b>11.13%</b>	<b>62,275.35</b>	<b>14.42%</b>
<b>GROSS MARGIN</b>	<b>120,109.63</b>	<b>89.57%</b>	<b>79,793.43</b>	<b>85.60%</b>	<b>440,072.77</b>	<b>88.87%</b>	<b>369,698.42</b>	<b>85.58%</b>
<b>DIRECT EXPENSES</b>								
Conference Services Payroll-Related	17,472.08	13.03%	13,353.09	14.32%	89,206.66	18.01%	65,871.88	15.25%
Conference Services Other Expense	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Food & Beverage Payroll-Related	31,473.36	23.47%	31,190.76	33.46%	119,371.31	24.11%	151,559.93	35.09%
Food & Beverage Other Expense	4,048.13	3.02%	3,546.00	3.80%	19,404.82	3.92%	24,972.48	5.78%
<b>TOTAL DIRECT EXPENSES</b>	<b>52,993.57</b>	<b>39.52%</b>	<b>48,089.85</b>	<b>51.59%</b>	<b>227,982.79</b>	<b>46.04%</b>	<b>242,404.29</b>	<b>56.12%</b>
<b>DEPARTMENT PROFIT</b>	<b>67,116.06</b>	<b>50.05%</b>	<b>31,703.58</b>	<b>34.01%</b>	<b>212,089.98</b>	<b>42.83%</b>	<b>127,294.13</b>	<b>29.47%</b>
<b>UNDISTRIBUTED OPERATING EXPENSES</b>								
Administrative and General	21,912.15	16.34%	24,292.89	26.06%	121,453.55	24.53%	128,822.78	29.82%
Sales and Marketing	14,938.67	11.14%	15,628.99	16.77%	78,838.80	15.92%	89,384.62	20.69%
Repairs and Maintenance	591.95	0.44%	955.00	1.02%	2,846.63	0.57%	4,620.00	1.07%
Utilities	10,572.66	7.88%	4,323.67	4.64%	31,563.35	6.37%	21,618.35	5.00%
<b>TOTAL UNDISTRIBUTED OPERATING EXPENSES</b>	<b>48,015.43</b>	<b>35.81%</b>	<b>45,200.55</b>	<b>48.49%</b>	<b>234,702.33</b>	<b>47.39%</b>	<b>244,445.75</b>	<b>56.59%</b>
<b>INCOME BEFORE FIXED CHARGES</b>	<b>19,100.63</b>	<b>14.24%</b>	<b>(13,496.97)</b>	<b>(14.48%)</b>	<b>(22,612.35)</b>	<b>(4.57%)</b>	<b>(117,151.62)</b>	<b>(27.12%)</b>
<b>FIXED CHARGES</b>								
890110 - Lease - Office Equipment	557.29	0.42%	536.00	0.57%	2,707.57	0.55%	2,680.00	0.62%
890205 - Business and Occupation Taxes	524.13	0.39%	559.31	0.60%	1,748.08	0.35%	2,591.84	0.60%
890310 - Property Insurance	589.43	0.44%	375.00	0.40%	2,947.15	0.60%	2,141.00	0.50%
890705 - Management Fee	7,500.00	5.59%	7,500.00	8.05%	37,500.00	7.57%	37,500.00	8.68%
890710 - Incentive Management Fee	2,011.37	1.50%	1,398.28	1.50%	7,428.18	1.50%	6,479.61	1.50%
890905 - Replacement Reserve Accrual	4,022.74	3.00%	2,796.57	3.00%	14,856.35	3.00%	12,959.22	3.00%
Total - FIXED CHARGES	15,204.96	11.34%	13,165.16	14.12%	67,187.33	13.57%	64,351.67	14.90%
<b>NET OPERATING INCOME (LOSS)</b>	<b>3,895.67</b>	<b>2.91%</b>	<b>(26,662.13)</b>	<b>(28.60%)</b>	<b>(89,799.68)</b>	<b>(18.13%)</b>	<b>(181,503.29)</b>	<b>(42.02%)</b>



Port Orchard Community Event Center

June 24, 2024









**RICE***fergus***MILLER**











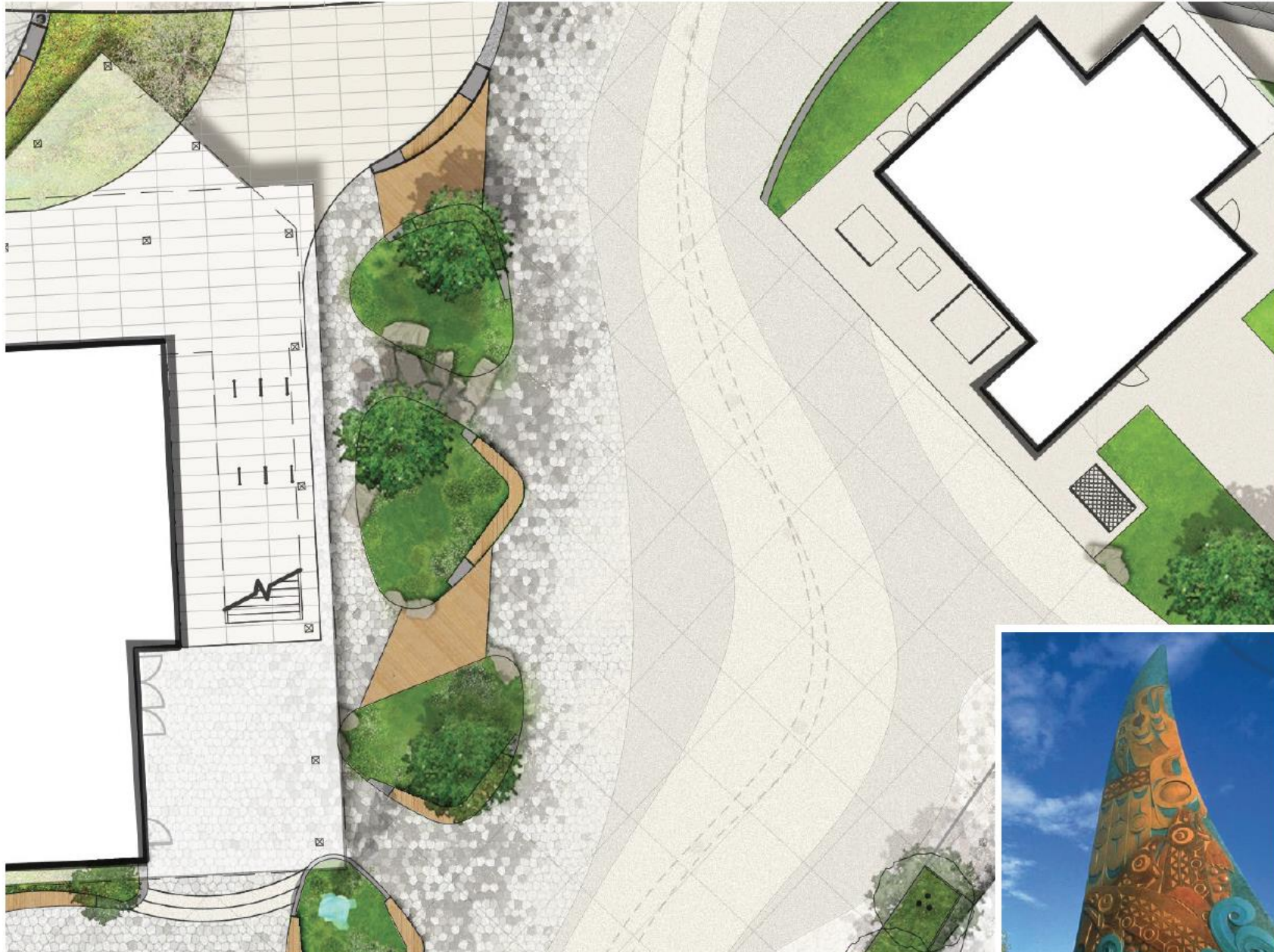








# Orchard Plaza | Bioretention + Seating + Discovery





# Orchard Plaza | Seating + Shade + Programming



seating & planters



shade canopy



decorative pavers



festival lighting



multi-use wooden platform













# PORT ORCHARD COMMUNITY EVENT CENTER (POCEC)

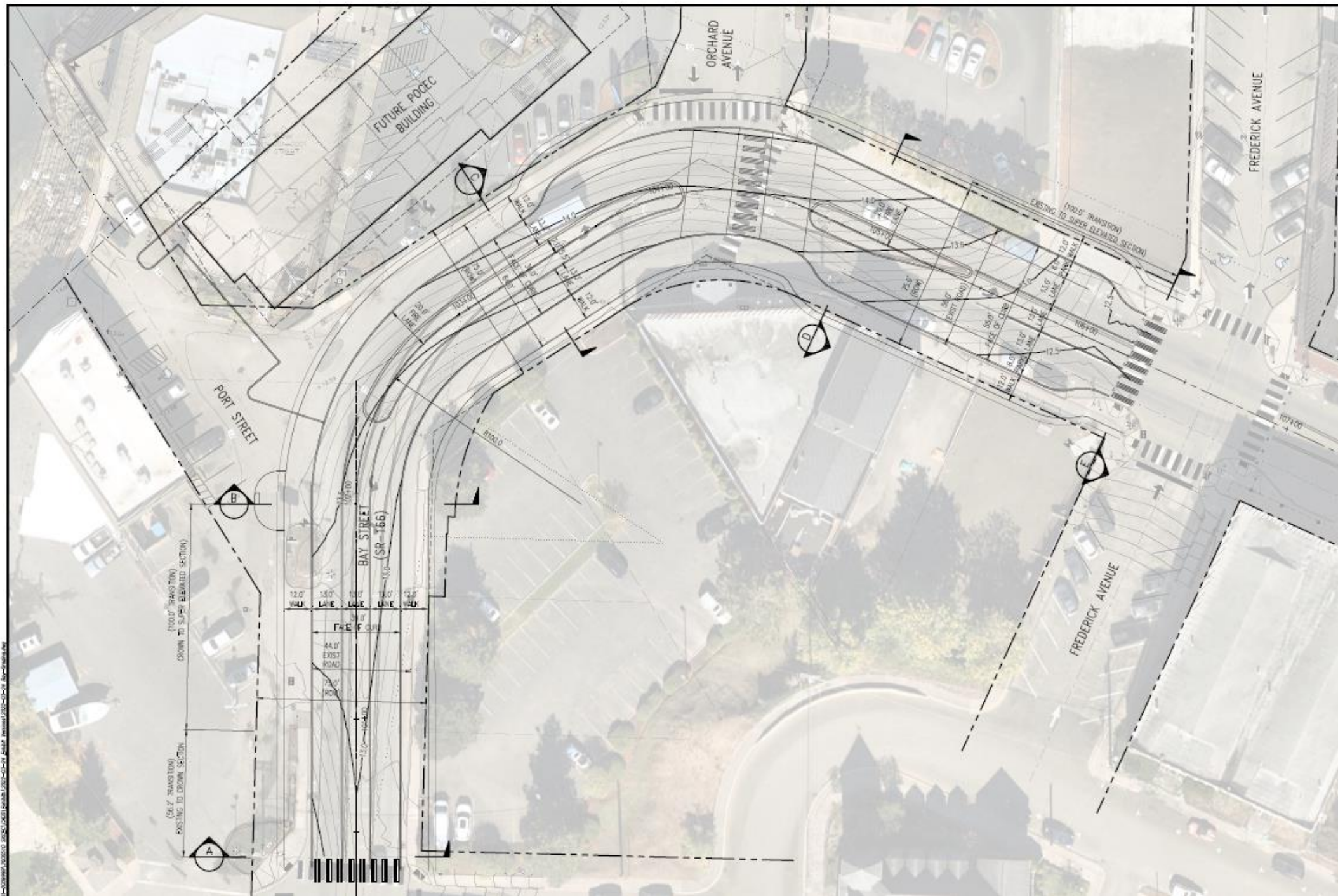
## BAY STREET STUDY

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

TYPE: CURVES W/ TANGENT  
SPEED LIMIT - 20 MPH  
CENTER LINE - 100'R  
SUPER ELEVATED - YES

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

PRELIMINARY  
GRADING PLAN











Any Questions?