



Board of Directors Meeting
Monday, February 23, 2026
Kitsap Public Facilities District Office
Meeting Location: City of Poulsbo Council Chambers
& via Zoom Webinar: <https://us02web.zoom.us/j/81033880146>

MEETING AGENDA

- 1. Call to Order / Comments from Board Vice-Chair Patrick Hatchel**
- 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. DEC 15, 2025, KPFD BOD Meeting Minutes
 - B. Blanket Voucher #01-JAN 2026 96968 Operating Expenses
 - C. Blanket Voucher #02-FEB 2026 96977 POCEC Project Invoices
 - D. Blanket Voucher #03-FEB 2026 96977 POB Annual Reimbursement Invoice
 - E. Blanket Voucher #04-FEB 2026 96968 Operating Expenses
 - F. Blanket Voucher #05-FEB 2026 96977 PERC Project Invoices
 - G. DEC 2025 & JAN 2026 Financial Statements
 - H. JAN 2026 Sales Tax Rebate Summary Reports
 - I. FEB 2026 KPFD Project Tracking Report
 - J. JAN & FEB 2026 Executive Director Report
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- 4. Project Update:** – Port Gamble Forest Heritage Park (PGFHP) Project
- 5. General Business/Good of the Order**
 - Policy Committee Report – Funding Policy progress and Board Discussion
 - PERC Project Construction Bond Issuance Update
 - Assoc. of WA State Public Facilities District (AWSPFD) 2026 Conference Updates
 - Kitsap Econ. Development Alliance (KEDA) Annual Economic Forecast Luncheon – April 2, 2026
- 6. Meeting Adjournment**

Next Meeting: Monday, April 28, 2026 @ 5:30 PM
Location: Norm Dicks Center
Topics: PERC Project Update & General Business

Building Communities, Enriching Lives



**KITSAP PUBLIC FACILITIES DISTRICT
CONSENT AGENDA
FEBRUARY 23, 2026**

- A. December 15, 2025, KPFD BOD Meeting Minutes
 - B. Blanket Voucher #01-JAN 2026 96968 Operating Expenses
 - C. Blanket Voucher #02-FEB 2026 96977 POCEC Project Invoices
 - D. Blanket Voucher #03-FEB 2026 96977 POB Annual Reimbursement Invoice
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 - G. DEC 2025 & JAN 2026 Financial Statements
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 - J. JAN & FEB 2026 Executive Director Report
-

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Kitsap Public Facilities District

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

MONDAY, DECEMBER 15, 2025

Attendance:

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

Absent: Board Chair Erin Leedham

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

1. **Call to Order:** KPFD Vice Chair Hatchel called the meeting to order at 5:30 PM.
2. **Public Comment:** Public comment was provided with the PFD Executive Director and Board Happy Holidays.
4. **Approval of Consent Agenda, July Sales Tax Rebate Project Invoice Tracking Reports:** Director Havers made a motion to accept the Consent Agenda as presented. Director Blair seconded the motion. There was no discussion, and the motion passed unanimously.

5. **Project Presentation:**

There were no projection presentations at the meeting.

6. **General Business:**

- **Finance Committee Report:** Treasurer Draper presented the 2026 Operating Expenses Budget for consideration and approval. Director Draper motioned to approve the budget as presented. Director Cucciardi seconded the motion. There was no discussion and the motion was approved unanimously.
- **Policy Committee Report:** Vice Chair Hatchel reported that the Policy Committee would reconvene on January 7, 2026, focusing on a Funding & Timeline Policy.
- **Port Orchard Community Events Center (POCEC) 4th Amendment ILA:** The 4th amendment to the POCEC ILA was presented for consideration and approval. The only amendment addressed in the presented ILA was an extension of the Termination Agreement from December 31, 2025, to December 31, 2026. Director Draper moved to

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approve the 4th amendment to the ILA as presented. Director Jagodzinske seconded the motion. There was no discussion and the ILA was passed unanimously.

- **Resolution 01-2025 – 2026 Board of Directors Meeting Schedule:** Resolution 01-2025 was presented for consideration and approval. Director Havers moved to approve the resolution as presented. Director Blair seconded the motion. There was no discussion and the motion was approved unanimously.
- **Resolution 02-2025 – 2026 Holiday Schedule:** Resolution 02-2025 was presented for consideration and approval. Director Jagodzinske moved to approve the resolution as presented. Director Blair seconded the motion. There was no discussion and the motion was approved unanimously.
- **Resolution 03-2025 – KPFD Investment Officer Appointment:** Resolution 03-2025 was presented for consideration and approval. Director Jagodzinske moved to approve the resolution as presented. Director Havers seconded the motion. There was no discussion and the motion was approved unanimously.
- **Resolution 04-2025 – KPFD Public Records Officer Appointment:** Resolution 04-2025 was presented for consideration and approval. Director Draper moved to approve the resolution as presented. Director Blair seconded the motion. There was no discussion and the motion was approved unanimously.
- **Resolution 05-2025 – KPFD Voucher Approval Letter for the Executive Director:** Resolution 05-2025 was presented for consideration and approval. Director Blair moved to approve the resolution as presented. Director Havers seconded the motion. There was no discussion and the motion was approved unanimously.
- **WA DRS Section 218 Filing:** Executive Director Shiplet explained the purpose of the WA State Dept of Retirement Services Section 218 filing – Election of collection of social security on behalf of the Executive Director, but there was no need for a motion to approve the filing because the Executive Director elected to not pay into, or have the PFD pay into his social security benefit in 2026.

7. Meeting Adjournment:

- The Board of Directors meeting adjourned at 5:56 PM.

Next Meeting of the Board:

Monday, February 23, 2026 – City of Poulsbo Council Chambers

- **Project Update: Kitsap County Port Gamble Forest Heritage Park (PGFHP)**

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BLANKET VOUCHER APPROVAL

FUND: 96968.00968

BV# 01-JAN 2026

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 **\$6,989.43** on this 28th day of JAN 2026

Erin Leedham
Erin Leedham, Chair

Patrick Hatchel
Patrick Hatchel, Vice-Chair

Walter S Draper IV
Walter Draper IV, Treasurer

Daron Jagodzinske
Daron Jagodzinske, Director

Phil Havers
Phil Havers, Director

Shawn Cucciardi
Shawn Cucciardi, Director

Anne Blair
Anne Blair, Director

VENDOR	INVOICE #	AMOUNT
INVOICES:		
Kitsap Bank Visa CC (DEC 2025)	DEC2025	\$ 1,281.35
Parker, Mooers, & Cena LLC Accounting Services (DEC 2025)	127458	\$ 950.00
Greater Kitsap Chamber of Commerce (2026 Annual Dues)	380222	\$ 350.00
Barker Creek Consulting (DEC 2025)	1688	\$ 925.00
JPC PLLC Legal Counsel (DEC 2025)	194151	\$ 385.00
WA State DRS PERS2 Employee Retirement (DEC 2025)	DEC2025	\$ 1,269.97
WA State ESD UI Tax (JAN 2026)	604903519	\$ 24.99
Q4 2025 BOARD OF DIRECTORS STIPEND		
Director Erin Leedham	Q42025	\$ 227.44
Director Patrick Hatchel	Q42025	\$ 344.38
Director Walter Draper IV	Q42025	\$ 375.32
Director Daron Jagodzinske	Q42025	\$ 229.12
Director Phil Havers	Q42025	\$ 216.94
Director Shawm Cucciardi	Q42025	\$ 150.00
Director Anne Blair	Q42025	\$ 259.92
PAGE TOTAL		\$ 6,989.43



VENDOR	DATE	AMOUNT
Kitsap Bank Visa (DEC 2025)		\$1,281.35
<i>-Kitsap Sun Subscription (DEC 2025)</i>	11/25/2025	\$16.99
<i>-Green Plaza PW LLC – Office Rent (DEC 2025)</i>	11/30/2025	\$1,308.30
<i>-Help Desk Cavalry Email & IT Support (DEC 2025)</i>	12/01/2025	\$280.25
<i>-Exact Hosting (Website domain renewal)</i>	12/01/2025	\$80.00
<i>-EZCater – Firehouse Subs (Credit from Errant Charge)</i>	12/01/2025	(\$566.60)
<i>-EZCater – WaWa Sandwich Shop (Credit from Errant Charge)</i>	12/01/2025	(\$431.53)
<i>-EZCater – Potbelly Sandwiches (Credit from Errant Charge)</i>	12/01/2025	(\$501.59)
<i>-Glacier West Storage (DEC 2025)</i>	12/01/2025	\$133.00
<i>-Help Desk Cavalry Email & M365 Support (DEC 2025)</i>	12/02/2025	\$267.48
<i>-Comcast for Business Phone & VM (DEC 2025)</i>	12/05/2025	\$81.03
<i>-Zoom Webinar (DEC 2025)</i>	12/06/2025	\$104.93
<i>-Grammarly (2026 Renewal)</i>	12/08/2025	\$157.39
<i>-Adobe Cloud Storage (DEC 2025)</i>	12/14/2025	\$65.51
<i>-Comcast for Business Internet Service (DEC 2025)</i>	12/23/2025	\$286.19
	PAGE TOTAL	\$1,281.35



Account Summary

Billing Cycle		12/24/2025
Days In Billing Cycle		31
Previous Balance		\$4,379.79
Purchases	+	\$2,781.07
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$1,499.72-
Payments	-	\$4,379.79-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$1,281.35

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	\$1,281.35
MINIMUM PAYMENT	\$1,281.35
PAYMENT DUE DATE	01/18/2026

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.

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$8,718.65
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/25	11/25	PBUS01	24692165329107821909471	GANNETT MEDIA CO 888-426-0491 VA	\$16.99
11/30	12/01	PBUS01	24906415334244477972240	PYL*Green Plaza PW LLC 866-7295327 WA	\$1,308.30
12/01	12/02	PBUS01	24377355336000002658167	HELP DESK CAVALRY 360-9306990 WA	\$280.25
12/01	12/02	PBUS01	24011345335100143561629	EXACTHOSTI* EXACTHOSTING. VA	\$80.00
12/01	12/02		74036295335714374942127	CREDIT VOUCHER EZCATER*FIREHOUSE SUBS 8004881803 MA	\$566.60-
12/01	12/02		74036295335742375787365	CREDIT VOUCHER EZCATER*WAWA 8004881803 MA	\$431.53-
12/01	12/02		74036295335744375450762	CREDIT VOUCHER EZCATER*POTBELLY SANDW 8004881803 MA	\$501.59-
12/01	12/03	PBUS01	24071055336939130580865	GLACIER WEST POULSBO 360-6977368 WA	\$133.00
12/02	12/03	PBUS01	24377355337000002344460	HELP DESK CAVALRY 360-9306990 WA	\$267.48
12/05	12/05	PBUS01	24692165339107916127979	COMCAST BUSINESS 844-963-0200 PA	\$81.03
12/06	12/07	PBUS01	24011345340100148347506	ZOOM.COM 888-799-9666 ZOOM.US CA	\$104.93

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

KITSAP BANK
 PO BOX 1080
 BREMERTON WA 98337-0375



Account Number
 ##### 3580

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
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12/24/25 \$1,281.35 \$1,281.35 01/18/26



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



MAKE CHECK PAYABLE TO:



VISA
 PO BOX 6818
 CAROL STREAM IL 60197-6818

18 4257 7700 0002 3580 00128135 00128135 8



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

Date: 12/31/2025
Invoice Number: 127458
Client: KIT0379.
Pay Electronically: Pay Now

For professional services related to:

Monthly Accounting Services	\$950.00
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Invoice Total:	\$950.00
Prior Balance:	<u>\$0.00</u>
Current Amount Due:	<u>\$950.00</u>

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.

"Archer Lewis" is a brand name under which Archer Lewis, LLC, its subsidiary entities, and Jarrard, Nowell & Russell, LLC, independently owned entities, provide professional services in an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations and professional standards. Jarrard, Nowell & Russell, LLC is a licensed independent CPA firm that provides attest services and Archer Lewis, LLC and its subsidiary entities provide bookkeeping, tax and advisory services. Archer Lewis, LLC and its

subsidiary entities are not licensed CPA firms.



Greater Kitsap Chamber
 PO Box 1218
 Silverdale, WA 98383
 S: (360) 692-6800 | B: (360) 479-3579
 hello@greaterkitsapchamber.com

Invoice

Invoice Date: 1/6/2026
 Invoice Number: 380222

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

Terms	Due Date
30 days	2/5/2026

Description	Quantity	Rate	Amount
Dues - Business Member Renewal	1	\$350.00	\$350.00
Subtotal:			\$350.00
Tax:			\$0.00
Total:			\$350.00
Payment/Credit Applied:			\$0.00
Balance:			\$350.00

Terms of Service February 2026 - January 2027
 Thank you for your support of the **Greater Kitsap Chamber**

Please return this portion with your payment.

Member Name: Kitsap Public Facilities District
Payment Amount: \$ _____

Invoice #: 380222

Payment Method: Check # _____ Credit Card

Make all checks payable to **Greater Kitsap Chamber** or enter credit card information below.

Enter Credit Card Billing Address (inc. zip code)

Address _____

City/State/Zip _____

Credit Card #: _____ Exp. Date: _____ CVV Code (3 or 4 digits on back of card) _____

Name on Card: _____ Signature: _____

Barker Creek Consulting Inc.

PO Box 2011

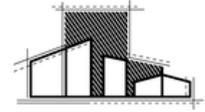
Silverdale, WA 98383 USA

+13602719207

shannont@barkercreek-ors.com

http://barkercreek-ors.com/

Invoice



Barker Creek Consulting

Owners Rep Services

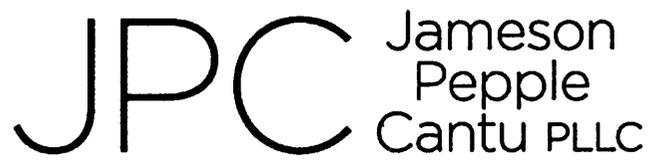
BILL TO
Russ Shiplet KFPD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1688	01/12/2026	\$925.00	02/11/2026	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
12/01/2025	KFPD:Kitsap Public Facilities District			
	Project management:KFPD - Project Oversight	5:00	185.00	925.00
	Shannon D Thompson			
	SUBTOTAL - KFPD:Kitsap Public Facilities District			925.00

BALANCE DUE

\$925.00



Tel 206.292.1994
Fax 206.292.1995

801 Second Avenue, Suite 700
Seattle, Washington 98104

January 13, 2026

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

Invoice 194151 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 385.00

\$ 385.00



Plans 1, 2 and 3 Payment Advice

This form is for employers to report Plans 1, 2 and 3 payments to DRS.

Send completed form to:
Department of Retirement Systems
PO Box 9018
Olympia, WA 98507-9018
www.drs.wa.gov
800.547.6657, option 6 then option 1
360.664.7000, option 1
TTY: 711

When submitting payments to DRS, include copies of each payment advice form along with your payment. You do not need to include any payment advices with a \$0.00 total. Do not use staples, paperclips or tape. Print single-sided copies only.

Employer:	Kitsap Public Facilities District (4296)
Employer Contact:	(360) 698-1885

Payment Advice: Plans 1 and 2

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

Plan 1:

Check #	Report Period (mm/yyyy)	Invoice #	Payment Amount
Subtotal for Plan 1			\$0.00

Plan 2:

Check #	Report Period (mm/yyyy)	Invoice #	Payment Amount
1234	12/2025		\$1,269.97
Subtotal for Plan 2			\$1,269.97

Total for Plans 1 and 2:	\$1,269.97
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Employment Security Department

WASHINGTON STATE
P.O. Box 9046 • Olympia, WA 98507-9046

UI Tax Billing Statement January 2026

13800

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

ESD number: 000-530274-00-7
UBI number: 604-903-519

How to pay

- Pay electronically at secureaccess.wa.gov, or
- Mail a check with the coupon below.

Dates

Billing period: December 14, 2025 - January 10, 2026
 Oldest original due date: October 31, 2025
 Statement closed: January 10, 2026
 Payment due: On receipt
 Additional charges accrue on: February 1, 2026

Questions?

If you have questions about this statement, please contact the Account Management Center at
 OlympiaAMC@esd.wa.gov
 or 855-829-9243.

Summary

Previous balance	\$24.99
Charges	\$0.00
Payments	\$0.00
Amount due	\$24.99

Return with your check

Payable to

Employment Security Dept.
 UI Tax Administration
 PO Box 84242
 Seattle, WA 98124-5542

Credit this account

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

Amount

Due: \$24.99
 Enclosed: \$
 Due Date: January 31, 2026

ESD number: 000-530274-00-7
 UBI number: 604-903-519
 EIN: 76-0820379

Departmental use:	Staff ID	Date Received	Remitted \$
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000530274007000000002499

54000001-013800-01-00000000



**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q4 2025

BOARD MEMBER NAME			ERIN LEEDHAM		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	22	2025	EXECUTIVE TEAM	ZOOM	
OCT	27	2025	BOARD	IN PERSON	BREMERTON
NOV	13	2025	FINANCE COMMITTEE	ZOOM	
DEC	4	2025	EXECUTIVE TEAM	ZOOM	

STIPEND RT MILEAGE

\$ 50.00

\$ 50.00 39.2

\$ 50.00

\$ 50.00

0.70 2025 RATE

TOTALS	\$ 200.00	\$ 27.44	\$ 227.44
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**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q4 2025

BOARD MEMBER NAME			PATRICK HATCHEL		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	22	2025	EXECUTIVE TEAM	ZOOM	
OCT	22	2025	POLICY COMMITTEE	ZOOM	
OCT	27	2025	BOARD	IN PERSON	BREMERTON
NOV	12	2025	POLICY COMMITTEE	ZOOM	
DEC	4	2025	EXECUTIVE TEAM	ZOOM	
DEC	15	2025	BOARD	IN PERSON	POUSLBO
JAN					
FEB					
MAR					

STIPEND	RT MILEAGE
\$ 50.00	
\$ 50.00	
\$ 50.00	46.8
\$ 50.00	
\$ 50.00	
\$ 50.00	16.6

0.70 2025 RATE

TOTALS	\$ 300.00	\$ 44.38	\$ 344.38
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**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q4 2025

BOARD MEMBER NAME			WALT DRAPER		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	22	2025	EXECUTIVE TEAM	ZOOM	
OCT	23	2025	FINANCE COMMITTEE	IN PERSON	KPFD OFFICE
OCT	27	2025	BOARD	IN PERSON	BREMERTON
NOV	13	2025	FINANCE COMMITTEE	IN PERSON	KPFD OFFICE
DEC	4	2025	EXECUTIVE TEAM	ZOOM	
DEC	15	2025	BOARD	IN PERSON	POUSLBO

STIPEND	RT MILEAGE
\$ 50.00	
\$ 50.00	33.6
\$ 50.00	7.2
\$ 50.00	33.6
\$ 50.00	
\$ 50.00	33.2

0.70 2025 RATE

TOTALS	\$ 300.00	\$ 75.32	\$ 375.32
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**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q4 2025

BOARD MEMBER NAME			DARON JAGODZINSKE		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	22	2025	POLICY COMMITTEE	ZOOM	
OCT	27	2025	BOARD	IN PERSON	BREMERTON
NOV	12	2025	POLICY COMMITTEE	ZOOM	
DEC	15	2025	BOARD	IN PERSON	POUSLBO
FEB					
MAR					
APR					
MAY					
JUN					

STIPEND RT MILEAGE

\$ 50.00

\$ 50.00 39.60

\$ 50.00

\$ 50.00 2

0.70 2025 RATE

TOTALS	\$ 200.00	\$ 29.12	\$ 229.12
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**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q4 2025

BOARD MEMBER NAME			PHIL HAVERS		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	22	2025	POLICY COMMITTEE	ZOOM	
OCT	27	2025	BOARD	ZOOM	
NOV	12	2025	POLICY COMMITTEE	ZOOM	
DEC	15	2025	BOARD	IN PERSON	POUSLBO

STIPEND	RT MILEAGE
\$ 50.00	
\$ 50.00	
\$ 50.00	
\$ 50.00	24.2

0.70 2025 RATE

TOTALS	\$ 200.00	\$ 16.94	\$ 216.94
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**KITSAP
PUBLIC
FACILITIES
DISTRICT**

**BOARD OF DIRECTORS STIPEND
& MILEAGE REIMBURSEMENT**

Q4 2025

BOARD MEMBER NAME			SHAWN CUCCIARDI		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	23	2025	FINANCE COMMITTEE	ZOOM	
NOV	13	2025	FINANCE COMMITTEE	ZOOM	
DEC	15	2025	BOARD	ZOOM	
NOV					
DEC					
JAN					
FEB					
MAR					
APR					

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

0.70 2025 RATE

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

Q4 2025

BOARD MEMBER NAME			ANNE BLAIR		
MONTH	DAY	YEAR	MEETING TYPE	ZOOM or IN PERSON	IF IN PERSON, SITE LOCATION
OCT	23	2025	FINANCE COMMITTEE	ZOOM	
OCT	27	2025	BOARD	IN PERSON	BREMERTON
NOV	13	2025	FINANCE COMMITTEE	ZOOM	
DEC	15	2025	BOARD	IN PERSON	POUSLBO

	STIPEND	RT MILEAGE
\$	50.00	
\$	50.00	61.60
\$	50.00	
\$	50.00	24

0.70 2025 RATE

TOTALS	\$ 200.00	\$ 59.92	\$ 259.92
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INVOICE

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

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

DATE: 12/18/2025
INVOICE #: INV02338
DUE DATE: 12/18/2025
TOTAL DUE: 57,897.60

CUSTOMER ACCOUNT # : 0131

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
C082-19 SK CEC - Svcs through 9/30/25	1.00	3,360.00	3,360.00
C082-19 SK CEC - Svcs through 9/30/25	1.00	54,537.60	54,537.60
TOTAL THIS INVOICE			57,897.60

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!

Port of Bremerton
8850 S.W. State Hwy 3
Bremerton, WA 98312

Phone: 360-674-2381
Fax: 360-674-2807
www.portofbremerton.org



INVOICE
December

Bill to:

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

Document Date: 01/01/2026
Reference Number:
Customer ID: 414018
Terms: 10% Annual Payment, no interest

DESCRIPTION	QUANTITY	RATE	PRICE
KPFD ILA \$1,439,000.00 payable over 10 years	0.10		\$143,900.00
TOTAL			\$143,900.00



Account Summary

Billing Cycle		01/25/2026
Days In Billing Cycle		32
Previous Balance		\$1,281.35
Purchases	+	\$2,944.44
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$1,281.35-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$2,944.44

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,055.56
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	\$2,944.44
MINIMUM PAYMENT	\$2,944.44
PAYMENT DUE DATE	02/18/2026

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
12/25	12/25	PBUS01	24692165359105339645218	GANNETT MEDIA CO 888-426-0491 VA	\$16.99
12/30	12/31	PBUS01	249064153604246842235958	PYL*Green Plaza PW LLC 866-7295327 WA	\$1,308.30
01/01	01/02	PBUS01	24377356002000001492247	HELP DESK CAVALRY 360-9306990 WA	\$267.48
01/01	01/02	PBUS01	24377356002000001492270	HELP DESK CAVALRY 360-9306990 WA	\$288.66
01/02	01/02	PBUS01	24692166002102038809038	COMCAST BUSINESS 844-963-0200 PA	\$88.28
01/01	01/04	PBUS01	24071056002939197505871	GLACIER WEST POULSBO 360-6977368 WA	\$133.00
01/06	01/07	PBUS01	24011346006100119348890	ZOOM.COM 888-799-9666 ZOOM.US CA	\$104.93
01/06	01/07	PBUS01	24204296006000406434086	Microsoft*Microsoft 365 F 425-6816830 WA	\$142.08
01/14	01/15	PBUS01	24793386014000120091218	Adobe Inc 800-8336687 CA	\$65.51
01/16	01/16	PBUS01	24011346016100071418168	EXACTHOSTI* EXACTHOSTI EXACTHOSTING. VA	\$68.64
01/17	01/18	PBUS01	24116416017742039716425	GRAMMARLY CO*E4BJXCU GRAMMARLY.COM CA	\$157.39
01/20	01/21			PAYMENT - THANK YOU PORT ORCHARD WA	\$1,281.35-
01/23	01/23	PBUS01	24692166023101002463769	COMCAST / XFINITY 800-266-2278 WA	\$286.19
01/25	01/25	PBUS01	24692166025102730635726	GANNETT MEDIA CO 888-426-0491 VA	\$16.99

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

KITSAP BANK
 PO BOX 1080
 BREMERTON WA 98337-0375



Account Number
 ##### 3580

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
01/25/26	\$2,944.44	\$2,944.44	02/18/26

\$

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



MAKE CHECK PAYABLE TO:



VISA
 PO BOX 6818
 CAROL STREAM IL 60197-6818

18 4257 7700 0002 3580 00294444 00294444 6



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	01/2026		\$1,260.63
Subtotal for Plan 2			\$1,260.63

Total for Plans 1 and 2:	\$1,260.63
---------------------------------	------------



INVOICE

MOXIE Entrepreneurial Support
Services
4817 NW Iris Ln
Silverdale, WA 98383

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



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

Invoice details

Invoice no.: 1113
Invoice date: 02/02/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Hours	Funding Policy Work	2	\$150.00	\$300.00
2.		Hours	Funding Policy Meeting	1	\$150.00	\$150.00
3.		Hours	Funding Policy Meeting - Travel (to/from)	1	\$150.00	\$150.00
4.		Hours	Funding Policy - Meeting Prep (for 1/20 meeting)	0.5	\$150.00	\$75.00
5.		Hours	Funding Policy Work	3	\$150.00	\$450.00
6.		Hours	Policy Committee Meeting - Post Meeting Work	0.5	\$150.00	\$75.00
7.		Hours	Policy Committee Meeting - Funding Policy	1	\$150.00	\$150.00
8.		Hours	Policy Committee Meeting - Funding Policy - Meeting Prep	0.5	\$150.00	\$75.00
9.		Hours	Policy Committee Meeting - Funding Policy	1	\$150.00	\$150.00
10.		Hours	Policy Committee Meeting - Funding Policy - Meeting Prep	0.5	\$150.00	\$75.00

Total **\$1,650.00**

Ways to pay

BANK



KEDA Contract Invoice

2021 NW Myhre Road, Suite 100, Silverdale, WA 98383

Bill To

Kitsap Public Facilities District
 Russ Shiplet
 9230 Bay Shore Dr NW, Suite 101
 Silverdale, WA 98383

Date: 1/28/2026

Invoice #: KPFD2026

Due Date
2/27/2026

Net 30

Description	Amount
Direct Partner Investment in KEDA	5,000.00
Thank you for your support of Economic Development in Kitsap County!	Total \$5,000.00

Mail Payments to:

KEDA
2021 NW Myhre Road, Suite 100
Silverdale, WA 98383

Barker Creek Consulting Inc.

PO Box 2011

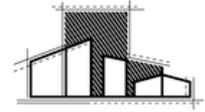
Silverdale, WA 98383 USA

+13602719207

shannont@barkercreek-ors.com

http://barkercreek-ors.com/

Invoice



Barker Creek Consulting

Owners Rep Services

BILL TO
Russ Shippet KFPD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1699	02/09/2026	\$787.50	03/11/2026	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			
	Project management:KFPD - Project Oversight Shannon D Thompson	4:00	185.00	740.00
	SUBTOTAL - KFPD:Kitsap Public Facilities District			740.00

BALANCE DUE

\$787.50



Tel 206.292.1994
Fax 206.292.1995

801 Second Avenue, Suite 700
Seattle, Washington 98104

February 11, 2026

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

Invoice 196700 BEL

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

FOR LEGAL SERVICES RENDERED AND COSTS ADVANCED

\$ 330.00

\$ 330.00



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: February 11, 2026
Invoice #: 33119820-11
Due Date: February 28, 2026

Total Due: \$	151,630.29
----------------------	-------------------

Customer #: 0000002630

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
33119820 - PERC - Regional Multi-Use Athletic Fields Design - Services Through December 31, 2025	2.00	138,654.03 \$	138,654.03
33119820 - PERC - Regional Multi-Use Athletic Fields Cultural Resources Assessment - Services Through December 31, 2025	2.00	12,976.26 \$	12,976.26
TOTAL THIS INVOICE		\$	151,630.29

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!

Kitsap Public Facilities District

Statement of Activity by Class

December 2025

	968	977	TOTAL
Revenue			
Interest Earnings		8,920.51	\$8,920.51
Regional Centers Sales & Use		207,130.47	\$207,130.47
Total Revenue	\$0.00	\$216,050.98	\$216,050.98
GROSS PROFIT	\$0.00	\$216,050.98	\$216,050.98
Expenditures			
COMMUNICATIONS			\$0.00
IT Services	280.25		\$280.25
Technology Email	267.48		\$267.48
Technology- Zoom	104.93		\$104.93
Telephone/ Internet	356.54		\$356.54
Total COMMUNICATIONS	1,009.20		\$1,009.20
CONSULTING			\$0.00
Accounting	783.00		\$783.00
Construction Consulting	2,167.50		\$2,167.50
Legal Services	522.50		\$522.50
Recording	436.00		\$436.00
Total CONSULTING	3,909.00		\$3,909.00
MEMBERSHIP DUES	400.00		\$400.00
OFFICE			\$0.00
Rental-Office Space	1,661.09		\$1,661.09
Software & Subscriptions	82.50		\$82.50
Storage	133.00		\$133.00
Supplies	444.94		\$444.94
Total OFFICE	2,321.53		\$2,321.53
Other	431.53		\$431.53
PAYROLL			\$0.00
Payroll Wages	11,587.29		\$11,587.29
PERS ER- Retirement Contrib.	658.17		\$658.17
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	176.78		\$176.78
Total PAYROLL	13,717.35		\$13,717.35
ZPROJECT COSTS AND DEBT SERVICE		267,262.97	\$267,262.97
Total Expenditures	\$21,788.61	\$267,262.97	\$289,051.58
NET OPERATING REVENUE	\$ -21,788.61	\$ -51,211.99	\$ -73,000.60
NET REVENUE	\$ -21,788.61	\$ -51,211.99	\$ -73,000.60

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

	Oct-25				Nov-25				Dec-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	215,036.32	203,809.29	11,227.03	105.51%	225,701.88	203,809.29	21,892.59	110.74%	207,130.47	203,809.29	3,321.18	101.63%	2,540,269.09	2,445,711.46	94,557.63	104%	2,445,711.46
INVESTMENT INTEREST	9,117.86	0.00	9,117.86		8,836.02	0.00	8,836.02		8,920.51	0.00	8,920.51		105,924.65	0.00	105,924.65		0.00
Total Inflows	\$224,154.18	\$203,809.29	\$20,344.89	110%	\$234,537.90	\$203,809.29	\$30,728.61	115%	\$216,050.98	\$203,809.29	\$12,241.69	106%	\$2,646,193.74	\$2,445,711.46	\$200,482.28	108%	\$2,445,711.46
Outflows																	
Debt Service	71,360.72	71,361.00	-0.28	100.00%	72,590.11	71,361.00	1,229.11	101.72%	72,590.11	71,361.00	1,229.11	101.72%	877,357.96	876,132.00	1,225.96	100%	800,934.00
ILA Projects	0.00	0.00	0.00		88,135.68	0.00	88,135.68		194,672.86	2,654,894.00	-2,460,221.14	7.33%	1,756,611.21	2,926,134.00	-1,169,522.79	60%	1 3,001,332.00
Total Outflows	\$71,360.72	\$71,361.00	(\$0.28)	100%	\$160,725.79	\$71,361.00	\$89,364.79	225%	\$267,262.97	\$2,726,255.00	(\$2,458,992.03)	10%	\$2,633,969.17	\$3,802,266.00	(\$1,168,296.83)	69%	\$3,802,266.00
Net Change	\$152,793.46	\$132,448.29	\$20,345.17	115%	\$73,812.11	\$132,448.29	(\$58,636.18)	56%	(\$51,211.99)	(\$2,522,445.71)	\$2,471,233.72	2%	\$12,224.57	(\$1,356,554.54)	\$1,368,779.11	-1%	(\$1,356,554.54)

Notes: PFD Regional Center Capital Fund spending was significantly less than 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 - December 2025

	Oct-25				Nov-25				Dec-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	1,008.78	1,083.33	-74.55	93%	1,639.35	1,083.33	556.02	151%	1,009.20	1,436.34	-427.14	70%	17,361.57	15,146.01	2,215.56	115%	1 15,146.00
CONSULTING	2,451.25	4,358.33	-1,907.08	56%	4,915.75	5,058.33	-142.58	97%	3,909.00	6,733.37	-2,824.37	58%	67,543.80	71,500.00	-3,956.20	94%	2 71,500.00
MEMBERSHIP DUES	0.00	0.00	0.00		0.00	400.00	-400.00	0%	400.00	0.00	400.00		6,535.00	4,050.00	2,485.00	161%	3 4,050.00
OFFICE	2,788.82	2,916.67	-127.85	96%	1,691.67	1,416.67	275.00	119%	2,753.06	1,541.63	1,211.43	179%	32,470.44	30,499.99	1,970.45	106%	30,500.00
PAYROLL	13,279.95	14,016.14	-736.19	95%	13,279.95	13,597.51	-317.56	98%	13,717.35	13,599.87	117.48	101%	164,890.98	164,847.00	43.98	100%	164,847.00
PROMO HOSTING/ MRKTG	0.00	0.00	0.00		0.00	0.00	0.00		0.00	5,000.00	-5,000.00	0%	0.00	5,000.00	-5,000.00	0%	5,000.00
TRAVEL	0.00	3,500.00	-3,500.00	0%	381.86	0.00	381.86		0.00	0.00	0.00		1,059.51	3,500.00	-2,440.49	30%	3,500.00
Total Expenditures	\$19,528.80	\$25,874.47	(\$6,345.67)	75%	\$21,908.58	\$21,555.84	\$352.74	102%	\$21,788.61	\$28,311.21	(\$6,522.60)	77%	\$289,861.30	\$294,543.00	(\$4,681.70)	98%	\$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 Feasibility 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 Distict

Statement of Activity by Class

January 2026

	968	977	TOTAL
Revenue			
Interest Earnings		8,922.12	\$8,922.12
Regional Centers Sales & Use		200,621.34	\$200,621.34
Total Revenue	\$0.00	\$209,543.46	\$209,543.46
GROSS PROFIT	\$0.00	\$209,543.46	\$209,543.46
Expenditures			
COMMUNICATIONS			\$0.00
IT Services	280.25		\$280.25
Technology Email	267.48		\$267.48
Telephone/ Internet	367.22		\$367.22
Total COMMUNICATIONS	914.95		\$914.95
CONSULTING			\$0.00
Accounting	950.00		\$950.00
Construction Consulting	925.00		\$925.00
Legal Services	385.00		\$385.00
Total CONSULTING	2,260.00		\$2,260.00
MEMBERSHIP DUES	350.00		\$350.00
OFFICE			\$0.00
Governance (BOD Stipends)	1,803.12		\$1,803.12
Rental-Office Space	1,308.30		\$1,308.30
Software & Subscriptions	424.82		\$424.82
Storage	133.00		\$133.00
Supplies	-1,499.72		\$ -1,499.72
Total OFFICE	2,169.52		\$2,169.52
PAYROLL			\$0.00
Payroll Wages	11,502.00		\$11,502.00
PERS ER- Retirement Contrib.	1,911.79		\$1,911.79
Social Security/ Medicare	180.55		\$180.55
Stipend- Health	900.00		\$900.00
Stipend- Telephone	50.00		\$50.00
WA- ESD/PMFLA/Cares	24.99		\$24.99
WA- L&I	29.86		\$29.86
Total PAYROLL	14,599.19		\$14,599.19
ZPROJECT COSTS AND DEBT SERVICE			\$0.00
LTGO Bond Payment		71,416.72	\$71,416.72
Total ZPROJECT COSTS AND DEBT SERVICE		71,416.72	\$71,416.72
Total Expenditures	\$20,293.66	\$71,416.72	\$91,710.38
NET OPERATING REVENUE	\$ -20,293.66	\$138,126.74	\$117,833.08
NET REVENUE	\$ -20,293.66	\$138,126.74	\$117,833.08

Kitsap Public Facilities Distict
Projected vs. Actuals PFD Regional Center Capital
 January 2026

	Jan-26			% of Budget
	Actual	Budget	over Budget	
Inflows				
SALES AND USE TAX REBATE	200,621.34	200,621.34	0.00	100.00%
INVESTMENT INTEREST	8,922.12	8,922.12	0.00	100.00%
Total Inflows	\$209,543.46	\$209,543.46	\$0.00	100%
Outflows				
Debt Service	71,416.72	71,416.72	0.00	100.00%
ILA Projects	0.00	0.00	0.00	
Total Outflows	\$71,416.72	\$71,416.72	\$0.00	100%
Net Change	\$138,126.74	\$138,126.74	\$0.00	100%

Notes:

Kitsap Public Facilities Distict
Budget vs. Actuals PFD Operations Fund
 January 2026

	Jan-26				2026 Annual
	Actual	Budget	over Budget	% of Budget	
Expenditures					
COMMUNICATIONS	914.95	1,337.17	-422.22	68%	16,046.00
CONSULTING	2,260.00	7,166.67	-4,906.67	32%	86,000.00
MEMBERSHIP DUES	350.00	545.83	-195.83	64%	6,550.00
OFFICE	2,169.52	2,666.67	-497.15	81%	32,000.00
PAYROLL	14,599.19	13,551.45	1,047.74	108%	162,617.32
PROMO HOSTING/ MRKTG	0.00	0.00	0.00		20,000.00
TRAVEL	0.00	0.00	0.00		2,000.00
Total Expenditures	\$20,293.66	\$25,267.79	(\$4,974.13)	80%	\$325,213.32

Notes: Differences are due to beginning of year timing issues.



Kitsap Public Facilities District Sales Tax Rebate Revenue Summary JAN 2026

	FY 2019	%	FY 2020	%	FY 2021	%	FY 2022	%	FY 2023	%	FY 2024	%	FY 2025	%	FY 2026	%	+/- Increase
JAN	\$ 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%	\$ 200,621.34	3.3%	↑
FEB	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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%	\$ 225,701.88	7.2%			
DEC	\$ 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%	\$ 207,130.47	1.7%			
YTD TOTAL	\$ 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%	\$ 2,540,248.77	6.5%	\$ 200,621.34	3.3%	↑
MONTHLY AVG	\$ 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%	\$ 211,687.40	6.5%	\$ 200,621.34		

JAN 2026	FUNDS	COMMENT
Sales Tax Rebate (977)	\$200,621.34	3.3% increase over JAN 2025
Interest Earned	\$8,922.12	JAN 2026
Debt Service	(\$71,416.72)	JAN 2026
XFR for OE (968)	(\$82,000.00)	Q1 2026 Operating Expenses
Net Income	\$56,126.74	JAN 2026

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
FEB 2026**

Year	Month	Port Orchard Community Events Center (POCEC)				Poulsbo Events & Recreation Center (PERC)				Port Gamble Forest Heritage Park (PGFHP)				Port of Bremerton (POB)				Total Commitment	
					ILA				ILA #2 - Amend 1				ILA				ILA		
					\$ 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		
2025 Totals					\$ (259,885.24)				\$ (586,257.82)				\$ (767,741.54)				\$ (143,900.00)	\$ (1,757,784.60)	2025 Totals
2026		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	INV02338			\$ (57,897.60)	33119820-11			\$ (151,630.29)					FEB2026			\$ (143,900.00)		
	March																		
	April																		
	May																		
	June																		
	July																		
	August																		
	September																		
	October																		
	November																		
December																			
2026 Totals					\$ (57,897.60)				\$ (151,630.29)				\$ -				\$ (143,900.00)	\$ (353,427.89)	2026 Totals
Total Paid to Date					\$ (2,518,092.00)				\$ (935,060.53)				\$ (2,047,556.00)				\$ (719,500.00)	\$ (6,220,208.53)	Total Paid to Date
Remaining Balance					\$ 9,481,908.00				\$ 16,033,819				\$ -				\$ 719,500.00	\$ 20,015,018.94	Remaining Balances



KITSAP PUBLIC FACILITIES DISTRICT

2026 KPFD NON-CONSTRUCTION PROJECT REIMBURSEMENTS				
Project	KPFD Commitment	Paid to Date	Remaining Balance	To be Paid in 2026 (est)
PGFHP	\$ 2,047,556	\$ (2,047,566)	\$ -	\$ -
POBCNW	\$ 1,439,000	\$ (575,600)	\$ 863,400	\$ 143,900
PERC	\$ 1,500,000	\$ (935,061)	\$ 564,939	\$ 564,939
POCEC	\$ 2,790,000	\$ (2,518,092)	\$ 271,908	\$ 271,908
TOTALS	\$ 7,776,556	\$ (6,076,319)	\$1,700,247	\$ 980,747

Capital Funds As of	Cash	Investments	Total
1/31/2026	\$ 1,298,031.00	\$ 2,661,815.00	\$ 3,959,846.00
		2026 Estimate	\$ (980,747.00)
		Remainder	\$ 2,979,099.00



FEBRUARY 23, 2025

EXECUTIVE DIRECTOR REPORT
JANUARY & FEBRUARY 2026

KPFD Policy Committee Update

- **Project Funding Policy:** The Policy Committee met on February 11, 2026. The primary focus was the Project Funding Policy, which the committee approved. The policy will be presented to the full Board of Directors for initial review at the February 23, 2026, meeting, with approval and adoption scheduled for the April 27, 2026, Board of Directors meeting.
- **Board of Directors Handbook:** The Committee will reconvene in late March or early April 2026 to continue its work on the Board of Directors Handbook.

KFPD Finance Committee Update:

- **Q1 2026 Meeting:** The Finance Committee will reconvene in April to review Q1 2026 financial reports and prepare to present them to the full Board of Directors at the April 27, 2026, meeting.

KPFD Executive Committee Update:

January & February 2026 Meetings: The Executive Committee met in January and February 2026 to discuss general PFD business. Vice-Chair Hatchel will lead the February 23, 2026, Board of Directors meeting while Chair Leedham is traveling.

PERC Project Update

- **Bond Rating & Issuance:** The City of Poulsbo received a favorable bond rating and secured an APR of 3.8%, which is lower than the originally estimated 4.25%. PFD and City debt service schedules will be recalculated, and the ILA will be updated once construction begins.
- **Construction RFP:** The City has issued its Request for Proposals (RFP) for the construction phase of the PERC project. A bid award is anticipated in late February or early March 2026, with construction scheduled to begin in Spring 2026.

POCEC Project Update

- Nothing new to report

PGFHP Project Update

- No updates to report

POB Project Update

- No updates to report

Building Communities, Enriching Lives

Port Gamble Forest Heritage Park (PGFHP) Trails Project

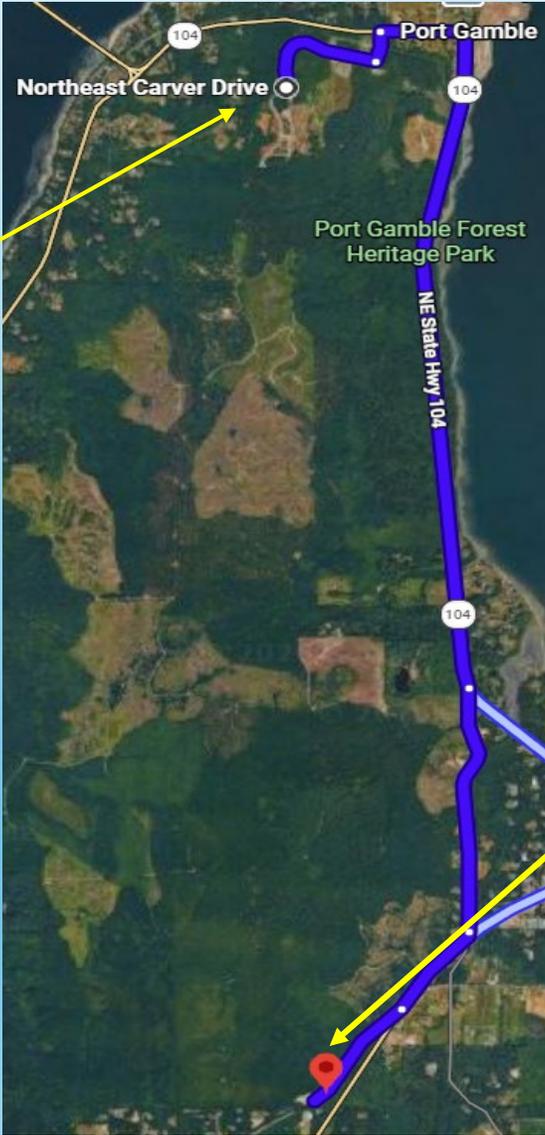
UPDATE AS OF FEBRUARY 23, 2026



Port Gamble Forest Heritage Park (PGFHP) Trails Project



North Gateway Trailhead



Stottlemeyer Trailhead



Port Gamble Forest Heritage Park (PGFHP) Trails Project

North Gateway Trailhead Parking Lot Update



Port Gamble Forest Heritage Park (PGFHP) Trails Project

North Gateway Trailhead Parking Lot Update

- 75 parking stalls (including ADA)
- Restroom
- Bike racks
- Provides access directly to the mountain bike ride park as well as the rest of the trail network in the park.

Targeting a grand opening event in late March/early April to celebrate:

- Park master plan/framework
- Stottlemeyer Trailhead/parking lot
- Mountain bike ride park
- North Gateway Trailhead/parking lot
- Sound To Olympics trail planning and construction of one segment





**KITSAP
PUBLIC
FACILITIES
DISTRICT**

FUNDING POLICY

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FUNDING POLICY

Approved and Adopted: [Date]

1.0 PURPOSE

The purpose of this Funding Policy is to establish the principles and procedures guiding the Kitsap Public Facilities District's (KPFDD) decision making in funding public facility projects that promote economic development, recreation, and community benefit across Kitsap County. All funding decisions shall be consistent with the authority granted under **RCW 36.100**, **RCW 35.57**, and **RCW 82.14.485**, and with the KPFDD's mission to enhance regional facilities that serve a regional population and provide measurable community impact.

2.0 POLICY STATEMENT

It is the policy of KPFDD to:

- Ensure all funding actions are financially responsible, transparent, and compliant with applicable state law.
- Support projects that meet statutory definitions of regional centers, special events centers, or other qualifying public facilities.
- Require that each project demonstrates clear economic and community benefit consistent with the statutory regulations governing Public Facilities Districts.
- Utilize a pay-as-you-go funding model based on sales and use tax rebate revenues and other legally available funds.
- Adhere to a structured process for project selection, timing, and evaluation.

3.0 GUIDING PRINCIPLES

KPFDD is committed to the responsible, and transparent allocation of public resources. When considering project funding, the KPFDD Board adheres to the following guiding principles:

- Promote economic development opportunities across Kitsap County.
- Ensure efficient and transparent use of public and private monies.
- Encourage projects that are innovative, creative, and multi-purpose.
- Prioritize facilities that are accessible to and serve the public.
- Support projects with strong financial feasibility and long-term sustainability.

When evaluating and approving projects, the Board of Directors will be guided by the following principles:

1. Fiscal Responsibility

KPFDD shall maintain financial independence and long-term sustainability by limiting its funding participation to **pay-as-you-go** financing. While KPFDD does not anticipate assuming bonded debt obligations from other jurisdictions, it may consider cooperative funding arrangements that align with its mission and statutory authority.

2. Legal Compliance

All funding actions will comply with **RCW 36.100.025 (Independent Financial Feasibility Review)** and **82.14.485 (Sales and Use Taxes for Regional Centers)** and other applicable state statutes governing public facilities districts. Compliance with these statutes ensures that all funding activities are legally sound, transparent, and accountable to the public.

3. Project Eligibility

The KPFD may provide funding for qualifying public facility projects as defined by statute, provided that:

- The project demonstrates regional significance;
- The project is deemed feasible;
- The total project cost meets or exceeds \$10 million, including debt service;
- A Public Partner or Agency provides matching funds totaling no less than one-third (1/3) of the cost of design and construction; and
- The facility is open and accessible to the public.

4. Funding Mechanism

The District's funding participation shall be structured through **Interlocal Agreements (ILAs)** that specify:

- The total amount of KPFD funding;
- Any phasing of a project and the terms and schedules thereof;
- The term and schedule of payments;
- Any reporting or performance requirements of the project sponsor; and
- A clear statement that the KPFD shall not issue or guarantee bonds for the project, if applicable.
- KPFD funding is conditioned on available funds.

5. Transparency and Accountability

All funding decisions shall be made in open session by the Board of Directors following public notice, review, and deliberation. The KPFD will maintain transparent reporting standards, requiring all funded projects to submit:

- Regular progress reports
- Financial audits
- Outcome and impact evaluations

4.0 ELIGIBLE PROJECT TYPES

Under **RCW 35.57.020** and **RCW 36.100.010**, KPFD may fund projects that:

- Serve as regional centers, special events centers, or related facilities and parking;
- Are constructed, improved, or rehabilitated after July 25, 1999;
- Have a total cost of at least \$10 million, including debt service;
- Serve a regional population as defined by statute; and
- Are owned, operated, or maintained by a Public Agency or Public Partner or through an Interlocal Agreement under **RCW 39.34**.

See [APPENDIX B: ELIGIBILITY CRITERIA](#) for project screening tool.

5.0 BOND FUNDING POLICY

It is the policy of KPFD that the District, **barring special circumstances**, shall not issue construction bonds or assume bonded debt obligations on behalf of any project or public partner. KPFD shall not pledge its credit, guarantee repayment, or assume any bonded indebtedness beyond revenues legally available to KPFD.

Consistent with **RCW 82.14.485**, **RCW 35.57**, and **RCW 36.100**, KPFD may, however, participate in the financing of an eligible public facility by contributing legally available revenues toward the project's costs.

This participation may include payments that support the debt service of a qualifying partner agency's project, provided that:

- The project meets all statutory and policy eligibility requirements;
- The District's participation is limited to current or projected revenues and does not create a debt obligation for the KPFDD; and
- The specific terms of participation are clearly defined within an executed **Interlocal Agreement (ILA)** between the KPFDD and the partner agency.

The KPFDD Board reserves the right to revise this position in the future but considers non-issuance of bonds its standing policy unless exceptional circumstances arise. Such exceptions shall be determined on a case-by-case basis and approved by a vote of the Board.

6.0 FUNDING CYCLES

KPFDD will manage project funding cycles in a manner that supports responsible fiscal management and transparency across Kitsap County. The timing for new project consideration will be based on KPFDD's overall financial position, progress of existing projects, and availability of revenues.

6.1 Determining Funding

When determining the timing and structure of new funding cycles, the Board will consider:

- The current and projected balance of sales and use tax rebate revenues;
- Outstanding financial or contractual obligations from prior projects;
- The overall funding capacity of KPFDD without compromising existing commitments; and
- The regional and community impact of potential new projects.

Projects selected for funding must meet the KPFDD's established eligibility criteria, include a third-party Independent Feasibility Study, comply with statutory requirements, and align with the Board's Guiding Principles.

Final project approvals will be supported by an **Independent Financial Feasibility Review** conducted by the Washington State Department of Commerce, as required under **RCW 35.57.025**.

For additional details on anticipated funding cycles, refer to [APPENDIX A: FUNDING TIMELINE](#).

6.2 Funding Opportunities

KPFDD may open funding rounds for eligible capital projects based on available resources, the status of existing commitments, and applicable statutory requirements. These rounds may include both large-scale and small-scale funding opportunities, structured to reflect KPFDD's financial position, outstanding obligations, and community needs. The Board will determine the size, timing, and structure of each round and will publish clear eligibility criteria and a **Request for Proposal (RFP)** at least one (1) year in advance.

- **Small-Scale Funding Opportunities:** The small-scale capital funding opportunity (**up to \$500,000**) provides limited financial support for current qualifying large projects, with the following criteria:
 - The request is part of a larger project of at least \$10 million, including debt service.
 - The applicant is a public agency.
 - The request is for eligible capital-related costs directly associated with the current qualifying project, excluding routine maintenance or operational expenses.
 - The request is consistent with KPFDD's enabling statutory purpose, eligibility criteria, and funding policies.

- Requests for standalone small infrastructure work (e.g., repairs, utility lines) on projects under \$10 million are not eligible, except through a narrowly defined intergovernmental agreement that meets statutory contracting criteria.
 - The Board reserves the right to decline such proposals due to financial, legal or policy concerns.
 - **NOTE:** A third-party feasibility study is not required, as the request must pertain to a current project already in progress and previously evaluated for feasibility.
- **Large-Scale Funding Opportunities:** The large-scale funding opportunity is designed to support major regional capital projects, with the following criteria:
 - The request is consistent with KPFD's enabling statutory purpose, eligibility criteria, and funding policies.
 - The total amount available for large-scale funding will be determined by the Board using updated financial forecasts and revenue projections.
 - Funds may be distributed to one or more projects depending on merit, geographic equity, project readiness, and alignment with KPFD's funding guidelines.
 - The Board will publish a public **Request for Proposal (RFP)**, eligibility requirements, and the application process at least one (1) year prior to each round.

7.0 PROJECT APPLICATION REQUIREMENTS

To be considered for KPFD funding, all project applications must meet basic eligibility requirements and include required documentation as outlined in this section. These application materials provide the foundation for the Board's initial evaluation, ensuring consistency, transparency, and alignment with statutory obligations and KPFD priorities.

Only complete and eligible applications will be advanced for full review and consideration.

All application submitted for KPFD funding must include the following:

1. **Proof of Public Partnership:** The applicant must be a public agency, as defined in section **8.0 DEFINITIONS**.
2. **Project Value Threshold:** The total project must be at least \$10 million in total cost, including design, construction, and debt service. (**RCW 35.57** and **36.100**)
3. **Independent Feasibility Study:** All large-scale projects must include an independent, third-party feasibility study commissioned and paid for by the applicant, as defined in section **8.0 DEFINITIONS**.
4. **Match Commitment:** The public partner must contribute at least 1/3 of the cost of design and construction.
5. **Funding Plan:** Clearly identify all funding sources and their current status (secured, pending, etc.).
6. **Timeline and Phasing:** Describe key milestones and phasing strategies, if applicable.
7. **Minimum and Maximum Ask (optional):** Applicants may indicate a preferred funding range, including minimum funds necessary for project viability.

8.0 DEFINITIONS

The following definitions are provided to ensure clarity, consistency, and transparency in the interpretation and application of this Funding Policy. These terms reflect the statutory language of Washington State law

governing public facilities districts, as well as specific terms adopted by KPFD to guide its funding practices and decision-making processes. Together, they establish a common understanding of key concepts, responsibilities, and procedures referenced throughout this policy.

- **Guiding Principles:** Foundational standards established by the KPFD Board of Directors to direct decision-making, promote consistency, and uphold the District’s mission, as well as serve as the framework for evaluating projects, allocating funds, and ensuring that all actions reflect fiscal responsibility, legal compliance, transparency, and measurable community benefit.
 - **Efficient Use of Public and Private Monies:** The prudent and responsible allocation and management of both public and private funds in a manner that maximizes community benefit, minimizes waste, and ensures cost-effectiveness and accountability.
 - **Innovative:** Innovation in the context of these guidelines implies the introduction of novel and creative ideas, technologies, or approaches in the development, operation, or management of a project. Innovative projects should bring new and original solutions to address community needs or challenges.
 - **Creative:** Creativity involves the generation of imaginative and unique concepts, designs, or solutions that enhance the overall quality, experience, or impact of a project. Creative elements can include artistic, cultural, or aesthetic components that make a project stand out.
- **Regional Center:** As defined in **RCW 35.57.020**, a convention, conference, or special events center—or any combination of such facilities and related parking facilities—serving a regional population, constructed, improved, or rehabilitated after July 25, 1999, with a total project cost (including debt service) of at least \$10 million.
 - **Improvement:** Enhancements or upgrades made to an existing facility to increase its functionality, quality, capacity, or efficiency in serving the public.
 - **Rehabilitation:** The repair, renovation, or restoration of an existing facility to ensure continued service, safety, and usability, especially for facilities that have deteriorated over time.
- **Special Events Center:** As defined in **RCW 35.57.020**, a facility available to the public, used for community events, sporting events, trade shows, artistic, musical, theatrical, or other cultural exhibitions, presentations, or performances.
- **Regional Population:** As defined in **RCW 35.57.020**, a regional center is conclusively presumed to serve a regional population when state and local government investment in its construction, improvement, or rehabilitation equals or exceeds \$10 million, including debt service.
- **Public Agency or Public Partner:** A governmental entity (e.g. a city, county, port, park district, or school district) that operates at the local or regional level to provide public services, implement policies, and act in the public interest.

- **Interlocal Agreement (ILA):** In accordance with **RCW 39.34A**, an ILA is a formal contract between the KPF and a qualifying public agency defining the roles, responsibilities, funding amounts, and reporting obligations for a project.
- **Independent Feasibility Study:** A comprehensive, third-party analysis commissioned and paid for by the applicant to evaluate the project’s economic impact, financial sustainability, and community benefits over a 5–10 year period. Focused on defending the allocation of funds, the study highlights how the money will be used to benefit the community economically. The study must include:
 - Economic Impact Assessment
 - Community Impact Analysis
 - Market Analysis
 - Financials for the Project – projected out a minimum of 5 years
 - Management Analysis
 - Justification for Funding Allocation
 - Focused Allocation of Funds
- **Independent Financial Feasibility Review:** As required by **RCW 35.57.025**, a state-mandated review conducted by the Washington State Department of Commerce to examine the potential costs and revenue adequacy of a proposed public facility project prior to formation, indebtedness, or long-term development.
- **Pay-As-You-Go Financing:** A fiscally conservative funding model in which KPF allocates funds only from current or projected revenues (such as sales and use tax rebates) rather than issuing debt or bonds.
- **RFP:** A Request for Proposal (RFP) is a formal solicitation process issued by KPF, inviting eligible public agencies to submit project proposals for funding consideration. The RFP outlines the District’s priorities, eligibility criteria, required documentation, and evaluation process.

9.0 IMPLEMENTATION

This policy shall be applied to all new, amended, or renewed Interlocal Agreements entered into by the Kitsap Public Facilities District after the effective date of this policy.

Existing agreements are not retroactively affected but shall be reviewed for consistency with this policy when amended.

EFFECTIVE DATE

This policy is adopted by the Kitsap Public Facilities District Board of Directors on this ___ day of _____, 2025, and shall remain in effect unless amended or repealed by Board action.

APPENDICES

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APPENDIX A: FUNDING TIMELINE

The following timeline is provided as an initial planning tool to help guide the Board of Directors and inform the public about anticipated funding cycles. It is intended to offer transparency and structure for potential applicants; however, it does not bind the Board to specific dates or commitments.

The KPF Board reserves the right to revise, expand, or reschedule funding rounds based on financial conditions, strategic priorities, and evolving community needs.

DATE	DESCRIPTION
Jan 2027	Small-Scale Project Applications OPEN
Dec 2027	Small-Scale Project Applications DUE
June 2028	Small-Scale Projects AWARDED
Jan 2029	Large-Scale Project Applications OPEN
Dec 2029	Large-Scale Project Applications DUE
June 2030	Large-Scale Projects AWARDED
2035	Small-Scale Project Funding
2040	Large-Scale Project Funding
2045	Small-Scale Project Funding
2050	Large-Scale Project Funding
2055	Small-Scale Project Funding
2056	PFD Funding Expires (pending renewal)

APPENDIX B: ELIGIBILITY CRITERIA

The following table outlines KPF’s Eligibility Criteria, which the Board of Directors will use as an initial screening tool during the project application process. These criteria are intended to ensure that all proposed projects meet the fundamental requirements established by statute, policy, and Board funding guidelines.

Only applications that satisfy all minimum eligibility standards will advance for full review, scoring, and potential funding consideration. The Board reserves the right to request clarification or additional documentation during this stage to support its determination.

ELIGIBILITY CRITERIA	YES	NO
Does it have a Public Element? <ul style="list-style-type: none"> ➤ Will the facility be accessible to the public? ➤ Will the facility be available for public use? 		
Is it a multi-purpose facility ? (see Public Element)		
Is it owned, operated, or maintained by a Public Agency ? (as defined above)		
Does it serve the purpose of convention, conference, or special events centers ? (as defined above – RCW 35.57.010)		
Is it constructed, improved, or rehabilitated after July 25, 1999 ? (RCW 35.57.010)		
Does it serve a Regional Population ? (as defined above – RCW 35.57.010)		
Is the total value of the project \$10,000,000 or greater ? (RCW 35.57.010)		
Does it have matching funds from a Public Partner/Agency totaling no less than one-third (1/3) of the cost of design and construction?		
Does it create economic development opportunities across the county?		
Does it demonstrate innovation and creativity ? (as defined above)		
Has an Independent Feasibility Study been completed? (as defined above)		