KITSAP PUBLIC FACILITIES DISTRICT

Board of Directors Meeting
Monday, OCT 27, 2025
Kitsap Public Facilities District Office
Meeting Location: Norm Dicks Government Center
& vía Zoom Webinar – https://us02web.zoom.us/j/88561589145

MEETING AGENDA

1. **Call to Order / Comments from Board Chair 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. AUG 25, 2025, KPFD BOD Meeting Minutes
   B. Blanket Voucher #20-SEP 2025 96968 Operating Expenses
   C. Blanket Voucher #21-OCT 2025 96968 Operating Expenses
   D. Blanket Voucher #22-OCT 2025 96977 PERC Project Invoices
   E. AUG & SEP 2025 Financial Statements
   F. SEP 2025 Sales Tax Rebate Summary Reports
   G. OCT 2025 KPFD Project Tracking Report
   H. SEP & OCT 2025 Executive Director Report

4. **Port Orchard Community Events Center (POCEC) Project Update** – Presented by City of Port Orchard

5. **General Business/Good of the Order**
   - Finance Committee - Q3 2025 Report & 2025/2026 Operating Expenses Budget Overview
   - Policy Committee – Project Funding Policy *(requires motion and approval for implementation)*
   - PERC ILA Amendment – *(requires motion and approval)*
   - AWSPFD Annual Conference Recap

6. **Meeting Adjournment**

Next Meeting: Monday, December 15, 2025 @ 5:30 PM
Location: Poulsbo Council Chambers
Topics: End of the Year General Business

Building Communities, Enriching Lives

KITSAP PUBLIC FACILITIES DISTRICT
CONSENT AGENDA
OCT 27, 2025

A. AUG 25, 2025, KPFD BOD Meeting Minutes
B. Blanket Voucher #20-SEP 2025 96968 Operating Expenses
C. Blanket Voucher #21-OCT 2025 96968 Operating Expenses
D. Blanket Voucher #22-OCT 2025 96977 PERC Project Invoices
E. AUG & SEP 2025 Financial Statements
F. SEP 2025 Sales Tax Rebate Summary Reports
G. OCT 2025 KPFD Project Tracking Report
H. SEP & OCT 2025 Executive Director Report

Kitsap Public Facilities District

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

Monday, AUGUST 25, 2025

Attendance:

Board Members Present: Chair Erin Leedham, Vice Chair Patrick Hatchel, Treasurer Walter Draper IV (Remote), Director Phil Havers (Remote), Director Anne Blair

Absent: Director Daron Jagodzinske, Director Shawn Cucciardi

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

1. **Call to Order:** KPFD Chair Leedham called the meeting to order at 5:30 PM.

2. **Public Comment:** No public comment was provided

3. **Approval of Consent Agenda, July Sales Tax Rebate Project Invoice Tracking Reports:** Director Draper made a motion to accept the Consent Agenda as presented. Director Blair seconded the motion. There was no discussion, and the motion passed unanimously.

   Executive Director Shiplet spoke to the July 2025 Sales Tax Rebate Report and the 23.1% increase, compared to July 2024. Without a detailed look at where sales tax dollars were collected during May 2025, it's too hard to determine why there was a dramatic increase. The Department of Revenue does not publish detailed reports until later in the fiscal year.

   Executive Director Shiplet highlighted the two project invoices submitted for reimbursement in August 2025, including the total amount of invoice reimbursements paid year-to-date.

4. **Project Presentation**:

   Poulsbo Event & Recreation Center (PERC) Project Update– presented by City of Poulsbo Public Works Director, Diane Lenius. The PERC project is progressing as scheduled. The City recently purchased two-thirds of the lot in front of the City property for the expansion of Phase I and preparation of Phase II, in anticipation of future additions to the overall project. The City is requesting an amendment to the current Interlocal Agreement, which includes an extension of the deadline for the construction contract award to March 31, 2025, and an additional $2.8 million in PFD funds due to increased construction costs.

   No action was taken on the ILA amendment during the meeting.

5. **General Business:**

- **Q2 2025 Financial Report:** Finance Committee Chair Draper presented the Q2 2025 Financial Report, highlighting the Capital Fund revenue received, including interest, as well as the Operating Expenses expenditures. Nothing in the report raised concern of the Finance Committee or Board of Directors.

- **Board of Directors Workshop – SEP 17, 2025:** The KPFD Board of Directors will convene for a workshop to discuss the policy and path forward for addressing past, current, and future project funding requests. The location has yet to be determined, but notice will be sent to the public in advance of the meeting.

- **Policy Committee Update:** The KPFD Policy Committee was scheduled to meet on September 9, 2025, but will now re-convene at the conclusion of the Board of Directors Workshop on September 17, 2025.

- **Assoc. of WA State PFD Update and Annual Conference:** The Association of Washington State Public Facilities Districts is under a new incorporation, and the new board of directors will be elected during the annual conference. This year's conference will be held in Wenatchee, WA, on September 24 & 25, 2025. Executive Director Shiplet and Board Chair Leedham will be in attendance, representing the KPFD.

- **Good of the Order:** No Good of the Order was discussed.

6. **Meeting Adjournment:**

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

Next Meeting of the Board:

➢ **Monday, October 27, 2025 – Norm Dicks Government Center**

- **Port Orchard Community Events Center (POCEC) project update**

KITSAP PUBLIC FACILITIES DISTRICT

BLANKET VOUCHER APPROVAL **FUND: 96968.00968** **BV#** 20-SEP 2025

We, thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment of **$9,719.32** on this 18th day of SEP 2025

Erin Leedham
Erin Leedham, Chair

Patrick Hatchel
Patrick Hatchel, Vice-Chair

Walter S Draper IV
Walter Draper IV, Treasurer

Daron Jagodzinske
Daron Jagodzinke, Director

Phil Havers
Phil Havers, Director

Shawn Cucciardi
Shawn Cucciardi, Director

Anne Blair
Anne Blair, Director

VENDOR		INVOICE #	AMOUNT
INVOICES:			
Kitsap Bank Visa CC (AUG 2025)		AUG2025	$ 4,894.75
DRS PERS2 Employee Retirement Fund (SEP 2025)		4296P	$ 1,792.57
Interlock Solutions Website Management (SEP 2025- 2026)		2025-190	$ 721.50
JPC PLLC Legal Counsel (AUG 2025)		189295	$ 907.50
BKAT (AUG 2025 BOD Meeting Recording)		012025-12	$ 599.50
Archer Lewis CPAs (JUL 2025)		105681	$ 803.50
PAGE TOTAL			**$ 9,719.32**

VENDOR	DATE	AMOUNT
Kitsap Bank Visa (JUL 2025)		**$ 4,894.75**
-Kitsap Sun Subscription (AUG 2025)	*07/25/2025*	*$16.99*
-Office Rent (AUG 2025)	*07/30/2025*	*$ 962.29*
-L & I Premiums (Q2 2025)	*07/30/2025*	*$137.75*
-ESD Long Term Care (Q2 2025)	*07/30/2025*	*$219.10*
-ESD PMFLA (Q2 2025)	*07/30/2025*	*$248.57*
-Glacier West Storage (AUG 2025)	*08/03/2025*	*$ 133.00*
-Comcast for Business Phone & VM (AUG 2025)	*08/03/2025*	*$80.53*
-Help Desk Cavalry Email Support (AUG 2025)	*08/03/2025*	*$ 267.48*
-Zoom Webinar (AUG 2025)	*08/07/2025*	*$ 104.93*
-Help Desk Cavalry IT Support (FEB-AUG 2025)	*08/13/2025*	*$1,983.11*
-Adobe Cloud Storage (AUG 2025)	*08/15/2025*	*$65.51*
-Comcast for Business Internet Service (AUG 2025)	*08/24/2025*	*$275.49*
-AWSPFD Annual Conference Registration Fee x 2 (2025)	*08/24/2025*	*$ 400.00*
	PAGE TOTAL	**$ 4,894.75**

Kitsap Bank

VISA

AUG 2025

Account Summary

Billing Cycle		08/24/2025
Days In Billing Cycle		31
Previous Balance		$2,454.18
Purchases	+	$4,894.75
Cash	+	$0.00
Balance Transfers	+	$0.00
Special	+	$0.00
Credits	-	$0.00
Payments	-	$2,454.18-
Other Charges	+	$0.00
Finance Charges	+	$0.00
NEW BALANCE		**$4,894.75**

Credit Summary

Total Credit Line	$10,000.00
Available Credit Line	$5,105.25
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	$4,894.75
MINIMUM PAYMENT	$4,894.75
PAYMENT DUE DATE	09/18/2025

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
07/25	07/25	PBUS01	24692165206103071515124	GANNETT MEDIA CO 888-426-0491 VA	$16.99
07/29	07/30	PBUS01	24906415210234958574820	PYL*American Property LLC 866-7295327 WA	$962.29
07/28	07/30	PBUS01	24240525210424064001047	L & I PREMIUMS SALE 925-855-5000 WA	$133.80
07/28	07/30	PBUS01	24240525210424064003621	L & I PREMIUMS OPAY FEE 925-855-5000 AL	$3.95
07/29	07/30	PBUS01	24240525210424388193009	ESD LONG TERM CARE*FEE billerpayment WA	$6.17
07/29	07/30	PBUS01	24240525211424983905905	ESD LONG TERM CARE billerpayment WA	$212.93
07/30	07/31	PBUS01	24240525212426192584149	ESD PAID FML OLYMPIA WA	$241.56
07/30	07/31	PBUS01	24240525212426192584453	ESD PAID FML*SERVICE FEE OLYMPIA WA	$7.01
08/01	08/03	PBUS01	24071055214939139584840	GLACIER WEST POULSBO 360-6977368 WA	$133.00
08/02	08/03	PBUS01	24692165214100454620315	COMCAST BUSINESS 844-963-0200 PA	$80.53
08/01	08/03	PBUS01	24377355214000003483588	HELP DESK CAVALRY 360-9306990 WA	$267.48
08/06	08/07	PBUS01	24011345218100113505509	ZOOM.COM 888-799-9666 ZOOM.US CA	$104.93
08/11	08/12			PAYMENT - THANK YOU PORT ORCHARD WA	$2,454.18-
08/12	08/13	PBUS01	24377355225000002529057	HELP DESK CAVALRY 360-9306990 WA	$1,983.11

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

Kitsap Bank

Account Number
3580

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

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
08/24/25	$4,894.75	$4,894.75	09/18/25

AMOUNT OF PAYMENT ENCLOSED
$

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

388

MAKE CHECK PAYABLE TO:

VISA
PO BOX 6818
CAROL STREAM IL 60197-6818

18 4257 7700 0002 3580 00489475 00489475 4

VISA

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/14	08/15	PBUS01	24793385226000506948094	Adobe Inc 800-8336687 CA	$65.51
08/23	08/24	PBUS01	24692165235106719204030	COMCAST / XFINITY 800-266-2278 WA	$275.49
08/22	08/24	PBUS01	24064665235100006054934	TOWN TOYOTA CENTER WWW.TOWNTOYOT WA	$200.00
08/22	08/24	PBUS01	24064665235100006184665	TOWN TOYOTA CENTER WWW.TOWNTOYOT WA	$200.00

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%	$4,894.75
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
** includes cash advance and foreign currency fees
[1] FCM = Finance Charge Method

Days In Billing Cycle: 31
APR = Annual Percentage Rate

(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	09/2025		$1,792.57
		Subtotal for Plan 2	$1,792.57

Total for Plans 1 and 2:	$1,792.57

Interlock Solutions
206-780-9099
PO Box 10842
Bainbridge Island, WA 98110
United States

Billed To
Kitsap Public Facilities District
9230 Bay Shore Dr NW, Suite 101
Silverdale Washington 98383

Date of Issue
09/04/2025

Due Date
09/24/2025

Invoice Number
2025-190

Amount Due (USD)
$721.50

Description	Rate	Qty	Line Total
Website support provided from Sep 2024 - Aug 2025 - Apr: fixed fatal error and got site back up and running - Apr: tweaked code on site to get content editor working properly	$125.00	0.5	$62.50
One year of website hosting through 9/30/2026	$400.00	1	$400.00
One year license for Gravity Forms plugin through 9/30/2026	$59.00	1	$59.00
One year of automated updates through 9/30/2026	$200.00	1	$200.00

Subtotal	721.50
Tax	0.00
Total	721.50
Amount Paid	0.00
Amount Due (USD)	$721.50

Terms
Thanks for your business!

Jameson Pepple Cantu PLLC

Tel 206.292.1994
Fax 206.292.1995

801 Second Avenue, Suite 700
Seattle, Washington 98104

September 10, 2025

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

Invoice 189295 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED	$ 907.50
	$ 907.50

BKAT
7266 Tibardis Road NW
Bremerton,WA 98311
(360) 360-473-5012

Invoice No.: 012025-12

Date: 09/02/25

Invoice

Customer:

Kitsap Public Facilities District - Attn: Russ Shiplet
19980 10th Ave NE, Suite 204F
Poulsbo, WA 98370

Project KPFD Board Meetings -AUGUST 2025

Date	Qty/Hrs	Description	Unit Price	Total
8/25/2025	1	Pre-production	$109.00	$109.00
	1.5	Production*	$109.00	$163.50
	1	Post-Production	$109.00	$109.00
	2	RT Travel COBI	$109.00	$218.00
	5.5	Total production hours		
		*1.5 hour minimum production charge		
		THANK YOU for your partnership!		
			Subtotal	$599.50
		Pay upon receipt	Tax	
			Total	$599.50

ARCHER LEWIS

Parker Mooers & Cena, LLC
9222 BayShore Drive NW STE 150
Silverdale, WA 98383
(360) 692-8808
www.archerlewis.com

Kitsap Public Facilities District		Date:	9/1/2025
19980 10th Ave NE, Suite 204F		Invoice Number:	105681
Poulsbo, WA 98370		Client:	KIT0379.
		Pay Electronically:	Pay Now

For professional services related to:

Preparation of June and July Financial Statements and Attend Board Meeting	$1,350.00

Invoice Total:	$1,350.00
Prior Balance:	($546.50)
Current Amount Due:	$803.50

Please pay using the Pay Now link above for electronic submission
If a paper check is the only option, mail to Archer Lewis: P.O. Box 8989 Carol Stream, IL 60197-8989
Please include Invoice # on Memo line of check. Forward any questions to your local office.

KITSAP PUBLIC FACILITIES DISTRICT

BLANKET VOUCHER APPROVAL **FUND: 96968.00968** **BV#** 21-OCT 2025

We, thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment of **$7,518.83** on this 8th day of OCT 2025

Erin Leedham
Erin Leedham, Chair

Patrick Hatchel
Patrick Hatchel, Vice-Chair

Walter S Draper IV
Walter Draper IV, Treasurer

Daron Jagodzinske
Daron Jagodzinke, Director

Phil Havers
Phil Havers, Director

Shawn Cucciardi
Shawn Cucciardi, Director

Anne Blair
Anne Blair, Director

VENDOR		INVOICE #	AMOUNT
INVOICES:			
Kitsap Bank Visa CC (SEP 2025)		SEP2025	$ 2307.88
DRS PERS2 Employee Retirement Fund (OCT 2025)		4296P	$ 1,269.98
Barker Creek Consulting Inc. (AUG 2025)		1646	$ 1,246.25
Barker Creek Consulting Inc. (SEP 2025)		1655	$ 1,205.00
Q3 2025 KPFD Board of Director Stipends			
Director Erin Leedhan		Q32025	$ 684.86
Director Patrick Hatchel		Q32025	$ 193.12
Director Walter Draper IV		Q32025	$ 210.50
Director Daron Jagodzinske		Q32025	$ 65.68
Director Phillip Havers		Q32025	$ 107.28
Director Shawn Cucciardi		Q32025	$ 126.88
Director Anne Blair		Q32025	$ 101.40
PAGE TOTAL			**$ 7,518.83**

VENDOR	DATE	AMOUNT
Kitsap Bank Visa (SEP 2025)		**$2,307.88**
-Kitsap Sun Subscription (SEP 2025)	*08/25/2025*	*$16.99*
-American Property LLC - Office Rent (SEP 2025)	*08/26/2025*	*$939.55*
-Help Desk Cavalry IT Support (SEP 2025)	*09/01/2025*	*$280.25*
-Help Desk Cavalry Email & M365 Support (SEP 2025)	*09/01/2025*	*$267.48*
-Comcast for Business Phone & VM (SEP 2025)	*09/02/2025*	*$80.63*
-Glacier West Storage (SEP 2025)	*09/01/2025*	*$133.00*
-Zoom Webinar (SEP 2025)	*09/06/2025*	*$104.93*
-Adobe Cloud Storage (SEP 2025)	*09/14/2025*	*$65.51*
-EZ Cater – Jersey Mike's (KPFD BOD Workshop Luncheon)	*09/17/2025*	*$144.05*
-Comcast for Business Internet Service (SEP 2025)	*09/23/2025*	*$275.49*
	PAGE TOTAL	**$2,307.88**

Kitsap Bank

VISA

Account Summary

Billing Cycle		09/23/2025
Days In Billing Cycle		30
Previous Balance		$4,894.75
Purchases	+	$2,307.88
Cash	+	$0.00
Balance Transfers	+	$0.00
Special	+	$0.00
Credits	-	$0.00
Payments	-	$4,894.75-
Other Charges	+	$0.00
Finance Charges	+	$0.00
NEW BALANCE		**$2,307.88**

Credit Summary

Total Credit Line	$10,000.00
Available Credit Line	$7,692.12
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	**$2,307.88**
MINIMUM PAYMENT	**$2,307.88**
PAYMENT DUE DATE	**10/18/2025**

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
08/25	08/25	PBUS01	24692165237108468459300	GANNETT MEDIA CO 888-426-0491 VA	$16.99
08/26	08/27	PBUS01	24906415238237046698871	PYL*American Property LLC 866-7295327 WA	$939.55
09/01	09/02	PBUS01	24377355245000001877222	HELP DESK CAVALRY 360-9306990 WA	$280.25
09/01	09/02	PBUS01	24377355245000001877255	HELP DESK CAVALRY 360-9306990 WA	$267.48
09/02	09/02	PBUS01	24692165245105904530074	COMCAST BUSINESS 844-963-0200 PA	$80.63
09/01	09/03	PBUS01	24071055245939161665809	GLACIER WEST POULSBO 360-6977368 WA	$133.00
09/06	09/07	PBUS01	24011345249100127808249	ZOOM.COM 888-799-9666 ZOOM.US CA	$104.93
09/09	09/10			PAYMENT - THANK YOU PORT ORCHARD WA	$4,894.75-
09/14	09/15	PBUS01	24793385257000808995076	Adobe Inc 800-8336687 CA	$65.51
09/17	09/18	PBUS01	24036295260742365532270	EZCATER*JERSEY MIKES S 800-488-1803 MA	$144.05
09/23	09/23	PBUS01	24692165266101976310788	COMCAST / XFINITY 800-266-2278 WA	$275.49

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

Kitsap Bank

Account Number
3580

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

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
09/23/25	$2,307.88	$2,307.88	10/18/25

AMOUNT OF PAYMENT ENCLOSED

$ ________ . ____

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

681

MAKE CHECK PAYABLE TO:

VISA
PO BOX 6818
CAROL STREAM IL 60197-6818

18 4257 7700 0002 3580 00230788 00230788 0

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	10/2025		$1,269.98
		Subtotal for Plan 2	$1,269.98

Total for Plans 1 and 2:	$1,269.98

E R A F 4 7 1

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
1646	09/25/2025	$1,246.25	10/25/2025	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	KFPD			
	Project management:Project Accountant	0.50	95.00	47.50
	SUBTOTAL - KFPD			47.50
	KFPD:Kitsap Public Facilities District			
08/05/2025	**Project management:KPFD - Project Oversite** Shannon D Thompson	5:30	185.00	1,017.50
08/25/2025	**Project management:KPFD- Coordinator** Cynthia E Rogers	1:15	145.00	181.25
	SUBTOTAL - KFPD:Kitsap Public Facilities District			1,198.75

BALANCE DUE **$1,246.25**

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
1655	09/30/2025	$1,205.00	10/30/2025	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	KFPD			
	Project management:Project Accountant	1	95.00	95.00
	SUBTOTAL - KFPD			95.00
	KFPD:Kitsap Public Facilities District			
	Project management:KPFD - Project Oversite Shannon D Thompson	6:00	185.00	1,110.00
	SUBTOTAL - KFPD:Kitsap Public Facilities District			1,110.00

BALANCE DUE **$1,205.00**

KITSAP PUBLIC FACILITIES DISTRICT

BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT

Q3 2025

BOARD MEMBER NAME: ERIN LEEDHAM

MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION	STIPEND	RT MILEAGE
JUL	15	2025	COUNTY COMMISSIONERS	IN PERSON	KITSAP COUNTY BUILDING	$ 50.00	28.2
AUG	6	2025	EXECUTIVE TEAM	ZOOM		$ 50.00	
AUG	25	2025	BOARD	IN PERSON	BAINBRIDGE	$ 50.00	92.6
SEP	17	2025	SPECIAL	IN PERSON	SILVERDALE	$ 50.00	51
SEP	24	2025	AWSPFD CONFERENCE	IN PERSON	STATE-WIDE	$ 50.00	378
SEP	25	2025	AWSPFD CONFERENCE	IN PERSON	STATE-WIDE	$ 50.00	
							0.70 2025 RATE
					TOTALS	$ 300.00	$ 384.86

Grand total: $ 684.86

Kitsap Public Facilities District

BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT

Q3 2025

BOARD MEMBER NAME			PATRICK HATCHEL				
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION	STIPEND	RT MILEAGE
AUG	6	2025	EXECUTIVE TEAM	ZOOM		$ 50.00	
AUG	25	2025	BOARD	IN PERSON	BAINBRIDGE	$ 50.00	27.40
SEP	17	2025	SPECIAL	IN PERSON	SILVERDALE	$ 50.00	34.2

0.70 2025 RATE

TOTALS	$ 150.00	$ 43.12	$ 193.12

KITSAP PUBLIC FACILITIES DISTRICT

BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT

Q3 2025

BOARD MEMBER NAME			WALT DRAPER				
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION	STIPEND	RT MILEAGE
AUG	6	2025	EXECUTIVE TEAM	ZOOM		$ 50.00	
AUG	14	2025	FINANCE COMMITTEE	ZOOM		$ 50.00	
AUG	25	2025	BOARD	ZOOM		$ 50.00	
SEP	17	2025	SPECIAL	IN PERSON	SILVERDALE	$ 50.00	15

0.70 2025 RATE

TOTALS	$ 200.00	$ 10.50	$ 210.50

KITSAP PUBLIC FACILITIES DISTRICT

BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT

Q3 2025

BOARD MEMBER NAME			DARON JAGODZINSKE				
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION	STIPEND	RT MILEAGE
SEP	17	2025	SPECIAL	IN PERSON	SILVERDALE	$ 50.00	22.4

0.70 2025 RATE

TOTALS	$ 50.00	$ 15.68	$ 65.68

KITSAP PUBLIC FACILITIES DISTRICT

BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT

Q3 2025

BOARD MEMBER NAME	PHIL HAVERS

MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION	STIPEND	RT MILEAGE
AUG	25	2025	BOARD	ZOOM		$ 50.00	
SEP	17	2025	SPECIAL	IN PERSON	SILVERDALE	$ 50.00	10.40

0.70 2025 RATE

TOTALS	$ 100.00	$ 7.28	$ 107.28

Kitsap Public Facilities District	**BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT**
	Q3 2025

BOARD MEMBER NAME			SHAWN CUCCIARDI				
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION	STIPEND	RT MILEAGE
AUG	14	2025	FINANCE COMMITTEE	ZOOM		$ 50.00	
SEP	17	2025	SPECIAL	IN PERSON	SILVERDALE	$ 50.00	38.40

0.70 2025 RATE

TOTALS	$ 100.00	$ 26.88	$ 126.88

KITSAP PUBLIC FACILITIES DISTRICT

BOARD OF DIRECTORS STIPEND & MILEAGE REIMBURSEMENT

Q3 2025

BOARD MEMBER NAME	ANNE BLAIR

MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION	STIPEND	RT MILEAGE
AUG	14	2025	FINANCE COMMITTEE	ZOOM		$ 50.00	
AUG	25	2025	BOARD	IN PERSON	BAINBRIDGE	$ 50.00	2.00

0.70 2025 RATE

TOTALS	$ 100.00	$ 1.40	$ 101.40

BLANKET VOUCHER APPROVAL **FUND: 96977.00977** **BV#** 22-OCT 2025

We, thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment of **$88,135.68** on this 27th day of OCT 2025

Erin Leedham
Erin Leedham, Chair

Patritck Hatchel
Patrick Hatchel, Vice-Chair

Walter S Draper IV
Walter Draper IV, Treasurer

Daron Jagodzinske
Daron Jagodzinke, Director

Phil Havers
Phil Havers, Director

Shawn Cucciardi
Shawn Cucciardi, Director

Anne Blair
Anne Blair, Director

VENDOR		INVOICE #	AMOUNT
INVOICES:			
PERC Reimbursement Invoice (AUG 2025)		33119820-08	$ 88,135.68
PAGE TOTAL			**$ 88,135.68**

City of Poulsbo
200 NE Moe St
Poulsbo WA 98370-7347
Phone: (360) 779-3901
Finance Phone: (360) 394-9881

INVOICE

Billed To:
Kitsap Public Facilities District
Executive Director
19980 10th Ave NE
Ste 204F
Poulsbo WA 98370-6431
Email: exedirector@kitsap-pfd.org

Date:	October 9, 2025
Invoice #:	33119820-08
Due Date	November 15, 2025
Total Due:	**$ 88,135.68**
Customer #:	0000002630

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
33119820 - PERC - Regional Multi-Use Athletic Fields Design - Services Through August 25, 2025	1.00	88,135.68	$ 88,135.68
TOTAL THIS INVOICE			**$ 88,135.68**

Remit To:
City of Poulsbo
Attn: Finance Department
200 NE Moe St
Poulsbo WA 98370-7347

To ensure timely processing, please attach a copy of this invoice with your check. Thank you!

City of Poulsbo

Accounts Receivable Billing Request Form
200 NE Moe St
Poulsbo, WA 98370
rneyhart@cityofpoulsbo.com

Name of Entity: Kitsap Public Facilities District *2630
Attention To: Russ Shiplet
Service Location:
Billing Address: 19980 10th Ave NE Ste 204F
City, State, Zip: Poulsbo, WA 98370-6431
Phone Number: (360) 698-1885
Email Address: execdirector@kitsap-pfd.org
Work Order/PO:

Submitted By: Sandi Ryen
Department: Finance

Use "Get Amount" buttom to lookup common invoicing rates for the invoice type selected

Service Date	Invoice Type	Explanation of Service	Organization	Account	Project	Account	Amount
9/30/2025	Grant Billing	PERC Design/Grant Task 1 - Jul 2025	33114200038040	33714000	33119820	33714000	$ 79,433.78
9/30/2025	Grant Billing	PERC Design/Grant Task 1 - Aug 2025	33114200038040	33714000	33119820	33714000	$ 8,701.90
						Total	$ 88,135.68

Notes
** Billing is processed on the 15th each month, any submission after this date will be processed in the following month*
** Please attach all supporting documentation to this form prior to submission*
** Please include an addressed envelope for any additional documentation that is to be provided to the client with this invoice*

v3.051716

Kitsap Public Facilities Distict
Projected vs. Actuals PFD Regional Center Capital
January - August 2025

	Jun-25				Jul-25				Aug-25				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		2025 Annual
Inflows																		
SALES AND USE TAX REBATE	197,128.93	203,809.29	-6,680.36	96.72%	251,328.77	203,809.29	47,519.48	123.32%	227,553.08	203,809.29	23,743.79	111.65%	1,670,649.33	1,630,474.32	40,175.01	102%		2,445,711.46
INVESTMENT INTEREST	8,829.14		8,829.14		9,074.97		9,074.97		9,141.29	0.00	9,141.29		70,054.09	0.00	70,054.09			0.00
Total Inflows	**$205,958.07**	**$203,809.29**	**$2,148.78**	**101%**	**$260,403.74**	**$203,809.29**	**$56,594.45**	**128%**	**$236,694.37**	**$203,809.29**	**$32,885.08**	**116%**	**$1,740,703.42**	**$1,630,474.32**	**$110,229.10**	**107%**		**$2,445,711.46**
Outflows																		
Debt Service	71,360.72	71,361.00	-0.28	100.00%	71,360.72	71,361.00	-0.28	100.00%	71,360.72	71,361.00	-0.28	100.00%	589,456.30	590,688.00	-1,231.70	100%		800,934.00
ILA Projects	0.00	0.00	0.00		304,613.95	0.00	304,613.95		0.00	0.00	0.00		1,191,340.13	271,240.00	920,100.13	439%	1	3,001,332.00
Total Outflows	**$71,360.72**	**$71,361.00**	**($0.28)**	**100%**	**$375,974.67**	**$71,361.00**	**$304,613.67**	**527%**	**$71,360.72**	**$71,361.00**	**($0.28)**	**100%**	**$1,780,796.43**	**$861,928.00**	**$918,868.43**	**207%**		**$3,802,266.00**
Net Change	**$134,597.35**	**$132,448.29**	**$2,149.06**	**102%**	**($115,570.93)**	**$132,448.29**	**($248,019.22)**	**-87%**	**$165,333.65**	**$132,448.29**	**$32,885.36**	**125%**	**($40,093.01)**	**$768,546.32**	**($808,639.33)**	**-5%**		**($1,356,554.54)**

Notes:

PFD Regional Center Capital Fund spending is on track for the Annual Budget- spending rates are timing differences in the receipt of invoicing from the projects.

1 **ILA Project Cost Budgeted disbursement amounts are based on expected Annual submissions. (See Project Invoice Tracking Sheet for further detail)**

Kitsap Public Facilities Distict
Budget vs. Actuals PFD Operations Fund
January - August 2025

	Jun-25				Jul-25				Aug-25				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		2025 Annual
Expenditures																		
COMMUNICATIONS	712.92	1,416.33	-703.41	50%	533.49	1,083.33	-549.84	49%	892.35	1,083.33	-190.98	82%	10,271.20	9,259.64	1,011.56	111%	1	15,146.00
CONSULTING	3,304.00	7,458.33	-4,154.33	44%	6,926.90	5,058.33	1,868.57	137%	3,910.00	4,358.33	-448.33	90%	54,393.30	48,416.64	5,976.66	112%	2	71,500.00
MEMBERSHIP DUES	0.00	0.00	0.00		0.00		0.00				0.00		6,135.00	3,650.00	2,485.00	168%	3	4,050.00
OFFICE	3,175.10	1,541.67	1,633.43	206%	1,332.89	3,416.67	-2,083.78	39%	9,944.97	7,916.67	2,028.30	126%	24,059.10	23,083.35	975.75	104%		30,500.00
PAYROLL	14,307.73	13,597.51	710.22	105%	13,802.54	14,016.14	-213.60	98%	13,802.54	13,597.51	205.03	102%	110,205.77	110,035.97	169.80	100%		164,847.00
PROMO HOSTING/ MRKTG	0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00			5,000.00
TRAVEL	0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00		277.65	0.00	277.65			3,500.00
Total Expenditures	**$21,499.75**	**$24,013.84**	**($2,514.09)**	**90%**	**$22,595.82**	**$23,574.47**	**($978.65)**	**96%**	**$28,549.86**	**$26,955.84**	**$1,594.02**	**106%**	**$205,342.02**	**$194,445.60**	**$10,896.42**	**106%**		**$294,543.00**

Notes:

Operations Fund increased spending in Q1 has been partially offset by Q2 spending with YTD spending at 107% of budget. Overall spending for the year is expected to be in line with overall Budget.

1 **Communications over budget due to Office Technology refresh.**

2 **Consulting over budget due to PERC Doc Feasibiltiy Review and additional WA ST Audit Costs.**

3 **Membership dues over budget due to KEDA Annual dues increase.**

Kitsap Public Facilities Distict

Statement of Activity by Class

August 2025

	968	977	TOTAL
Revenue			
Interest Earnings		9,141.29	$9,141.29
Regional Centers Sales & Use		227,553.08	$227,553.08
Total Revenue	**$0.00**	**$236,694.37**	**$236,694.37**
GROSS PROFIT	**$0.00**	**$236,694.37**	**$236,694.37**
Expenditures			
COMMUNICATIONS			$0.00
Technology Email	267.48		$267.48
Technology- Zoom	104.93		$104.93
Telephone/ Internet	519.94		$519.94
Total COMMUNICATIONS	**892.35**		**$892.35**
CONSULTING			$0.00
Construction Consulting	3,470.00		$3,470.00
Legal Services	440.00		$440.00
Total CONSULTING	**3,910.00**		**$3,910.00**
OFFICE			$0.00
Governance (BOD Stipends)	1,773.14		$1,773.14
Insurance	6,610.00		$6,610.00
Office/Operating Supplies	414.94		$414.94
Rental-Office Space	931.39		$931.39
Software & Subscriptions	82.50		$82.50
Storage	133.00		$133.00
Total OFFICE	**9,944.97**		**$9,944.97**
PAYROLL			$0.00
Payroll Wages	11,587.29		$11,587.29
PERS ER- Retirement Contrib.	1,360.89		$1,360.89
Social Security/ Medicare	177.44		$177.44
Stipend- Health	600.00		$600.00
Stipend- Telephone	50.00		$50.00
WA- L&I	26.92		$26.92
Total PAYROLL	**13,802.54**		**$13,802.54**
ZPROJECT COSTS AND DEBT SERVICE			$0.00
LTGO Bond Payment		71,360.72	$71,360.72
Total ZPROJECT COSTS AND DEBT SERVICE		**71,360.72**	**$71,360.72**
Total Expenditures	**$28,549.86**	**$71,360.72**	**$99,910.58**
NET OPERATING REVENUE	**$ -28,549.86**	**$165,333.65**	**$136,783.79**
NET REVENUE	**$ -28,549.86**	**$165,333.65**	**$136,783.79**

Kitsap Public Facilities Distict

Statement of Financial Position

As of August 31, 2025

	968	977	TOTAL
ASSETS			
Current Assets			
Bank Accounts			
KPFD Operations Fund	41,415.69		$41,415.69
KPFD Reg. Ctr. Capital		3,926,402.21	$3,926,402.21
Total Bank Accounts	**$41,415.69**	**$3,926,402.21**	**$3,967,817.90**
Total Current Assets	**$41,415.69**	**$3,926,402.21**	**$3,967,817.90**
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	**$41,415.69**	**$4,176,402.21**	**$4,217,817.90**
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities	$1,756.58	$0.00	$1,756.58
Total Current Liabilities	**$1,756.58**	**$0.00**	**$1,756.58**
Long-Term Liabilities			
2636 Regional Ctr Notes Payable		1,494,780.00	$1,494,780.00
Total Long-Term Liabilities	**$0.00**	**$1,494,780.00**	**$1,494,780.00**
Total Liabilities	**$1,756.58**	**$1,494,780.00**	**$1,496,536.58**
Equity	$39,659.10	$2,681,622.21	$2,721,281.31
TOTAL LIABILITIES AND EQUITY	**$41,415.68**	**$4,176,402.21**	**$4,217,817.89**

Kitsap Public Facilities Distict
Projected vs. Actuals PFD Regional Center Capital
January - September 2025

	Jul-25				Aug-25				Sep-25				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		2025 Annual
Inflows																		
SALES AND USE TAX REBATE	251,328.77	203,809.29	47,519.48	123.32%	227,553.08	203,809.29	23,743.79	111.65%	221,751.09	203,809.29	17,941.80	108.80%	1,892,400.42	1,834,283.61	58,116.81	103%		2,445,711.46
INVESTMENT INTEREST	9,074.97		9,074.97		9,141.29	0.00	9,141.29		8,996.17	0.00	8,996.17		79,050.26	0.00	79,050.26			0.00
Total Inflows	**$260,403.74**	**$203,809.29**	**$56,594.45**	**128%**	**$236,694.37**	**$203,809.29**	**$32,885.08**	**116%**	**$230,747.26**	**$203,809.29**	**$26,937.97**	**113%**	**$1,971,450.68**	**$1,834,283.61**	**$137,167.07**	**107%**		**$2,445,711.46**
Outflows																		
Debt Service	71,360.72	71,361.00	-0.28	100.00%	71,360.72	71,361.00	-0.28	100.00%	71,360.72	71,361.00	-0.28	100.00%	660,817.02	662,049.00	-1,231.98	100%		800,934.00
ILA Projects	304,613.95	0.00	304,613.95		0.00	0.00	0.00		282,462.54	0.00	282,462.54		1,473,802.67	271,240.00	1,202,562.67	543%	1	3,001,332.00
Total Outflows	**$375,974.67**	**$71,361.00**	**$304,613.67**	**527%**	**$71,360.72**	**$71,361.00**	**($0.28)**	**100%**	**$353,823.26**	**$71,361.00**	**$282,462.26**	**496%**	**$2,134,619.69**	**$933,289.00**	**$1,201,330.69**	**229%**		**$3,802,266.00**
Net Change	**($115,570.93)**	**$132,448.29**	**($248,019.22)**	**-87%**	**$165,333.65**	**$132,448.29**	**$32,885.36**	**125%**	**($123,076.00)**	**$132,448.29**	**($255,524.29)**	**-93%**	**($163,169.01)**	**$900,994.61**	**($1,064,163.62)**	**-18%**		**($1,356,554.54)**

Notes:

PFD Regional Center Capital Fund spending is on track for the Annual Budget- spending rates are timing differences in the receipt of invoicing from the projects.

1 **ILA Project Cost Budgeted disbursement amounts are based on expected Annual submissions. (See Project Invoice Tracking Sheet for further detail)**

Kitsap Public Facilities Distict
Budget vs. Actuals PFD Operations Fund
January - September 2025

	Jul-25				Aug-25				Sep-25				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		2025 Annual
Expenditures																		
COMMUNICATIONS	533.49	1,083.33	-549.84	49%	892.35	1,083.33	-190.98	82%	3,433.04	2,283.33	1,149.71	150%	13,704.24	11,542.97	2,161.27	119%	1	15,146.00
CONSULTING	6,926.90	5,058.33	1,868.57	137%	3,910.00	4,358.33	-448.33	90%	2,310.50	6,933.33	-4,622.83	33%	56,703.80	55,349.97	1,353.83	102%	2	71,500.00
MEMBERSHIP DUES	0.00		0.00				0.00		0.00		0.00		6,135.00	3,650.00	2,485.00	168%	3	4,050.00
OFFICE	1,332.89	3,416.67	-2,083.78	39%	9,944.97	7,916.67	2,028.30	126%	1,177.79	1,541.67	-363.88	76%	25,236.89	24,625.02	611.87	102%		30,500.00
PAYROLL	13,802.54	14,016.14	-213.60	98%	13,802.54	13,597.51	205.03	102%	14,407.96	13,597.51	810.45	106%	124,613.73	123,633.48	980.25	101%		164,847.00
PROMO HOSTING/ MRKTG	0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00			5,000.00
TRAVEL	0.00	0.00	0.00		0.00	0.00	0.00		400.00	0.00	400.00		677.65	0.00	677.65			3,500.00
Total Expenditures	**$22,595.82**	**$23,574.47**	**($978.65)**	**96%**	**$28,549.86**	**$26,955.84**	**$1,594.02**	**106%**	**$21,729.29**	**$24,355.84**	**($2,626.55)**	**89%**	**$227,071.31**	**$218,801.44**	**$8,269.87**	**104%**		**$294,543.00**

Notes:

Operations Fund increased spending in Q1 has been partially offset by Q2 spending with YTD spending at 107% of budget. Overall spending for the year is expected to be in line with overall Budget.

1 **Communications over budget due to Office Technology refresh.**

2 **Consulting over budget due to PERC Doc Feasibiltiy Review and additional WA ST Audit Costs.**

3 **Membership dues over budget due to KEDA Annual dues increase.**

Kitsap Public Facilities Distict

Statement of Activity by Class

September 2025

	968	977	TOTAL
Revenue			
Interest Earnings		8,996.17	$8,996.17
Regional Centers Sales & Use		221,751.09	$221,751.09
Total Revenue	**$0.00**	**$230,747.26**	**$230,747.26**
GROSS PROFIT	**$0.00**	**$230,747.26**	**$230,747.26**
Expenditures			
COMMUNICATIONS			$0.00
IT Services	1,983.11		$1,983.11
Technology Email	267.48		$267.48
Technology- Zoom	104.93		$104.93
Telephone/ Internet	356.02		$356.02
Website	721.50		$721.50
Total COMMUNICATIONS	**3,433.04**		**$3,433.04**
CONSULTING			$0.00
Accounting	803.50		$803.50
Legal Services	907.50		$907.50
Recording	599.50		$599.50
Total CONSULTING	**2,310.50**		**$2,310.50**
OFFICE			$0.00
Rental-Office Space	962.29		$962.29
Software & Subscriptions	82.50		$82.50
Storage	133.00		$133.00
Total OFFICE	**1,177.79**		**$1,177.79**
PAYROLL			$0.00
Payroll Wages	11,587.29		$11,587.29
PERS ER- Retirement Contrib.	1,360.89		$1,360.89
Social Security/ Medicare	177.44		$177.44
Stipend- Health	600.00		$600.00
Stipend- Telephone	50.00		$50.00
WA- ESD/PMFLA/Cares	467.67		$467.67
WA- L&I	164.67		$164.67
Total PAYROLL	**14,407.96**		**$14,407.96**
TRAVEL	400.00		$400.00
ZPROJECT COSTS AND DEBT SERVICE			$0.00
LTGO Bond Payment		71,360.72	$71,360.72
PERC City of Poulsbo		165,126.30	$165,126.30
SKCEC Port Orchard		117,336.24	$117,336.24
Total ZPROJECT COSTS AND DEBT SERVICE		**353,823.26**	**$353,823.26**
Total Expenditures	**$21,729.29**	**$353,823.26**	**$375,552.55**
NET OPERATING REVENUE	**$ -21,729.29**	**$ -123,076.00**	**$ -144,805.29**
NET REVENUE	**$ -21,729.29**	**$ -123,076.00**	**$ -144,805.29**

Kitsap Public Facilities Distict

Statement of Financial Position

As of September 30, 2025

	968	977	TOTAL
ASSETS			
Current Assets			
Bank Accounts			
KPFD Operations Fund	19,922.72		$19,922.72
KPFD Reg. Ctr. Capital		3,803,326.21	$3,803,326.21
Total Bank Accounts	**$19,922.72**	**$3,803,326.21**	**$3,823,248.93**
Total Current Assets	**$19,922.72**	**$3,803,326.21**	**$3,823,248.93**
Other Assets			
Receivable- Advances in Debt Pmt		250,000.00	$250,000.00
Total Other Assets	**$0.00**	**$250,000.00**	**$250,000.00**
TOTAL ASSETS	**$19,922.72**	**$4,053,326.21**	**$4,073,248.93**
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities	$1,992.90	$0.00	$1,992.90
Long-Term Liabilities			
2636 Regional Ctr Notes Payable		1,494,780.00	$1,494,780.00
Total Long-Term Liabilities	**$0.00**	**$1,494,780.00**	**$1,494,780.00**
Total Liabilities	**$1,992.90**	**$1,494,780.00**	**$1,496,772.90**
Equity	$17,929.81	$2,558,546.21	$2,576,476.02
TOTAL LIABILITIES AND EQUITY	**$19,922.71**	**$4,053,326.21**	**$4,073,248.92**

Kitsap Public Facilities District

Sales Tax Rebate Revenue Summary

SEP 2025

	FY 2018	%	FY 2019	%	FY 2020	%	FY 2021	%	FY 2022	%	FY 2023	%	FY 2024	%	FY 2025	%	POS/NEG
JAN	$ 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%	$ 194,266.62	4.7%	↑
FEB	$ 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%	$ 229,587.46	7.3%	↑
MAR	$ 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%	$ 191,359.83	9.8%	↑
APR	$ 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%	$ 171,284.09	0.3%	↑
MAY	$ 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%	$ 208,140.55	5.6%	↑
JUN	$ 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%	$ 197,128.93	1.7%	↑
JUL	$ 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%	$ 251,328.77	23.1%	↑
AUG	$ 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%	$ 227,533.08	8.8%	↑
SEP	$ 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%	$ 221,751.09	2.9%	↑
OCT	$ 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%			
NOV	$ 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%			
DEC	$ 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%	$ 203,753.62	6.4%			
YTD TOTAL	$ 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%	$ 2,386,059.99	2.1%	$ 1,892,380.42	7.3%	↑
MONTHLY AVG	$ 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%	$ 198,838.33	2.1%	$ 206,156.61	3.7%	↑

SEP 2025	FUNDS	COMMENT
Sales Tax Rebate (977)	$221,751.09	2.9% increase over SEP 2024
Interest Earned	$8,996.17	SEP 2025
Debt Service (286)	($71,360.72)	SEP 2025
Net Income	$159,386.54	SEP 2025

Note: Year-to-Date % based on current year annual average

Note: Monthly Average % based on comparison of previous year's monthly avg

Kitsap Public Facilities District Project Invoice Tracking Report
OCT 2025

Year	Month	Port Orchard Community Events Center (POCEC)				Poulsbo Events & Recreation Center (PERC)				Port Gamble Forest Heritage Park (PGFHP)				Port of Bremerton (POB)					
					ILA				ILA #2				ILA				ILA	Total Commitment	
					$ 12,000,000				$ 11,778,288				$ 2,047,556	Phase 1			$ 1,439,000	$ 27,264,844.00	
2018 Totals					$ -				$ -				$ -	Ph1 Bal		$ (60,000.00)	$ (60,000.00)	$ (60,000.00)	2018 Totals
2019		Invoices	Board Approved	Date Paid	Amount Paid	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	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	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Reviewed	Invoice Amount	Amount Paid		
2021 Totals					$ (1,326,290.00)				$ (120,993.98)				$ (172,181.54)	sub-total		$ (438,257.65)	$ -	$ (2,057,723.17)	2021 Totals
2022		Invoices	Board Approved	Date Paid	Amount Paid	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	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Board Approved	Date Paid	Amount Paid		
2023 Totals					$ (287,652.18)				$ (12,153.50)				$ (25,299.00)				$ (143,900.00)	$ (469,004.68)	2023 Totals
2024		Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoices	Board Approved	Date Paid	Amount Paid	Invoice	Board Approved	Date Paid	Amount Paid		
2024 Totals					$ (5,162.00)				$ -				$ (449,821.89)				$ (143,900.00)	$ (598,883.89)	2024 Totals
		Invoices	Board Approval	Date Paid	Amount Paid	Invoices	Board Approval	Date Paid	Amount Paid	Invoices	Board Approval	Date Paid	Amount Paid	Invoice	Board Approval	Date Paid	Amount Paid		
	January																	$ -	
	February					33119820-01/02	2/24/2025	2/25/2025	$ (127,340.32)					2025	2/24/2025	2/25/2025	$ (143,900.00)	$ (271,240.32)	
	March					33119820-03	4/28/2025	5/2/2025	$ (10,364.90)									$ (10,364.90)	
	April					33119820-04	4/28/2025	5/2/2025	$ (27,612.32)	24-0119	4/28/2025	5/2/2025	$ (577,508.64)					$ (605,120.96)	
	May					33119820-05	6/30/2025	7/9/2025	$ (35,790.65)									$ (35,790.65)	
2025	June	2184	6/30/2025	7/9/2025	$ (40,377.00)	33119820-06	6/30/2025	7/9/2025	$ (38,213.40)	24-120	6/30/2025	7/9/2025	$ (190,232.90)					$ (268,823.30)	
	July																	$ -	
	August	2233	8/25/2025	8/29/2025	$ (117,336.24)	33119820-07	8/25/2025	8/29/2025	$ (165,126.30)									$ (282,462.54)	
	September					33119820-08	10/27/2025		$ (88,135.68)									$ (88,135.68)	
	October																	$ -	
	November																	$ -	
	December																	$ -	
2025 Totals					$ (157,713.24)				$ (492,583.57)				$ (767,741.54)				$ (143,900.00)	$ (1,561,938.35)	2025 Totals
Total Paid to Date					$ (2,358,022.40)				$ (689,755.99)				$ (2,047,556.00)				$ (575,600.00)	$ (5,670,934.39)	Total Paid to Date
Remaining Balance					$ 9,641,977.60				$11,088,532				$ -				$ 863,400.00	$ 21,593,909.61	Remaining Balances

OCT 27, 2025

EXECUTIVE DIRECTOR REPORT
SEP & OCT 2025

- KPFD Policy Committee Update: The Policy Committee met on October 22, 2025, to discuss the District Funding Policy, which will be presented to the entire Board for revision/approval.

- KFPD Finance Committee Update: The Finance Committee met on October 23, 2025, to discuss the Q3 2025 financials, review the 2025 budget, and begin crafting the 2026 budget, which will be presented to the entire Board for approval at December 15, 2025, meeting.

- PERC Project Update: One project invoice has been submitted since the previous board meeting and will be presented to the board for approval during October 27, 2025, BOD meeting. An ILA amendment will be presented to the Board for approval as well, incorporating a new expiration date of March 31, 2026 (construction contract), inclusion of additional construction funds, and bond terms.

- POCEC Project Update: The City of Port Orchard will be presenting a project update during October 27, 2025 BOD meeting. In addition, the current ILA will need to be amended to reflect a new expiration date, inclusion of additional construction funding needs, and financing terms. The revised ILA will be presented to the Board during the December 15, 2025, meeting.

- PGFHP Project Update: No updates to report

- POB Project Update: No updates to report

- Association of Washington State PFDs (AWSPFD) Conference Update: The AWSPFD Conference was held in Wenatchee on September 24 & 25, 2025. ED Shiplet & Board Chair Leedham attended on behalf of the District. AWSPFD has registered with the state to be recognized as a 501(c)(4) organization, and by-laws have been crafted and approved by attending state-wide PFDS. Of note, the Association has asked the Kitsap PFD to host the 2026 AWSPFD Conference.