



Board of Directors Meeting
Monday, DEC 16, 2024
Kitsap Public Facilities District Office
Meeting Location: City of Poulsbo Council Chambers
& via Zoom Webinar – <https://us02web.zoom.us/j/85310203412>

MEETING AGENDA

- 1. Call to Order / Comments from Board Chairwoman Leedham**
- 2. Public Comment** –If you wish to ask a question of the panelists, you will have a maximum of 3 minutes. Use the “Raise Hand” option within Zoom to speak, or put a message in the Chat Box, and the host will ask the question on your behalf.
- 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

CONSENT AGENDA

- A. OCT 28, 2024 KPFD BOD Meeting Minutes
 - B. Blanket Voucher #16-NOV 2024 96968 Operating Expenses
 - C. Blanket Voucher #17-DEC 2024 96968 Operating Expenses
 - D. NOV 2024 Sales Tax Rebate Summary Report
 - E. OCT & NOV 2024 KPFD Financial Statements
 - F. NOV 2024 KPFD Project Tracking Report
 - G. 2024 Executive Director Report
 - H. OCT 2024 KCC Financial Report
-

- 4. General Business/Good of the Order**
 - Resolution 01-2024 – 2025 Board of Directors Meeting Schedule *(requires board approval)*
 - Resolution 02-2024 – 2025 KPFD Holiday Schedule *(requires board approval)*
 - Resolution 03-2024 – KPFD Investment Officer Appointment *(requires board approval)*
 - Resolution 04-2024 – KPFD Public Records Officer Appointment *(requires board approval)*
 - Resolution 05-2024 – KPFD Voucher Approval Level *(requires board approval)*
 - 2025 KPFD 96968 Operating Expenses Budget Proposal *(requires board approval)*
 - 2025 BKAT Service Contract *(requires board approval)*
 - 2025 MOXIE Support Services Contract *(requires board approval)*
 - Update of WA State SAO 2021-2023 Audit
 - KPFD Policy Committee Update
- 5. Meeting Adjournment**

Next Meeting: Monday, February 24, 2025 @ 5:30 PM
Location: Bainbridge Island Council Chambers
Topics: POCEC Project Update & General Business

Building Communities, Enriching Lives



**KITSAP PUBLIC FACILITIES DISTRICT
CONSENT AGENDA
DEC 16, 2024**

- A. OCT 28, 2024 KPFD BOD Meeting Minutes
 - B. Blanket Voucher #16-NOV 2024 96968 Operating Expenses
 - C. Blanket Voucher #17-DEC 2024 96968 Operating Expenses
 - D. NOV 2024 Sales Tax Rebate Summary Reports
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-

Building Communities, Enriching Lives



Kitsap Public Facilities District

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

Monday, October 28, 2024

Attendance:

Board Members Present: Chairwoman Erin Leedham, Vice Chairman Patrick Hatchel, Treasurer Walt Draper, Director Shawn Cucciardi, Director Phil Havers (Remote)

Board Members Absent: Director Daron Jagodzinske

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

1. **Call to Order:** KPFD Chairwoman Leedham called the meeting to order at 5:30 PM.
2. **Public Comment:** No public comment was provided.
3. **Welcome New Board Member:** Ms. Anne Blair, the representative of the City of Bainbridge Island, was present and welcomed to the KPFD Board of Directors. Ms. Blair's official appointment will be confirmed at the Board of County Commissioners meeting on October 28, 2024.
4. **Approval of Consent Agenda:** Director Cucciardi 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.
5. **Project Update:** Kitsap County Parks & Recreation Director Alex Wisniewski provided the Board with an update on the Port Gamble Forest Heritage Park project. The Stottlemeyer Rd parking lot is complete, and the last major portion of the project includes the north-end parking lot in Port Gamble. The project completion is slated for June 30, 2025.
6. **General Business:**
 - ED Shippet gave an update on the progress of the initial drafts of the KPFD Board of Directors Handbook and the KPFD Executive Director and Employee's Handbook. Both handbooks will be presented to the Policy Committee in November 2024 for consideration and formal presentation and approval by the KPFD Board of Directors.
 - ED Shippet provided an update on the Poulsbo Events & Recreation Center (PERC) project, informing the Board of his meeting with City officials and timelines.
 - The WA State Auditor's Office audit is underway for fiscal years 2021-2023. ED Shippet hopes to have it completed before the end of 2024.

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- ED Shiplet and Chairwoman Leedham discussed their impressions of the WA State Association of PFDs Conference at Lynwood Center in mid-September 2024. ED Shiplet reported that the Association asked the KPFD to hold the conference in 2026.
- ED Shiplet reported that the Board Finance Committee will gather for the first time in November 2024 to begin discussions on the 2025 budget. The Committee would like to have the draft budget available to the entire Board at the December 16, 2024 meeting.

7. Meeting Adjournment:

- The Board of Directors meeting adjourned at 6:06 PM.

Next Meetings of the Board:

- **Monday, December 16, 2024 – Poulsbo City Hall**

VENDOR		INVOICE #	AMOUNT
INVOICES:			
Kitsap Bank Visa CC (OCT 2024)		OCT2024	\$ 2,742.11
PERS2 WA State Retirement (NOV 2024)		4296P	\$ 1,650.19
Moxie Solutions (OCT 2024)		1071	\$ 2,550.00
JPC PLLC (OCT 2024)		175487	\$ 412.50
Washington Economic Development Association Dues (025)		9248	\$ 400.00
Barker Creek Consulting (OCT 2024)		1539	\$ 1,858.75
Bremerton Government Center (OCT 2024 BOD Meeting)		1240	\$ 151.00
Parker Mooers & Cena LLC Accounting Service (OCT 2024)		46937	\$ 1,395.00
WA State Auditors Office Tri-Annual Audit (OCT 2024)		L164641	\$ 2,225.60
BKAT (OCT 2024 BOD Meeting Recording)		BKAT000883	\$ 463.25
PAGE TOTAL			\$ 13,848.40



VENDOR		AMOUNT
Kitsap Bank Visa (OCT 2024)		\$2,742.11
-Comcast for Business (OCT 2024 Internet Service)		(\$245.10)
-Comcast for Business (OCT 2024 Phone Service)		(\$68.06)
-Office Rent (OCT 2024)		(\$921.45)
-Help Desk Cavalry Monthly IT Support (OCT 2024)		(\$288.44)
-Help Desk Cavalry Email Support (OCT 2024)		(\$267.48)
-Glacier West Storage (OCT 2024)		(\$133.00)
-Zoom Webinar (OCT 2024)		(\$87.44)
-Adobe Cloud Storage (OCT 2024)		(\$65.51)
-Kitsap Sun (OCT 2024)		(\$14.99)
-Greater Kitsap Chamber Luncheon (OCT 2024)		(\$35.00)
-AWSPFD Conference Hotel Stay (Russ Shiplet)		(\$508.19)
-Walmart – Office Supplies		(\$62.95)
-WA State Ferries (Conference Travel)		(\$44.50)
	PAGE TOTAL	\$2,742.11



Account Summary

Billing Cycle		10/24/2024
Days In Billing Cycle		31
Previous Balance		\$4,189.08
Purchases	+	\$2,742.11
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$4,189.08
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE **\$2,742.11**

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,257.89
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	\$2,742.11
MINIMUM PAYMENT	\$2,742.11
PAYMENT DUE DATE	11/18/2024

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
09/23	09/25	PBUS01	24240524268098580080026	WSFERRIES-KINGSTON SEATTLE WA	\$22.25
09/25	09/25	PBUS01	24692164269100478288351	GANNETT MEDIA CO 888-426-0491 VA	\$14.99
09/25	09/27	PBUS01	24275394270900013813877	HILTON GARDEN INN LYNNW LYNNWOOD WA	\$508.19
09/25	09/27	PBUS01	24240524270100590064432	WSFERRIES-EDMONDS SEATTLE WA	\$22.25
09/27	09/27	PBUS01	24692164271102289614789	COMCAST BUSINESS 888-485-8036 PA	\$68.06
09/26	09/27	PBUS01	24906414270209998979239	PYL*American Property LLC 866-7295327 WA	\$921.45
10/01	10/02	PBUS01	24377354276000002859935	HELP DESK CAVALRY 360-9306990 WA	\$288.44
10/01	10/03	PBUS01	24071054276939199315471	GLACIER WEST POULSBO 360-6977368 WA	\$133.00
10/02	10/03	PBUS01	24377354277000002835975	HELP DESK CAVALRY 360-9306990 WA	\$267.48
10/06	10/07	PBUS01	24011344280000095388229	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$87.44
10/09	10/10	PBUS01	24492164283000024913417	GREATER KITSAP CHAMBER HTTPSGREATERK WA	\$35.00
10/14	10/15	PBUS01	24036294288716085270131	ADOBE *ADOBE 408-536-6000 CA	\$65.51
10/15	10/16			PAYMENT - THANK YOU PORT ORCHARD WA	\$4,189.08
10/17	10/18	PBUS01	24455014291142003618476	WAL-MART #5272 POULSBO WA	\$62.95

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
10/24/24	\$2,742.11	\$2,742.11	11/18/24

\$

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 00274211 00274211 0



Cardholder Account Summary Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/23	10/24	PBUS01	24692164297102596328834	COMCAST CABLE COMM 800-COMCAST WA	\$245.10

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PBUS01 001	PURCHASE COMMERCIAL	G	\$0.00	1.25000%(M)	15.0000%	\$0.00	\$0.00	0.0000%	\$2,742.11
Cash									
CBUS01 001	CASH COMMERCIAL	A	\$0.00	1.25000%(M)	15.0000%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



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	11/2024		\$1,650.19
Subtotal for Plan 2			\$1,650.19

Total for Plans 1 and 2:	\$1,650.19
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INVOICE

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

hello@moxiesupports.com
+1 (360) 207-3926
www.moxiesupports.com



Bill to
Kitsap Public Facilities District c/o Russ
Shiplet
19980 10th Ave NE, Suite 204F
Poulsbo, WA 98370

Invoice details
Invoice no.: 1071
Invoice date: 11/01/2024
Due date: 11/15/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Hours	Employee Handbook Work & Project Management - End of Month	1.5	\$150.00	\$225.00
2.		Hours	Employee Handbook - Review Meeting #8	1	\$150.00	\$150.00
3.		Hours	Employee Handbook - Review Meeting #8 (travel to/from)	0.5	\$150.00	\$75.00
4.		Hours	Employee Handbook Work	2	\$150.00	\$300.00
5.		Hours	Employee Handbook Work & Meeting Prep (for 10/24 meeting)	0.5	\$150.00	\$75.00
6.		Hours	Employee Handbook - Review Meeting #7	1	\$150.00	\$150.00
7.		Hours	Employee Handbook - Review Meeting #7 (travel to/from)	0.5	\$150.00	\$75.00
8.		Hours	Employee Handbook Work & Meeting Prep (for 10/17 meeting)	2.25	\$150.00	\$337.50
9.		Hours	Project Management & Scheduling	0.25	\$150.00	\$37.50
10.		Hours	Employee Handbook Work & Project Management & Scheduling	2	\$150.00	\$300.00
11.		Hours	Employee Handbook Work & Meeting Prep (for 10/10 meeting)	2.5	\$150.00	\$375.00
12.		Hours	Project Management & Employee Handbook Work	2.5	\$150.00	\$375.00

13.	Hours	Project Management	0.5	\$150.00	\$75.00
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Ways to pay

BANK

Note to customer
Thank you for your business.

Total \$2,550.00

Pay invoice



Tel 206.292.1994
Fax 206.292.1995

801 Second Avenue, Suite 700
Seattle, Washington 98104

October 4, 2024

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

Invoice 175487 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 412.50

\$ 412.50

Washington Economic
Development Association
3213 West Wheeler Street #424
Seattle, WA 98199
info@wedaonline.org
www.wedaonline.org

Invoice 9248



BILL TO
Russ Shiplet
Kitsap Public Facilities District
19980 10th Avenue NE
Suite 204F
Poulsbo, WA 98370

DATE
11/03/2024

PLEASE PAY
\$400.00

DUE DATE
12/03/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/01/2025	2025 Membership - Organization	2025 Membership in the Washington Economic Development Association. Membership/Investments are not a charitable deduction but may be a business deduction. Please contact your financial adviser.	1	400.00	400.00

TOTAL DUE

\$400.00

THANK YOU.

Checks may be made payable to:
Washington Economic Development Association
If you prefer to pay by credit card, a 3.65% convenience fee will be added to your total.

PLEASE NOTE OUR ADDRESS:
Washington Economic Development Association
3213 West Wheeler Street, #424
Seattle, WA 98199

Barker Creek Consulting Inc.

PO Box 2011

Silverdale, WA 98383 USA

+13602719207

shannont@barkercreek-ors.com

http://barkercreek-ors.com/

Invoice



BILL TO
Russ Shiplet
KFPD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1539	11/13/2024	\$1,858.75	12/13/2024	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Project management:KFPD - Project Oversight	9:00	175.00	1,575.00
	Project management:KFPD- Coordinator	1:45	135.00	236.25
	Project management:Project Billing	0.50	95.00	47.50

BALANCE DUE

\$1,858.75

INVOICE

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

sher.jackson@ci.bremerton.wa.us
+1 (360) 265-2473

Bill to
Kitsap Public Facilities District
Russ Shiplet
19880 10th Avenue NE, Suite 204F
Poulsbo, WA 98370

Ship to
Kitsap Public Facilities District
Russ Shiplet
19880 10th Avenue NE, Suite 204F
Poulsbo, WA 98370

Invoice details
Invoice no.: 1240
Terms: Net 30
Invoice date: 11/14/2024
Due date: 12/14/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/28/2024	Chambers Conference Room Rental	Meeting 10/28/2024 4:30 PM - 6:30 PM	2	\$38.50	\$77.00
2.	10/28/2024	Concierge Service	Concierge Service for Meeting	2	\$37.00	\$74.00
Total						\$151.00

Parker Mooers & Cena LLC

9222 Bay Shore Drive NW Suite 150 Silverdale, WA 98383

Phone: (360) 892-8805 Email: lamara@pmpcpas.com Web: www.olympictaxpros.com

Invoice: 46937
Date: 10/31/2024

Kitsap Public Facilities District
19980 10th Ave NE Suite 200P
Poulsbo, WA 98370

For professional service rendered as follows:

Accounting Services

For the month of October 2024
Preparation of August and September Financial Statements, Preparation of 3rd
quarter 2024 payroll tax reports, Sandy O'Hare Attended Board Meeting Via phone
on 10-28-24, Phone meeting with Russ regarding SAFO Audit on 10-30-24.

	1,395.00
Billed Time & Expenses	\$1,395.00
Invoice Total	\$1,395.00
Beginning Balance	\$300.00
Invoices	1,395.00
Receipts	(300.00)
Adjustments	0.00
Service Charges	0.00
Amount Due	\$1,395.00

PAYMENT DUE UPON RECEIPT

10/31/2024	01/30/2024	08/31/2024	07/31/2024	06/30/2024+	Total
1,395.00	0.00	0.00	0.00	0.00	\$1,395.00

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

ID: KIT0379
Kitsap Public Facilities District

Invoice: 46937
Date: 10/31/2024

Amount Due: \$1,395.00
Amount Enclosed: \$_____

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

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001018



Page: 1 of 1
Invoice No.: L164641
Invoice Date: 11/12/2024
MCAG No.: 2770
County: Kitsap

Kitsap Public Facilities District
Attn: Mike Walton, Executive Director
19980 10th Ave NE Suite 204F
Poulsbo, WA 98170

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number

(Detach this portion with your payment)

Entity Name: Kitsap Public Facilities District
Invoice No.: L164641
Invoice Date: 11/12/2024

Audit No.: 61426 Audit Period: 1 - 23

Purchase Order:

Month/Year	Work Performed	Bill Rate	Hrs	Amount	Travel/Other Expenses	Total
10/24	Accountability Audit	\$139.10	5.0	\$2,225.60	\$0.00	\$2,225.60
Sub Total:			6.0	\$2,225.60	\$0.00	\$2,225.60
Total Due This Invoice			6.0	\$2,225.60	\$0.00	\$2,225.60

(Hrs rounded to nearest tenth)

JV Number: 250382

I hereby certify the amount listed herein is a proper charge for services rendered:

FULL PAYMENT DUE
IN 30 DAYS

Charleen A. Patten

By: Charleen A. Patten, Financial Services Operations Manager

For questions, please call (360) 898-0882 or (866) 899-0941 fax (360) 586-3105 or e-mail billing@sao.wa.gov

CITY OF BREMERTON
FINANCE DEPARTMENT
345 6TH STREET SUITE 100
BREMERTON, WA 98307-1091

PHONE: 360-373-9208x
FAX: 360-373-9200x

Customer Number: 10460

KITSAP PUBLIC FACILITIES DISTRICT
BUSS SHIPLET
19880 10TH AVE NE STE 204F
POULSBO, WA 98370

INVOICE: BKAT000883
Date: Nov 14, 2024

Page 1
of 1

Service: BKAT SERVICES
Customer PO:
Customer Ph: (360) 698-18
Terms: NET 15 DAYS

Due Date: Nov 29, 2024

Service Address:

KITSAP PUBLIC FACILITIES DISTRICT
19880 10TH AVE NE STE 204F
POULSBO, WA 98370

Description		Qty	Unit Price	Total Price	Tax
BKAT	OTHER	1.00	463.25	463.25	N
OCT	2024 KPFD BOARD MEET				

Total Charges:	463.25
Total Tax:	0.00
<hr/>	
Total Invoice:	463.25
Payments:	0.00
Adjustments:	0.00
Total Due:	463.25

VENDOR		INVOICE #	AMOUNT
INVOICES:			
Kitsap Bank Visa CC (NOV 2024)		NOV2024	\$ 3,111.81
PERS2 WA State Retirement (DEC 2024)		4296P	\$ 1,690.19
Moxie Solutions (NOV 2024)		1073	\$ 2,100.00
JPC PLLC Legal Counsel (NOV 2024)		177483	\$ 550.00
PAGE TOTAL			\$ 7,452.00



VENDOR		AMOUNT
Kitsap Bank Visa (NOV 2024)		\$3,111.81
-Comcast for Business (NOV 2024 Phone Service)		(\$73.62)
-Comcast for Business (NOV 2024 Internet Service)		(\$245.21)
-Office Rent (NOV 2024)		(\$921.45)
-Help Desk Cavalry Monthly IT Support (NOV 2024)		(\$288.44)
-Help Desk Cavalry Email Support (NOV 2024)		(\$267.48)
-Glacier West Storage (NOV 2024)		(\$133.00)
-Zoom Webinar (NOV 2024)		(\$104.93)
-Adobe Cloud Storage (NOV 2024)		(\$65.51)
-Kitsap Sun (NOV 2024)		(\$16.99)
-L&I Premium Payment (Q3 2024)		(\$141.06)
-L&I Premium Payment CC Process Fee (Q3 2024)		(\$3.95)
-ESD PAID FML (Q3 2024)		(\$541.14)
-ESD PAID FML Service Fee (Q3 2024)		(\$15.69)
-Staples – Printer Toner		(\$293.34)
	PAGE TOTAL	\$3,111.81



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



Account Summary

Billing Cycle		11/24/2024
Days In Billing Cycle		31
Previous Balance		\$2,742.11
Purchases	+	\$3,111.81
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,742.11
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE **\$3,111.81**

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$6,888.19
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 **\$3,111.81**

MINIMUM PAYMENT **\$3,111.81**

PAYMENT DUE DATE **12/18/2024**

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
10/26	10/27	PBUS01	24692164300105444560180	COMCAST BUSINESS 888-485-8036 PA	\$73.62
10/26	10/27	PBUS01	24906414300212493216325	PYL*American Property LLC 866-7295327 WA	\$921.45
10/25	10/27	PBUS01	24692164299104341209846	GANNETT MEDIA CO 888-426-0491 VA	\$16.99
10/30	11/01	PBUS01	24240524305136343002559	L & I PREMIUMS SALE 925-855-5000 WA	\$141.06
10/30	11/01	PBUS01	24240524305136343004753	L & I PREMIUMS OPAY FEE 925-855-5000 AL	\$3.95
10/31	11/01	PBUS01	24240524306137251433637	ESD PAID FML OLYMPIA WA	\$541.14
10/31	11/01	PBUS01	24240524306137251434171	ESD PAID FML*SERVICE FEE OLYMPIA WA	\$15.69
11/01	11/03	PBUS01	24071054307939172486037	GLACIER WEST POULSBO 360-6977368 WA	\$133.00
11/01	11/03	PBUS01	24377354307000003510720	HELP DESK CAVALRY 360-9306990 WA	\$288.44
11/01	11/03	PBUS01	24377354307000003510779	HELP DESK CAVALRY 360-9306990 WA	\$267.48
11/06	11/07	PBUS01	24011344311000090509731	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$104.93
11/07	11/10	PBUS01	24164074313105442229635	STAPLES 00110239 SILVERDALE WA	\$293.34
11/14	11/15	PBUS01	24036294319714834962341	ADOBE *ADOBE 408-536-6000 CA	\$65.51
11/15	11/18			PAYMENT - THANK YOU PORT ORCHARD WA	\$2,742.11-

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

11/24/24

New Balance

\$3,111.81

Total Minimum Payment Due

\$3,111.81

Payment Due Date

12/18/24

\$



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 00311181 00311181 0

Cardholder Account Summary Continued										
Trans Date	Post Date	Plan Name	Reference Number		Description			Amount		
11/23	11/24	PBUS01	24692164328109873883061		COMCAST CABLE COMM 800-COMCAST WA			\$245.21		
Finance Charge Summary / Plan Level Information										
Plan Name	Plan Description		FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases										
PBUS01 001	PURCHASE COMMERCIAL		G	\$0.00	1.25000%(M)	15.00000%	\$0.00	\$0.00	0.00000%	\$3,111.81
Cash										
CBUS01 001	CASH COMMERCIAL		A	\$0.00	1.25000%(M)	15.00000%	\$0.00	\$0.00	0.00000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily								Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees								APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method										
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.										



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	12/2024		\$1,690.69
Subtotal for Plan 2			\$1,690.69

Total for Plans 1 and 2:	\$1,690.69
--------------------------	------------



INVOICE

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

hello@moxiesupports.com
+1 (360) 207-3926
www.moxiesupports.com



Bill to
Kitsap Public Facilities District c/o Russ
Shiplet
19980 10th Ave NE, Suite 204F
Poulsbo, WA 98370

Invoice details
Invoice no.: 1073
Invoice date: 11/29/2024
Due date: 12/16/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Hours	End of Month Project Management & Invoicing	0.5	\$150.00	\$75.00
2.		Hours	BoD Handbook - Reformatting + Policy & Procedure Separation Review and Prep	3	\$150.00	\$450.00
3.		Hours	2025 Project Scope of Services creation	0.5	\$150.00	\$75.00
4.		Hours	BoD Handbook Project Update	0.25	\$150.00	\$37.50
5.		Hours	Project Management, Meeting Prep (for Policy Committee Meeting), Policy Committee Meeting, Post-Meeting Call, Project Update and 2025 Project Budget Planning	2.75	\$150.00	\$412.50
6.		Hours	Employee Handbook Work	2	\$150.00	\$300.00
7.		Hours	Employee Handbook Work	2	\$150.00	\$300.00
8.		Hours	Project Management, Scheduling, Employee Handbook Work, and Meeting Prep	2.5	\$150.00	\$375.00
9.		Hours	Project Management & Invoicing	0.5	\$150.00	\$75.00

Ways to pay

BANK

Total \$2,100.00



Tel 206.292.1994
Fax 206.292.1995

801 Second Avenue, Suite 700
Seattle, Washington 98104

December 6, 2024

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

Invoice 177483 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 550.00

\$ 550.00



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%	\$ 193,884.02	3.9%	↑
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%	\$ 204,152.01	0.5%	↑
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%	\$ 209,083.96	-1.9%	↓
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%	\$ 215,398.30	6.3%	↑
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%	\$ 207,683.24	4.9%	↑
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%	\$ 210,522.08	-1.4%	↓
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	YTD 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%	\$ 2,182,306.37	1.7%	↑
16	MONTHLY AVG	\$ 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%	\$ 198,391.49	1.9%	↑
17																				
18		NOTE: Sales tax rebate numbers show for the month are funds received from the State Treasurer's Office. Kitsap County receives sale tax rebates two months after tax paid. i.e. County/PFD March receipt reflects January sales tax revenue						SEP 2024		FUNDS		COMMENT								
19								Sales Tax Rebate (977)		\$210,522.08		1.4% less than NOV 2023								
20								Interest Earned		\$8,095.74										
21								Debt Service (286)		(\$71,295)										

Kitsap Public Facilities District

Statement of Financial Position

As of October 31, 2024

	968	977	TOTAL
ASSETS			
Current Assets			
Bank Accounts			
KPFD Operations Fund			\$0.00
968 Cash	4,674.88		\$4,674.88
Total KPFD Operations Fund	4,674.88		\$4,674.88
KPFD Reg. Ctr. Capital			\$0.00
977 Cash		1,885,810.97	\$1,885,810.97
Investment Beginning		2,454,720.07	\$2,454,720.07
Investments Purchased		75,927.75	\$75,927.75
Total KPFD Reg. Ctr. Capital		4,416,458.79	\$4,416,458.79
Total Bank Accounts	\$4,674.88	\$4,416,458.79	\$4,421,133.67
Total Current Assets	\$4,674.88	\$4,416,458.79	\$4,421,133.67
Other Assets			
Receivable- Advances (from 286)		250,000.00	\$250,000.00
Total Other Assets	\$0.00	\$250,000.00	\$250,000.00
TOTAL ASSETS	\$4,674.88	\$4,666,458.79	\$4,671,133.67
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Employee Benefits Payable	2,286.90		\$2,286.90
Payroll Related Payable	1,187.38		\$1,187.38
Salaries Payable	-0.05		\$ -0.05
USE Tax Payable	29.50		\$29.50
Vouchers Payable	0.00		\$0.00
Total Other Current Liabilities	\$3,503.73	\$0.00	\$3,503.73
Total Current Liabilities	\$3,503.73	\$0.00	\$3,503.73
Long-Term Liabilities			
2636 Regional Ctr Notes Payable		2,289,270.00	\$2,289,270.00
Total Long-Term Liabilities			
Total Liabilities	\$3,503.73	\$2,289,270.00	\$2,292,773.73
Equity			
Fund Balance	27,711.36	1,416,388.40	\$1,444,099.76
Transfer in/ out from Capital Fund	210,000.00	-210,000.00	\$0.00
Net Revenue	-236,540.21	1,170,800.39	\$934,260.18
Total Equity	\$1,171.15	\$2,377,188.79	\$2,378,359.94
TOTAL LIABILITIES AND EQUITY	\$4,674.88	\$4,666,458.79	\$4,671,133.67

Kitsap Public Facilities District

Statement of Activity by Class

October 2024

	968	977	TOTAL
Revenue			
Interest Earnings		8,098.85	\$8,098.85
Regional Centers Sales & Use		207,683.24	\$207,683.24
Total Revenue	\$0.00	\$215,782.09	\$215,782.09
GROSS PROFIT	\$0.00	\$215,782.09	\$215,782.09
Expenditures			
COMMUNICATIONS			\$0.00
IT Services	288.44		\$288.44
Technology Email	267.48		\$267.48
Technology- Zoom	87.44		\$87.44
Telephone/ Internet	313.16		\$313.16
Total COMMUNICATIONS	956.52		\$956.52
CONSULTING	2,250.00		\$2,250.00
Construction Consulting	1,006.25		\$1,006.25
Legal Services	55.00		\$55.00
Total CONSULTING	3,311.25		\$3,311.25
LTGO Bond Payment		71,294.67	\$71,294.67
OFFICE			\$0.00
Governance (BOD Stipends)	993.07		\$993.07
Rental-Office Space	921.45		\$921.45
Software & Subscriptions	65.51		\$65.51
Storage	133.00		\$133.00
Supplies	315.76		\$315.76
Total OFFICE	2,428.79		\$2,428.79
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	986.58		\$986.58
WA- L&I	36.92		\$36.92
Total PAYROLL	12,563.95		\$12,563.95
TRAVEL	2,342.67		\$2,342.67
Total Expenditures	\$21,603.18	\$71,294.67	\$92,897.85
NET OPERATING REVENUE	\$ -21,603.18	\$144,487.42	\$122,884.24
NET REVENUE	\$ -21,603.18	\$144,487.42	\$122,884.24

Kitsap Public Facilities District
Budget vs. Actuals Operating Fund
January - October 2024

	Aug-24				Sep-24				Oct-24				YTD-Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Expenditures																
COMMUNICATIONS	940.53	1,085.51	-144.98	86.64%	2,377.71	1,085.51	1,292.20	219.04%	956.52	1,085.51	-128.99	88.12%	11,839.24	10,855.10	984.14	109.07%
CONSULTING	4,570.00	8,708.35	-4,138.35	52.48%	3,877.00	8,708.35	-4,831.35	44.52%	3,311.25	8,708.35	-5,397.10	38.02%	55,163.75	87,083.50	-31,919.75	63.35%
MEMBERSHIP DUES		539.58	-539.58	0.00%		539.58	-539.58	0.00%		539.58	-539.58	0.00%	6,105.00	5,395.80	709.20	113.14%
OFFICE	8,700.52	2,345.84	6,354.68	370.89%	1,157.93	2,345.84	-1,187.91	49.36%	2,428.79	2,345.84	82.95	103.54%	25,865.22	23,458.40	2,406.82	110.26%
Other			0.00				0.00				0.00		401.95	0.00	401.95	
PAYROLL	13,039.39	14,189.83	-1,150.44	91.89%	12,605.39	14,189.83	-1,584.44	88.83%	12,563.95	14,189.83	-1,625.88	88.54%	133,788.85	141,898.30	-8,109.45	94.29%
PROMOTIONAL HOSTING/ MARKETING		1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%	0.00	12,500.00	-12,500.00	0.00%
TRAVEL		175.00	-175.00	0.00%	600.00	175.00	425.00	342.86%	2,342.67	175.00	2,167.67	1338.67%	3,376.20	1,750.00	1,626.20	192.93%
Total Expenditures	\$ 27,250.44	\$ 28,294.11	-\$ 1,043.67	96.31%	\$ 20,618.03	\$ 28,294.11	-\$ 7,676.08	72.87%	\$ 21,603.18	\$ 28,294.11	-\$ 6,690.93	76.35%	\$ 236,540.21	\$ 282,941.10	-\$ 46,400.89	83.60%

Cash Basis

Kitsap Public Facilities District

Statement of Financial Position

As of November 30, 2024

	968	977	TOTAL
ASSETS			
Current Assets			
Bank Accounts			
KPFD Operations Fund			\$0.00
968 Cash	44,081.05		\$44,081.05
Total KPFD Operations Fund	44,081.05		\$44,081.05
KPFD Reg. Ctr. Capital			\$0.00
977 Cash		1,512,133.74	\$1,512,133.74
Investment Beginning		2,454,720.07	\$2,454,720.07
Investments Purchased		84,023.49	\$84,023.49
Total KPFD Reg. Ctr. Capital		4,050,877.30	\$4,050,877.30
Total Bank Accounts	\$44,081.05	\$4,050,877.30	\$4,094,958.35
Total Current Assets	\$44,081.05	\$4,050,877.30	\$4,094,958.35
Other Assets			
Receivable- Advances (from 286)		250,000.00	\$250,000.00
Total Other Assets	\$0.00	\$250,000.00	\$250,000.00
TOTAL ASSETS	\$44,081.05	\$4,300,877.30	\$4,344,958.35
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Employee Benefits Payable	-3,059.59		\$ -3,059.59
Payroll Related Payable	1,227.42		\$1,227.42
Salaries Payable	-0.06		\$ -0.06
USE Tax Payable	29.50		\$29.50
Vouchers Payable	0.00		\$0.00
Total Other Current Liabilities	\$ -1,802.73	\$0.00	\$ -1,802.73
Total Current Liabilities	\$ -1,802.73	\$0.00	\$ -1,802.73
Long-Term Liabilities			
2636 Regional Ctr Notes Payable		2,289,270.00	\$2,289,270.00
Total Long-Term Liabilities	\$0.00	\$2,289,270.00	\$2,289,270.00
Total Liabilities	\$ -1,802.73	\$2,289,270.00	\$2,287,467.27
Equity			
Fund Balance	27,711.36	1,416,388.40	\$1,444,099.76
Transfer in/ out from Capital Fund	270,000.00	-270,000.00	\$0.00
Net Revenue	-251,827.58	865,218.90	\$613,391.32
Total Equity	\$45,883.78	\$2,011,607.30	\$2,057,491.08
TOTAL LIABILITIES AND EQUITY	\$44,081.05	\$4,300,877.30	\$4,344,958.35

Kitsap Public Facilities District

Statement of Activity by Class

November 2024

	968	977	TOTAL
Revenue			
Interest Earnings		8,095.74	\$8,095.74
Regional Centers Sales & Use		210,522.08	\$210,522.08
Total Revenue	\$0.00	\$218,617.82	\$218,617.82
GROSS PROFIT	\$0.00	\$218,617.82	\$218,617.82
Expenditures			
COMMUNICATIONS	956.52		\$956.52
CONSULTING			\$0.00
Accounting	1,395.00		\$1,395.00
Construction Consulting	1,858.75		\$1,858.75
Guidelines/Policy Consult	2,550.00		\$2,550.00
Legal Services	412.50		\$412.50
Recording	463.25		\$463.25
WA State Audit	2,225.60		\$2,225.60
Total CONSULTING	8,905.10		\$8,905.10
LTGO Bond Payment		68,580.42	\$68,580.42
MEMBERSHIP DUES	435.00		\$435.00
Misc Intergovernmental Service		1,727.00	\$1,727.00
OFFICE			\$0.00
Office/Operating Supplies	62.95		\$62.95
Rental Meeting	151.00		\$151.00
Rental-Office Space	921.45		\$921.45
Software & Subscriptions	80.50		\$80.50
Storage	133.00		\$133.00
Total OFFICE	1,348.90		\$1,348.90
PAYROLL			\$0.00
Payroll Wages	10,925.50		\$10,925.50
PERS ER- Retirement Contrib.	955.32		\$955.32
Social Security/ Medicare	164.95		\$164.95
Stipend- Health	450.00		\$450.00
WA- L&I	23.73		\$23.73
Total PAYROLL	12,519.50		\$12,519.50
PROJECT COSTS			\$0.00
PGFHP Kitsap County Parks		449,821.89	\$449,821.89
SKCEC Port Orchard		4,070.00	\$4,070.00
Total PROJECT COSTS		453,891.89	\$453,891.89
TRAVEL	552.69		\$552.69
Total Expenditures	\$24,717.71	\$524,199.31	\$548,917.02
NET OPERATING REVENUE	\$ -24,717.71	\$ -305,581.49	\$ -330,299.20
NET REVENUE	\$ -24,717.71	\$ -305,581.49	\$ -330,299.20

Kitsap Public Facilities District
Budget vs. Actuals Operating Fund
January - November 2024

	Sep-24				Oct-24				Nov-24				YTD-Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Expenditures																
COMMUNICATIONS	2,377.71	1,085.51	1,292.20	219.04%	956.52	1,085.51	-128.99	88.12%	956.52	1,085.51	-128.99	88.12%	12,795.76	11,940.61	855.15	107.16%
CONSULTING	3,877.00	8,708.35	-4,831.35	44.52%	3,311.25	8,708.35	-5,397.10	38.02%	4,821.25	8,708.35	-3,887.10	55.36%	59,985.00	95,791.85	-35,806.85	62.62%
MEMBERSHIP DUES		539.58	-539.58	0.00%		539.58	-539.58	0.00%	435.00	539.58	-104.58	80.62%	6,540.00	5,935.38	604.62	110.19%
OFFICE	1,157.93	2,345.84	-1,187.91	49.36%	2,428.79	2,345.84	82.95	103.54%	1,348.90	2,345.84	-996.94	57.50%	27,214.12	25,804.24	1,409.88	105.46%
Other			0.00				0.00				0.00		272.84	0.00	272.84	
PAYROLL	12,605.39	14,189.83	-1,584.44	88.83%	12,563.95	14,189.83	-1,625.88	88.54%	12,519.50	14,189.83	-1,670.33	88.23%	141,090.97	156,088.13	-14,997.16	90.39%
PROMOTIONAL HOSTING/ MARKETING		1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%	0.00	13,750.00	-13,750.00	0.00%
TRAVEL	600.00	175.00	425.00	342.86%	2,342.67	175.00	2,167.67	1338.67%	552.69	175.00	377.69	315.82%	3,928.89	1,925.00	2,003.89	204.10%
Total Expenditures	\$ 20,618.03	\$ 28,294.11	-\$ 7,676.08	72.87%	\$ 21,603.18	\$ 28,294.11	-\$ 6,690.93	76.35%	\$ 20,633.86	\$ 28,294.11	-\$ 7,660.25	72.93%	\$ 251,827.58	\$ 311,235.21	-\$ 59,407.63	80.91%

Cash Basis

**Kitsap PFD
Project Funding Record
DEC 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 #2				ILA				ILA	Total Commitment	
					\$ 12,000,000				\$ 10,278,288				\$ 2,047,556			Phase 1		\$ 1,439,000	\$ 25,764,844.00	
		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	
	January						GRNT000765	1/25/2021	1/25/2021	\$ (13,441.75)										
	February	SKCEC #2	2/22/2021	2/22/2021	\$ (137,371.72)	Task 2	GRNT000771	1/25/2021	1/25/2021	\$ (16,387.93)	21-0100	2/22/2021	2/22/2021	\$ (29,943.70)	Stage 2					
	March						GRNT000785	3/22/2021	3/22/2021	\$ (9,410.81)										
	April	INV00753	4/26/2021	4/26/2021	\$ (20,628.28)	Task 2	GRNT000791	4/26/2021	4/26/2021	\$ (10,868.75)										
	May						GRNT000805	5/24/2021	5/24/2021	\$ (15,516.25)						7011	5/24/2021	\$ (86,340.00)		
	June	INV00795	5/24/2021	5/24/2021	\$ (1,000,000.00)	Task 3	GRNT000811	6/28/2021	6/28/2021	\$ (9,253.35)						7018	6/28/2021	\$ (69,653.55)		
	July	INV00825	6/28/2021	6/28/2021	\$ (22,000.00)	Task 2	GRNT000818	7/26/2021	7/26/2021	\$ (7,275.65)						7022	7/26/2021	\$ (62,173.55)		
	August	INV00873	8/23/2021	8/23/2021	\$ (30,000.03)	Task 2	GRNT000831	8/23/2021	8/23/2021	\$ (23,434.49)						7031	7/26/2021	\$ (52,335.70)		
	September						GRNT000839	9/27/2021	9/27/2021	\$ (8,955.00)						7036	8/23/2021	\$ (70,703.55)		
	October	INV00961	10/25/2021	10/25/2021	\$ (86,287.13)	Task 2	GRNT000847	10/25/2021	10/25/2021	\$ (6,450.00)	21-0101	10/25/2021	10/25/2021	\$ (142,237.84)	Stage 2	7044	9/26/2021	\$ (58,990.70)		
	December															7052	12/13/2021	\$ (17,785.00)		
2021 Totals					\$ (1,326,290.00)					\$ (120,993.98)					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	
	January	INV01025	1/24/2022	1/31/2022	\$ (12,263.00)	Task 2	GRNT000854	1/24/2022	1/31/2022	\$ (6,300.00)	21-0104	1/24/2022	1/31/2022	\$ (61,194.29)	Stage 2	7080	1/24/2022	\$ (118,025.00)		
	February	INV00016	2/28/2022	2/28/2022	\$ (1,443.58)	Task 2	GRNT000864	2/28/2022	2/28/2022	\$ (1,575.00)						7090	2/4/2022	\$ (105,115.30)	\$ (143,900.00)	
	March						GRNT000870	2/28/2022	2/28/2022	\$ (8,536.25)						7100	3/18/2022	\$ (74,440.00)		
	April						GRNT 000888	3/28/2022	4/5/2022	\$ (1,257.19)						7110	4/19/2022	\$ (61,661.25)		
	May										21-0105	6/27/2022	6/28/2022	\$ (92,135.24)	Stage 2	7310	5/13/2022	\$ (51,695.13)		
	June						GRNT000914	6/27/2022	6/28/2022	\$ (732.50)	22-0106	6/27/2022	6/28/2022	\$ (180,766.80)	Stage 2	7360	6/15/2022	\$ (62,269.50)		
	July						GRNT000923	7/25/2022	7/26/2022	\$ (297.50)	22-00397	7/25/2022	7/26/2022	\$ (159,566.82)	Stage 2	7450	7/20/2022	\$ (69,194.14)		
	August										22-0108	7/25/2022	7/26/2022	\$ (1,219.86)	Stage 2	7560	8/17/2022	\$ (73,454.14)		
	September	INV01294	9/19/2022	9/25/2022	\$ (141,374.81)	Task 4	GRNT000945	9/19/2022	9/25/2022	\$ (11,961.50)						7660	9/14/2022	\$ (192,922.21)		
	October	INV01274	10/24/2022	10/25/2022	\$ (50,386.00)	Task 4										7700	10/19/2022	\$ (191,912.45)		
	November	INV01363	11/21/2022	12/8/2022	\$ (189,900.93)	Task 4	GRNT000961	11/21/2022	12/8/2022	\$ (6,228.75)										
December	INV01386	12/22/2022	12/28/2022	\$ (125,741.06)	Task 4					22-0115	12/12/2022	12/22/2022	\$ (137,629.02)	Stage 2						
2022 Totals					\$ (521,109.38)					\$ (36,888.69)							\$ (1,000,689.12)	\$ (143,900.00)	\$ (1,334,410.10) 2022 Totals	
2023		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid		Invoice	Board Approved	Date Paid	Amount Paid	
	January	INV01400	1/30/2023	2/3/2023	\$ (68,700.70)	Task 4	GRNT000983	1/30/2023	2/3/2023	\$ (12,153.50)	22-0914	1/30/2023	2/9/2023	\$ (6,874.79)	Stage 2					
	February															2023	1/30/2023	2/9/2023	\$ (143,900.00)	
	March																			
	April	INV01496	4/19/2023	5/11/2023	\$ (9,279.25)	Task 4														
	May																			
	June	INVO1551	6/26/2023	7/20/2023	\$ (40,377.00)	Task 5														
	July	INV01574	7/31/2023	8/1/2023	\$ (14,207.30)	Task 5														
	August																			
	September	INV01616	9/25/2023	10/2/2023	\$ (77,665.97)	Task 5					23-0289	9/25/2023	10/2/2023	\$ (18,424.81)	Stage 2					
	October																			
	November	INV01679	12/18/2023	12/21/2023	\$ (62,925.00)	Task 5														
December	INV01682	12/18/2023	12/21/2023	\$ (14,496.96)	Task 5															
2023 Totals					\$ (287,652.18)					\$ (12,153.50)								\$ (143,900.00)		\$ (658,893.37) 2023 Totals
2024		Invoices	Board Approved	Date Paid	Amount Paid	ILA Task #	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid		Invoice	Board Approved	Date Paid	Amount Paid	
	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																			
	April										21-0102			\$ (50,078.12)	Stage 2					
	May										21-0103			\$ (43,715.80)	Stage 2					
	June										22-0107			\$ (110,492.99)	Stage 2					
	July	1929	10/28/2024	11/4/2024	\$ (1,920.00)	Task 5					23-0116	10/28/2024	11/4/2024	\$ (13,025.00)	Stage 2					
	August	1950	10/28/2024	11/4/2024	\$ (2,150.00)	Task 5					23-0117			\$ (26,714.52)	Stage 2					
	September										23-1231			\$ (163,173.57)	Stage 2					
	October										24-0118			\$ (42,621.89)	Stage 2					
	December																			
2024 Totals					\$ (5,160.00)					\$ -								\$ (143,900.00)		\$ (598,881.89) 2024 Totals
Total Paid to Date					\$ (2,200,307.16)					\$ (197,172.42)								\$ (431,700.00)		\$ (4,671,294.64) Total Paid to Date
Remaining Balance					\$ 9,799,692.84					\$10,278,288.00								\$ 1,007,300.00		\$ 21,093,549.36 Remaining Balances



EXECUTIVE DIRECTOR YEAR IN REVIEW – 2024

Overall, it has been a quiet year for the Public Facilities District. We saw progress on three projects, finalized a new ILA with the City of Poulsbo, and welcomed two new Board members.

Poulsbo Recreations & Events Center (PERC) Project

A new ILA went into effect on June 17, 2024. This ILA stipulates that the District will fund \$8,710,000 plus debt service issuance cost and interest for design, permitting, and construction. The City shall fund \$4,290,000 plus debt service interest for the final construction of the PERC. The City must be under construction contract by December 31, 2025. The ILA will expire at the completion of the project, or December 31, 2027, whichever comes first. To date, \$0 has been reimbursed as part of this ILA.

Port Gamble Forest Heritage Park (PGFHP) Project

The current ILA went into effect on December 18, 2023. The District is funding up to \$2,047,556 to develop the framework, construct a mountain bike ride park, complete the design and permitting of the northern Port Gamble portion of the Sounds to Olympic (STO) Trail, and install parking at the Stottlemeyer Road trailhead. The Stottlemeyer parking lot is complete, and the northern Port Gamble parking lot is currently in the design and permitting phase. The ILA will expire on June 30, 2025, unless the County requests an amendment to extend the ILA due to construction delays of the north parking lot. To date, \$1,279,825 has been reimbursed to the County for this project as part of this ILA.

Port Orchard Community Events Center (POCEC) Project

The current ILA went into effect on May 11, 2022. The District funds up to \$12,000,000 for project management, planning, design, cost estimates, property acquisition, permit submittal, shoreline permitting, and final project construction. The City must cover the remaining construction cost of \$4,000,000 to \$8,000,000. This ILA will expire on December 31, 2025, unless both parties agree to extend it due to construction delays.

The District and the City signed a Letter of Intent on February 28, 2023. The estimated cost of construction is projected at \$28,100,000. The City asked the District for additional funding of \$6,546,000. The Letter of Intent states that the District would be willing to commit to additional construction funding subject to available sales tax rebate revenue.

To date, \$2,200,307 has been reimbursed to the City for this project.



Port of Bremerton Circuit of the Northwest (POBCNW) Project

The current ILA went into effect on March 10, 2021. The District is funding \$1,429,000 for the design and construction documents for the public portion of the project. This ILA stipulates that the District will pay the Port \$143,000 annually until the obligated amount is paid in full and will expire 30 days after the final payment.

In April 2023, the Port of Bremerton issued a Letter of Intent to reimburse the Circuit of the Northwest up to \$11,679,520 of general infrastructure costs and asked the District for an additional \$10,250,000 for the construction portion of the Special Events Center. The District did not vote in favor of the request.

In August 2024, the Port of Bremerton requested \$6,900,000 to assist in constructing the Special Events Center. The District declined to make a motion on the request.

To date, \$431,700 has been reimbursed to the Port IAW with the current ILA.

Board of Directors Handbook & Employee Handbook

Throughout the year, I have worked with Moxie Support Services to re-create the Board of Directors Handbook and create an Employee Handbook for the District. Both are detailed and comprehensive, requiring much time to put together, but they are necessary for the district's betterment. The Policy Committee has met on two separate occasions to discuss the content of the BOD Handbook. The next step in 2025 will be to take portions of the handbook and cover them in sections. Once the committee approves, the BOD Handbook will be presented to the larger board for approval and adoption.

New Board Chair, Vice Chair, and Two New District Board Members

During the June 2024 Board of Directors Meeting, Erin Leedham was elected as the new board chairwoman through June 30, 2026. Pat Hatchel was elected to the vice-chair role, and Walt Draper was elected as the board treasurer.

In 2024, two new board members joined the district: Shawn Cucciardi, representing the City of Port Orchard, and Anne Blair, representing Bainbridge Island.

Association of WA State Public Facilities District (AWSPFD) Conference

Chairwoman Leedham and I attended the AWSPFD Conference in Lynwood in September. The two biggest takeaways included a renewing effort to extend the sales use tax rebates through 2056 and the KPFD being asked to host the 2026 AWSPFD Conference.



To: Mayor Wheeler

CC: Mike Riley
John Oppenheimer
Brian Flaherty

From: Tiffany Schenk

Date: November 20th, 2024

October 2024 Month End Recap

Overview

October was a wonderful month with revenues totaling \$233k, positive to monthly budget by \$80k. Q-4 is typically our strongest quarter, and we welcome the revenue. YTD, we are \$43k ahead of budgeted expectations and look forward to a bustling few months as we head to close the 2024 calendar year.

Event Highlights

We hosted 28 total events in October. Events included NW CJIS User Workshop; a weeklong training event for 275 law enforcement officers, support teams and the FBI. This event was our first event that truly tested all the audio-visual upgrades. The clients were thrilled! We were also fortunate to host a fantastic event called People First of Washington. This two-day event was executed and attended by 250 special needs attendees. Not only were we absolutely thrilled to be a part of such an amazing event, but they also took the time to educate our entire team on the importance of treating them in ways that are professional, equitable and respectful. Pacific Northwest Khaki Ball joined us for a multi-level ball with 700 attendees. They packed the house and loved the split-level experience.

Operations

One could imagine the operational upswing during a month with events on all but three days and revenues nearing \$250k. All departments stayed focused on the true meaning of hospitality by offering the best possible service, venue and meals. From housekeeping to culinary, front-of-house and sales, the team worked flawlessly with one another.

Team Member

We added five new team members to our roster in October. We hired three new servers, an audio-visual technician, and an on-call bartender. We focused on training our new members and welcomed them to both Kitsap Conference Center as well as Columbia Hospitality. They all seem to be loving it here and will continue training and learning about the many exciting facets of the hospitality business.

Sales

It was a very busy month for our sales team as \$42k in revenue was booked for dates within 2024. CACI signed a last-minute \$30k contract. They have been an excellent client of ours and love our team and facilities. We also added \$43k for dates in 2025 including the Washington Farmer's Market Association and two weddings. We have a proposal out to the USS Ronald Reagan to host their holiday party with us for 1,000 sailors in February and are just waiting for them to return the contract. 10 site tours were given in October, and 2025 is looking to be a solid upcoming year for us.

Marketing/Communications

October marketing continued to grow our social media presence as well as sending conference center offerings to our entire email database. The marketing team and the sales/management team met and started to create our roadmap for 2025 offerings, which includes another website update with new photography, offerings and ease for planners who are looking at our venue for the first time via our website.

Looking Ahead

We are forecasting to exceed total budgeted revenues for 2024 and will continue to watch direct expenses. The pace of bookings for 2025 is exciting and we continue the path to recovery from pre-pandemic years.



Financial Results

Columbia Hospitality Inc								
Columbia Hospitality : Conference Centers : Kitsap Conference Center								
KCC Income Statement								
Oct 2024								
	Current Month				Year to Date			
Financial Row	Actual	%	Budget	%	YTD Actual	%	YTD Budget	%
RECEPTION SOCIAL COVERS	0.00	0.00%	1,493.00	0.98%	0.00	0.00%	9,568.00	0.96%
REVENUE								
Conference Services Revenue	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Audio Visual Revenue	4,555.00	1.95%	5,048.37	3.30%	32,030.00	3.07%	32,814.87	3.30%
Food Revenue	(2,583.68)	(1.11%)	0.00	0.00%	0.00	0.00%	0.00	0.00%
Beverage Revenue	17,371.76	7.44%	8,566.93	5.60%	82,286.51	7.89%	55,685.82	5.60%
Other Revenue	212,189.38	90.91%	137,835.88	90.10%	921,792.50	88.41%	895,945.34	90.10%
Miscellaneous Income	1,862.00	0.80%	1,529.81	1.00%	6,559.00	0.63%	9,943.92	1.00%
TOTAL REVENUE	233,394.46	100.00%	152,980.99	100.00%	1,042,668.01	100.00%	994,389.95	100.00%
COST OF SALES								
Conference Services Cost	5,105.00	2.19%	2,983.13	1.95%	11,693.00	1.12%	19,452.45	1.96%
Audio Visual Cost	0.00	0.00%	0.00	0.00%	450.00	0.04%	0.00	0.00%
Food Cost	20,255.23	8.68%	17,363.34	11.35%	96,852.26	9.29%	112,863.25	11.35%
Beverage Cost	3,884.90	1.66%	1,686.07	1.10%	21,038.35	2.02%	10,959.64	1.10%
TOTAL COST OF SALES	29,245.13	12.53%	22,032.54	14.40%	130,033.61	12.47%	143,275.34	14.41%
GROSS MARGIN	204,149.33	87.47%	130,948.45	85.60%	912,634.40	87.53%	851,114.61	85.59%
DIRECT EXPENSES								
Conference Services Payroll-Related	7,364.69	3.16%	14,918.07	9.75%	137,948.77	13.23%	135,159.66	13.59%
Conference Services Other Expense	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Food & Beverage Payroll-Related	66,165.19	28.35%	44,294.00	28.95%	306,814.41	29.43%	328,632.84	33.05%
Food & Beverage Other Expense	9,676.04	4.15%	5,798.72	3.79%	45,049.52	4.32%	46,441.52	4.67%
TOTAL DIRECT EXPENSES	83,205.92	35.65%	65,010.79	42.50%	489,812.70	46.98%	510,234.02	51.31%
DEPARTMENT PROFIT	120,943.41	51.82%	65,937.66	43.10%	422,821.70	40.55%	340,880.59	34.28%
UNDISTRIBUTED OPERATING EXPENSES								
Administrative and General	26,386.73	11.31%	24,536.13	16.04%	248,790.48	23.86%	247,889.65	24.93%
Sales and Marketing	15,826.87	6.78%	15,362.88	10.04%	162,278.38	15.56%	173,743.13	17.47%
Repairs and Maintenance	718.73	0.31%	955.00	0.62%	6,959.99	0.67%	9,395.00	0.94%
Utilities	4,030.27	1.73%	4,323.67	2.83%	51,310.15	4.92%	43,236.70	4.35%
TOTAL UNDISTRIBUTED OPERATING EXPENSES	46,962.60	20.12%	45,177.68	29.53%	469,339.00	45.01%	474,264.48	47.69%
INCOME BEFORE FIXED CHARGES	73,980.81	31.70%	20,759.98	13.57%	(46,517.30)	(4.46%)	-133,383.89	-13.41%
FIXED CHARGES								
890110 - Lease - Office Equipment	537.57	0.23%	536.00	0.35%	5,972.57	0.57%	5,360.00	0.54%
890205 - Business and Occupation Taxes	604.15	0.26%	917.89	0.60%	3,086.32	0.30%	5,966.34	0.60%
890310 - Property Insurance	628.09	0.27%	375.00	0.25%	5,932.96	0.57%	4,016.00	0.40%
890705 - Management Fee	7,500.00	3.21%	7,500.00	4.90%	75,000.00	7.19%	75,000.00	7.54%
890710 - Incentive Management Fee	3,500.92	1.50%	2,294.71	1.50%	15,640.02	1.50%	14,915.85	1.50%
890905 - Replacement Reserve Accrual	7,001.83	3.00%	4,589.43	3.00%	31,280.05	3.00%	29,831.71	3.00%
Total - FIXED CHARGES	19,772.56	8.47%	16,213.03	10.60%	136,911.92	13.13%	135,089.90	13.59%
NET OPERATING INCOME (LOSS)	54,208.25	23.23%	4,546.95	2.97%	(183,429.22)	(17.59%)	-268,473.79	-27.00%

Kitsap Public Facilities District

Kitsap County, Washington

RESOLUTION 01-2024

A RESOLUTION of the Board of Directors of the Kitsap Public Facilities District (KPFd) of Kitsap County, Washington, establishing a regular meeting schedule and principal office for the KPFd for the calendar year 2025.

Regular meetings will be held on the 3rd, 4th, or 5th Monday of the month. Meetings begin at 5:30 PM in one of four sites where Bremerton Kitsap Access Television (BKAT) recording is available and virtually via Zoom Webinar unless otherwise notified by public notice. If any locations listed below become unavailable, the KPFd principal office will be the meeting place with a Zoom Webinar option.

The following is a schedule of probable dates for the calendar year 2025. The Board reserves the right to add or subtract dates as necessary, with public notice.

- Monday, February 24 – Bainbridge Island Council Chambers
- Monday, April 28 – Poulsbo Council Chambers
- Monday, June 30 - Norm Dicks Government Center
- Monday, August 25 – Bainbridge Island Council Chambers
- Monday, October 27 – Norm Dicks Government Center
- Monday, December 15 – Poulsbo Council Chambers

The principal office for KPFd is 19980 10th Ave NE, Suite 204F, Poulsbo, WA 98370

Adopted at a regular and open public meeting of the Kitsap Public Facilities District on the 16th day of December 2024, the following directors being present and voting:

APPROVED: _____
Erin Leedham, Board Chair

ATTEST: _____
Patrick Hatchel, Board Vice-Chair

APPROVE AS
TO FORM: _____
Brian Lawler, Legal Counsel

Kitsap Public Facilities District

Kitsap County, Washington

RESOLUTION 02-2024

A RESOLUTION of the Board of Directors of the Kitsap Public Facilities District (KPF) of Kitsap County, Washington, establishing a holiday schedule and principal office for the KPF for the calendar year 2025.

KPF follows the same holiday schedule as listed on the Kitsap County calendar.

The following is a schedule of holidays for 2025, in which the KPF office will be closed.

- Wednesday, January 1 New Year's Day
- Monday, January 20 Martin Luther King Jr. Day
- Monday, February 17 President's Day
- Monday, May 26 Memorial Day
- Thursday, June 19 Juneteenth Day
- Friday, July 4 Independence Day
- Monday, September 1 Labor Day
- Tuesday, November 11 Veterans Day
- Thursday, November 27 Thanksgiving Day
- Friday, November 28 Native American Heritage Day
- Thursday, December 25 Christmas Day

The principal office for KPF is 19980 10th Ave NE, Suite 204F, Poulsbo, WA 98370

Adopted at a regular and open public meeting of the Kitsap Public Facilities District on the 16th day of December 2024, the following directors being present and voting:

APPROVED: _____

Erin Leedham, Board Chair

ATTEST: _____

Patrick Hatchel, Board Vice-Chair

APPROVE

AS TO FORM: _____

Brian Lawler, Legal Counsel

Kitsap Public Facilities District

KITSAP COUNTY, WASHINGTON

RESOLUTION NO. 03-2024

A RESOLUTION of the Board of Directors of the Kitsap Public Facilities District of Kitsap County, Washington, appointing Russell E. Shiplet as Investment Officer for the Kitsap Public Facilities District.

WHEREAS Russell E. Shiplet is appointed Investment Officer for the Kitsap Public Facilities District.

BE IT RESOLVED that with this appointment, he is responsible for the investment activity for funds numbered 96977 (PFD Regional Center Capital) and 286 (PFD Debt Service Fund).

Adopted at a regular and open public meeting of the Kitsap Public Facilities District on the 16th day of December 2024, the following directors being present and voting:

APPROVED:

Erin Leedham, Chair

ATTEST:

Patrick Hatchell, Vice-Chair

Approved As to Form:

Brian E. Lawler, Legal Counsel

Kitsap Public Facilities District

KITSAP COUNTY, WASHINGTON

Resolution 04-2024

A RESOLUTION establishing a Public Records Officer for the Kitsap Public Facilities District (KPFDD), under the Public Records Act, RCW 42.56.580.

WHEREAS the KPFDD is a local governmental agency operating under RCW 36.100;

WHEREAS the KPFDD is required to designate a Public Records Officer under RCW 42.56.580, to serve as a point of contact for members of the public requesting the disclosure of public records and to oversee the KPFDD's compliance with RCW 42.56.

BE IT RESOLVED that the Kitsap Public Facilities District Board of Directors appoints Executive Director Russell E. Shiplet as the Public Records Officer, who shall undertake such actions as are necessary to establish and maintain the required procedures for compliance with the Public Records Act.

Adopted at a regular and open public meeting of the Kitsap Public Facilities District on the 16th day of December 2024, the following directors being present and voting:

Approved:

Attested:

Erin Leedham, Chair

Patrick Hatchel, Vice-Chair

Approved As to Form:

Brian E. Lawler, Legal Counsel

Kitsap Public Facilities District

KITSAP COUNTY, WASHINGTON

Resolution 05-2024

A Resolution establishing voucher approval level for invoices of no greater than \$1,000.00, under special conditions, to Executive Director Russell E. Shiplet

Whereas Kitsap Public Facilities District (KPFDD) is a duly authorized municipal corporation in the State of Washington and incurs financial obligations related to the business of that corporation and

Whereas KPFDD was established by Resolution 07-2001, an expenditure reimbursement policy that stipulates the Board of Directors must approve payment of its financial obligations; and

Whereas the Board of Directors has hired Russell E. Shiplet to serve as the Executive Director of the corporation and has designated certain administrative tasks and authority to him,

Be it resolved that the Board of Directors authorizes Russell E. Shiplet to approve payment requests and invoices with a monetary value no greater than \$1,000.00 in the event some time restriction prevents presenting them to the Board in the Blanket Voucher at a regularly scheduled meeting, and the delay may result in a late charge or other penalty.

Adopted at a regular and open public meeting of the Kitsap Public Facilities District on the 16th day of December 2024, the following directors being present and voting:

APPROVED:


Erin Leedham, Chair

ATTEST:

Patrick Hatchel, Vice-Chair

Approved As to Form:

Brian E. Lawler, Legal Counsel

	KITSAP PUBLIC FACILITIES DISTRICT					
	2025 Proposed Budget	2024 Budget	2024 YTD	2024 Est EOY Totals	+/-	
OPERATION EXPENSES	\$ 294,000.00	\$ 340,000.00	\$ 232,249.95	\$ 279,717.73	\$ 59,811.27	
Payroll						
Payroll (Full-time Exec Director)	\$ 134,047.00	\$ 130,778.00	\$ 109,255.02	\$ 131,106.22	\$ (328.22)	Based on 2.5% COLA
One Time Merit Increase	\$ 5,000.00					
Federal Income Tax	\$ -	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00	Part of Payroll in 2025
Medicare	\$ 2,000.00	\$ 2,000.00	\$ 1,649.47	\$ 1,979.37	\$ 20.63	
L&I	\$ 800.00	\$ 600.00	\$ 646.61	\$ 720.45	\$ (120.45)	
WA - ESD/FMLA/Cares	\$ 1,200.00	\$ 6,000.00	\$ 758.84	\$ 1,133.84	\$ 4,866.16	
Health Stipend <i>(or one option from below)</i>	\$ 6,000.00	\$ 4,800.00	\$ 4,400.00	\$ 4,800.00	\$ -	Option 1 - Current
Health Insurance - Low Deductible or	\$ 11,700.00	\$ -	\$ -	\$ -	\$ -	Option 2 - Assoc of WA Cities Benefit Trust
Health Insurance - Mid Deductible or	\$ 10,985.00	\$ -	\$ -	\$ -	\$ -	Option 3 - Assoc of WA Cities Benefit Trust
Health Insurance - High Deductible	\$ 8,128.00	\$ -	\$ -	\$ -	\$ -	Option 4 - Assoc of WA Cities Benefit Trust
DRS PERS2	\$ 14,000.00	\$ 13,000.00	\$ 11,651.52	\$ 13,642.14	\$ (642.14)	
Phone Stipend	\$ 600.00	\$ 600.00	\$ 500.00	\$ 600.00	\$ -	
Subtotal	\$ 163,647.00	\$ 170,278.00	\$ 128,861.46	\$ 153,982.02	\$ 16,295.98	
Communications						
Postage	\$ 146.00	\$ 126.00	\$ 136.00	\$ 136.00	\$ (10.00)	
Zoom Monthly Webinar	\$ 1,900.00	\$ 1,100.00	\$ 1,573.48	\$ 1,748.36	\$ (648.36)	
Telephone/Internet	\$ 4,000.00	\$ 3,500.00	\$ 3,212.00	\$ 3,839.32	\$ (339.32)	
Website Service	\$ 2,000.00	\$ 2,000.00	\$ 1,282.64	\$ 1,984.00	\$ 16.00	
IT Services	\$ 3,900.00	\$ 3,400.00	\$ 2,884.40	\$ 3,728.88	\$ (328.88)	
Email Subscription	\$ 3,200.00	\$ 2,900.00	\$ 2,674.80	\$ 3,080.08	\$ (180.08)	
Subtotal	\$ 15,146.00	\$ 13,026.00	\$ 11,763.32	\$ 14,516.64	\$ (1,490.64)	
Promotional Hosting/Marketing						
Publicity/Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	
Mktg & Advertising services	\$ -	\$ -	\$ -	\$ -	\$ -	
Event Fund & Support	\$ 5,000.00	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	Based on Past & Current Requests
Subtotal	\$ 5,000.00	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Consulting Services						
Legal Consult	\$ 12,000.00	\$ 20,000.00	\$ 8,976.25	\$ 9,976.25	\$ 10,023.75	
BOD Meeting Recordings (BKAT)	\$ 3,500.00	\$ 3,500.00	\$ 2,534.25	\$ 3,134.25	\$ 365.75	
Construction Consult	\$ 12,000.00	\$ 20,000.00	\$ 7,771.25	\$ 8,771.25	\$ 11,228.75	
Accounting Services	\$ 13,000.00	\$ 18,000.00	\$ 9,062.00	\$ 10,862.00	\$ 7,138.00	
WA State Audit	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	
Bonding/Financing Consult	\$ 7,500.00	\$ 15,000.00	\$ 5,005.00	\$ 4,290.00	\$ 10,710.00	
Other Professional Services	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ -	
Guidelines/Policy Consult	\$ 15,500.00	\$ 20,000.00	\$ 22,530.00	\$ 27,030.00	\$ (7,030.00)	
Subtotal	\$ 71,500.00	\$ 104,500.00	\$ 55,878.75	\$ 72,063.75	\$ 32,436.25	
Office & Associated Costs						
Software & Renewals	\$ 3,200.00	\$ 2,300.00	\$ 2,827.90	\$ 2,977.90	\$ (677.90)	
Equipment/Office Furnishings	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ -	
Insurance	\$ 6,500.00	\$ 6,000.00	\$ 6,166.00	\$ 6,166.00	\$ (166.00)	
Office Rent - Central Plaza	\$ 11,100.00	\$ 10,500.00	\$ 9,259.85	\$ 11,102.75	\$ (602.75)	
Meeting (Rental Space)	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ -	
Storage	\$ 1,600.00	\$ 1,600.00	\$ 1,330.00	\$ 1,596.00	\$ 4.00	
Supplies/Other	\$ 1,100.00	\$ 1,250.00	\$ 774.05	\$ 924.05	\$ 325.95	
Governance (BOD Stipends, etc.)	\$ 6,000.00	\$ 5,500.00	\$ 5,507.42	\$ 5,507.42	\$ (7.42)	
Subtotal	\$ 30,500.00	\$ 28,150.00	\$ 25,865.22	\$ 29,274.12	\$ (1,124.12)	
Membership Dues						
Kitsap Econ Dev Assoc (KEDA)	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	Based on 2025 Highest Investment Level
Greater Kitsap Chamber of Commerce	\$ 400.00	\$ 325.00	\$ 355.00	\$ 355.00	\$ (30.00)	
WA State Assoc of PFDs (WSAPFD)	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	
WA Econ Dev Assoc (WEDA)	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ -	
Subtotal	\$ 4,050.00	\$ 6,475.00	\$ 6,505.00	\$ 6,505.00	\$ (30.00)	
Travel						
Conferences/Lodging/Mileage Reimburse/Meals	\$ 3,500.00	\$ 2,100.00	\$ 3,376.20	\$ 3,376.20	\$ (1,276.20)	
Subtotal	\$ 3,500.00	\$ 2,100.00	\$ 3,376.20	\$ 3,376.20	\$ (1,276.20)	
Total Operating Expenses	\$ 293,343.00	\$ 339,529.00	\$ 232,249.95	\$ 279,717.73	\$ 59,811.27	
NET	\$ 657.00	\$ 471.00		\$ 59,811.27		

BREMERTON KITSAP ACCESS TELEVISION SERVICE CONTRACT

This Bremerton Kitsap Access Television Service Contract (“Agreement”) is made and executed by and between the City of Bremerton (“Bremerton”), which operates Bremerton Kitsap Access Television (“BKAT”), and Kitsap Public Facilities District hereinafter referred to individually as KPFD. Bremerton and KPFD hereby agree as follows:

Section 1. Scope of Services. Bremerton, through BKAT, shall provide governmental access television services, including but not limited to video production and program scheduling related to the KPFD commitments as outlined in this Agreement. BKAT will post the KPFD Board of Director meeting agendas on the BKAT Community Bulletin Board, provided that an agenda is available by Friday afternoon prior to the scheduled meeting.

BKAT shall provide consultation during productions in-progress, pre-production and post-production services, and properly trained staff. BKAT’s specified numbers of service commitments covered by this Agreement are set forth in the following “BKAT Service Commitments to KPFD” table:

BKAT Service Commitments to KPFD			
<u>Description</u>	<u>Location</u>	<u>Schedule</u>	<u>Number per Year</u>
Board of Director Regular Meetings	To Vary Monthly	Every other Month Third, or Fourth or 5th Monday	6

Additional special meeting coverage requests and/or production requests by KPFD beyond the scope of this Agreement will be agreed to/taken on a per production basis. Fees for these services shall be determined by the applicable rate structure as published by BKAT annually and included in Exhibit A.

Each scheduled regular board meeting will require a minimum of 1 hour of pre-production time, a minimum of 1-1/2 hours of production time, and 1 hour of post-production time. Meetings that go beyond 1 -1/2 hours production duration will be billed for additional production time in 15-minute increments. Billed time will include round trip travel, “portal to portal charges” starting from BKAT to remote meeting locations, unless held at location that requires BKAT to cover by Zoom.

KPFD shall retain control over program content and designate one person to authorize and schedule programs produced under this Agreement. Program scheduling from KPFD shall include clarification as to on-location coverage or Zoom coverage and shall be made in writing.

BKAT shall provide production and playback of regularly scheduled board meetings and as a courtesy, will provide a video on demand (VOD) link for public viewing and download. BKAT will maintain VOD archive for one (1) year after the original meeting date, after which point BKAT may remove the digital video file(s) and associated metadata from VOD archive and take

any action it deems appropriate with the file(s). BKAT may keep the file(s) for longer than one (1) year at its own discretion but shall not be obligated to do so by terms of this Agreement. KPHD shall be responsible for downloading weekly and storing their own primary VOD copies of meetings if desired for record-keeping and compliance with the state Public Records Act (Chapter 42.56 RCW).

BKAT will work with KPFD to establish regular, consistent playback times for programs produced under this Agreement. Once scheduled, program times shall not be moved, altered, or deleted without the consent of KPFD. KPFD may cancel or reschedule, a previously scheduled production with 72-hour notice at no cost and may cancel or reschedule with less than 72-hours' notice with a base minimum cost-as outlined in Exhibit A, with the exception of inclement weather conditions, or declared emergency by the jurisdiction of the venue of the meeting or at the City of Bremerton. City of Bremerton shall not be liable or required to provide services should the City of Bremerton close operations due to inclement weather or other declared emergency.

Section 2. Payment Obligations. In consideration of the services provided pursuant to this Agreement, effective on January 1, 2025, the City of Bremerton shall provide every other month board meeting BKAT on-site recording services. Services rendered on this Agreement, shall be as set forth in Section 1, and shall be billed on a per use, monthly basis at the rates established and published by BKAT and enclosed herein as Exhibit A

KPFD shall pay the fee due to City of Bremerton under this agreement as follows:

On a monthly basis, in months for which BKAT provides production services to KPFD, and no later than the last claims batch of each month, the City of Bremerton shall invoice KPFD for services completed at the rates and minimums outlined in Exhibit A. If Bremerton provides additional services to KPFD beyond those listed in the Scope of Services in Section 1, a separate invoice will be provided and payment due thereon within 30 days of receipt of such invoice.

Section 3. Term. This Agreement shall be for a period of one (1) year commencing January 1, 2025, and terminating December 31, 2025.

Section 4. Termination. Either party, to this Agreement may terminate the Agreement for convenience without cause upon giving thirty (30) days advance written notice to the other party. **Termination for Default.** Either party may immediately terminate the Contract, in whole or part, due to the failure of respective party to comply with any Contract term or condition, or to make satisfactory progress in performing the Contract. In the event of a default by one party, the other party may immediately terminate for cause but only after giving written notice of the alleged default and if the non-performing party does not commence correction within thirty (30) days of the date of notice

Section 5. Severability. Should any part of the Agreement be found invalid, the balance of the Agreement shall remain in full force and effect.

Section 6. Indemnify and Hold Harmless. The Parties shall each indemnify, defend, and hold

the other harmless from and against any and all claims, suits, actions, causes of action, losses, damage, or liabilities arising or resulting from any alleged negligent or intentional acts or omissions arising out of the performance or non-performance of their respective responsibilities as set out in this Agreement. In the event of litigation to enforce any of the terms or provisions of the Agreement herein, each party shall pay its own costs and attorney's fees.

Section 7. Notices. All notices and other communications to be given by either party may be given in writing to the appropriate party as follows:

Public Access Manager
BKAT
(Bremerton Kitsap Access Television)
7266 Tibardis Rd NW
Bremerton, WA 98311

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

Section 8. Compliance with Laws. The Parties shall comply with all applicable federal, state, and local laws in performing their obligations under this Agreement.

Section 9. Choice of Law and Venue. This Agreement shall be interpreted according to the laws of the State of Washington. Any judicial action to resolve disputes arising out of this Agreement shall be brought in the Kitsap County Superior Court.

Section 10. Assignment. Any assignment of any portion of this Agreement shall not be made without the written consent of both Parties.

Section 11. Waiver. Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right of power arising out of this Agreement shall not be deemed waiver of any other right or power.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

CITY OF BREMERTON

KITSAP PUBLIC FACILITIES DISTRICT

Greg Wheeler, Mayor

Russ Shiplet, Executive Director

Date

Date

APPROVED AS TO FORM

Kylie J. Finnell, City Attorney

EXHIBIT A: BKAT 2025 RATES AND FEES

Each scheduled regular board meeting will require a minimum of 1 hour pre-production time, 1-hour post-production time, and 1-1/2 hours of production time. Meetings that go beyond 1-1/2 hours duration will be billed for additional production time in 15-minute increments. Billed time will include round trip travel, portal to portal charges from BKAT to remote meeting locations unless held at location that requires BKAT to cover by Zoom. A meeting that is cancelled or rescheduled with less than 72-hours' notice will be subject to these minimum base charges. Zoom coverage includes pre-production, production and post-production charges but does not include travel times/charges. Rates and fees are subject to all terms and condition in Section 1: Scope of Work

1. PRE-PRODUCTION \$109/hour
2. PRODUCTION* \$109/hour with a minimum of 1-1/2 hours required
3. POST-PRODUCTION \$109/hour
4. TRAVEL (Portal to Portal) \$109/hour at the minimum hours
 - a) BKAT to City of Bainbridge Island – 2 hours round trip
 - b) BKAT to Poulsbo City Hall-- 1/2 hours round trip
 - c) BKAT to Norm Dicks Gov Ctr-- 3/4 hours round trip
 - d) BKAT to Kitsap County Admin Bldg.—1-1/2 hours round trip
5. CANCELLATION FEE** \$109/hour with a minimum of 1-1/2 hours production time required and 1 hour pre-production time required

*Production time includes all recorded and non-recorded staff time, such as meeting breaks and executive sessions



MOXIE Entrepreneurial Support Services SCOPE OF SERVICES (SOS)

This Scope of Services Agreement is made as of January 1, 2025 between

Russ Shiplet
Executive Director
Kitsap Public Facilities District

(hereinafter "KPPFD")

and

Whitney Tatum
MOXIE Entrepreneurial Support Services
22020 Wavecrest Ave NE
Poulsbo, WA 98370
(hereinafter "MOXIE")

Client and MOXIE shall be known collectively as the "Parties" or "Party."

THE PARTIES AGREE AS FOLLOWS:

WHEREAS, the Parties are bound by the terms and conditions of the Master Services Agreement ("MSA") dated October 21, 2023, and

WHEREAS, the Parties wish to incorporate this Scope of Services as an Addendum to the existing MSA to address specific matters related to the Scope of Services for services specified herein,

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Support Services DESCRIPTION

Over the year of 2025, MOXIE Entrepreneurial Support Services (MOXIE) will work with Kitsap Public Facilities District (KPPD) on reviewing, updating, and finalizing KPPD's Board of Directors Policy Handbook and Procedures Guide. Simultaneously, MOXIE will work with KPPD on developing, reviewing, updating, and finalizing a tailored Employee Handbook to enhance internal communication and clarity on policies among its workforce.

2. Support Services OBJECTIVES and RESULTS

OBJECTIVES

The Board of Directors Policy Handbook and Procedures Guide aims to equip the board with essential governance policies and principles, procedural guides, and fiduciary responsibilities to facilitate effective decision-making and organizational stewardship.

The objective of providing a company with an Employee Handbook is to establish a clear set of policies and procedures, ensuring consistent communication and understanding among employees regarding expectations and company practices.

RESULTS

The Board of Directors of Kitsap Public Facilities District, with the use and implementation of the Board of Directors Policy Handbook and Procedures Guide, will be successfully equipped with essential governance policies and procedures, leading to more informed decision-making, effective organizational stewardship, and an increased alignment with strategic goals.

Kitsap Public Facilities District will own and maintain the Employee Handbook outlining company policies, procedures, and expectations, which facilitates the improvement internal communication, enhanced employee understanding of expectations and practices, and a more cohesive work environment.

3. SCOPE OF SERVICES (SOS)

The information below outlines the Scope of Services, detailing the support associated with the approved Board of Directors investment of up to \$15,550:

- **Policy Committee Meeting Representation:**
 - Actively participate in Policy Committee Meetings, to assist in discovery, planning, and developing of KPPD's Guidelines and Policies, and ensuring alignment between the developed materials and ongoing policy discussions.
 - Provide updates on the progress and implementation of the Employee Handbook, Board of Directors Guide, and Company and Project Guidelines and Policies.
 - Incorporate insights from Policy Committee Meetings into the refinement and enhancement process.
 - Policy Committee Meetings may be between 60-90 minutes.
- **Board of Directors Policy Handbook and Procedure Guide:**
 - Collaborate with key stakeholders to identify specific Board of Directors' expectations and practices.
 - Update, review, and refine a comprehensive Board of Directors Policy Handbook and Procedure Guide tailored to the organization's needs.
 - Format and Brand Handbook and Guide specific to KPPD's branding standards.
 - Facilitate a training session, if requested, to ensure Board Members understand and can effectively utilize the guide.
 - Document Review Meetings will be between 60-90 minutes.
 - Document Review Meetings may be limited to up to one (1) every other week, during the Project's duration.
- **Employee Handbook Development:**
 - Collaborate with key stakeholders to identify specific company expectations and practices.
 - Draft, review, update, and refine a comprehensive Employee Handbook tailored to the organization's needs.
 - Format and Brand Employee Handbook specific to KPPD's branding standards.
 - Project Discovery & Planning Meetings will be between 60-90 minutes.
 - Project Discovery & Planning Meetings may be limited to up to one (1) every other week, during the Project's duration.

- **Integration and Support:**
 - Gather feedback from Employees, Board Members, and Policy Committee to identify areas for refinement and improvement.
 - Integrate feedback from key stakeholders throughout the development and review process.
 - Provide ongoing support and clarification through the development and onto the implementation phase.

4. Support Services APPROACH

Due to the on-going nature of the Project the following approach will be followed throughout the project:

- **Policy Committee Meetings**
 - Whitney Tatum will sit on Kitsap Public Facilities District's Policy Committee to assist in discovery, planning, and developing of KPFD's Guidelines and Policies.
 - Whitney Tatum will incorporate insights, updates, revisions, and/or suggestions from the Policy Committee Meetings into the document update and revision process.
- **Project Discovery & Planning Meetings**
 - Kitsap Public Facilities District and MOXIE Entrepreneurial Support Services will plan day(s) during the week for Deep Dive Project Discovery and Planning Meetings.
 - Deep Dive Project Discovery and Planning Meetings will be utilized to delve into project requirements, identify key stakeholders, define objectives, and strategize the planning and execution phases of the project.
- **Drafts & Questions Review Meetings**
 - Whitney Tatum may send the Executive Director basic, subjective questions to be answered via email (no more than 3-5 questions per email).
 - Document drafts will be reviewed by the Executive Director during scheduled meetings with Whitney Tatum (via Zoom or in-person).
 - Document Review Meetings will be utilized as opportunities for stakeholders to collaboratively review project drafts, address inquiries, provide feedback, and ensure the iterative refinement of deliverables in alignment with project goals and expectations.
- **Updates & Revisions Review Meetings**
 - Updates and Revisions will be reviewed by the Executive Director during scheduled meetings with Whitney Tatum (via Zoom or in-person).
 - Updates and Revisions Review Meetings will be utilized for assessing and refining project and/or document updates, incorporating feedback, and ensuring alignment with stakeholders expectations.
- **Final Review & Hand-Off Meetings**
 - Whitney Tatum will review final Documents with the Executive Director prior to finalizing and branding.
 - Final Review of document will be completed by the Executive Director during scheduled meetings with Whitney Tatum (via Zoom or in-person).
 - KPFD may opt to meet in-person or on Zoom for project and/or deliverable handoff.
 - Final Review Meetings will be conducted to comprehensively evaluate all project deliverables, address any outstanding concerns, and facilitate a seamless transition of the finalized materials, ensuring stakeholder satisfaction and project success.

5. Support Services ASSUMPTIONS and HIGH-LEVEL REQUIREMENTS

The following assumptions underlie the Scope of Services:

- **It is understood that Whitney Tatum is not a lawyer and the Executive Director agrees to have any legal or regulatory documents reviewed by the appropriate legal or regulatory professional prior to implementation.**
- It is assumed that the Scope of Services will be dated to January 1, 2025, ending December 31, 2025.
- It is assumed that Whitney Tatum may need to travel to Kitsap Public Facilities District offices for trainings, meetings, and/or shadowing, and this is included in the budget.
- **It is assumed, that any additional work or meetings, beyond this agreed Scope of Services, will be charged at an hourly rate of \$150/hour, upon written approval by the Executive Director, email being an acceptable format for agreement.**

- It is assumed that the provided deliverables will be edited and used in the future by the Executive Director and Kitsap Public Facilities District.
- It is assumed that any training, outside of the SOS, provided to Kitsap Public Facilities District will be provided by KPFD staff - if MOXIE Entrepreneurial Support Services is requested to do the training, another Scope of Services will be needed with an additional investment amount.
- It is assumed, after final delivery, that KPFD will be responsible for updates to the Board of Directors Policy Handbook, Procedure Guide, and Employee Handbook, unless an additional SOS has been agreed upon.
- It is assumed that any additional requested projects or documents will be added to an additional Scope of Services and budget, unless otherwise agreed upon.
- **It is assumed that the Parties will check in each Quarter to review Scope and Budget and adjust accordingly.**

6. Support Services DELIVERABLES

All documents will be uniform and branded to KPFD's specifications.

- Policy Committee Meeting Attendance, Participation, and Guidance.
- KPFD specific Employee Handbook.
- KPFD specific Board of Directors Policy Handbook.
- KPFD specific Board of Directors Procedure Guide.
- Additional documents, as requested and added to the budget and Scope of Services.

7. Support Services AFFECTED PARTIES

- The Executive Director of Kitsap Public Facilities District
- The Board of Directors of Kitsap Public Facilities District.
- Whitney Tatum of MOXIE Entrepreneurial Support Services

8. Support Services - EXCLUSIONS from SCOPE

Any meetings, documents, processes, procedures, or policies not listed in Section 3. SCOPE OF SERVICES.

9. Support Services HIGH-LEVEL TIMELINE

The Scope of Services spans the entire year of 2025, encompassing the specified services and deliverables outlined within the Scope of Services.

The projects identified will be completed in the sequence designated by the Executive Director, within the reasonable timeline discussed and established in collaboration with Whitney Tatum.

Any additional meetings or work requested beyond the defined scope may be accommodated within the designated timeline, subject to mutual agreement between the involved parties. This ensures a comprehensive and structured approach to project completion, allowing flexibility for potential adjustments while maintaining alignment with the overarching timeline goals set by MOXIE and KPFD.

Any extra time and work requested outside of the stated timeline will be subject to an Amended Scope, Timeline, and Budget.

10. Support Services INVESTMENT, BILLING, and PAYMENT

The following outlines the investment for the Scope of Services support and Deliverables of this Proposal, that have been established in accordance with the approved Board of Director's investment of up to \$15,550.

TERMS:

- Monthly invoices will be generated based on the documented work and hours spent during the respective period.
- Invoices will provide detailed line items specifying the work rendered and corresponding hours for each month.

BILLING and PAYMENT

MOXIE will submit monthly invoices, via email, to the Executive Director of KPFD on the 1st of the month following the month in which services were rendered.

Payment is due upon receipt and becomes past due thirty (30) days after receipt.

Past-due invoices shall be subject to late charges of five percent (5%) per day past due after the first five (5) business days grace period. Payments to MOXIE are preferred to be paid through the QuickBooks invoice sent via ACH, e-Check, or paper check - made payable to *MOXIE Entrepreneurial Support Services*.

11. Support Services TERM / TERMINATION

This SOS Agreement shall endure until December 31, 2025 or upon completion of services within Scope of Services, unless agreed to in writing by both Parties.

12. AUTHORIZATION

From time to time, the Executive Director may, at their discretion, share or grant Whitney Tatum authorization to access or view sensitive information pertinent to the Scope of Services.

Upon completion of the Scope of Services, Whitney Tatum is committed to either returning all shared information to the Executive Director or ensuring its secure and irreversible destruction to uphold confidentiality and data integrity.

If log-in information and passwords are shared, upon completion of the Scope of Services, the Executive Director will change all passwords to ensure security post-project.

13. SIGNATORIES

This Agreement shall be signed on behalf of KPFD by Russ Shiplet, Executive Director, and on behalf of MOXIE by Whitney Tatum and effective as of the date first above written.

Kitsap Public Facilities District:

I agree to the terms and conditions of this contract.

First name

Last name

Signature is required

Signature is required

Signature

Sign here

Signature is required

The date will be recorded once the form is submitted.

MOXIE Entrepreneurial Support Services:

I agree to the terms and conditions of this contract.

First name

Last name

Signature

Sign here

The date will be recorded once the form is submitted.

ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT

Under penalty of perjury, I herewith affirm that my electronic signature, and all future electronic signatures, were signed by myself with full knowledge and consent and am legally bound to these terms and conditions.