



Board of Directors Meeting
Monday, DEC 15, 2025
Kitsap Public Facilities District Office
Meeting Location: City of Poulsbo Council Chambers
& via Zoom Webinar – <https://us02web.zoom.us/j/88694582071>

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. OCT 27, 2025, KPFD BOD Meeting Minutes
 - B. Blanket Voucher #23-NOV 2025 96968 Operating Expenses
 - C. Blanket Voucher #24-NOV 2025 96977 PERC Project Invoices
 - D. Blanket Voucher #25-DEC 2025 96968 Operating Expenses
 - E. Blanket Voucher #26-DEC 2025 PERC Project Invoices
 - F. Blanket Voucher #27-DEC 2025 POCEC Project Invoices
 - G. OCT & NOV 2025 Financial Statements
 - H. OCT & NOV 2025 Sales Tax Rebate Summary Reports
 - I. DEC 2025 KPFD Project Tracking Report
 - J. NOV & DEC 2025 Executive Director Report
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- 4. Project Update:** No project updates to report
- 5. General Business/Good of the Order**
 - Finance Committee Report – 2026 KPFD Operating Expenses Budget Presentation (requires board approval)
 - Policy Committee Report – Next meeting will be held January 7, 2026: Project Funding & Timeline Policy
 - Port Orchard Community Events Center (POCEC) 4th Amendment ILA (requires board approval)
 - Resolution 01-2025 re 2026 Board of Directors Meeting Schedule (requires board approval)
 - Resolution 02-2025 re 2026 Holiday Schedule (requires board approval)
 - Resolution 03-2025 re KPFD Investment Officer Appointment (requires board approval)
 - Resolution 04-2025 re KPFD Public Records Officer Appointment (requires board approval)
 - Resolution 05-2025 re KPFD Voucher Approval Letter for the Executive Director (requires board approval)
 - WA DRS Section 218 Filing (requires board approval)
- 6. Meeting Adjournment**

Next Meeting: Monday, February 23, 2026 @ 5:30 PM
Location: City of Poulsbo Council Chambers
Project Update: Port Gamble Forrest Heritage Park (PGFHP)

Building Communities, Enriching Lives



**KITSAP PUBLIC FACILITIES DISTRICT
CONSENT AGENDA
DEC 15, 2025**

- A.** OCT 27, 2025, KPFD BOD Meeting Minutes
 - B.** Blanket Voucher #23-NOV 2025 96968 Operating Expenses
 - C.** Blanket Voucher #24-NOV 2025 96977 PERC Project Invoices
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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 27, 2025

Attendance:

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

Absent: Director Shawn Cucciardi

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

1. **Call to Order:** KPFD Chair Leedham called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment was provided regarding September 17, 2025, special meeting minutes not posted on the District website, and October 27, 2025, agenda and packet of materials not posted on the District website in a timely manner.
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 Jagodzinske seconded the motion. There was no discussion, and the motion passed unanimously.

Project Presentation:

Port Orchard Community Events Center (POCEC) Project Update— presented by City of Port Orchard Mayor Rob Putaansuu. The delay in construction is due to the Bay Street project, which is now slated to begin in 2026. Kitsap Bank has been acquired by Heritage Bank. Heritage Bank does not plan to build a new branch in Port Orchard to replace the existing Kitsap Bank branch. The POCEC is scheduled to begin construction in 2027.

The City reiterated their lack of construction bond capacity and is asking the District to issue the bond. The current ILA is set to expire at the end of 2025. An amendment is currently being drafted, with the expectation that it will be presented to the District board during the December 17, 2025, meeting.

The District and City financial teams will gather in November 2025 to discuss the construction bonding percentages based on District issuance.



Poulsbo Events & Recreation Center (PERC) Project Discussion

City of Poulsbo Public Works Director Diane Linius spoke about the 1st amendment to the PERC ILA, which will be presented to the Board for approval during the General Business portion of the meeting.

4. General Business:

- **Q3 2025 Financial Report:** Finance Committee Chair Draper presented the Q3 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. The Committee will meet in November 2025 to discuss the 2026 budget, which will be presented to the Board for review and adoption during the December 17, 2025, meeting.
- **Policy Committee Update:** The KPFD Policy Committee met in October 2025 and will re-convene November 12, 2025, to continuing working on the District's Funding Policy. It was discussed that the Board will come together again in November 2025, following the Committee meeting.
- **Poulsbo Events & Recreation Center (PERC) ILA 1st Amendment:** The 1st Amendment to the PERC ILA was presented to the Board for consideration of approval. The amendment includes an extension to the deadline for being under construction contract from December 31, 2025, to March 31, 2026. The amendment also included an increase of \$2.8M in District construction funds, and a 20-year bond debit service schedule. Director Jagodzinske made a motion to approve the amendment as presented. Director Draper seconded the motion. There were no further discussion and the amendment passed unanimously.
- **Association of WA State PFDs Conference Update:** The Association of WA State PFDs held its annual conference in Wenatchee, WA in September 2025. During the conference, a vote was taken by PFD participants to adopt a new set of by-laws. The by-laws were approved and will go into effect later in the year.

During the conference, Kitsap PFD was asked to host the 2026 conference. Director Blair motioned to host the conference. Director Jagodzinske seconded the motion. There was discussion to amend the motion to include a not to exceed amount of \$10,000 to host the conference. The motion was amended by Director Blair and seconded again by Director Jagodzinske. There were no further discussion and the motion passed unanimously.

5. Meeting Adjournment:

- The Board of Directors meeting adjourned at 6:31 PM.

Building Communities, Enriching Lives TM



Next Meeting of the Board:

- **TBD in November 2025**
- **PFD Funding Policy Discussion & Adoption**

[illegible]

VENDOR	INVOICE #	AMOUNT
INVOICES:		
PERC Reimbursement Invoice (SEP 2025)	33119820-09	\$ 35,568.50
PAGE TOTAL		\$ 35,568.50



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: November 12, 2025

Invoice #: 33119820-09

Due Date December 15, 2025

Total Due: \$ 35,568.50

Customer #: 0000002630

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
33119820 - PERC - Regional Multi-Use Athletic Fields Design - Services Through September 25, 2025	1.00	35,568.50	\$ 35,568.50
TOTAL THIS INVOICE			\$ 35,568.50

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!

BV# 25-DEC 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 **\$7,259.38** on this 15th day of DEC 2025

Erin Leedham, Chair

Patrick Hatchel, Vice-Chair

Walter Draper IV, Treasurer

Daron Jagodzinke, Director

Phil Havers, Director

Shawn Cucciardi, Director

Anne Blair, Director

VENDOR	INVOICE #	AMOUNT
INVOICES:		
Kitsap Bank Visa CC (NOV 2025)	NOV2025	\$ 4,379.79
JPC PLLC Legal Counsel (NOV 2025)	192039	\$ 522.50
WA Economic Development Association (WEDA) Dues (2026)	10162	\$ 400.00
Barker Creek Consulting (NOV 2025)	1677	\$ 1,162.50
Parker Mooers & Cena LLC (NOV 2025)	123370	\$ 783.00
WA Dept pf Retirement Services	1702030	\$ 11.59
PAGE TOTAL		\$ 7,259.38



VENDOR	DATE	AMOUNT
Kitsap Bank Visa (NOV 2025)		\$4,379.79
-Kitsap Sun Subscription (NOV 2025)	10/25/2025	\$16.99
-EZCater – WaWa -Errant Charge	10/26/2025	\$431.53
-Staples – Printer Toner	10/27/2025	\$172.53
-Green Plaza PW LLC – Office Rent (NOV 2025)	10/28/2025	\$1,661.09
-Help Desk Cavalry Email & M365 Support (NOV 2025)	11/01/2025	\$267.48
-Help Desk Cavalry Email & IT Support (NOV 2025)	11/01/2025	\$280.25
-Comcast for Business Phone & VM (NOV 2025)	11/02/2025	\$80.82
-Glacier West Storage (NOV 2025)	11/01/2025	\$133.00
-ESD Long Term Care (Q3 2025)	11/03/2025	\$212.93
-ESD Long Term Care CC Fee	11/03/2025	\$6.17
-L&I Premiums (Q3 2025)	11/03/2025	\$145.14
-L&I Premiums CC Fee	11/03/2025	\$4.72
-ESD Paid FML (Q3 2025)	11/04/2025	\$241.56
-ESD Paid FML CC Fee	11/04/2025	\$7.01
-Zoom Webinar (NOV 2025)	11/06/2025	\$104.93
-Staples – Printer Toner & Copy Paper	11/08/2025	\$194.41
-Adobe Cloud Storage (NOV 2025)	11/14/2025	\$65.51
-USPS – Stamps	11/17/2025	\$78.00
-Comcast for Business Internet Service (NOV 2025)	11/23/2025	\$275.72
	PAGE TOTAL	\$4,379.79

VENDOR	INVOICE #	AMOUNT
INVOICES:		
PERC Reimbursement Invoice (OCT 2025)	33119820-10	\$ 58,105.75
PAGE TOTAL		\$ 58,105.75



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: December 8, 2025

Invoice #: 33119820-10

Due Date January 15, 2026

Total Due: \$ 58,105.75

Customer #: 0000002630

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
33119820 - PERC - Regional Multi-Use Athletic Fields Design - Services Through October 25, 2025	1.00	58,105.75	\$ 58,105.75
TOTAL THIS INVOICE			\$ 58,105.75

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!

VENDOR	INVOICE #	AMOUNT
INVOICES:		
POCEC Reimbursement Invoice (OCT 2025)	INV02336	\$ 102,172.00
PAGE TOTAL		\$ 102,172.00



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

INVOICE

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

DATE: 11/26/2025
INVOICE #: INV02336
DUE DATE: 11/26/2025
TOTAL DUE: 102,172.00

CUSTOMER ACCOUNT # : 0131

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
C082-19 SK Community Events Center Sves throgth 8/31/25	1.00	102,172.00	102,172.00
TOTAL THIS INVOICE			102,172.00

For questions, please call 360-876-7019

REMIT TO:

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

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

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

	Aug-25				Sep-25				Oct-25				YTD-Total				2025 Annual
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	
Inflows																	
SALES AND USE TAX REBATE	227,553.08	203,809.29	23,743.79	111.65%	221,751.09	203,809.29	17,941.80	108.80%	215,036.32	203,809.29	11,227.03	105.51%	2,107,436.74	2,038,092.90	69,343.84	103%	2,445,711.46
INVESTMENT INTEREST	9,141.29	0.00	9,141.29		8,996.17	0.00	8,996.17		9,117.86	0.00	9,117.86		88,168.12	0.00	88,168.12		0.00
Total Inflows	\$236,694.37	\$203,809.29	\$32,885.08	116%	\$230,747.26	\$203,809.29	\$26,937.97	113%	\$224,154.18	\$203,809.29	\$20,344.89	110%	\$2,195,604.86	\$2,038,092.90	\$157,511.96	108%	\$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%	732,177.74	733,410.00	-1,232.26	100%	800,934.00
ILA Projects	0.00	0.00	0.00		282,462.54	0.00	282,462.54		0.00	0.00	0.00		1,473,802.67	271,240.00	1,202,562.67	543%	1 3,001,332.00
Total Outflows	\$71,360.72	\$71,361.00	(\$0.28)	100%	\$353,823.26	\$71,361.00	\$282,462.26	496%	\$71,360.72	\$71,361.00	(\$0.28)	100%	\$2,205,980.41	\$1,004,650.00	\$1,201,330.41	220%	\$3,802,266.00
Net Change	\$165,333.65	\$132,448.29	\$32,885.36	125%	(\$123,076.00)	\$132,448.29	(\$255,524.29)	-93%	\$152,793.46	\$132,448.29	\$20,345.17	115%	(\$10,375.55)	\$1,033,442.90	(\$1,043,818.45)	-1%	(\$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 - October 2025

	Aug-25				Sep-25				Oct-25				YTD-Total				2025 Annual
	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	892.35	1,083.33	-190.98	82%	3,433.04	2,283.33	1,149.71	150%	1,008.78	1,083.33	-74.55	93%	14,713.02	12,626.30	2,086.72	117%	1 15,146.00
CONSULTING	3,910.00	4,358.33	-448.33	90%	2,310.50	6,933.33	-4,622.83	33%	2,451.25	4,358.33	-1,907.08	56%	58,719.05	59,708.30	-989.25	98%	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	9,944.97	7,916.67	2,028.30	126%	1,177.79	1,541.67	-363.88	76%	2,788.82	2,916.67	-127.85	96%	28,025.71	27,541.69	484.02	102%	30,500.00
PAYROLL	13,802.54	13,597.51	205.03	102%	14,407.96	13,597.51	810.45	106%	13,279.95	14,016.14	-736.19	95%	137,893.68	137,649.62	244.06	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		400.00	0.00	400.00		0.00	3,500.00	-3,500.00	0%	677.65	3,500.00	-2,822.35	19%	3,500.00
Total Expenditures	\$28,549.86	\$26,955.84	\$1,594.02	106%	\$21,729.29	\$24,355.84	(\$2,626.55)	89%	\$19,528.80	\$25,874.47	(\$6,345.67)	75%	\$246,164.11	\$244,675.91	\$1,488.20	101%	\$294,543.00

Notes: Operations Fund 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- is still coming in overall under budget.
3 Membership dues over budget due to KEDA Annual dues increase.

Kitsap Public Facilities District

Statement of Financial Position

As of October 31, 2025

	968	977	TOTAL
ASSETS			
Current Assets			
Bank Accounts			
KPFD Operations Fund			\$0.00
968 Cash	630.24		\$630.24
Total KPFD Operations Fund	630.24		\$630.24
KPFD Reg. Ctr. Capital			\$0.00
977 Cash		1,320,982.97	\$1,320,982.97
Investment Beginning		2,546,968.58	\$2,546,968.58
Investments Purchased		88,168.12	\$88,168.12
Total KPFD Reg. Ctr. Capital		3,956,119.67	\$3,956,119.67
Total Bank Accounts	\$630.24	\$3,956,119.67	\$3,956,749.91
Total Current Assets	\$630.24	\$3,956,119.67	\$3,956,749.91
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	\$630.24	\$4,206,119.67	\$4,206,749.91
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable (A/P)	0.00		\$0.00
Total Accounts Payable	\$0.00	\$0.00	\$0.00
Other Current Liabilities			
Employee Benefits Payable	827.05		\$827.05
Payroll Related Payable	1,638.47		\$1,638.47
Salaries Payable	-265.80		\$ -265.80
USE Tax Payable	29.50		\$29.50
Vouchers Payable	0.00		\$0.00
Total Other Current Liabilities	\$2,229.22	\$0.00	\$2,229.22
Total Current Liabilities	\$2,229.22	\$0.00	\$2,229.22
Long-Term Liabilities			
2636 Regional Ctr Notes Payable			\$0.00
Notes Payable (to 286)		1,494,780.00	\$1,494,780.00
Total 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	\$2,229.22	\$1,494,780.00	\$1,497,009.22

Kitsap Public Facilities District

Statement of Financial Position

As of October 31, 2025

	968	977	TOTAL
Equity			
Fund Balance	19,565.12	2,946,715.22	\$2,966,280.34
LTGO Fund Balance Restricted	0.00		\$0.00
Transfer in/ out from Capital Fund	225,000.00	-225,000.00	\$0.00
Net Revenue	-246,164.11	-10,375.55	\$ -256,539.66
Total Equity	\$ -1,598.99	\$2,711,339.67	\$2,709,740.68
TOTAL LIABILITIES AND EQUITY	\$630.23	\$4,206,119.67	\$4,206,749.90

Kitsap Public Facilities Distict

Statement of Activity by Class

October 2025

	968	977	TOTAL
Revenue			
Interest Earnings		9,117.86	\$9,117.86
Regional Centers Sales & Use		215,036.32	\$215,036.32
Total Revenue	\$0.00	\$224,154.18	\$224,154.18
GROSS PROFIT	\$0.00	\$224,154.18	\$224,154.18
Expenditures			
COMMUNICATIONS			\$0.00
IT Services	280.25		\$280.25
Technology Email	267.48		\$267.48
Technology- Zoom	104.93		\$104.93
Telephone/ Internet	356.12		\$356.12
Total COMMUNICATIONS	1,008.78		\$1,008.78
CONSULTING			\$0.00
Construction Consulting	2,451.25		\$2,451.25
Total CONSULTING	2,451.25		\$2,451.25
Misc Intergovernmental Service		0.00	\$0.00
OFFICE			\$0.00
Governance (BOD Stipends)	1,633.77		\$1,633.77
Rental-Office Space	939.55		\$939.55
Software & Subscriptions	82.50		\$82.50
Storage	133.00		\$133.00
Total OFFICE	2,788.82		\$2,788.82
PAYROLL			\$0.00
Payroll Wages	11,587.29		\$11,587.29
PERS ER- Retirement Contrib.	838.30		\$838.30
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	13,279.95		\$13,279.95
ZPROJECT COSTS AND DEBT SERVICE		0.00	\$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	\$19,528.80	\$71,360.72	\$90,889.52
NET OPERATING REVENUE	\$ -19,528.80	\$152,793.46	\$133,264.66
NET REVENUE	\$ -19,528.80	\$152,793.46	\$133,264.66

Kitsap Public Facilities District
Projected vs. Actuals PFD Regional Center Capital
January - November 2025

	Sep-25				Oct-25				Nov-25				YTD-Total				2025 Annual
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	
Inflows																	
SALES AND USE TAX REBATE	221,751.09	203,809.29	17,941.80	108.80%	215,036.32	203,809.29	11,227.03	105.51%	225,701.88	203,809.29	21,892.59	110.74%	2,333,138.62	2,241,902.19	91,236.43	104%	2,445,711.46
INVESTMENT INTEREST	8,996.17	0.00	8,996.17		9,117.86	0.00	9,117.86		8,836.02	0.00	8,836.02		97,004.14	0.00	97,004.14		0.00
Total Inflows	\$230,747.26	\$203,809.29	\$26,937.97	113%	\$224,154.18	\$203,809.29	\$20,344.89	110%	\$234,537.90	\$203,809.29	\$30,728.61	115%	\$2,430,142.76	\$2,241,902.19	\$188,240.57	108%	\$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%	72,590.11	71,361.00	1,229.11	101.72%	804,767.85	804,771.00	-3.15	100%	800,934.00
ILA Projects	282,462.54	0.00	282,462.54		0.00	0.00	0.00		88,135.68	0.00	88,135.68		1,561,938.35	271,240.00	1,290,698.35	578%	3,001,332.00
Total Outflows	\$353,823.26	\$71,361.00	\$282,462.26	496%	\$71,360.72	\$71,361.00	(\$0.28)	100%	\$160,725.79	\$71,361.00	\$89,364.79	225%	\$2,366,706.20	\$1,076,011.00	\$1,290,695.20	220%	\$3,802,266.00
Net Change	(\$123,076.00)	\$132,448.29	(\$255,524.29)	-93%	\$152,793.46	\$132,448.29	\$20,345.17	115%	\$73,812.11	\$132,448.29	(\$58,636.18)	56%	\$63,436.56	\$1,165,891.19	(\$1,102,454.63)	5%	(\$1,356,554.54)

Notes:

Kitsap Public Facilities District
Budget vs. Actuals PFD Operations Fund
January - November 2025

	Sep-25				Oct-25				Nov-25				YTD-Total				2025 Annual
	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	3,433.04	2,283.33	1,149.71	150%	1,008.78	1,083.33	-74.55	93%	1,639.35	1,083.33	556.02	151%	16,352.37	13,709.63	2,642.74	119%	15,146.00
CONSULTING	2,310.50	6,933.33	-4,622.83	33%	2,451.25	4,358.33	-1,907.08	56%	5,920.75	5,058.33	862.42	117%	64,639.80	64,766.63	-126.83	100%	71,500.00
MEMBERSHIP DUES	0.00		0.00		0.00	0.00	0.00		0.00	400.00	-400.00	0%	6,135.00	4,050.00	2,085.00	151%	4,050.00
OFFICE	1,177.79	1,541.67	-363.88	76%	2,788.82	2,916.67	-127.85	96%	1,691.67	1,416.67	275.00	119%	29,717.38	28,958.36	759.02	103%	30,500.00
PAYROLL	14,407.96	13,597.51	810.45	106%	13,279.95	14,016.14	-736.19	95%	13,279.95	13,597.51	-317.56	98%	151,173.63	151,247.13	-73.50	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	400.00	0.00	400.00		0.00	3,500.00	-3,500.00	0%	381.86	0.00	381.86		1,059.51	3,500.00	-2,440.49	30%	3,500.00
Total Expenditures	\$21,729.29	\$24,355.84	(\$2,626.55)	89%	\$19,528.80	\$25,874.47	(\$6,345.67)	75%	\$22,913.58	\$21,555.84	\$1,357.74	106%	\$269,077.69	\$266,231.75	\$2,845.94	101%	\$294,543.00

Notes:

Kitsap Public Facilities District

Statement of Activity by Class

November 2025

	968	977	TOTAL
Revenue			
Interest Earnings		8,836.02	\$8,836.02
Regional Centers Sales & Use		225,701.88	\$225,701.88
Total Revenue	\$0.00	\$234,537.90	\$234,537.90
GROSS PROFIT	\$0.00	\$234,537.90	\$234,537.90
Expenditures			
COMMUNICATIONS			\$0.00
IT Services	280.25		\$280.25
Technology Email	267.48		\$267.48
Technology- Zoom	104.93		\$104.93
Telephone/ Internet	356.12		\$356.12
Website	630.57		\$630.57
Total COMMUNICATIONS	1,639.35		\$1,639.35
CONSULTING			\$0.00
Accounting	1,417.50		\$1,417.50
Construction Consulting	1,005.00		\$1,005.00
Legal Services	1,760.00		\$1,760.00
Other Consulting	1,275.00		\$1,275.00
Recording	463.25		\$463.25
Total CONSULTING	5,920.75		\$5,920.75
OFFICE			\$0.00
Rental Meeting	151.00		\$151.00
Rental-Office Space	955.53		\$955.53
Software & Subscriptions	82.50		\$82.50
Storage	133.00		\$133.00
Supplies	1,068.19		\$1,068.19
Total OFFICE	2,390.22		\$2,390.22
PAYROLL			\$0.00
Payroll Wages	11,587.29		\$11,587.29
PERS ER- Retirement Contrib.	838.30		\$838.30
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	13,279.95		\$13,279.95
TRAVEL	381.86		\$381.86
Uncategorized Expense	-698.55		\$ -698.55

Kitsap Public Facilities District

Statement of Activity by Class

November 2025

	968	977	TOTAL
ZPROJECT COSTS AND DEBT SERVICE			\$0.00
LTGO Bond Payment		72,590.11	\$72,590.11
PERC City of Poulsbo		88,135.68	\$88,135.68
Total ZPROJECT COSTS AND DEBT SERVICE		160,725.79	\$160,725.79
Total Expenditures	\$22,913.58	\$160,725.79	\$183,639.37
NET OPERATING REVENUE	\$-22,913.58	\$73,812.11	\$50,898.53
NET REVENUE	\$-22,913.58	\$73,812.11	\$50,898.53

Kitsap Public Facilities District

Statement of Financial Position

As of November 30, 2025

	968	977	TOTAL
ASSETS			
Current Assets			
Bank Accounts			
KPFD Operations Fund			\$0.00
968 Cash	54,771.70		\$54,771.70
Total KPFD Operations Fund	54,771.70		\$54,771.70
KPFD Reg. Ctr. Capital			\$0.00
977 Cash		1,399,094.74	\$1,399,094.74
Investment Beginning		2,546,968.58	\$2,546,968.58
Investments Purchased		97,004.14	\$97,004.14
Total KPFD Reg. Ctr. Capital		4,043,067.46	\$4,043,067.46
Total Bank Accounts	\$54,771.70	\$4,043,067.46	\$4,097,839.16
Total Current Assets	\$54,771.70	\$4,043,067.46	\$4,097,839.16
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	\$54,771.70	\$4,293,067.46	\$4,347,839.16
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable (A/P)	0.00		\$0.00
Total Accounts Payable	\$0.00	\$0.00	\$0.00
Other Current Liabilities	\$3,977.81	\$0.00	\$3,977.81
Total Current Liabilities	\$3,977.81	\$0.00	\$3,977.81
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	\$3,977.81	\$1,494,780.00	\$1,498,757.81
Equity			
Fund Balance	19,565.12	2,946,715.22	\$2,966,280.34
LTGO Fund Balance Restricted	0.00		\$0.00
Transfer in/ out from Capital Fund	300,000.00	-300,000.00	\$0.00
Net Revenue	-269,077.69	63,436.56	\$ -205,641.13
Total Equity	\$50,487.43	\$2,710,151.78	\$2,760,639.21
TOTAL LIABILITIES AND EQUITY	\$54,465.24	\$4,204,931.78	\$4,259,397.02



Kitsap Public Facilities District

Sales Tax Rebate Revenue Summary

NOV 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%	\$ 215,036.00	3.5%	↑
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%	\$ 255,701.88	21.5%	↑
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%	\$ 2,363,118.30	8.3%	↑
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%	↑

NOV 2025	FUNDS	COMMENT
Sales Tax Rebate (977)	\$255,701.88	21.5% increase over NOV 2024
Interest Earned	\$8,836.02	NOV 2025
Debt Service (286)	(\$71,360.72)	NOV 2025
Net Income	\$193,177.18	NOV 2025

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

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



KITSAP PFD
PROJECT INVOICE TRACKING REPORT
DEC 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 - Amend 1				ILA				ILA	Total Commitment
					\$ 12,000,000				\$ 16,968,880				\$ 2,047,556	Phase 1			\$ 1,439,000	\$ 32,455,436.00
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
2025		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)
	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	11/2/2025	\$ (88,135.68)									\$ (88,135.68)
	October	2336	12/15/2025		\$ (102,172.00)	33119820-09	12/15/2025		\$ (35,568.50)									\$ (137,740.50)
	November					33119820-10	12/15/2025		\$ (58,105.75)									\$ (58,105.75)
	December																	\$ -
2025 Totals					\$ (259,885.24)				\$ (586,257.82)				\$ (767,741.54)				\$ (143,900.00)	\$ (1,757,784.60) 2025 Totals
Total Paid to Date					\$ (2,460,194.40)				\$ (783,430.24)				\$ (2,047,556.00)				\$ (575,600.00)	\$ (5,866,780.64) Total Paid to Date
Remaining Balance					\$ 9,539,805.60				\$16,185,450				\$ -				\$ 863,400.00	\$ 26,588,655.36 Remaining Balances



DEC 15, 2025

EXECUTIVE DIRECTOR REPORT

NOV & DEC 2025

- **KPFD Policy Committee Update:** The Policy Committee met on November 12, 2025. The discussion revolved around project funding and timelines. The Committee will re-convene on January 7, 2026, to discuss the creation of project funding policy and guidelines, including the cadence for project proposal funding requests.
- **KFPD Finance Committee Update:** The Finance Committee met on November 13, 2025, to discuss the 2026 budget draft. The draft was presented to the Executive Committee on December 4, 2025, and will be presented to the entire board for consideration and approval during the December 15, 2025, BOD meeting.
- **PERC Project Update:** The PERC ILA Amendment was approved by the PFD Board of Directors during the October 27, 2025, meeting. All signatures are now in place, and the City has sent out an RFP for the construction portion of the PERC.
- **POCEC Project Update:** The 4th Amended ILA will be presented to the board for approval during the December 15, 2025, BOD meeting. The amendment extends the ILA Terms of Agreement to December 31, 2026. The City of Port Orchard has already ratified the amendment.
- **PGFHP Project Update:** No updates to report
- **POB Project Update:** No updates to report
- **2025 Resolutions:** The following resolutions have been drafted and will be presented to the Board of Directors for approval during the December 15, 2025, meeting:
 - Resolution 2025-01- 2026 - Board of Directors Meeting Schedule
 - Resolution 2025-02 – 2026 Holiday Schedule
 - Resolution 2025-03 – 2026 KPFD Investment Officer Appointment
 - Resolution 2025-04 – 2026 KPFD Public Records Officer Appointment
 - Resolution 2025-05 - 2026 KPFD Voucher Approval Level

Building Communities, Enriching Lives

**DRAFT**

	DRAFT					2025 Est EOY vs. 2026 Budget
	2026 Budget	2025 Budget	2025 YTD	2025 Est EOY Totals	+/- Est EOY vs Budget	
OPERATION EXPENSES	\$ 325,213.32	\$ 294,500.00	\$ 226,635.31	\$ 295,370.51	\$ (870.51)	\$ 29,842.81
Payroll						\$ -
Base Pay (Full-time ED) w/ 3% COLA	\$ 138,024.00	\$ 134,004.00	\$ 104,285.62	\$ 134,004.00	\$ -	\$ 4,020.00
Bonus	\$ -	\$ 5,000.00		\$ 5,000.00	\$ -	\$ (5,000.00)
Medicare	\$ 2,208.32	\$ 2,000.00	\$ 1,596.96	\$ 2,000.00	\$ -	\$ 208.32
L&I	\$ 800.00	\$ 800.00	\$ 636.41	\$ 800.00	\$ -	\$ -
WA - ESD/FMLA/Cares	\$ 2,400.00	\$ 1,200.00	\$ 1,512.66	\$ 2,309.73	\$ (1,109.73)	\$ 90.27
Health Stipend	\$ 10,800.00	\$ 7,200.00	\$ 5,400.00	\$ 7,200.00	\$ -	\$ 3,600.00
DRS PERS2	\$ 7,785.00	\$ 14,000.00	\$ 10,732.09	\$ 15,000.00	\$ (1,000.00)	\$ (7,215.00)
Phone Stipend	\$ 600.00	\$ 600.00	\$ 450.00	\$ 600.00	\$ -	\$ -
Subtotal	\$ 162,617.32	\$ 164,804.00	\$ 124,613.74	\$ 166,913.73	\$ (2,109.73)	\$ (4,296.41)
Communications						
Postage	\$ 146.00	\$ 146.00	\$ -	\$ -	\$ 146.00	\$ 146.00
Zoom Monthly Webinar	\$ 1,900.00	\$ 1,900.00	\$ 1,643.45	\$ 1,900.00	\$ -	\$ -
Telephone/Internet	\$ 3,500.00	\$ 4,000.00	\$ 3,052.33	\$ 3,500.00	\$ 500.00	\$ -
Website Service	\$ 2,000.00	\$ 2,000.00	\$ 721.50	\$ 800.00	\$ 1,200.00	\$ 1,200.00
IT Services	\$ 5,000.00	\$ 3,900.00	\$ 5,879.64	\$ 6,500.00	\$ (2,600.00)	\$ (1,500.00)
Email Subscription	\$ 3,500.00	\$ 3,200.00	\$ 2,407.32	\$ 3,404.24	\$ (204.24)	\$ 95.76
Subtotal	\$ 16,046.00	\$ 15,146.00	\$ 13,704.24	\$ 16,104.24	\$ (958.24)	\$ (58.24)
Promotional Hosting/Marketing						
EventFund & Support	\$ 10,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 10,000.00
2026 AWSPFD Conference	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
Subtotal	\$ 20,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 20,000.00
Consulting Services						
Legal Consult	\$ 14,000.00	\$ 12,000.00	\$ 6,397.50	\$ 13,600.00	\$ (1,600.00)	\$ 400.00
BOD Meeting Recordings (BKAT)	\$ 3,500.00	\$ 3,500.00	\$ 2,098.25	\$ 3,000.00	\$ 500.00	\$ 500.00
Construction Consult	\$ 12,000.00	\$ 12,000.00	\$ 11,391.25	\$ 12,000.00	\$ -	\$ -
Accounting Services	\$ 13,500.00	\$ 13,000.00	\$ 6,799.50	\$ 13,503.00	\$ (503.00)	\$ (3.00)
WA State Audit	\$ 15,000.00	\$ 7,500.00	\$ 5,981.30	\$ 6,000.00	\$ 1,500.00	\$ 9,000.00
Bonding/Financing Consult	\$ 7,500.00	\$ 7,500.00	\$ 2,600.00	\$ 2,600.00	\$ 4,900.00	\$ 4,900.00
Other Professional Services	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
BOD Handbook/Policy Committee Assist	\$ 20,000.00	\$ 15,500.00	\$ 21,000.00	\$ 21,000.00	\$ (5,500.00)	\$ (1,000.00)
Subtotal	\$ 86,000.00	\$ 71,500.00	\$ 56,267.80	\$ 71,703.00	\$ (203.00)	\$ 14,297.00
Office & Associated Costs						
Software & Renewals	\$ 3,400.00	\$ 3,200.00	\$ 3,329.47	\$ 3,400.00	\$ (200.00)	\$ -
Equipment/Office Furnishings	\$ 500.00	\$ 500.00	\$ 469.46	\$ 500.00	\$ -	\$ -
Insurance	\$ 7,000.00	\$ 6,500.00	\$ 6,610.00	\$ 6,610.00	\$ (110.00)	\$ 390.00
Office Rent - Central Plaza	\$ 12,000.00	\$ 11,100.00	\$ 8,574.47	\$ 11,460.47	\$ (360.47)	\$ 539.53
Meeting (Rental Space)	\$ 500.00	\$ 500.00	\$ 151.00	\$ 500.00	\$ -	\$ -
Storage	\$ 1,600.00	\$ 1,600.00	\$ 1,197.00	\$ 1,600.00	\$ -	\$ -
Supplies/Other	\$ 1,000.00	\$ 1,100.00	\$ 690.52	\$ 800.00	\$ 300.00	\$ 200.00
Governance (BOD Stipends, etc.)	\$ 6,000.00	\$ 6,000.00	\$ 4,249.96	\$ 5,466.42	\$ 533.58	\$ 533.58
Subtotal	\$ 32,000.00	\$ 30,500.00	\$ 25,271.88	\$ 30,336.89	\$ 163.11	\$ 1,663.11
Membership Dues						
Kitsap Econ Dev Assoc (KEDA)	\$ 5,000.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ (2,500.00)	\$ -
Greater Kitsap Chamber of Commerce	\$ 400.00	\$ 400.00	\$ 350.00	\$ 350.00	\$ 50.00	\$ 50.00
WA State Assoc of PFDs (WSAPFD)	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	\$ -
WA Econ Dev Assoc (WEDA)	\$ 400.00	\$ 400.00	\$ -	\$ 35.00	\$ 365.00	\$ 365.00
Subtotal	\$ 6,550.00	\$ 4,050.00	\$ 6,100.00	\$ 6,135.00	\$ (2,085.00)	\$ 415.00
Travel						
Conferences/Lodging/Mileage Reimburse/Meals	\$ 2,000.00	\$ 3,500.00	\$ 677.65	\$ 4,177.65	\$ (677.65)	\$ (2,177.65)
Subtotal	\$ 2,000.00	\$ 3,500.00	\$ 677.65	\$ 4,177.65	\$ (677.65)	\$ (2,177.65)
						0
Total Operating Expenses	\$ 325,213.32	\$ 294,500.00	\$ 226,635.31	\$ 295,370.51	\$ (870.51)	\$ 29,842.81
NET	\$ -	\$ -	\$ -	\$ (870.51)		10%

**FOURTH AMENDED
REGIONAL CENTER INTERLOCAL AGREEMENT
Between the Kitsap Public Facilities District and the City of Port Orchard**

This **REGIONAL CENTER INTERLOCAL AGREEMENT** (the "Agreement") is made pursuant to Chapter 39.34 RCW between the City of Port Orchard, a Washington non-charter code city acting under Chapter 35A.12 RCW ("Port Orchard"), and the Kitsap Public Facilities District, a Washington special purpose district operating under Chapter 36.100 RCW (the "District").

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

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

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

WHEREAS, Port Orchard has proposed a project (the "Project"), which qualifies as a regional center and which is more fully described in Attachment "A" (Project Summary), attached hereto and incorporated by reference.

WHEREAS, the District Board has completed an evaluation and review process for seven (7) new regional centers and has initially determined to proceed with further review for possible funding with several applicants.

WHEREAS, the District anticipates collaborating with Port Orchard on the development of a regional center, specifically, The Port Orchard Community Events Center (POCEC), where the District's primary role would be to provide funding to create public benefits for Kitsap County.

WHEREAS, the District and Port Orchard are committed to undertaking their respective tasks in the "Agreement Tasks" attached hereto as Attachment "B," as amended and incorporated by reference.

WHEREAS, District funding is subject to an independent financial feasibility review prior to the issuance of any indebtedness or the long-term lease, purchase, or development of a regional facility pursuant to RCW 36.100.025.

WHEREAS, the City and the District previously amended the Agreement on July 27, 2020, First Amendment, and further amended the Agreement on or about 8/27/2021 and now agree to a further amendment ("Third Amendment") herein.

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

1. **Purpose of Agreement.** The purpose and intent of this Agreement is for Port Orchard and the District to collaborate efficiently and effectively in order for the parties to determine the feasibility of the Project and, if feasible, construct the Project with funds from Port Orchard in part and from the District in part.

2. **Port Orchard Funding Request.** Port Orchard has requested and has been awarded by the District, funding in the amount of \$12,000,000.00 (Twelve Million Dollars) for the purposes more fully described in Attachment "A" and in accordance with the phasing in Attachment "B," as amended

3. **Port Orchard Obligations.** Port Orchard shall undertake the "Agreement Tasks", as set forth in Attachment "B", except for those assigned to the District in the attachment or this Agreement. In addition, Port Orchard shall undertake the following:

3.1 **Contract Administration.** Port Orchard shall be responsible for all aspects of the contract administration for the Agreement Tasks, which shall include, but not be limited to, advertising, bidding, awarding, and monitoring the contract(s), as generally required by any applicable RCW. However, all invoiced or out-of-pocket expenses related to the project, except staff salary, benefits, and overhead costs, are eligible for reimbursement. This includes but is not limited to advertising, permitting, connection fees, testing, sub-consulting, and construction.

3.2 **Reporting.** Port Orchard shall regularly (not less than quarterly) meet with the District to evaluate the progress of its Agreement Tasks. The meetings can be held remotely as needed, consistent with applicable Open Public Meetings Act (OPMA) requirements.

3.3 **Timing of Agreement Tasks.** The anticipated timing of the Agreement Tasks is set forth in Attachment "B," as amended.

3.4 **Recognition.** Port Orchard shall publicly recognize the District's contribution to the Project in a manner to be agreed upon. The District may require some identification of the Project as "Regional Center" or "Special Event Center."

4. **The District's Obligations.** The District shall undertake the tasks set forth in Attachment "B" and shall undertake the following tasks:

4.1 **Contract Administration.** The District shall be responsible for all aspects on contract administration for the Market Analysis (Task 6), Financial Viability, and Risk Assessment tasks described in Attachment "B", including advertising, bidding, awarding, and monitoring.

4.2. Funding. The District shall fund the tasks set forth in Attachment "B" in an amount not to exceed \$12,000,000.00 (Twelve Million Dollars). The dollar amounts for each task listed in Attachment "B" are estimates for each project phase but may be shifted as needed, provided that funds allocated to Task 7 may not be used prior to proceeding with Task 7. In the event the funding remains from Tasks 1-6, these funds may be spent on subsequent Tasks. In the event the City proposes to shift or reallocate funds to different Tasks, it shall first provide written notice to the KPFD, who shall have a right of approval, not to be unreasonably withheld.

5. Process for Payment.

5.1 Accounting and Reporting. Port Orchard intends to utilize its existing accounts and fund structure to manage this project. However, Port Orchard will demonstrate the capability to separately account and report all activity, funds, and expenses related to this project. All funds related to this grant will be tracked under a separate project or account number and separately reported to the PFD.

5.2 Advance Deposits. The District agrees to provide an initial payment of \$200,000 ("Initial Payment") to Port Orchard for cash flow purposes to allow Port Orchard to begin the project and process invoices that are consistent with the approved contract and subtasks in a timely manner. Port Orchard will follow the identified procedures, for seeking reimbursements for expenses in this Agreement thereafter.

5.3 Use of Funds. The funds from the District shall solely be used for the payment of invoices for the Agreement Tasks and no other purposes. Port Orchard may not reimburse itself for salary, benefits, and overhead but all other out-of-pocket expenses related to the project are eligible for reimbursement.

5.4 Release of Funds. Port Orchard shall only release funds for the Agreement Tasks upon receipt of invoices for work performed, which work complies with the terms and conditions of the contracts for the Agreement Tasks or as specified in Task 3 of attachment B, as amended. Further, Port Orchard shall notify the District of any proposed payment for review and consent, not to be unreasonably withheld or delayed.

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

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

5.7 Port Orchard Matching Contributions. All accounting of staff time, Port Orchard

expenses including consultant fees, and Port Orchard contributions directly related to the project will be considered as part of the matching element of this project for District funding.

5.8 Final Accounting. Within sixty (60) days of the completion of the Assignment Tasks, Port Orchard shall provide a final written accounting of the District funds.

6. Feasibility Assessment, Performance Requirements, Conditions/Contingencies/Checkpoints. The District and Port Orchard are committed to funding the Project as set forth in this Agreement, subject to the following conditions:

6.1 Mutual Determination of Feasibility. See Attachment "B", Task 1.

6.2 Independent Feasibility Review - Department of Commerce. Irrespective of the parties' determination of feasibility as set forth above in Subsection 6.1, the District's funding commitment is subject to the statutory independent feasibility review of RCW 36.100.025. While the parties may cooperate to coordinate the reviews contemplated by subsections 6.1 and 6.2, those reviews may be conducted at different times as necessary.

6.3 Availability of Funds. This Agreement is contingent upon funding from the District. In the event that the District's expected funding payable to Port Orchard hereunder is withdrawn, reduced, limited, or not otherwise available after the effective date of this Agreement, this Agreement may be terminated by either party.

6.4 Port Orchard's Performance of its Assigned Tasks. District funding is conditioned upon Port Orchard's timely completion (as measured by the deadlines set out in Attachment "B" as amended) of its Assigned Tasks including, but not limited to, necessary property acquisition, obtaining necessary permits, and obtaining necessary funding in addition to the funding from the District.

6.5 Adoption of Operational Standards. Once the parties have determined that the Project meets applicable feasibility reviews, and before funding is committed for construction, the parties shall adopt a supplemental Interlocal Agreement addressing construction review and operational standards, replacement/reserve funding standards, reporting obligations, and any special standards applicable only to the Project, consistent with similar Interlocal Agreements with other regional center partners.

6.6 Process for Termination. In the event any of the required conditions are not satisfied, the Agreement may be terminated, by either party delivering thirty (30) days' written notice to the other. The termination notice shall specify the date on which the Agreement shall terminate.

7. Notice and Project Coordinators. The following individuals are the Project Coordinators and official contacts for Port Orchard and the District. Any notice, request, approval, direction, invoice, statement, or other communication which may, or is required to be given under this Agreement, shall be in writing and shall be deemed to have been given if hand-delivered, sent by a nationally recognized overnight delivery service, or if deposited in the U.S. mail and sent by

certified mail, return receipt requested, postage prepaid to the Project Coordinators:

For Port Orchard: Robert Putaansuu, Mayor
City of Port Orchard
216 Prospect Street
Port Orchard, WA 98366
Phone: 360-876-4407
Email: rputaansuu@cityofportorchard.us

For the District: Russ Shiplet
Executive Director
Kitsap Public Facilities District

19980 10th Ave NE, Suite 204F
Poulsbo, WA 98370
Phone: 360-698 1885
Email: execdirector@kitsap-pfd.org

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

8. **Non-Assignability.** Neither party may assign any interest in this Agreement and shall not transfer any interest in this Agreement without the prior written consent of the other party.

9. **Independent Governments - No Liability.** Each party is and shall remain an independent government. This Agreement does not create a partnership or other similar arrangement. The parties shall not be liable for the acts or omissions of the other party or their respective public officials, employees, or agents.

10. **Term of Agreement.** Except as otherwise stated herein, the term of this Agreement shall commence upon execution by both of the parties and shall continue until the earlier of when all Tasks have been executed or December 31, 2026. This Agreement may be reasonably extended by the parties as may be necessary to complete the Assignment Tasks, as the parties otherwise agree.

11. **Amendment.** No modification or amendment of this Agreement may be made except by a written document signed by both parties.

12. **Counterparts and Electronic Transmission.** This Agreement may be signed in counterparts. Electronic transmission of any signed original document and retransmission of any signed electronic transmission shall be the same as delivery of an original document.

13. **Governing Law.** This Agreement, and the right of the parties hereto, shall be governed by and construed in accordance with the laws of the State of Washington, and the parties agree that in any such action, jurisdiction and venue shall lie exclusively in Kitsap County,

Washington.

14. **No Third-Party Beneficiaries.** There are no third-party beneficiaries to this Agreement.

15. **Interpretation.** Each party participated in this Agreement and has had this Agreement reviewed by legal counsel. Therefore, any language herein shall not be construed against either party on the basis of which party drafted the particular language.

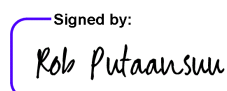
16. **True and Full Value.** Port Orchard and the District have each independently determined to itself that: (i) it has the authority to enter into this Agreement; and (ii) the promises and covenants received from the other party represent "true and full value" received by it pursuant to RCW 43.09.210.

17. **Survivability.** All obligations contained herein shall survive termination until fully performed.

18. **Entire Agreement.** This Agreement, including all predicate paragraphs and exhibits that are incorporated into this Agreement, contains all the understandings between the parties. Each party represents that no promises, representations, or commitments have been made by the other as a basis for this Agreement, which has not been reduced to writing herein. No oral promises or representations shall be binding upon any party whether made in the past or to be made in the future unless such promises or representations are reduced to writing in the form of a written modification of this Agreement executed by both parties.

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

CITY OF PORT ORCHARD

Signed by:

3B96492E3F5847D...
By: Robert Putaansuu
Its: Mayor
Date: 12/3/2025

KITSAP PUBLIC FACILITIES DISTRICT

By: Erin Leedham
Its: Chair
Date: _____

ATTEST:

By: _____

APPROVED AS TO FORM:

Brian E. Lawler, District Legal Counsel

ATTACHMENT "A"

PROJECT SUMMARY/DESCRIPTION

The City of Port Orchard proposes to construct an approximately 24,000 square foot Port Orchard Community Events Center (POCEC) building including adjacent site improvements. The POCEC will provide a central gathering place and multi-purpose facility in downtown Port Orchard that will support a multitude of functions for local and regional use. The facility will house our Regional Library branch and support large events such as galas, community festivals, conferences, concerts, service group meetings and more. The project will also support the redevelopment of the shoreline area with pedestrian and water access. The facility will include a catering kitchen and other amenities to support events requiring food service. The project will serve as a centerpiece of a much larger redevelopment project that includes parking, office, commercial, retail, and residential development.

ATTACHMENT "B"
AGREEMENT TASKS - COMMUNITY EVENT CENTER (CEC)
CITY OF PORT ORCHARD-KITSAP PUBLIC FACILITIES DISTRICT
(WITH ESTIMATED BUDGETS AND TIMING)

The following tasks shall be undertaken by, and will be the responsibility of, the City of Port Orchard, unless otherwise noted.

Task 1. Consultant Selection and Contract. \$0 (8 months (from December 2019))

Task 1.1. City's Consultant Selection - RCW 39.80 Architectural and Engineering Services - Request for Qualifications.

Deliverable 1.1. Professional services contract. The consultant selection will be made for all project phases. The contract will be phased as each subsequent scope of work is developed based on the results of previous tasks. The contract(s) will be approved in phases. The District reserves the right to review and approve the City's selection of consultants, such approval not to be unreasonably withheld.

Task 2. Project Management, Planning, Outreach, Design, and Cost Estimates. \$400,000 (16 Months)

Task 2.1. Prepare draft management plan.

Deliverable 2.1. Draft Management Plan.

Task 2.2. Draft Goals and Objectives.

Deliverable 2.2. Establish written project goals and objectives for the POCEC including user identification.

Task 2.3. Initiate public outreach, prepare draft concept plan, and draft space programming. Deliverable 2.3. Draft Concept Plan and Space Programming Report.

Task 2.4. Space Programing and Needs Assessment.

Deliverable 2.4. Preliminary Space Programming and Needs Report.

Task 2.5. Analyze sites and select preferred location.

Deliverable 2.5. Evaluate 3 sites for POCEC construction consideration and prepare design schemes for each site. Prepare report with alternatives for City Council decision on site selection.

Task 2.6. Prepare Market Analysis, Financial Viability, and Risk Assessment for preferred site.

Deliverable 2.6. Feasibility Report.

Task 2.7. Perform additional public outreach for the preferred alternative.

Deliverable 2.7. Summary of public input.

Task 2.8. Finalize Space Programming and Needs Assessment.

Deliverable 2.8. Provide preliminary POCEC monetary operational feasibility report and final space programming report.

Task 2.9. Preferred Alternative Site Analysis.

Deliverable 2.9. Prepare a technical report(s) to inform architectural and site design. This may include (depending on site selection) a geotechnical report, phase 2 environmental assessment, biological evaluation, topographic survey, archeological and cultural resources report, and shorelines mitigation and engineering report.

Task 2.10. Property Ownership/Master Plan.

Deliverable 2.10. Provide information to City consultant concerning the downtown master plan. Assist the City to determine POCEC property and building ownership.

Task 2.11. Schematic Design.

Deliverable 2.11. Provide preliminary schematic design to 25%. Prepare project cost estimates and scope of work for subsequent task(s).

Task 2.12. City Council Action. City to review all deliverables and decide whether to accept an additional \$600,000 (estimated) for Task 4.

Task 3. Property Acquisition. \$1,000,000

Task 3.1. Acquire property from Kitsap Bank for the Project for \$2.5 M with funding of \$1.2 M from the Washington State Department of Commerce; \$1.0 M from the District; and \$300,000 from the City.

Deliverables for release of funding from District.

- Signed purchase and sale agreement with Kitsap Bank for a not to exceed the purchase price of \$2.5 M.
- Assignment of DNR lease from Kitsap Bank, including any assignment approval from DNR.
- Satisfaction of all conditions for \$1.2 M Department of Commerce Grant, as set forth on June 21, 2021. Email from Beth Robinson to Nick Bond, City of Port Orchard, a copy of which is attached hereto as Exhibit 1 to this Attachment B.
- Availability of at least \$300,000 in City funds.
- Establishment of closing escrow.
- NOTE: The District shall deposit funds into closing escrow with instructions that if for any reason, the purchase of the Kitsap Bank property does not close, the District funds are to be returned to the District.

Task 4. Prepare 60% Design Development, Cost Estimates, and Shoreline Permit Submittal. \$620,000 (estimated) (9-12 Months)

Task 4.1. Prepare 60% Design Development (DD) plans and Shoreline Development Phasing Plan (SDPP).

Deliverable 3.1. 60% Design Development (DD) Plans for site improvements and building, finalize reports from Task 2.2. Develop SDPP [Phase 1 CEC building and landscape/hardscape, Phase 2 shoreline restoration, Phase 3 overwater structure(s)]. Finalize all technical reports.

Prepare Environmental Checklist. Prepare Traffic Impact Analysis/Parking Analysis. Prepare complete application for Shoreline Substantial Development Permit (and Shoreline Variance if required).

Task 4.2. Cost Estimates.

Deliverable 3.2. Consultant to provide cost estimates for completion of plans, specifications, and bid documents for three phases of project and for construction of each phase of the project.

Task 4.3. Operations and Maintenance Costs and Responsibilities.

Deliverable 3.3. Determine estimated facility operating costs and tenant responsibilities. Work with partners to identify operational cost responsibilities.

Task 4 City Council Action: City to review plans and funding requirements with any project partners and decide whether to accept additional \$1,500,000 (estimated) for Tasks 4 and 5.

Task 5. Shoreline Permits, 100% Ad Ready Construction Documents (PS&E) and Complete Applications for Development. \$770,000. (estimated) (6-12 months)

Task 5.1. Prepare Shoreline Substantial Development Permit (SSDP) application, submit, and provide support.

Deliverable 5.1. Attend meetings and provide support for (SSDP) application.

Task 5.2. Prepare 100% ad-ready construction documents (PS&E) for each phase of the approved shoreline phasing plan (CEC, overwater structures (such as a pier), Shoreline Restoration).

Deliverable 5.2. 100% ad-ready construction documents (PS&E).

Task 5.3. Prepare complete applications for building permits, land-disturbing activity permits (LDAP), and stormwater drainage permits (SDP). Prepare and file JARPA application.

Deliverable 5.3. Complete application submittal packages.

Task 5.4. Prepare plans for any offsite Improvements (if required under SEPA, SSDP, or as conditions of other permit approvals).

Deliverable 5.4. Provide permit application submittal packets for offsite improvements.

Task 5 City Council Action: City to review plans and funding requirements with project partners and decide whether to accept additional funds for Task 7. The City and its partners shall raise the remaining funds or secure commitments for the full funding of Task 7 prior to accessing additional KPFD funds.

Task 6. Market Analysis, Financial Viability, and Risk Assessment in accordance with KPFD guidelines (KPFD to select).

Deliverable 6. KPFD's portion of the feasibility study report.

Task 7. Secure Funding for Construction and Term Financing - As an alternative to the KPFD issuing bonds to cover the remaining \$9.21M commitment.

Task 7.1. KPFD commits percentage of sales tax rebate revenue sufficient to fund required debt service coverage based on issuer's credit rating.

Deliverable 7.1. KPFD commitment of sales tax rebate revenue to satisfy bonding requirements.

Task 7.2. Identify debt issuing entity.

Deliverable 7.2. City, County, or Port of Bremerton identified as debt issuer.

Task 7.3. Quantify debt service needs and costs based on borrowing entity and structure.

Deliverable 7.3. Construction draw schedule, term debt service schedule, interest costs and other financing costs.

Task 7.4. Define borrowing structure.

Deliverable 7.4. Define timing and borrowing amounts needed to fund construction, needed amortization of term financing and any pledges to enhance credit of debt issuance to reduce interest costs.

(Note: A binding commitment of sales tax rebate revenue will be necessary to quantify the amount of debt that can be issued. This amount should be set based on estimated required debt service coverage plus some allowance for changes in interest rates from current rates. Should the borrower require less than the committed amount, the commitment amount shall then be reduced to match the final required debt service coverage.)

Task 7.5. Borrowing entity secures financing at lowest true interest cost (TIC) available in the market.

Deliverable 7.5. Borrowing entity issues debt or obtains binding commitment for debt placement.
Comment: Borrower should evaluate either public debt issuance or commitment from private purchaser.

Task 8. CEC (excludes shoreline restoration and overwater structures) Project Management, Bid Support/Bid Award, Construction Administration/Construction Management, A&E Support, Construction. \$16,000,000 to \$20,000,000 (\$ 9,210,000 of Task 8 cost from KPFD

Task 8.1. Project management

Deliverable 8.1. Overall project management and oversight.

Task 8.2. Bid support/Bid award

Deliverable 8.2. A&E of record provides bid support (requests for information responses, construction document amendments, bid tabulations, etc.)

Task 8.3. Construction administration/Construction management

Deliverable 8.3. Daily inspection reports, documentation as required, scheduling, certified payrolls, progress billing approval, etc.)

Task 8.4. A&E support

Deliverable 8.4. A&E of record to provide technical assistance and direction during construction.

Task 8.5. CEC construction phase.

Deliverable 8.5. Construction contract.

Task 8.6. Miscellaneous.

Deliverables 8.6. Required connection fees, impact fees and permit fees paid. Construction staking, surveying, materials testing, special inspections provided.

Task 9. City to Complete Shoreline Restoration and Overwater Structures (No further KPFD involvement)

**ATTACHMENT “B”
EXHIBIT 1**

June 21, 2021

Nick Bond
City of Port Orchard
210 Prospect Street
Port Orchard, WA 98366

Dear Nick:

Congratulations! Governor Inslee recently signed the 2021-23 State Capital Budget, which includes an appropriation of \$1,236,000.00 for the South Kitsap Community Events Center (Port Orchard) Project. The Department of Commerce, which will administer the project, will retain two percent (up to a maximum of \$50,000) to cover our administrative costs. Accordingly, your net grant award will be \$1,211,280.00.

Prior to receiving funds, your organization will need to fulfill the following requirements:

- Provide documentation of your organization’s financial ability to complete the project. All funds from sources other than the state must be expended, raised, or secured by documented pledges or loans.
- For nonprofit grantees, any property relevant to the project must be owned or secured by a long-term lease that remains in effect for a minimum of ten years following the final payment date. A lien on owned property is also required when receiving grants over \$500,000.
- Prevailing wages must be paid for all construction labor costs incurred as of May 18, 2021.
- Review by the Washington State Department of Archaeology and Historic Preservation and any affected Tribes (Governor’s Executive Order 21-02).
- Your project may also need to comply with the state’s green buildings standards (RCW 39.35D).

Please fill out the linked [Contract Readiness Survey](#) and submit at your earliest convenience. Also enclosed is a comprehensive set of contracting guidelines to assist you with the process. If you have any questions or need additional information, please contact your Project Manager, Beth Robinson, at (360) 549-6260 or Beth.Robinson@commerce.wa.gov.

Sincerely,

Beth Robinson
Program Manager
Department of Commerce
Local Government Division
Capital Programs Unit
PO Box 42525
Olympia WA 98504-2525
Cell Phone: 360-549-6260

Kitsap Public Facilities District

Kitsap County, Washington

RESOLUTION 01-2025

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 2026.

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 2026. The Board reserves the right to add or subtract dates as necessary, with public notice.

- Monday, February 23 – City of Poulsbo Council Chambers
- Monday, April 27 – Norm Dicks Government Center
- Monday, June 29 - Bainbridge Island Council Chambers
- Monday, August 24 – Norm Dicks Government Center
- Monday, October 26 – Bainbridge Island Council Chambers
- Monday, December 14 – City of 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 15th day of December 2025, 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 02-2025

A RESOLUTION of the Board of Directors of the Kitsap Public Facilities District (KPFD) of Kitsap County, Washington, establishing a holiday schedule and principal office for the KPFD for the calendar year 2026.

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

The following is a schedule of holidays for 2026, in which the KPFD office will be closed.

- Thursday, January 1 New Year's Day
- Monday, January 19 Martin Luther King Jr. Day
- Monday, February 16 President's Day
- Monday, May 25 Memorial Day
- Friday, June 19 Juneteenth Day
- Friday, July 3 Independence Day
- Monday, September 7 Labor Day
- Wednesday, November 11 Veterans Day
- Thursday, November 26 Thanksgiving Day
- Friday, November 27 Native American Heritage Day
- Friday, December 25 Christmas Day

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 17th day of December 2025, 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. 03-2025

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 15th day of December 2025, 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

KITSAP COUNTY, WASHINGTON

Resolution 04-2025

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 15th day of December 2025, 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 05-2025

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 (KPFD) is a duly authorized municipal corporation in the State of Washington and incurs financial obligations related to the business of that corporation and

Whereas KPFD 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 15th day of December 2025, 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