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**Virtual Meeting of the Board of Directors \***  
**Monday, January 25, 2021**  
**Webinar ID – 837 0874 3727      Passcode – 986734**

**FINAL AGENDA**

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
  - A. Approval of previous Meeting Minutes – December 14, 2020
- 3. Public Comment** – “Raise Hand,” or Chat message, max. 3 minutes
- 4. Regional Project Status Reports**
  - A. Port Orchard SKCEC update – Mayor Putaansuu & Nick Bond
- 5. New Business**
  - A. Port of Bremerton ILA Discussion
  - B. Approval of Construction Consultant Agreement
  - C. Approval of Legal Services Agreement
- 6. Financial Reports**
  - A. Monthly Reports – Tax revenue and monthly financials (Dec)
  - B. Blanket Voucher – KPF D expenses (\$4,373.78)
  - C. Project Voucher Approval
    - Poulsbo PERC Nov & Dec Invoices (\$29,829.68)
- 7. Ongoing Business**
  - A. ED Activity Report (Dec/Jan)
  - B. Regional Facility Reports (Dec)
- 8. Executive Session**

**Meeting Adjourned**

**\*NOTE: This meeting will be recorded and may be available on  
through the [kitsap-pfd.org](http://kitsap-pfd.org) website or the KPF D YouTube channel.**

**Next 2021 Regular Board of Directors meeting:**

January Meeting:      February 22, 2021 at 5:30 pm, Zoom webinar  
Topics:                      General Business, PGHP Progress report

*The Kitsap Public Facilities District does not discriminate on the basis of disability.  
Individuals who require accommodations should contact the PFD at 360-698-1885.*

# ***Kitsap Public Facilities District***

## **Minutes of the Virtual Board of Directors Meeting**

Monday, December 14th, 2020

**Attending:** Daron Jagodzinske, Chair; Patrick Hatchel, Vice-Chair; Walt Draper, Treasurer; Erin Leedham; Phil Havers, Tom Bullock and John Morrissey.

**Staff:** Mike Walton, Executive Director; Brian Lawler, Attorney

**Absent:** None

1. **Call to Order:** The Chair called the meeting to order at 5:30 PM.
2. **Meeting Minutes:** The ED presented the Minutes of the October 26th meeting and the abbreviated December 7<sup>th</sup> meeting Minutes, which was closed early due to accessibility issues.  
**John Morrissey moved to approve the October 26th Minutes as submitted. Erin Leedham seconded the motion and it passed unanimously.**  
**Walt Draper moved to approve the December 7<sup>th</sup> Minutes as submitted. Erin Leedham seconded, and the motion passed unanimously.**
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **New Business – Regional Project Status Reports:**
  - A. **PERC, Mary McClusky from City of Poulso**  
Mary McCluskey presented information in support of their request to modify section 3.2 and 3.3 of the ILA and revise the timeline in Attachment C (was renamed from Exhibit C). Brian Lawler provided a review of the changes and advised the Board they were legal and acceptable.  
**Phil Havers moved to approve the revisions to the Poulso PERC ILA as presented. Pat Hatchel seconded the motion and it passed unanimously.**
5. **Financial Reports:**
  - A. **Monthly Financials & Tax Rebate Summary** – the ED reported on results from November data. The KPFD received \$184.2K in tax rebate revenue, up 13.8% over 2019, and the highest ever received in any month in KPFD history, as noted by Treasurer Walt Draper. The amount of <\$72 K> was transferred to 286 for Debt Service; and there were <\$14K> in Expenses. The result was a Net to Cash of \$98.2K.  
The ED also briefly reviewed the monthly financial reports and noted that the balance of the 96977 Fund grew to slightly over \$3.4 million,
  - B. **Expense Blanket Voucher** – The ED commented that he had processed a single-signature Blanket Voucher prior to the end of the month in the amount of \$981.18. The ED submitted a Blanket Voucher of \$4,830.00 for legal expenses from October to be paid.  
**Erin Leedham moved to approve the Blanket Voucher in the amount of \$4,830.00. It was seconded by John Morrissey and passed unanimously.**
  - C. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher for \$6,693.75, for the fifth invoice from the Poulso PERC project, the invoices are for the community response collection process and the feasibility study.  
**Erin Leedham made a motion to approve the Project Blanket Voucher in the amount of \$6,693.75. It was seconded by Walt Draper and passed unanimously.**
  - D. **SKCEC Project Blanket Voucher** - The ED submitted a Project Blanket Voucher for \$60,095.90, for the first invoice from the Port Orchard SKCEC project, the invoices are for the community response collection process and the site selection process.  
**John Morrissey made a motion to approve the Project Blanket Voucher in the amount of \$60,095.90. It was seconded by Pat Hatchel and passed unanimously.**

## 6. New Business:

### A. **Bonding & Financing Discussion** - Scott Bauer & Ryan Neumeister, NWMA

Scott & Ryan led the Board through a PowerPoint presentation covering current market & rate conditions, the refinancing or restructuring of the KPFD debt, and a couple of scenarios showing the impact of 1) leaving the existing debt in place and only moving \$5K out to 2041; and 2) refinancing the whole remaining debt out to 2041.

The Board had a lot of questions and the discussion went on for 30 minutes or more. The most important points were:

- 1) that the KPFD has to cooperate with the County on the refunding of the existing debt to include a component in 2041 and Daron would take the lead;
- 2) That it was desirable to arrange the refunding by Sept of 2021, to take place before the end of 2021.
- 3) A decision has to be made on whether “level out” the 2011 debt or just move \$5K to 2041;
- 4) The Board consensus was to continue to pursue an “allocated funding” model for the various projects, whenever it was feasible and manageable with the public partners;

## 7. Ongoing Business:

### A. **Resolution 02-2020 – 2021 Meeting Dates**

ED presented the final version of the 2021 Meeting schedule for the Board’s approval. It is based on “real” meetings after January, but subject to virtual substitutions as required. Phil Havers pointed out that one option for the May meeting was on Memorial Day (May 31); it was agreed that it will be changed on the published version.

**John Morrissey moved to adopt the 2021 Meeting Schedule as modified. The motion was seconded by Erin Leedham and passed unanimously.**

### B. **2021 Budget Approval** –

The ED submitted the final version of the KPFD 2021 Budget in the amount of **\$236,550**.

**Walt Draper moved to approve the Budget as submitted. Phil Havers seconded the motion and it passed unanimously.**

### C. **POB Phase 3 discussion** –

The Chair prefaced the discussion with the precondition that there has been substantial discussion about the next Phase 3 portion of the POB/CNW project. This discussion would be to arrive at an “up or down” vote on this project moving to Phase 3 with KPFD with some level of KPFD support. The Port CEO, Jim Rothlin, Port Commissioner Axel Strakeljahn and the Port Attorney, Anne Montgomery, were invited in to participate in the discussion.

After substantial additional discussion, reference to documents provided by the Port as well as documents from the KPFD, and a statement from the Chair that he felt this action was contrary to the ranking of the projects in 2019 and setting a precedent for other projects requesting to do similar requests, as well changing decisions made about funding priorities, a motion was made. Others spoke in favor of the concept, citing the current cash position and ability to cover future reimbursement payments to repay the principal amount of the bonds to be sold by the Port.

**Erin Leedham moved that the KPFD provide \$1.439 million of funding to the Port of Bremerton for Regional Center design fees and Construction Documents and the KPFD staff prepare the ILA documentation. It was seconded by Phil Havers. After additional discussion, the motion was approved 5-2, with the Chair and Pat Hatchel voting against the motion.**

The staff was also directed to begin work with the Port of Bremerton and their attorney on the new ILA and report back to the Board.

### D. **ED Activity Report** – The Chair asked the Directors to review this report at their leisure.

### E. **Regional Facility Reports** – Some activity at both current Regional Centers, Chair asked the Directors them to read them at their leisure.

Meeting was adjourned at 7:40 pm on Dec 14<sup>th</sup>.

Next Regular Meeting of the Board, January 25th, 2020 at 5:30 pm

**NOTE: It will be another Zoom webinar.**

**Topics: General Business; POB ILA; Pt Orchard SKCEC Progress Report**

**NOTE: This is a location change from previous meeting location. There will be location changes at each of the regular meeting dates in 2020. Please check the website for updates.**

# Kitsap Public Facilities District

October 26, 2020

## SOUTH KITSAP COMMUNITY EVENT CENTER Progress Report

- OVERALL
- COMMUNICATION
- TASK 1 PROGRESS
  - SCHEDULE
  - PUBLIC OUTREACH
  - PROGRAMMING
  - SITES ASSESSMENT
  - CONCEPT PLANS

**RFM PHASE 1A  
CONCEPTUAL DESIGN**

ILA TASK	RFQ TASK	RFM PHASE		JUL	AUG	SEP	OCT	NOV	DEC	JAN	
1	1A	<b>1.2.1 PUBLIC OUTREACH &amp; PROGRAMMING</b>									
		Public Outreach & Communication Prep									
		Public Outreach Planning Mtg									
		Gather preliminary program and survey information									
		Public outreach groups packet for City Council									
		Steering committee approval of survey									
		Setup online survey									
		City Council approval of public outreach groups									
		Public Notification									
		Public Outreach #1 (Online survey)									
		Public Outreach Report									
		Space Programming									
		CEC Program									
		Public Outreach #2 (Online meeting)									
		Public Outreach Report									
1.2.2	<b>SITE ASSESSMENT &amp; CONCEPT PLAN</b>										
	Select top 3 site options										
	High level site assessment										
	Site Constraints Map & Assessment Reports										
	Concept Planning										
	Concept Plans / Present to Steering Committee										
	Concept Planning Updates										
	Final Concept Plans to Steering Committee										
	Presentation to City Council										

**1.4 1.2.3 CITY/KPFD SITE SELECTION**

<b>STEERING COMMITTEE MTGS (PO, KRL, RFM)</b>										

CITY/KPFD SITE SELECTION  
1/12 COUNCIL MEETING

**SOUTH KITSAP COMMUNITY EVENTS CENTER**  
**IMAGINATION TAKES ACTION**  
COMMUNITY INPUT PROCESS  
SEPT 28 - OCT 16



# PLANNING FOR THE SOUTH KITSAP COMMUNITY EVENTS CENTER IS UNDERWAY!

**YOUR IDEAS WILL HELP SHAPE OUR COMMUNITY EVENTS  
CENTER.**

STARTING SEPT 28, YOU CAN CLICK THE BUTTON BELOW TO COMPLETE THE SURVEY. YOUR INPUT IS APPRECIATED!

From **Sept. 28th - Oct 16th** we are asking the South Kitsap community to complete an online survey that will help the teams planning the South Kitsap Community Events Center (SKCEC) to determine needs and priorities for space usage, programming and facility features. The SKCEC will be a multi-purpose indoor/outdoor gathering space that will reflect what we want and value as a community and this survey is an important step in completing that vision.

**YOUR PARTICIPATION WILL HELP SHAPE YOUR CITY'S FUTURE!**

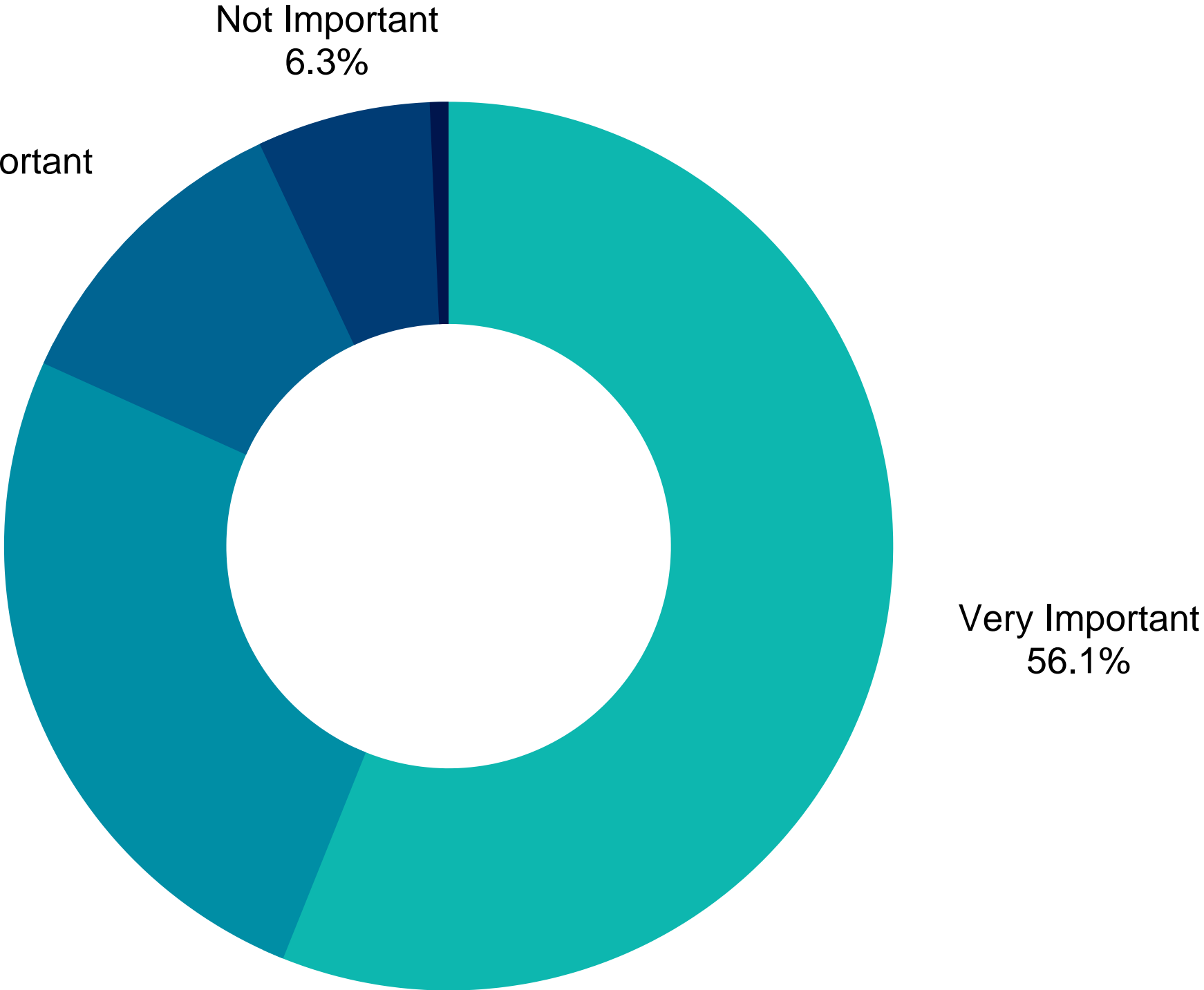
Bremerton based, nationally-recognized architecture firm [Rice Fergus Miller](#) is leading the design process and they want us to think big and get creative. We encourage you to spend a few minutes to express your vision for the facility and share the survey with your friends and families.

**SURVEY CLOSED OCT 16**

# Highest Response for "Very Important"

## Covered outdoor areas for all-season use

**\*\*Space for community festivals** was a close 2nd with 53.86%



- **625+ Participants**
- **Equity Actions/Approached 100+ Organizations**



# SKCEC PROGRAM OUTLINE

DRAFT FOR STEERING COMMITTEE REVIEW

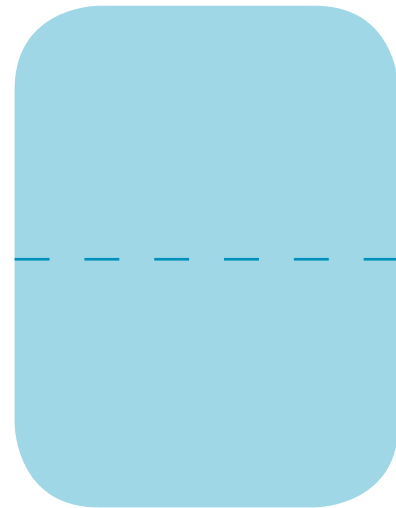
## PROGRAM LEGEND

 EVENT SPACE

 LIBRARY SPACE

 COLLECTIVE SPACE

 PROGRAM SPACE FOR CONSIDERATION



## MEDIUM EVENT MEETING ROOM (800 SF)

### USES:

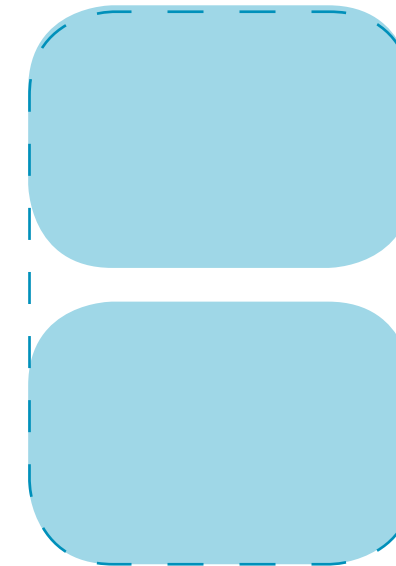
BOARD RETREATS/MEETINGS, EDUCATIONAL CLASSES, CIVIC MEETINGS, PRESENTATIONS

### PEOPLE CAPACITY:

- Conference – 20-30
- Rounds - 35-45
- Classroom – 45-50
- Theater – up to 100 (non fixed seats)

### NOTES:

For maximum flexibility consider not using fixed seating for board room Meeting set up.  
Possible to divide room with sliding partitions



## SMALL EVENT MEETING ROOM (400 SF)

### USES:

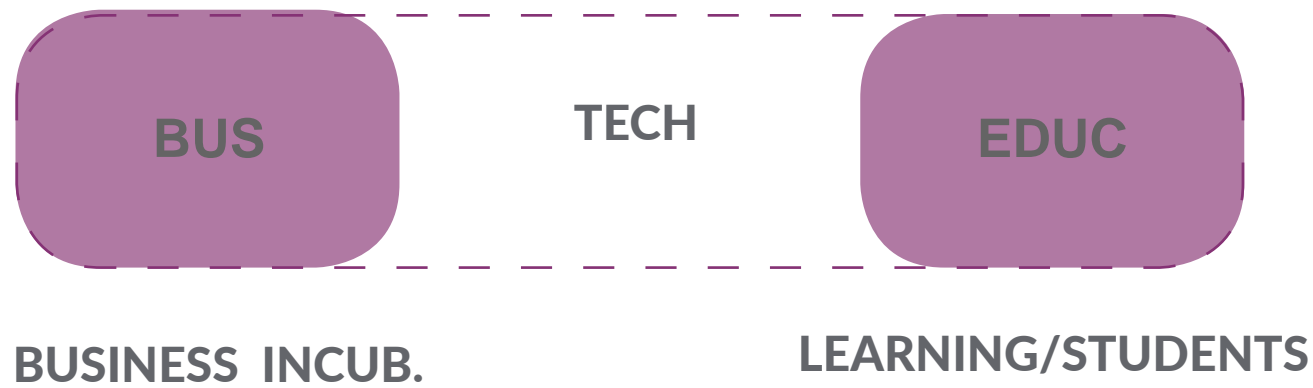
BOARD RETREATS/MEETINGS, EDUCATIONAL CLASSES, CIVIC MEETINGS, PRESENTATIONS

### PEOPLE CAPACITY:

- Conference – 10-15
- Rounds - 18-20
- Classroom – 20-25
- Theater – up to 50 (non fixed seats)

### NOTES:

For maximum flexibility consider not using fixed seating for board room Meeting set up.  
Possible to combine two rooms for one larger room



## L.I.T.E. LAB LEARN.INNOVATE.TECHNOLOGY.EXPLORE (1200 SF)

### USES:

SMALL BUSINESS RESOURCE CENTER, CO-WORKING, COMPUTERS, TUTORING CENTER, PRINTING, TECHNOLOGY ACCESS

### PEOPLE CAPACITY:

- Business - 15-20
- Education - 15-20
- Tech - 15-20



## STUDY ROOMS (64-100 SF)

### USES:

FOCUSED MEETING SPACE

### PEOPLE CAPACITY:

- Conference - 2-4

# SKCEC Program Matrix

Date: October 2, 2020

Program Elements	SF Min	SF Max	QTY	Notes
<b>Event Space Program</b>				
Event Space	2000	2200	1	
Large Meeting	800	800	1	
Med Meeting	800	800	1	(2) mtg rms
Staging Kitchen	500	750	1	
Equipment Storage	750	1000	1	
<b>Event SF Total</b>	<b>4850</b>	<b>5550</b>		
<b>Library Space Program</b>				
General Collection Space	5500	6000	1	
Adult Collection				1200sf (Silverdale estimate)
Children's Collection and Family Space				800sf (Silverdale estimate)
Tween Collection				300sf (Silverdale estimate)
Teen Collection				400sf (Silverdale estimate)
Technology for children, tween and teens				150sf (Silverdale estimate)
General Flex Space				900 sf (Silverdale estimate)
Assistance Desk				160sf (Silverdale estimate)
L.I.T.E. Lab (Lean.Innovate.Technology.Explore)	1200	1200	1	
Small Business Incub/Co-working				400 sf assumed
Learning/Education				400 sf assumed
Technology				400 sf assumed
Study Rooms	600	800	1	(8) mtg rooms
Small Meeting	700	900	1	(6) mtg rooms
Dedicated Program Space	600	800	1	
Program Storage Space	200	200	1	
Staff Space	1200	2000	1	
Break Rm				
Work Rm				
Staff Restrooms				
Sorting				
Open Offices				(3-4) cubicles
Enclosed Offices				(2) offices
24/7 Book Check	200	250	1	
<b>KRL SF Total</b>	<b>10200</b>	<b>12150</b>		
<b>Subtotal of all Above:</b>				
	<b>15050</b>	<b>17700</b>		
<b>Flexible Collective Space</b>				
Circulation Space Program	4515	5310		1.3 is general circulation multiplier
Communicating Stairs				
Restrooms				
Egress Stairs/elevator				
Entry Vestibules				
<b>Shared Lobby</b>				
**Shared Lobby	2000	2200	1	assumed sf is to account for maximum flexibility
<b>Managing Partner Office Space</b>				
Managing Partner Office Space	300	300		
Experimental Kitchen	150	250	1	
<b>Collective Space SF Total:</b>	<b>6965</b>	<b>8060</b>		to be refined in schematic design
<b>Program SF Grand Total</b>				
	<b>22015</b>	<b>25760</b>		
<b>Additional Program Space for Consideration: (in addition to sf totals above)</b>				
Community Partner Space	150	300	1	
Kayak Rental	400	800	1	
<b>Additional Program Space SF Total:</b>	<b>550</b>	<b>1100</b>		

**EVENT**

**LIBRARY**

**"COLLECTIVE"**

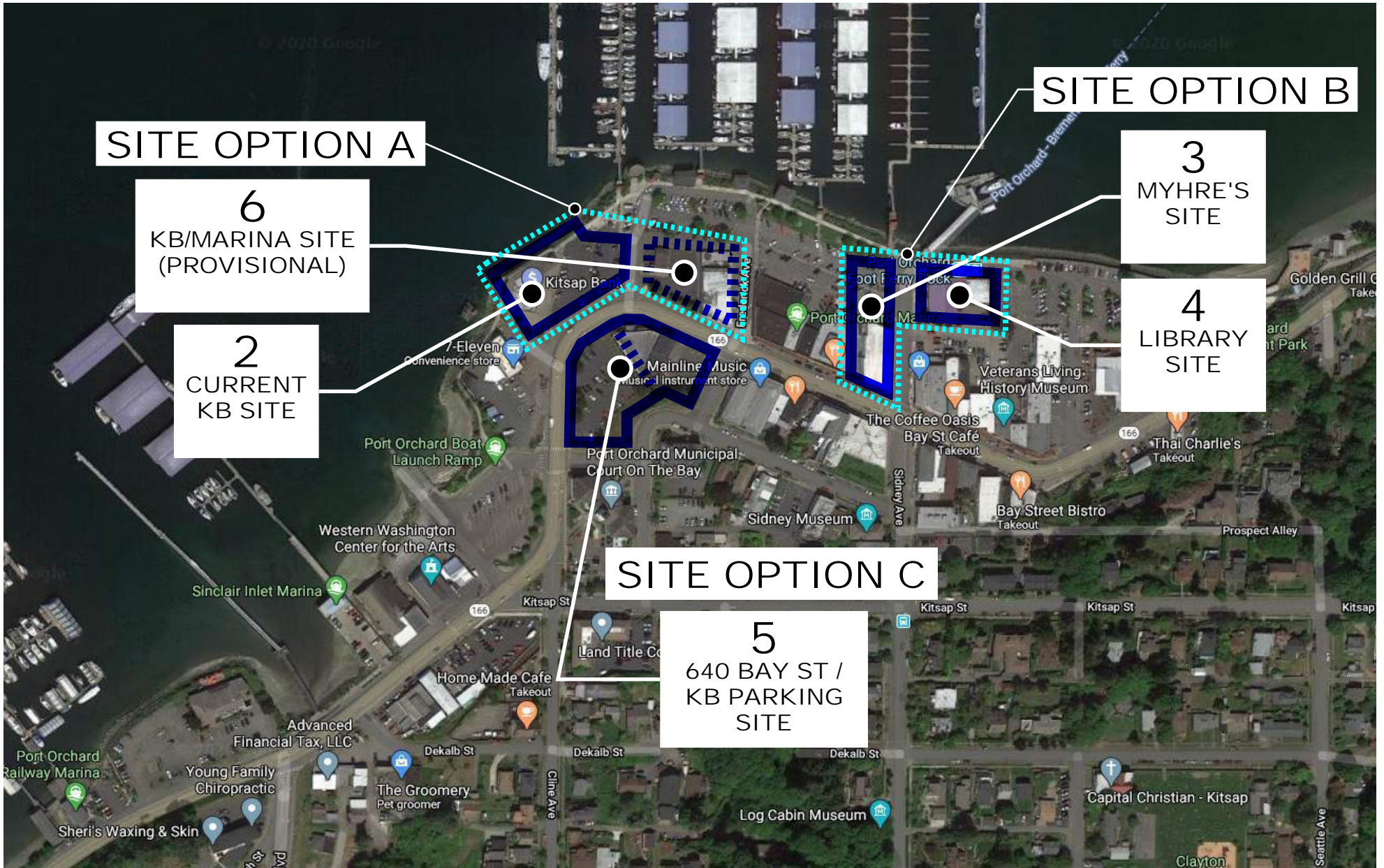
**+/- 5,000 SF**

**+/- 11,000 SF**

**+/- 12,500 SF  
AVAILABLE  
FOR EVENTS**

**+LIBRARY SPACE**

**+/- 7,500 SF**



**SITE OPTION A**

**6**  
KB/MARINA SITE  
(PROVISIONAL)

**2**  
CURRENT  
KB SITE

**SITE OPTION B**

**3**  
MYHRE'S  
SITE

**4**  
LIBRARY  
SITE

**SITE OPTION C**

**5**  
640 BAY ST /  
KB PARKING  
SITE

AERIAL VIEW FROM GOOGLE MAPS

**SOUTH KITSAP COMMUNITY EVENTS CENTER  
FINAL THREE SITE OPTIONS  
09.17.2020**

THESE TOP THREE SITE OPTIONS WERE SELECTED TO PROVIDE THREE VERY DIFFERENT CONCEPTUAL DESIGNS IN ORDER TO PROVIDE THE CITY OF PORT ORCHARD A WIDE PERSPECTIVE OF THE OPPORTUNITIES IN THE DOWNTOWN AREA. THIS WILL HELP ENSURE THE FINAL SELECTED SITE LEADS TO THE BEST PROJECT RESULTS.

# SOUTH KITSAP COMMUNITY EVENT CENTER

PORT ORCHARD, WA  
OCTOBER 16, 2020

## PHASE 1A SITE ASSESSMENT REPORTS



**RICE**fergus**MILLER**  
ARCHITECTURE INTERIORS PLANNING VIZLAB

275 Fifth Street, Suite 100  
Bremerton, WA 98337  
360-377-8773

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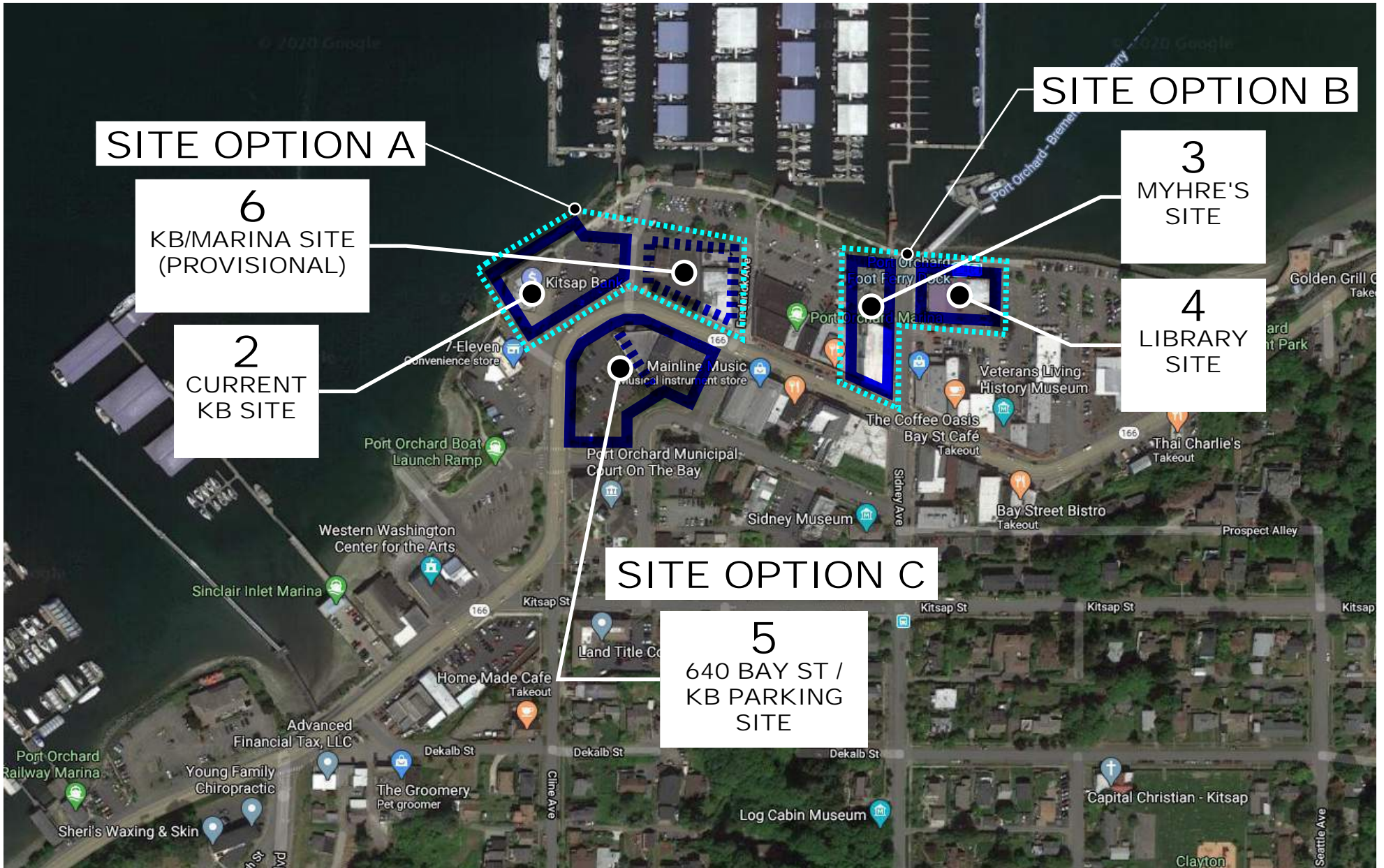
<b>01</b>	<b>INTRODUCTION</b>	
<b>02</b>	<b>SITE OPTIONS</b>	<b>RICE FERGUS MILLER</b>
	<b>2A</b> PRELIMINARY SITE OPTIONS	
	<b>2B</b> FINAL THREE SITE OPTIONS	
	<b>2C</b> SITE PARCEL INFORMATION	
	<b>2D</b> SITE CONSTRAINTS	
<b>03</b>	<b>ZONING CODE</b>	<b>RICE FERGUS MILLER</b>
<b>04</b>	<b>SHORELINE</b>	<b>KPFF</b>
<b>05</b>	<b>TOPOGRAPHIC SURVEY</b>	<b>KPFF</b>
<b>06</b>	<b>UTILITIES</b>	<b>KPFF</b>
<b>07</b>	<b>STRUCTURAL</b>	<b>KPFF</b>
<b>08</b>	<b>GEOTECHNICAL</b>	<b>KRAZAN</b>
<b>09</b>	<b>TRANSPORTATION</b>	<b>KPG</b>
<b>10</b>	<b>ARCHEOLOGICAL</b>	<b>CULTURAL RESOURCE CONSULTANTS</b>
<b>11</b>	<b>BIOLOGICAL</b>	<b>ECOLOGICAL LAND SERVICES</b>

# PERMITTING PLAN

The following table provides a list of the environmental permits and approvals by agency, the anticipated studies to support those permits and the potential timeframe for approval for each site.

Sites Options	Permits/ Approvals Required	Agency	Notes	Approx. Timeframe for Approval
<b>A (2 + 6)</b> <b>B (3 + 4)</b> <b>C (5)</b> Permitted Uses Outside 75' Setback and within 200' Shoreline Jurisdiction	Substantial Development Permit / SEPA	City of Port Orchard	<ul style="list-style-type: none"> <li>• Requires public notice</li> <li>• Cultural Resource Survey</li> </ul>	~3-5 months
<b>A (2 + 6)</b> <b>B (3 + 4)</b> Uses not Permitted Within 75' Setback	Shoreline Variance / SEPA	City of Port Orchard, Department of Ecology	<ul style="list-style-type: none"> <li>• Requires Hearing Examiner approval</li> <li>• Requires public notice</li> <li>• Cultural Resource Survey</li> </ul>	~5-7 months
<b>A (2 + 6)</b> Permitted In-water and Overwater Work (including restoration)	Substantial Development Permit / SEPA (significant modifications require Conditional Use permit)	City of Port Orchard	<ul style="list-style-type: none"> <li>• Requires public notice</li> <li>• Cultural Resource Survey</li> </ul>	~3-5 months
	Aquatic Lease	Department of Natural Resources (DNR)	<ul style="list-style-type: none"> <li>• Agreement with DNR</li> </ul>	Duration of project
	Endangered Species Act Compliance/Marine Mammal Protection	National Marine Fisheries, US Fish and Wildlife	<ul style="list-style-type: none"> <li>• JARPA</li> <li>• Biological Evaluation</li> <li>• Habitat Survey</li> <li>• Mitigation Plan</li> </ul>	~12-18 months





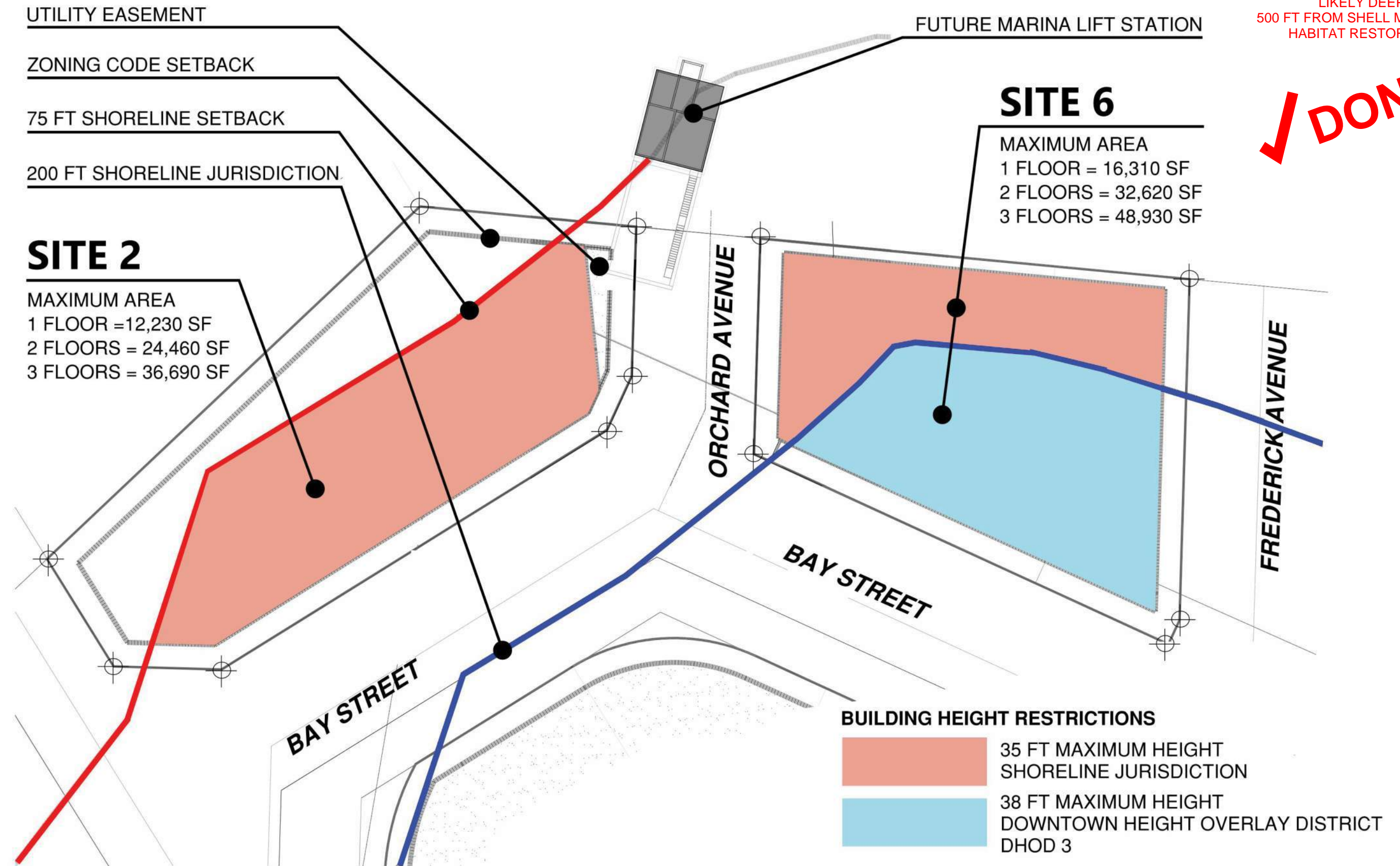
AERIAL VIEW FROM GOOGLE MAPS

THESE TOP THREE SITE OPTIONS WERE SELECTED TO PROVIDE THREE VERY DIFFERENT CONCEPTUAL DESIGNS IN ORDER TO PROVIDE THE CITY OF PORT ORCHARD A WIDE PERSPECTIVE OF THE OPPORTUNITIES IN THE DOWNTOWN AREA. THIS WILL HELP ENSURE THE FINAL SELECTED SITE LEADS TO THE BEST PROJECT RESULTS.

**SOUTH KITSAP COMMUNITY EVENTS CENTER**  
**2B FINAL THREE SITE OPTIONS**  
**09.17.2020**

SHORELINE MITIGATION  
24" SEWER MID-SITE  
FUTURE LIFT STATION  
LIKELY DEEP PILES  
500 FT FROM SHELL MIDDEN  
HABITAT RESTORATION

**✓ DONE**



**SITE CONSTRAINTS - OPTION A**

NE Site | OPTION C

- Multi-Family Residential
- Commercial
- Kiosk Bank Office
- Community Center (Conference / Library / Theatre / Co-work / Fitness)
- Roadways / Parking
- Green Space
- Vehicle Entry

Notes

- As Kiosk should be provided nearby transit location

Handwritten notes:

- MISS WORK - SEE, NO
- DIVORCED FROM PUBLIC TRAIL
- UNITS THRU
- KB + CEC
- On-site parking
- Additional Retail

Image

New Pump Building Level 2 and 3 above

### The Beach ...

Full height target wall access door rotation

- Revealed by the passage of time in ways many unwittingly tend to ignore worn-out seats wear out ending books erode decaying boats decay weathered wood patinas and turned steel changes
- Celebrate how
- Celebrate Beauty
- Celebrate the Joy of Community
- Celebrate passage and the effect of time

Shiny and Fleeting

It's heavy because it has always been here, we just don't see it.

CRYSTALLIZATION: Sand is measured and stacked, water shovels and carefully poured across endless expanse, seemingly taking it's time.

Full fashion live thy father lies. Of his bones are coral made. Those are spars that were his ribs. Nothing of him that doth fade Into something rich and strange. -The Tempest, 1.2

Simply Ecology.

Site

Legend:

- Celebrate Community
- First Floor
- Second Floor
- Platforms
- Drop

**REGIONAL CENTER INTERLOCAL AGREEMENT**  
**Between the Kitsap Public Facilities District and the Port of Bremerton**

This **REGIONAL CENTER INTERLOCAL AGREEMENT** (the "Agreement") is made pursuant to Chapter 39.34 RCW between the Port of Bremerton, a Washington political subdivision organized and operating pursuant to RCW 53 ("the Port"), 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**, 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 Port 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 Port and the District previously entered into an Interlocal Agreement to provide funding for certain tasks related to public components of what was then referred to as Phase II of the Circuit of the Northwest Project on or about December 3, 2018, without a commitment to further funding.

**WHEREAS** the District now anticipates collaborating with the Port on the development of a regional center, specifically, Port of Bremerton/Circuits of the Northwest facility on Port owned property, where the District's primary role would be to provide funding to create public benefits for Kitsap County.

**WHEREAS** the District and the Port are committed to undertaking their respective obligations hereunder.

**WHEREAS** District funding may be 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.

**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 the Port and the District to collaborate efficiently and effectively in order for the parties to begin design and construction documents for the public portions of the Project and, if feasible, construct the certain public portions of the Project with funds from the Port in part, from Circuits of the Northwest in part, from other contributors, such as C-STOCK, in part, and from the District in part.

2. **Port Funding Request.** The Port has requested, and has been awarded by the District, funding in the amount of \$1,439,000.00 (One Million Four Hundred Thirty-Nine Thousand Dollars) for the design and construction documents for the public portions of the Project in accordance with the Agreement Tasks, on Exhibit "B" as attached.

3. **Port Obligations.** The Port shall undertake and fund the design and construction documents for the public portions Project, subject to reimbursement by the District as further described below. In addition, the Port shall undertake the following:

3.1 **Contract Administration.** The Port 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.** The Port shall regularly (not less than quarterly) meet with the District or the District's representative listed in Paragraph 7 below, 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 and Port Bylaws.

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

3.4 **Ownership of Work Product and / or Intellectual Property.** All design drawings and construction documents, associated work product, and associated intellectual property shall be the property of the Port.

3.5 **Recognition.** The Port 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 fund the tasks set forth in Attachment

"B" in an amount not to exceed the Funding Request in Section 2 above. The dollar amounts for each task listed in Attachment B are estimates for each project phase but may be shifted as needed; provided in the event the Port proposes to shift or reallocate funds to different tasks, it shall first provide written notice to the District, who shall have a right of approval, not to be unreasonably withheld.

## **5. Process for Payment.**

5.1 Accounting and Reporting. The Port intends to utilize its existing accounts and fund structure to manage this Project. However, the Port shall be able separately account for and report all activity, funds and expenses related to this Project.

5.2 Manner and Timing of Payment. The Port will initially fund the Agreement Tasks. The Port may submit payment requests to the District upon completion of several tasks in Exhibit B, or may wait until the completion of all the tasks in Exhibit B. When submitting a request for payment, the Port shall notify the District of completion and submit a request for payment with an accounting of invoices received by the Port and other such information as the District may reasonably require. Thereafter, at its sole discretion, the District may pay the Port:

- In a lump sum, if otherwise unallocated funds are available, or
- Periodic payments over five (5) years at 0% interest on an annual basis until paid

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

5.4 Port Matching Contributions. All accounting of staff time, Port expenses including consultant fees and Port contributions directly related to the Project may be considered as part of the matching element of this project for District funding.

6. **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 Independent Feasibility Review - Department of Commerce. The District's funding commitment may be subject to the statutory independent feasibility review of RCW 36.100.025.

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

6.3 The Port's Performance of its Assigned Tasks. District funding is conditioned upon the Port's timely completion (as measured by the deadlines set out in Attachment "B")

of its Assigned Tasks including, but not limited to, obtaining necessary permits, and obtaining necessary funding in addition to the funding from the District.

6.4 The Circuit of the Northwest's Performance of its Obligations to the Port. District funding is conditioned upon the Circuit of the Northwest's timely completion of its commitments to the Port specific to the tasks set forth in Exhibit B.

6.5 Adoption of Operational Standards. Prior to the District's reimbursement to the Port under this Agreement, the parties, through their designated representatives shall form a plan to addressing construction review and operational standards, replacement/reserve funding standards, reporting obligations, and any other agreed standards applicable only to the Project.

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 the Port and the District. Any notice, request, approval, direction, invoice, statement, or other communication which may, or are 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 the Port: Jim Rothlin ,CEO  
Port of Bremerton  
8850 SW Highway 3  
Bremerton, WA 98312  
Phone: 360-674-2381  
Email: jimr@portofbremerton.org

For the District: Michael Walton  
Executive Director  
Kitsap Public Facilities District  
9230 Bay Shore Drive NW, Suite 101  
Silverdale, WA 98383  
Phone: 360-698 1885  
Email: mwalton@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 30 days after the date of the last payment or January 31, 2022, whichever occurs last. 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.** The Port and the District have each independently determined as 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 which are incorporated into this Agreement, contains all of 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 have 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**, the Port of Bremerton and the District have executed this Agreement as of the date last written below.

**PORT OF BREMERTON**

**KITSAP PUBLIC FACILITIES DISTRICT**

-----  
By: Jim Rothlin  
Its: CEO  
Date: \_\_\_\_\_

-----  
By: Daron Jagodzinske  
Its: Chair  
Date: \_\_\_\_\_

ATTEST:

-----  
By: \_\_\_\_\_

APPROVED AS TO FORM:

-----  
Brian E. Lawler, District Legal Counsel

**LEGAL REPRESENTATION AGREEMENT  
FOR GENERAL LEGAL SERVICES  
(Revised Effective January 1, 2021)**

THIS AGREEMENT is made to be effective as of January 1, 2021, by and between the KITSAP PUBLIC FACILITIES DISTRICT ("Client") and JAMESON PEPPLER CANTU PLLC a professional limited liability company ("Counsel").

**1. SCOPE OF ENGAGEMENT.**

**1.1 Matter.** Client has engaged Counsel to undertake the legal representation of Client in conjunction with Client's activities as a public facilities district organized and operating under the laws of the State of Washington ("the Matter").

**1.2 Counsel Functions.** By the terms of this Agreement, Counsel will perform the following legal services relating to the Matter: Counsel will attend the regular meetings of the Board of Commissioners as requested. Counsel will render legal advice and opinions as requested, will perform legal research as needed, provide litigation services as needed, and otherwise provide general legal representation to Client as requested and required. Counsel's work will be performed in a timely manner and according to industry standards.

**1.3 Client Functions.** Client agrees to perform the following functions:

(a) To pay Counsel for the performance of such legal services and to pay all expenses incurred as specified in this Agreement.

(b) To cooperate fully with Counsel and to provide all information known by or available to Client which may aid Counsel in representing Client in this Matter.

**1.4 Authorization and Decision-Making.** Client authorizes and directs Counsel to take all actions that Counsel deems advisable on Client's behalf in this Matter. Counsel agrees to notify Client promptly of all significant developments and to consult with Client in advance regarding any significant decisions relating to those developments.

**2. LEGAL FEES AND EXPENSES.**

**2.1 Method of Determining Fees.** Client and Counsel agree that the following method is to be used for determining the proper amount of legal fees:

(a) The time expended by Counsel in performing legal services for Client in this matter will be the primary basis for determining the total legal fees to be paid to Counsel. The following discounted rate will apply:

Brian E. Lawler	\$275.00 per hour
Denise M. Hamel	\$250.00 per hour

These rates are not subject to change during the term of this agreement. Client will be charged for travel time spent in connection with Counsel's legal representation of Client.

(b) Client acknowledges that these hourly rates for legal services are based on a more comprehensive measure of the reasonable value of the services. Factors underlying these fees, other than the amount of time required, include the novelty and complexity of the questions involved, the skill required to provide proper legal representation, familiarity with the specific area of law involved, the preclusion of other engagements caused by the acceptance of this engagement, the magnitude of the Matter, the results achieved, customary fees for similar legal services, the nature and length of Counsel's relationship with Client, and time limitations imposed by Client.

(c) The amount payable under this contract shall not exceed \$50,000.00 without the prior consent of Client.

## **2.2 Other Fees, Charges, and Expenses.**

(a) The hourly rates of Counsel include charges for routine office expenses such photocopies, long distance telephone calls, facsimile transmissions, normal postage, and local travel expenses, such as mileage, parking, and ferry tolls, and no additional charge will be made for such expenses. Client acknowledges, however, that Counsel may incur various out-of-pocket expenses in providing services to Client. Client agrees to reimburse Counsel for such out-of-pocket expenses paid by Counsel, or, if Client is billed directly for these expenses, to make prompt, direct payments to the originators of the billing statements. Such out-of-pocket expenses include, but are not limited to, charges for serving and filing papers, courier or messenger services, recording and certifying documents, depositions, transcripts, investigations, witness fees, bond and title insurance premiums, and out of area travel expenses.

(b) Client authorizes Counsel to retain and agrees to pay the fees or charges of every other person or entity hired by Counsel to perform necessary services related to the Matter; provided, however, that no commitment for any expenditure in excess of \$200.00 shall be made by Counsel without Client's prior authorization. Such other persons and entities may include, but are not limited to, court reporters, appraisers, real estate agents, escrow agents, accountants, investigators, expert witnesses, trust officers, stockbrokers, title examiners, surveyors, and other attorneys hired for ancillary matters in other localities or for specialized inquiries relating to the matter. Statements for such services will customarily be submitted to Counsel, in which event Client agrees to reimburse Counsel promptly for the full amount of any such statements. Counsel will

examine statements for such services for accuracy and reasonableness prior to submittal to Client for payment. Where appropriate, Client authorizes Counsel, with Client's prior consent, to direct such other persons or entities to render statements for services rendered and expenses advanced directly to Client for payment.

**2.3 Schedule of Billing and Payments.** Client and Counsel agree to the following schedule of billing and payments of fees, charges, and expenses. Billing statements rendered by Counsel on or before the first business day of the month will be processed at the next regularly scheduled meeting of Client's Board of Commissioners. If approved, statements will be promptly submitted to Kitsap County for payment. Statements received after the first business day of the month will be processed in the following month.

**2.4 Information Provided in Statements.** Counsel agrees to include in billing statements sent to Client a detailed description of the services of Counsel for which Client is being charged and a specific identification of all other fees, charges, and expenses for which Counsel seeks reimbursement.

### **3. GENERAL MATTERS.**

**3.1 Information to be Made Available to Client.** Counsel agrees to make a diligent effort to assure that Client is informed at all times of the status of the Matter and the course of action which is being followed, or recommended, by Counsel. Counsel shall supply Client with copies of all significant correspondence, documents, and pleadings produced, sent, or received on behalf of Client. Counsel will own Counsel's entire work product. Counsel will provide its own labor and materials and no labor, materials, or facilities will be furnished by Client.

**3.2 Conflicting Engagement.** Counsel agrees not to accept, without prior approval from Client, any engagement known by Counsel to be in direct conflict with the interests of Client in this matter.

**3.3 Termination of Representation.** The relationship established by this Agreement is subject to termination only as follows:

(a) Counsel reserves the right to withdraw from this Matter if Client fails to honor this Agreement or for any reason permitted or required under the Code of Professional Responsibility or the Rules of Court of the State of Washington. Notification of withdrawal shall be made in writing to Client. If Counsel withdraws, Client agrees to pay Counsel promptly for all services rendered by Counsel and all other fees, charges, and expenses incurred before the date of withdrawal.

(b) Client reserves the right to terminate the representation with or without cause. Notification of the termination shall be made in writing to Counsel. If Client terminates Counsel, Client agrees to pay Counsel promptly for all services rendered

by Counsel and all other fees, charges, and expenses incurred before the date of termination in accordance with paragraph 2.3 of this agreement.

(c) Upon termination of this representation for any reason, by either Client or Counsel, Counsel agrees to cooperate with any successor Counsel to accommodate a smooth transition of the representation. To the extent that any legal fees or expenses remain unpaid on termination, Counsel shall have an attorney's lien as provided by law.

**3.4 Arbitration.** At the request of either Client or Counsel, any disputes regarding whether Client or Counsel has failed to honor this Agreement or as to the amount of legal fees will be submitted to the Fee Arbitration Board of the Washington State Bar Association for arbitration and prompt resolution, and both Client and Counsel agree to be bound by the results of such arbitration.

**3.5 Effort and Outcome.** Counsel agrees to use best efforts in representing Client in this Matter. Client acknowledges that Counsel has given no assurances or guarantees regarding the outcome of this Matter.

**3.6 Term & Commencement of Representation.** One (1) year term, commencing January 1, 2021; provided Client and Counsel may renew this Agreement for an additional one (1) year term without executing a new Agreement by entering into an extension letter which continues the relationship on the same terms and conditions as this Agreement.

**3.7 Binding Effect.** This Agreement contains the entire agreement between Client and Counsel regarding this matter and the fees, charges and expenses to be paid. This Agreement shall not be modified except by a written agreement signed by Client and Counsel. This Agreement shall be binding upon Client and Counsel and their respective successors.

**3.8 Contract Representatives.** Client and Counsel will each have a contract representative. Representatives may be changed upon written notice to the other party. The parties' representatives are as follows:

Client's Representative

Mike Walton  
Executive Director  
Kitsap Public Facilities District  
9230 Bayshore Dr NW, Suite 101  
Silverdale, Washington 98383  
(360) 698-1885

Counsel's Representative  
Brian E. Lawler  
WSBA No. 8149  
Jameson Pepple Cantu PLLC  
801 Second Avenue, #700  
Seattle, Washington 98104  
(206) 292-1994

IN WITNESS WHEREOF, the parties have signed this Agreement on this \_\_\_\_ day of January, 2021.

**"CLIENT"**

Kitsap Public Facilities District

By: \_\_\_\_\_  
Daron Jagodzinske, Chair Bd. Directors

Attest:

By: \_\_\_\_\_  
\_\_\_\_\_, Member Bd. Directors

Approved as to Form:

By: \_\_\_\_\_  
Brian E. Lawler, Legal Counsel  
Jameson Pepple Cantu PLLC

**"COUNSEL"**

JAMESON PEPPLER CANTU PLLC

By: \_\_\_\_\_  
Brian E. Lawler, Of Counsel

## ATTACHMENT "A"

### PROJECT SUMMARY/DESCRIPTION

#### **Short Summary :**

The creation and administration of the design for all portions of the CNW/Port project which the public will have access and use of upon completion.

The creation and administration of the construction documents needed to implement the above.

#### **Description of Project:**

The request for funding at this stage is to design a public events center and outdoor event space located on the west side of Highway 3, across from the Bremerton Airport. The event center and outdoor event space will be on Port of Bremerton property that is currently leased to CNW.

##### 1. Regional Sporting Event Area:

The Port of Bremerton already has a designated area on which multiple sporting events currently take place. However, in 2023, that area will be closed down as it lies in the path of the extension of Airport Industrial Way.

The KPFDD funding for design and construction documents will allow an upgraded facility to be constructed across the highway in order to continue the existing schedule of events, and the ability to add new events.

The funding would be utilized to design and create the construction documents for parking areas, access roads, pedestrian walkways and bridges, supporting utilities, and the events areas. Development would be coordinated with the proposed CNW site to maximize the efficient use of funds.

For 2020 at the existing facility, there were approximately 130 scheduled events on the paved facility alone, with motocross adding many more. The sports events that have been taking place at the current facility for a number of years include:

Motocross, PacWest MX, including nationally recognized motocross competitions. Competitors stay on site for the weekend, competitions have had up to 445 entries, with 1500 participants when spectators are included.

Porsche Club car rally and meetings taking place each month with approximately 150 participants.

Sports Car Club of America, monthly events with approximately 150 attendees

Autocross

Car Races: rallies, racing, weekend events, camping. For example, the drag racing alone accounts for approximately 1000 participants per event. Drag Racing is scheduled for twelve events (36 days total) in 2020 alone.

Northwest Nights: There are four events scheduled this year, with an expected turnout of 1500 per event.

Karting

A few examples of new types of events that can be held in the proposed sporting facility:

Car Shows, including shows and concerts hosted by the LeMay Car Museum

Street Drag racing in a controlled, hosted environment.

It should be noted that each event draws not only the participants/competitors, but also

members of the public participate as spectators. These can be multi day events. Currently, every weekend is consistently booked from Spring through Fall every year. It is critical to Kitsap County to not lose the ability to host these types of events.

## 2. Community Events Center

The design and construction documents would also encompass this second portion, which is the outdoor events center with the capability to hold large scale events of up to 10,000 attendees, which would be a completely unique and necessary facility for Kitsap County. A soft surface terrain with mountain views would also contain stage and vendors areas to host such events as:

- Festival events: wine and beer festivals
- Musical events/concerts
- Theater performances
- Outdoor meetings/corporate events
- Trade shows, or vendors fairs

An example of community clients for such a space would include:

- Drafts and Drums (charity music festival, 1500 attendees)
- LiveNation
- LeMay AAT
- RPM Foundation
- TechForce Foundation
- Kitsap County Rodeo
- Wilkinson Events
- Permission to Start Dreaming Foundation

## 3. Parking Areas, Access Roads, Design:

To accommodate larger public gatherings, parking (both paved and grass) is necessary to derive the highest economic benefit to the public. For the larger events it is crucial to the project that adequate paved parking and access roads be available. Without the inclusion of the paved infrastructure, the facility cannot accommodate larger crowds or operate during inclement weather (an important feature in the Pacific Northwest).

Roadways and other infrastructure such as upgrades stormwater systems, and wastewater disposal, will also be a part of this project in order to provide adequate public access and use.



**ATTACHMENT "B"**  
**AGREEMENT TASKS**  
(WITH ESTIMATED BUDGETS AND TIMING)

**See attached documents.**

## CNW - Regional Event Center Costs

Description	Total Conceptual Project			
	Qty	Unit	UP	ESTIMATE
<b>Regional Event/Sport Center</b>				
Asphalt Pavement	4,465	ton	\$ 90	\$ 401,850
Stone Base	4,566	ton	\$ 38	\$ 173,508
Earthwork	85,000	cy	\$ 4	\$ 340,000
Restroom Facility	1	ea	\$225,000	\$ 225,000
Sanitary Sewer	1	ls	\$127,750	\$ 127,750
Storm Sewer	3	ac	\$23,000	\$ 75,900
Water Service	1	ls	\$196,000	\$ 196,000
Electrical Service	1	ls	\$150,000	\$ 150,000
Lighting	12	ea	\$6,000	\$ 72,000
<b>Category Sub-total</b>				<b>\$ 1,762,008</b> \$
<b>Parking</b>				
Car Parking Asphalt	20,210	ton	\$ 90	\$ 1,818,900
Car Parking Stone Base	20,670	ton	\$ 38	\$ 785,460
Restroom Facility	1	ea	\$225,000	\$ 225,000
Sanitary Sewer	1	ls	\$306,600	\$ 306,600
Storm Sewer	14	ac	\$23,000	\$ 331,200
Water Service	1	ls	\$470,400	\$ 470,400
Earthwork	29,000	cy	\$ 4	\$ 116,000
Erosion Control	1	ls	\$ 25,000	\$ 25,000
Electric Utility	1	ls	\$ 90,000	\$ 90,000
Lighting	50	ea	\$6,000	\$ 300,000
Clearing	1	ls	\$ 20,000	\$ 20,000
<b>Category Sub-total</b>				<b>\$ 4,488,560</b> \$
<b>Community Event Center</b>				
Earthwork	75,000	cy	\$ 4	\$ 300,000
Restroom Facility	1	ea	\$225,000	\$ 225,000
Sanitary Sewer	1	ls	\$76,650	\$ 76,650
Storm Sewer	1	ls	\$95,000	\$ 95,000
Water Service	1	ls	\$117,600	\$ 117,600
Seeding	433,653	sf	\$ 0.10	\$ 43,365
Stages	3	ea	\$ 100,000.00	\$ 300,000
Stone Drives	1	ls	\$ 50,000	\$ 50,000
Erosion Control	1	ls	\$ 20,000	\$ 20,000
Electric Utility	1	ls	\$ 100,000	\$ 100,000
Lighting	17	ea	\$6,000	\$ 102,000
Clearing	10	ac	\$ 7,000	\$ 70,000
<b>Category Sub-total</b>				<b>\$ 1,499,615</b> \$
<b>Access Roads &amp; Pedestrian Bridges</b>				
Asphalt Pavement	4,560	ton	\$ 90	\$ 410,400
Stone Base	2,025	ton	\$ 38	\$ 76,950
Earthwork	28,500	cy	\$ 4	\$ 114,000
Pedestrian Bridge	2	ea	\$ 400,000	\$ 800,000
Storm Sewer	1	ls	\$185,000	\$ 185,000
Lighting	15	ea	\$6,000	\$ 90,000
WA 3 / Imperial Way S. Improvements	1	ls	\$385,000	\$ 385,000
<b>Category Sub-total</b>				<b>\$ 2,061,350</b> \$
<b>SUB-TOTAL ALL CATAGORIES</b>				
				\$ 9,811,533
<b>Design Fee Regional Center (Arch &amp; Engineering)</b>	<b>1</b>	<b>ea</b>	<b>\$686,807</b>	<b>\$ 686,807</b>
<b>Construction Document Fee Overall Facility</b>	<b>1</b>	<b>ea</b>	<b>\$750,000</b>	<b>\$ 750,000</b>
<b>Construction Admin Fee (Public Facilities Only)</b>	<b>1</b>	<b>ea</b>	<b>\$343,404</b>	<b>\$ 343,404</b>
<b>TOTAL</b>		<b>Grand Total</b>		<b>\$ 11,591,744</b> \$

## Funding Distribution

Total fee	Project Integrations Manager	Design Director	Facility Redesign	Arch	Civil Cnslt	Mapping & Studies
258,030	\$ 41,605.90	\$ 33,704.43	\$ 40,802.95	\$ 35,802.95	\$ 105,792.10	\$ 20,321.18
482,307	\$ 66,461.40	\$ 52,346.05	\$ 48,230.70	\$ 58,230.70	\$ 197,745.87	\$ 29,292.28
219,605	\$ 43,920.91	\$ 27,940.68	\$ 36,960.46	\$ 31,960.46	\$ 90,037.87	\$ 8,784.18
476,865	\$ 80,373.00	\$ 66,529.75	\$ 47,686.50	\$ 62,686.50	\$ 195,514.65	\$ 29,074.60
1,436,806	\$232,361.21	\$180,520.91	\$173,680.61	\$188,680.61	\$589,090.49	\$87,472.24



## Public Regional Event Center Schedule

1	3	Award of Funding for Event Center Design	12/16/2020	1	12/17/2020
2	3	Bond Funding Awarded for Public Event Center	12/16/2020	1	12/17/2020
3	3	Initiate Geotechnical Studies	3/1/2021	30	3/31/2021
4	3	Initiate Additional Survey Work Activities	3/1/2021	30	3/31/2021
5	3	Initiate Off-site Transportation Improvement Study & Design	3/29/2021	60	5/28/2021
6	3	Event Center Charrette	4/5/2021	1	4/6/2021
7	3	Event Center Space Programing	4/12/2021	4	4/16/2021
8	3	Develop Building Programming	4/19/2021	18	5/7/2021
9	3	Modify Masterplan Based on Charrette Results	5/10/2021	14	5/24/2021
10	3	Event Center Schematic Design	6/1/2021	60	7/31/2021
11	3	Event Center Design Development Drawings	8/11/2021	60	10/10/2021
12	3	Prepare Design Development Cost Estimate	10/10/2021	5	10/15/2021
13	3	Event Center Preliminary Grading/Utility Bid Set	10/10/2021	45	11/24/2021
14	3	Event Center Preliminary Grading & Utility Package Public Review	10/10/2021	30	11/9/2021
15	3	Final Event Center Design	11/24/2021	90	2/22/2022

All schedule events are for public event spaces and correspond to event center costs items:

\*\* Design Fee Regional Center, Architect and engineering

\*\* Construction Document Fee overall facility

## PROJECT FUNDING ANALYSIS

Before the Oct meeting, I sent out some project funding information.

They were the first look at the project funding estimates at that time

- 1) A summary of the 3 ILA projects plus info on the POB project;
- 2) A Gantt chart of the project phase timing

The updates of those docs based on the information you received at the meeting.

As you can see, the timing for the Pt Orchard SKCEC and Poulsbo PERC projects take their construction phase, requiring bonding (or other allocated funding), out into a 2023 start or beyond. Even the Pt Gamble project now shows their Phase 2 carrying out to the end of 2022.

The total cost for those phases?

SKCEC	\$1.0 Mil (Phase 2 & 3)
PERC	\$2.2 Mil (only \$243K on ILA now)
PGHP	<u>\$1.7 Mil</u>
Total	\$4.9 mil

What does that mean for the KPFD?

- 1) It means that our current cash position - \$3.3 million
- 2) Net cash over the next two years ~ \$1.7 million  
\$5.0 Mil

Should be enough to cover those costs, But the cupboard will be bare...

Where does that leave the POB/CNW project?

If the POB sells Bonds for the \$1.4 million...it costs us nothing up front;

- KPFD pays them back \$1.4 million over 10 years @ \$140K per year
- They pay the financing costs as their "share" of the cost
  - perhaps even some of the principle?

But the result is that the County would have a new facility built by the end of 2022, before the SKCEC and PERC get construction started.

If the KPFD chooses to refund the 2011 bonds, spread out over the next 20 years, more tax refund revenue would be available and would increase the net cash available for funding the project stages/phases.

**Kitsap Public Facilities District  
Sales Tax Rebate Revenue Summary**

	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
	FY 2013	%	FY 2014	%	FY 2015	%	FY 2016	%	FY 2017	%	FY 2018	%	FY 2019	%	FY 2020	%
1																
2	\$ 87,406.70	3%	\$ 93,196.33	7%	\$ 95,620.62	2.6%	\$ 105,695.31	10.5%	\$ 113,891.57	7.8%	\$ 123,476.10	8.4%	\$ 144,263.78	16.8%	\$ 150,304.56	4.2%
3	\$ 114,022.78	4%	\$ 119,367.11	5%	\$ 126,017.20	5.6%	\$ 140,524.01	11.5%	\$ 147,253.14	4.8%	\$ 159,064.82	8.0%	\$ 165,509.56	4.1%	\$ 173,706.66	5.0%
4	\$ 80,119.54	8%	\$ 84,855.92	6%	\$ 90,504.55	6.7%	\$ 96,088.48	6.2%	\$ 105,943.80	10.3%	\$ 123,918.31	17.0%	\$ 125,924.98	1.6%	\$ 132,155.73	4.9%
5	\$ 79,376.58	-1%	\$ 84,546.22	7%	\$ 90,213.40	6.7%	\$ 100,040.83	10.9%	\$ 104,854.91	4.8%	\$ 118,939.87	13.4%	\$ 116,815.21	-1.8%	\$ 115,731.99	-0.9%
6	\$ 93,249.79	2%	\$ 100,038.00	7%	\$ 107,061.73	7.0%	\$ 119,621.40	11.7%	\$ 126,859.08	6.1%	\$ 144,926.19	14.2%	\$ 150,430.71	3.8%	\$ 126,061.95	-16.2%
7	\$ 88,060.62	3%	\$ 95,125.36	8%	\$ 103,097.71	8.4%	\$ 114,550.72	11.1%	\$ 113,282.72	-1.1%	\$ 133,121.83	17.5%	\$ 145,401.79	9.2%	\$ 126,133.58	-13.3%
8	\$ 97,163.95	6%	\$ 99,644.21	3%	\$ 108,768.82	9.2%	\$ 114,395.94	5.2%	\$ 126,579.00	10.6%	\$ 146,892.10	16.0%	\$ 150,399.47	2.4%	\$ 165,292.17	9.9%
9	\$ 100,182.26	4%	\$ 106,591.57	6%	\$ 121,969.93	14.4%	\$ 128,801.45	5.6%	\$ 142,050.14	10.3%	\$ 158,152.03	11.3%	\$ 166,341.19	5.2%	\$ 170,988.07	2.8%
10	\$ 99,330.73	5%	\$ 105,392.97	6%	\$ 118,429.01	12.4%	\$ 124,100.96	4.8%	\$ 129,254.90	4.2%	\$ 149,561.17	15.7%	\$ 157,155.89	5.1%	\$ 167,577.17	6.6%
11	\$ 99,439.31	5%	\$ 106,998.80	8%	\$ 111,631.80	4.3%	\$ 126,066.16	12.9%	\$ 132,996.09	5.5%	\$ 151,329.82	13.8%	\$ 158,503.52	4.7%	\$ 163,033.80	2.9%
12	\$ 100,995.10	5%	\$ 113,566.85	12%	\$ 121,114.70	6.6%	\$ 132,038.42	9.0%	\$ 139,824.46	5.9%	\$ 149,568.79	7.0%	\$ 161,955.86	8.3%	\$ 184,238.07	13.8%
13	94,438.04	4%	\$ 99,074.98	5%	\$ 110,023.46	11.1%	\$ 117,143.86	6.5%	\$ 124,461.85	6.2%	\$ 148,700.48	19.5%	\$ 148,546.73	-0.1%	\$ 164,199.11	10.5%
14																
15	\$ 1,133,785.40	4%	\$ 1,208,398.32	7%	\$ 1,304,452.93	7.9%	\$ 1,419,067.54	8.8%	\$ 1,507,251.66	6.2%	\$ 1,707,651.51	13.3%	\$ 1,791,248.69	4.9%	\$ 1,839,422.86	
16	\$ 94,482.12	4%	\$ 100,699.86	7%	\$ 108,704.41	7.9%	\$ 118,255.63	8.8%	\$ 125,604.31	6.2%	\$ 142,304.29	13.3%	\$ 149,270.72	4.9%	\$ 153,285.24	
17																
18	NOTE: These sales tax rebate numbers show for the month money is received from the State Treasurer's Office.										<b>Aug-20</b>		<b>\$\$</b>	<b>Comment</b>		
19	County receives rebate two months after tax paid, i.e. Cnty/PFD March receipt reflects January sales tax revenue.										<b>Income</b>		\$ 164,199.00	up10.5% vs. 2019!		
20											<b>- Debt Service</b>		<b>(\$69,873)</b>			
21											<b>Net</b>		\$94,326			
22											<b>- Expenses</b>		<b>(\$10,851)</b>			
23											<b>Net to Cash</b>		<b>\$83,475</b>			
24																

**Kitsap Public Facilities District**  
**Profit & Loss Budget Performance**  
December 2020

January - December 2020 Budget Performance	Dec 20 Budget		Jan - Dec 20 YTD Budget		Annual Budget	Balance in Budget
	Dec 20	Budget	Jan - Dec 20	YTD Budget		
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
286 Rev · LTGO Bond Fund 2002B-PFD						
28611 · LTGO Bond Fund 2002A PFD						
2863610 · Interest Earnings						
28611 · Investment Interest	\$ 285.58		\$ 3,053.72			\$ (3,053.72)
<b>Total 2863610 · Interest Earnings</b>	<b>\$ 285.58</b>		<b>\$ 3,053.72</b>			<b>\$ (3,053.72)</b>
3380 · Intergovernmental Service						
90 · Other Intergovt Services	\$ (590,126.56)	\$ -	\$ 178,618.41	\$ -	\$ -	\$ (178,618.41)
<b>Total 3380 · Intergovernmental Service</b>	<b>\$ (590,126.56)</b>	<b>\$ -</b>	<b>\$ 178,618.41</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (178,618.41)</b>
<b>Total 28611 · LTGO Bond Fund 2002A PFD</b>	<b>\$ (589,840.98)</b>	<b>\$ -</b>	<b>\$ 181,672.13</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (181,672.13)</b>
<b>Total 286 Rev · LTGO Bond Fund 2002B-PFD</b>	<b>\$ (589,840.98)</b>	<b>\$ -</b>	<b>\$ 181,672.13</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (181,672.13)</b>
968 Rev · PFD Operations Fund						
969681 · PFD Operations Fund						
9684970 · Operating Transfers In	\$ -	\$ 19,166.67	\$ 180,800.00	\$ 230,000.04	\$ 230,000.04	\$ 49,200.04
<b>Total 969681 · PFD Operations Fund</b>	<b>\$ -</b>	<b>\$ 19,166.67</b>	<b>\$ 180,800.00</b>	<b>\$ 230,000.04</b>	<b>\$ 230,000.04</b>	<b>\$ 49,200.04</b>
<b>Total 968 Rev · PFD Operations Fund</b>	<b>\$ -</b>	<b>\$ 19,166.67</b>	<b>\$ 180,800.00</b>	<b>\$ 230,000.04</b>	<b>\$ 230,000.04</b>	<b>\$ 49,200.04</b>
977 Rev · PFD Regional Center Capital						
969771 · PFD Regional Center Capital						
3130 · Retail Sales and Use Tax						
19 · Regional Centers Sales & Use	\$ 164,199.11		\$ 1,839,422.86			\$ (1,839,422.86)
<b>Total 3130 · Retail Sales and Use Tax</b>	<b>\$ 164,199.11</b>		<b>\$ 1,839,422.86</b>			<b>\$ (1,839,422.86)</b>
3610 · Interest Earnings						
97711 · Investment Interest	\$ 1,104.17		\$ 24,448.91			\$ (24,448.91)
<b>Total 3610 · Interest Earnings</b>	<b>\$ 1,104.17</b>		<b>\$ 24,448.91</b>			<b>\$ (24,448.91)</b>
<b>Total 969771 · PFD Regional Center Capital</b>	<b>\$ 165,303.28</b>		<b>\$ 1,863,871.77</b>			<b>\$ (1,863,871.77)</b>
<b>Total 977 Rev · PFD Regional Center Capital</b>	<b>\$ 165,303.28</b>		<b>\$ 1,863,871.77</b>			<b>\$ (1,863,871.77)</b>
<b>Total Income</b>	<b>\$ (424,537.70)</b>	<b>\$ 19,166.67</b>	<b>\$ 2,226,343.90</b>	<b>\$ 230,000.04</b>	<b>\$ 230,000.04</b>	<b>\$ (1,996,343.86)</b>
<b>Expense</b>						
286 Exp · LTGO Bnd Fnd 2002B-PFD						
2861E · LTGO Bnd Fnd 2002A PFD						
2866971 · Operating Tranfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5710 · GO Bond Debt Service	\$ -		\$ 660,000.00			\$ (660,000.00)
5830 · Interest on Long-Term Ex	\$ -		\$ 179,881.26			\$ (179,881.26)
<b>Total 2861E · LTGO Bnd Fnd 2002A PFD</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 839,881.26</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (839,881.26)</b>
<b>Total 286 Exp · LTGO Bnd Fnd 2002B-PFD</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 839,881.26</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (839,881.26)</b>
968 Exp · PFD Operations Fnd						
96968E · PFD Operations Fnd						
5101 · Regular Salaries	\$ 3,854.00	\$ 4,750.00	\$ 49,427.61	\$ 57,000.00	\$ 57,000.00	\$ 7,572.39
5102 · Overtime Pay	\$ 222.35		\$ 9,394.32			\$ (9,394.32)
5190 · Miscellaneous Pay	\$ 631.00	\$ 750.00	\$ 9,172.92	\$ 9,000.00	\$ 9,000.00	\$ (172.92)
5201 · Industrial Insurance	\$ -	\$ 8.33	\$ 349.58	\$ 100.00	\$ 100.00	\$ (249.58)
5202 · Social Security	\$ 360.11	\$ 475.00	\$ 5,201.61	\$ 5,700.00	\$ 5,700.00	\$ 498.39
5311 · Office/Operating Supplies	\$ 44.00	\$ 33.33	\$ 2,870.14	\$ 400.00	\$ 400.00	\$ (2,470.14)
5351 · Equipment/Office Furnishings	\$ -	\$ 166.67	\$ 218.99	\$ 2,000.00	\$ 2,000.00	\$ 1,781.01
5353 · Small Computer Equipment	\$ -		\$ 2,517.47			\$ (2,517.47)
5411 · Accounting & Auditing	\$ -	\$ 300.00	\$ 3,543.75	\$ 3,600.00	\$ 3,600.00	\$ 56.25
5415 · Consulting Services						
5415 a · Construction Consulting	\$ -	\$ 833.33	\$ 95,061.74	\$ 10,000.00	\$ 10,000.00	\$ (85,061.74)
<b>Total 5415 · Consulting Services</b>	<b>\$ -</b>	<b>\$ 833.33</b>	<b>\$ 95,061.74</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ (85,061.74)</b>
5416 · Special Legal Services	\$ 5,462.50	\$ 2,500.00	\$ 24,378.25	\$ 30,000.00	\$ 30,000.00	\$ 5,621.75
5417 · Bonding/Financing	\$ -	\$ 1,666.67	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
5419 · Other Prof Svcs - Reg Ctr Mktg						
5419 a · Professional Services	\$ 80.00		\$ 177,755.00			\$ (177,755.00)
5419 b · Recording	\$ -	\$ 583.33	\$ 1,425.95	\$ 7,000.00	\$ 7,000.00	\$ 5,574.05

**Kitsap Public Facilities District  
Profit & Loss Budget Performance  
December 2020**

January - December 2020 Budget Performance					Annual Budget	Balance in Budget
	Dec 20	Budget	Jan - Dec 20	YTD Budget		
5419 · Other Prof Svcs - Reg Ctr Mktg - Other	\$ -	\$ 2,000.00	\$ -	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
<b>Total 5419 · Other Prof Svcs - Reg Ctr Mktg</b>	<b>\$ 80.00</b>	<b>\$ 2,583.33</b>	<b>\$ 179,180.95</b>	<b>\$ 31,000.00</b>	<b>\$ 31,000.00</b>	<b>\$ (148,180.95)</b>
5420 · Website	\$ -	\$ 125.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
5421 · Telephone	\$ 169.62	\$ 158.33	\$ 2,556.97	\$ 1,900.00	\$ 1,900.00	\$ (656.97)
5425 · Postage	\$ -	\$ 4.17	\$ -	\$ 50.00	\$ 50.00	\$ 50.00
5431 · Mileage	\$ -	\$ 83.33	\$ 806.82	\$ 1,000.00	\$ 1,000.00	\$ 193.18
5432 · Travel	\$ -	\$ 83.33	\$ 145.58	\$ 1,000.00	\$ 1,000.00	\$ 854.42
5438 · Board Mileage/Airfare	\$ -	\$ 33.33	\$ 67.86	\$ 400.00	\$ 400.00	\$ 332.14
5441 · Advertising	\$ -	\$ 666.67	\$ 1,158.32	\$ 8,000.00	\$ 8,000.00	\$ 6,841.68
5451 · Operating Rental/Leases						
5451 a · Printing/ Copying	\$ -	\$ 20.83	\$ -	\$ 250.00	\$ 250.00	\$ 250.00
5451 b · Rental-Office Space	\$ -	\$ 833.33	\$ 11,400.00	\$ 10,000.00	\$ 10,000.00	\$ (1,400.00)
<b>Total 5451 · Operating Rental/Leases</b>	<b>\$ -</b>	<b>\$ 854.16</b>	<b>\$ 11,400.00</b>	<b>\$ 10,250.00</b>	<b>\$ 10,250.00</b>	<b>\$ (1,150.00)</b>
5461 · Gen/Auto/E&O Insurance	\$ -	\$ 300.00	\$ 3,814.00	\$ 3,600.00	\$ 3,600.00	\$ (214.00)
5492 · Dues/Subscriptions/Memberships	\$ -	\$ 166.67	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00
5497 · Registration & Tuition						\$ -
5497 a · Board Devel/Train Regist/Fees	\$ -	\$ 25.00	\$ -	\$ 300.00	\$ 300.00	\$ 300.00
5497 b · Staff Devel/Train Rester/Fees	\$ 27.00	\$ 50.00	\$ 27.00	\$ 600.00	\$ 600.00	\$ 573.00
<b>Total 5497 · Registration &amp; Tuition</b>	<b>\$ 27.00</b>	<b>\$ 75.00</b>	<b>\$ 27.00</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>	<b>\$ 873.00</b>
5499 · Other						\$ -
5499 a · Events Support/Seed Money	\$ -	\$ 1,666.67	\$ 2,803.36	\$ 20,000.00	\$ 20,000.00	\$ 17,196.64
5499 b · Rental-Meeting Space	\$ -	\$ 166.67	\$ 693.24	\$ 2,000.00	\$ 2,000.00	\$ 1,306.76
5499 c · Other	\$ -	\$ 41.67	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
5499 d · Governance-Board of Dir Related	\$ -	\$ 583.33	\$ 1,550.00	\$ 7,000.00	\$ 7,000.00	\$ 5,450.00
<b>Total 5499 · Other</b>	<b>\$ -</b>	<b>\$ 2,458.34</b>	<b>\$ 5,046.60</b>	<b>\$ 29,500.00</b>	<b>\$ 29,500.00</b>	<b>\$ 24,453.40</b>
<b>Total 96968E · PFD Operations Fnd</b>	<b>\$ 10,850.58</b>	<b>\$ 19,074.99</b>	<b>\$ 407,840.48</b>	<b>\$ 228,900.00</b>	<b>\$ 228,900.00</b>	<b>\$ (178,940.48)</b>
<b>Total 968 Exp · PFD Operations Fnd</b>	<b>\$ 10,850.58</b>	<b>\$ 19,074.99</b>	<b>\$ 407,840.48</b>	<b>\$ 228,900.00</b>	<b>\$ 228,900.00</b>	<b>\$ (178,940.48)</b>
977 Exp · PFD Regional Cntr Capital						
96977E · PFD Regional Cntr Capital						
5650 · Port Orchard SKCEC - #00606	\$ 60,095.90		\$ 60,095.90			\$ (60,095.90)
5412 · Engineering & Arch	\$ -		\$ 1,444.00			\$ (1,444.00)
5519 · Misc Intergovernmental Service	\$ -		\$ 19,495.61			\$ (19,495.61)
5520 · I/G Pymts, Fed, State, Local						
754 · Poulsbo PERC Grant # 000754	\$ 6,693.75		\$ 6,693.75			\$ (6,693.75)
723 · Poulsbo PERC Grant # 000723	\$ -		\$ 1,318.75			\$ (1,318.75)
725 · Poulsbo PERC Grant # 000725	\$ -		\$ 8,650.00			\$ (8,650.00)
731 · Poulsbo PERC Grant # 000731	\$ -		\$ 5,317.50			\$ (5,317.50)
738 · Poulsbo PERC Grant #000738	\$ -		\$ 5,156.25			\$ (5,156.25)
5520 · I/G Pymts, Fed, State, Local - Other	\$ 69,873.44		\$ 838,618.41			\$ (838,618.41)
<b>Total 5520 · I/G Pymts, Fed, State, Local</b>	<b>\$ 76,567.19</b>		<b>\$ 865,754.66</b>			<b>\$ (865,754.66)</b>
6971 · Operating Transfers Out	\$ -		\$ 180,800.00			\$ (180,800.00)
<b>Total 96977E · PFD Regional Cntr Capital</b>	<b>\$ 136,663.09</b>		<b>\$ 1,127,590.17</b>			<b>\$ (1,127,590.17)</b>
<b>Total 977 Exp · PFD Regional Cntr Capital</b>	<b>\$ 136,663.09</b>		<b>\$ 1,127,590.17</b>			<b>\$ (1,127,590.17)</b>
<b>Total Expense</b>	<b>\$ 147,513.67</b>	<b>\$ 19,074.99</b>	<b>\$ 2,375,311.91</b>	<b>\$ 228,900.00</b>	<b>\$ 228,900.00</b>	<b>\$ (2,146,411.91)</b>
<b>Net Ordinary Income</b>	<b>\$ (572,051.37)</b>	<b>\$ 91.68</b>	<b>\$ (148,968.01)</b>	<b>\$ 1,100.04</b>	<b>\$ 1,100.04</b>	<b>\$ 150,068.05</b>
<b>Net Income</b>	<b>\$ (572,051.37)</b>	<b>\$ 91.68</b>	<b>\$ (148,968.01)</b>	<b>\$ 1,100.04</b>	<b>\$ 1,100.04</b>	<b>\$ 150,068.05</b>

**Kitsap Public Facilities District**  
**Profit & Loss Budget Performance**  
December 2020

January - December 2020 Operating Fund 968 Budget Performance	Dec 20 Budget		Jan - Dec 20 YTD Budget		Annual Budget	Balance in Budget
	Dec 20	Budget	Jan - Dec 20	YTD Budget		
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
968 Rev · PFD Operations Fund						
96968E · PFD Operations Fund						
9684970 · Operating Transfers In	\$ -	\$ 19,166.67	\$ 180,800.00	\$ 230,000.04	\$ 230,000.04	\$ 49,200.04
<b>Total 96968E · PFD Operations Fund</b>	\$ -	\$ 19,166.67	\$ 180,800.00	\$ 230,000.04	\$ 230,000.04	\$ 49,200.04
<b>Total 968 Rev · PFD Operations Fund</b>	\$ -	\$ 19,166.67	\$ 180,800.00	\$ 230,000.04	\$ 230,000.04	\$ 49,200.04
<b>Total Income</b>	\$ -	\$ 19,166.67	\$ 180,800.00	\$ 230,000.04	\$ 230,000.04	\$ 49,200.04
<b>Expense</b>						
968 Exp · PFD Operations Fnd						\$ -
96968E · PFD Operations Fnd						\$ -
5101 · Regular Salaries	\$ 3,854.00	\$ 4,750.00	\$ 49,427.61	\$ 57,000.00	\$ 57,000.00	\$ 7,572.39
5102 · Overtime Pay	\$ 222.35		\$ 9,394.32			\$ (9,394.32)
5190 · Miscellaneous Pay	\$ 631.00	\$ 750.00	\$ 9,172.92	\$ 9,000.00	\$ 9,000.00	\$ (172.92)
5201 · Industrial Insurance	\$ -	\$ 8.33	\$ 349.58	\$ 100.00	\$ 100.00	\$ (249.58)
5202 · Social Security	\$ 360.11	\$ 475.00	\$ 5,201.61	\$ 5,700.00	\$ 5,700.00	\$ 498.39
5311 · Office/Operating Supplies	\$ 44.00	\$ 33.33	\$ 2,870.14	\$ 400.00	\$ 400.00	\$ (2,470.14)
5351 · Equipment/Office Furnishings	\$ -	\$ 166.67	\$ 218.99	\$ 2,000.00	\$ 2,000.00	\$ 1,781.01
5353 · Small Computer Equipment	\$ -		\$ 2,517.47			\$ (2,517.47)
5411 · Accounting & Auditing	\$ -	\$ 300.00	\$ 3,543.75	\$ 3,600.00	\$ 3,600.00	\$ 56.25
5415 · Consulting Services						
5415 a · Construction Consulting	\$ -	\$ 833.33	\$ 95,061.74	\$ 10,000.00	\$ 10,000.00	\$ (85,061.74)
<b>Total 5415 · Consulting Services</b>	\$ -	\$ 833.33	\$ 95,061.74	\$ 10,000.00	\$ 10,000.00	\$ (85,061.74)
5416 · Special Legal Services	\$ 5,462.50	\$ 2,500.00	\$ 24,378.25	\$ 30,000.00	\$ 30,000.00	\$ 5,621.75
5417 · Bonding/Financing	\$ -	\$ 1,666.67	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
5419 · Other Prof Svcs - Reg Ctr Mktg						
5419 a · Professional Services	\$ 80.00		\$ 177,755.00			\$ (177,755.00)
5419 b · Recording	\$ -	\$ 583.33	\$ 1,425.95	\$ 7,000.00	\$ 7,000.00	\$ 5,574.05
5419 · Other Prof Svcs - Reg Ctr Mktg - Other	\$ -	\$ 2,000.00	\$ -	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
<b>Total 5419 · Other Prof Svcs - Reg Ctr Mktg</b>	\$ 80.00	\$ 2,583.33	\$ 179,180.95	\$ 31,000.00	\$ 31,000.00	\$ (148,180.95)
5420 · Website	\$ -	\$ 125.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
5421 · Telephone	\$ 169.62	\$ 158.33	\$ 2,556.97	\$ 1,900.00	\$ 1,900.00	\$ (656.97)
5425 · Postage	\$ -	\$ 4.17	\$ -	\$ 50.00	\$ 50.00	\$ 50.00
5431 · Mileage	\$ -	\$ 83.33	\$ 806.82	\$ 1,000.00	\$ 1,000.00	\$ 193.18
5432 · Travel	\$ -	\$ 83.33	\$ 145.58	\$ 1,000.00	\$ 1,000.00	\$ 854.42
5438 · Board Mileage/Airfare	\$ -	\$ 33.33	\$ 67.86	\$ 400.00	\$ 400.00	\$ 332.14
5441 · Advertising	\$ -	\$ 666.67	\$ 1,158.32	\$ 8,000.00	\$ 8,000.00	\$ 6,841.68
5451 · Operating Rental/Leases						
5451 a · Printing/ Copying	\$ -	\$ 20.83	\$ -	\$ 250.00	\$ 250.00	\$ 250.00
5451 b · Rental-Office Space	\$ -	\$ 833.33	\$ 11,400.00	\$ 10,000.00	\$ 10,000.00	\$ (1,400.00)
<b>Total 5451 · Operating Rental/Leases</b>	\$ -	\$ 854.16	\$ 11,400.00	\$ 10,250.00	\$ 10,250.00	\$ (1,150.00)
5461 · Gen/Auto/E&O Insurance	\$ -	\$ 300.00	\$ 3,814.00	\$ 3,600.00	\$ 3,600.00	\$ (214.00)
5492 · Dues/Subscriptions/Memberships	\$ -	\$ 166.67	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00
5497 · Registration & Tuition						\$ -
5497 a · Board Devel/Train Regist/Fees	\$ -	\$ 25.00	\$ -	\$ 300.00	\$ 300.00	\$ 300.00
5497 b · Staff Devel/Train Rester/Fees	\$ 27.00	\$ 50.00	\$ 27.00	\$ 600.00	\$ 600.00	\$ 573.00
<b>Total 5497 · Registration &amp; Tuition</b>	\$ 27.00	\$ 75.00	\$ 27.00	\$ 900.00	\$ 900.00	\$ 873.00
5499 · Other						\$ -
5499 a · Events Support/Seed Money	\$ -	\$ 1,666.67	\$ 2,803.36	\$ 20,000.00	\$ 20,000.00	\$ 17,196.64
5499 b · Rental-Meeting Space	\$ -	\$ 166.67	\$ 693.24	\$ 2,000.00	\$ 2,000.00	\$ 1,306.76
5499 c · Other	\$ -	\$ 41.67	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
5499 d · Governance-Board of Dir Related	\$ -	\$ 583.33	\$ 1,550.00	\$ 7,000.00	\$ 7,000.00	\$ 5,450.00
<b>Total 5499 · Other</b>	\$ -	\$ 2,458.34	\$ 5,046.60	\$ 29,500.00	\$ 29,500.00	\$ 24,453.40
<b>Total 96968E · PFD Operations Fnd</b>	\$ 10,850.58	\$ 19,074.99	\$ 407,840.48	\$ 228,900.00	\$ 228,900.00	\$ (178,940.48)
<b>Total 968 Exp · PFD Operations Fnd</b>	\$ 10,850.58	\$ 19,074.99	\$ 407,840.48	\$ 228,900.00	\$ 228,900.00	\$ (178,940.48)
<b>Total Expense</b>	\$ 10,850.58	\$ 19,074.99	\$ 407,840.48	\$ 228,900.00	\$ 228,900.00	\$ (178,940.48)
<b>Net Ordinary Income</b>	\$ (10,850.58)	\$ 91.68	\$ (227,040.48)	\$ 1,100.04	\$ 1,100.04	\$ (129,740.44)
<b>Net Income for Fund 968</b>	\$ (10,850.58)	\$ 91.68	\$ (227,040.48)	\$ 1,100.04	\$ 1,100.04	\$ (225,940.44)



**Kitsap Public Facilities District**  
**Statement of Financial Position by Fund**  
As of December 31, 2020

January - December 2020	286	968	977	TOTAL
<b>ASSETS</b>	<b>LTGO Bond Fund 2002A - PFD</b>	<b>KPFD Operations Fund</b>	<b>KPFD Holding Fund</b>	
Current Assets				
Checking/Savings				
286 · LTGO Bond Fund 2002A-PFD	4,823,453.73	0.00	0.00	4,823,453.73
968 · Fund 96-968 KPFD Operations Fnd	0.00	15,404.52	0.00	15,404.52
977 · Fund 96-977 KPFD Holding Fund	0.00	0.00	3,616,190.11	3,616,190.11
Total Checking/Savings	4,823,453.73	15,404.52	3,616,190.11	8,455,048.36
Total Current Assets	4,823,453.73	15,404.52	3,616,190.11	8,455,048.36
<b>TOTAL ASSETS</b>	<b>4,823,453.73</b>	<b>15,404.52</b>	<b>3,616,190.11</b>	<b>8,455,048.36</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities	0.00	0.00	0.00	0.00
977-L · PFD Regional Center Liabilities	0.00	0.00	-1,377,646.49	-1,377,646.49
Total Other Current Liabilities	0.00	0.00	-1,377,646.49	-1,377,646.49
Total Current Liabilities	0.00	0.00	-1,377,646.49	-1,377,646.49
Long Term Liabilities				
286-LT · LTGO Bond Fund Liabilities	250,000.00	0.00	0.00	250,000.00
977-LT · 2636 Regional Ctr Notes Payable	0.00	0.00	4,500,000.00	4,500,000.00
Total Long Term Liabilities	250,000.00	0.00	4,500,000.00	4,750,000.00
Total Liabilities	250,000.00	0.00	3,122,353.51	3,372,353.51
Equity				
286 FB · LTGO Bond Fund Balance/RE	5,231,557.12	0.00	0.00	5,231,557.12
Revenue	181,777.87	180,800.00	1,863,871.77	2,226,449.64
Expenses	-839,881.26	-165,395.48	-1,370,035.17	-2,375,311.91
Total Equity	4,573,453.73	15,404.52	493,836.60	5,082,694.85
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,823,453.73</b>	<b>15,404.52</b>	<b>3,616,190.11</b>	<b>8,455,048.36</b>
January 1, 2020 Beginning Cash	\$ 5,481,557.12	\$ -	\$ 3,122,353.51	\$ 8,603,910.63
2020 Revenue	\$ 181,777.87	\$ 180,800.00	\$ 1,863,871.77	\$ 2,226,449.64
2020 Expenses	\$ (839,881.26)	\$ (165,395.48)	\$ (1,370,035.17)	\$ (2,375,311.91)
2020 Increased/(Decreased) Liabilities	\$ -	\$ -	\$ -	\$ -
Current Ending Balance	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

**Kitsap Public Facilities District**  
**Statement of Financial Revenue & Expense by Fund**  
January through December 2020

January - December 2020	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPF D Operations Fund	KPF D Holding Fund	
January 1, 2020 Beginning Cash	\$ 5,481,557.12	\$ -	\$ 3,122,353.51	\$ 8,603,910.63
Ordinary Income/Expense				
Income				
286 Rev · LTGO Bond Fund 2002B-PFD	181,777.87	0.00	0.00	181,777.87
968 Rev · PFD Operations Fund	0.00	180,800.00	0.00	180,800.00
977 Rev · PFD Regional Center Capital	0.00	0.00	1,863,871.77	1,863,871.77
Total Income	181,777.87	180,800.00	1,863,871.77	2,226,449.64
Expense				
286 Exp · LTGO Bnd Fnd 2002B-PFD	839,881.26	0.00	0.00	839,881.26
968 Exp · PFD Operations Fnd	0.00	165,395.48	242,445.00	407,840.48
977 Exp · PFD Regional Cntr Capital	0.00	0.00	1,127,590.17	1,127,590.17
Total Expense	839,881.26	165,395.48	1,370,035.17	2,375,311.91
Net Ordinary Income	-658,103.39	15,404.52	493,836.60	-148,862.27
Net Income	-658,103.39	15,404.52	493,836.60	-148,862.27
Beg Cash +/- Net Income	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
Net Change in Liabilities	\$ -	\$ -	\$ -	\$ -
December 31, 2020 Ending Cash Balance	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36

**Kitsap Public Facilities District**  
**Statement of Financial Position by Fund**  
As of December 31, 2020

January - December 2020	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPF D Operations Fund	KPF D Holding Fund	
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
286 · LTGO Bond Fund 2002A-PFD				
2861111 · 00998 Interco ITC Ac Cash	69,873.44	0.00	0.00	69,873.44
2861181 · Beginning Investment	250,721.09	0.00	0.00	250,721.09
2861182 · Investments Purchased	473,159.46	0.00	0.00	473,159.46
2861183 · Investments Sold	-470,300.26	0.00	0.00	-470,300.26
2861630 · Notes/Contracts Receivable	4,500,000.00	0.00	0.00	4,500,000.00
<b>Total 286 · LTGO Bond Fund 2002A-PFD</b>	<b>4,823,453.73</b>	<b>0.00</b>	<b>0.00</b>	<b>4,823,453.73</b>
968 · Fund 96-968 KPF D Operations Fnd				
9681111 · 00998 Post Interco ITC Ac	0.00	15,404.52	0.00	15,404.52
<b>Total 968 · Fund 96-968 KPF D Operations Fnd</b>	<b>0.00</b>	<b>15,404.52</b>	<b>0.00</b>	<b>15,404.52</b>
977 · Fund 96-977 KPF D Holding Fund				
9771111 · 00998 Post Interco ITC Ac	0.00	0.00	718,283.43	718,283.43
9771181 · PFD Reg Ctr Beg Investment				
PGHP · PG Heritage Park Allocation	0.00	0.00	597,700.00	597,700.00
SKCEC · SKCEC Fund	0.00	0.00	200,000.00	200,000.00
9771181 · PFD Reg Ctr Beg Investment - Other	0.00	0.00	1,825,757.77	1,825,757.77
<b>Total 9771181 · PFD Reg Ctr Beg Investment</b>	<b>0.00</b>	<b>0.00</b>	<b>2,623,457.77</b>	<b>2,623,457.77</b>
9771182 · Investments Purchased	0.00	0.00	24,448.91	24,448.91
9771650 · Receivable-Advances to Other	0.00	0.00	250,000.00	250,000.00
<b>Total 977 · Fund 96-977 KPF D Holding Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>3,616,190.11</b>	<b>3,616,190.11</b>
<b>Total Checking/Savings</b>	<b>4,823,453.73</b>	<b>15,404.52</b>	<b>3,616,190.11</b>	<b>8,455,048.36</b>
<b>Total Current Assets</b>	<b>4,823,453.73</b>	<b>15,404.52</b>	<b>3,616,190.11</b>	<b>8,455,048.36</b>
<b>TOTAL ASSETS</b>	<b>4,823,453.73</b>	<b>15,404.52</b>	<b>3,616,190.11</b>	<b>8,455,048.36</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
968-L · 968 PFD Operations Liabilities				
9682312 · USE Tax Payable	0.00	29.50	0.00	29.50
9682370 · Custodial Accounts	0.00	-29.50	0.00	-29.50
<b>Total 968-L · 968 PFD Operations Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
977-L · PFD Regional Center Liabilities				
9772370 · Custodial Accounts	0.00	0.00	-1,377,646.49	-1,377,646.49
<b>Total 977-L · PFD Regional Center Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,377,646.49</b>	<b>-1,377,646.49</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,377,646.49</b>	<b>-1,377,646.49</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,377,646.49</b>	<b>-1,377,646.49</b>
<b>Long Term Liabilities</b>				
286-LT · LTGO Bond Fund Liabilities				

**Kitsap Public Facilities District**  
**Statement of Financial Position by Fund**  
 As of December 31, 2020

January - December 2020	286	968	977	TOTAL
2862639 · LGTO Long Term Liabilities	250,000.00	0.00	0.00	250,000.00
Total 286-LT · LTGO Bond Fund Liabilities	250,000.00	0.00	0.00	250,000.00
977-LT · 2636 Regional Ctr Notes Payable	0.00	0.00	4,500,000.00	4,500,000.00
Total Long Term Liabilities	250,000.00	0.00	4,500,000.00	4,750,000.00
<b>Total Liabilities</b>	250,000.00	0.00	3,122,353.51	3,372,353.51
<b>Equity</b>				
286 FB · LTGO Bond Fund Balance/RE				
2862821 · LTGO Loans/Advances	4,500,000.00	0.00	0.00	4,500,000.00
2862880 · LTGO Undesignated Retained	-563,442.88	0.00	0.00	-563,442.88
2862940 · 49 Uses Other Than OP	1,295,000.00	0.00	0.00	1,295,000.00
Total 286 FB · LTGO Bond Fund Balance/RE	5,231,557.12	0.00	0.00	5,231,557.12
Net Income	-658,103.39	15,404.52	493,836.60	-148,862.27
<b>Total Equity</b>	4,573,453.73	15,404.52	493,836.60	5,082,694.85
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,823,453.73</b>	<b>15,404.52</b>	<b>3,616,190.11</b>	<b>8,455,048.36</b>



BLANKET VOUCHER APPROVAL

FUND: 96968.00968

BV# 557934

We, thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment in the amount of \$4,373.78 on this 25th day of January, 2021.

Daron Jagodzinske

Daron Jagodzinske, Chair

Erin Leedham

Erin Leedham

Patrick Hatchel

Pat Hatchel, Vice-chair

Phil Havers

Phil Havers

Walter S Draper IV

Walter Draper IV, Treasurer

Thomas S. Bullock

Tom Bullock

John Morrisey

John Morrisey

VENDOR	AMOUNT
<b>Recurring items</b>	
JPC Legal services – (Dec)	\$ 2,515.00
Barker Creek - const. consult	\$ 0.00
Accountability Plus (bookkeeping-)	\$ 641.25
Mike Walton – Jan expenses	\$ 728.07
	\$
	\$
Comcast	\$ 159.66
	\$
<b>Other items:</b>	
VKP – Rent (\$950) & Monthly stipend (\$2000)	\$ (auto pay monthly)
	\$
City of Bremerton - BKAT	\$ 262.50
Dept of L&I – Workers Comp	\$ 67.30
NW Municipal Advisors (2021 services)	\$
	\$
<b>PAGE TOTAL</b>	<b>\$4,373.78</b>

**Voucher Entry Journal Review**

Batch Number . . . . . 557934  
 Batch Date . . . . . 01/20/21  
 User ID. . . . . MWALTON

O	Voucher	Do	Doc	Supplier	G/L	Gross
P	Number	Ty	Co	Name	Date	Amount
—	1616961	PV	00968	JAMESON PEPPLE CANTU P	01/28/21	2,515.00
—	1616963	PV	00968	COMCAST PO BOX 60533	01/28/21	159.66
—	1616965	PV	00968	CITY OF BREMERTON	01/28/21	262.50
—	1616975	PV	00968	DEPT OF LABOR & INDUST	01/28/21	67.30
—	1616982	PV	00968	WALTON, WILLIAM M	01/28/21	728.07
—	1617670	PV	00968	ACCOUNTABILITY PLUS, I	01/28/21	641.25
—						-----
—				Total		4,373.78

Opts: . . . . 1=Rev. Individual Voucher . . . . 2=Rev. Associated J.E.'s . . . . . F24=More

1616961

KITSAP COUNTY  
FINANCIAL MANAGEMENT SYSTEM  
614 Division Street  
Port Orchard, WA 98366

1616961 PV  
VOUCHER/TYPE

557934

DISBURSEMENT VOUCHER

DATE..... 01/20/21 SUPPLIER NAME: JAMESON PEPPE CANTU PLLC  
BATCH NUMBER..... 557934  
USER..... MWALTON

SUPPLIER NUMBER... 433882 DEPT..... 96968  
INVOICE NUMBER.... 113035BEL PAYMENT TERMS ..  
INVOICE AMOUNT.... 2,515.00 FUND..... 00968  
INVOICE DATE..... 01/04/21 P/O NUMBER.....  
G/L DATE..... 01/28/21 TAX EXPL CODE...  
TAX AMOUNT..... .00 TAX RATE/AREA...  
TAXABLE AMOUNT.... .00 SERV/TAX DATE... 01/28/21

PAYMENT SCHEDULE . . . .

PAY ITM	GROSS AMOUNT	DISCOUNT AVAILABLE	PAYMENT REMARK	DUE DATE
001	2,515.00	.00		01/04/21

JOURNAL ENTRIES . . . .

ACCOUNTING DISTRIBUTION	SUB W/O	T	AMOUNT	EXPLANATION 2
96968.5416			2,515.00	legal services

STATE OF WASHINGTON - COUNTY OF KITSAP

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED, THE LABOR PERFORMED AS DESCRIBED HEREIN, AND THAT THE CLAIM IS JUST, DUE AND UNPAID OBLIGATION AGAINST THE COUNTY OF KITSAP, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY SAID CLAIM

APPROVED BY *MWALTON* DATE 1/20/21

AUDITING OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

ATTACHED DOCUMENTS ARE ORIGINALS, CERTIFIED BY \_\_\_\_\_

# JPC Jameson Pepple Cantu PLLC

RECEIVED JAN 15 2021

1616961

TEL (206) 292-1994  
FAX (206) 292-1995

801 Second Avenue, Suite 700  
Seattle, WA 98104

TAX I.D. #91-1627039

Pay On Line: (no fee to pay on line)  
<https://secure.lawpay.com/pages/jbsl/operating>

January 4, 2021

Kitsap Public Facilities District  
Attn: Mike Walton  
9230 Bayshore Dr. NW  
Suite 101  
Silverdale, WA 98383

Invoice # 113035 BEL  
Client Matter # L1022 01000  
Billing through 12/31/2020

General Advisory

Professional Services

12/01/2020	BEL	Call with client re POB ILA.	0.20 hrs.	55.00
12/02/2020	BEL	Call from M Walton. Work on review of POB ILA request. Draft memo on six criteria compliance. First look at draft ILA. Further call with Mike W. Review Walton email and agenda. Review Boughton email and document.	2.00 hrs.	550.00
12/02/2020	TBW	Convert partial memo to Word, format, and send to Brian Lawler.	0.20 hrs.	40.00
12/03/2020	BEL	Review and reply to client email re communications with Port of Bremerton. Review and provide comments on draft Poulsbo ILA.	0.50 hrs.	137.50
12/04/2020	BEL	Multiple calls with Daron J re Port of Bremerton proposal. Review email re same.	0.70 hrs.	192.50
12/07/2020	BEL	Follow up with Poulsbo re amendment to ILA. Review additional emails re POB and CNW funding requests. Meeting prep. Zoom meeting attendance.	1.20 hrs.	330.00
12/08/2020	BEL	Review website re OPMA requirements for meetings. Draft email re same.	0.20 hrs.	55.00
12/10/2020	BEL	Review client email and review website.	0.10 hrs.	27.50
12/11/2020	BEL	Review info on conduct of remote meetings. Review and reply to client re aborted meeting. Review status of Barker Creek consulting contract.	0.30 hrs.	82.50



12/14/2020	BEL	Review Mike W email re potential minutes from last meeting. Review and reply to McCluskey email re Poulsbo ILA changes. Review emails re Barker Creek consulting. Review updated agenda and reports. Review NMA presentation. Prep for zoom meeting. Attend zoom meeting.	2.90 hrs.	797.50
12/15/2020	BEL	Review and reply to client email re Port of Bremerton ILA.	0.10 hrs.	27.50
12/16/2020	BEL	Review client emails.	0.10 hrs.	27.50
12/17/2020	BEL	Review Poulsbo Email re ILA signatures. Review Poulsbo Activity Report. Review draft minutes. Provide comments. Further emails.	0.40 hrs.	110.00
12/18/2020	BEL	Email exchange with Anne Montgomery.	0.10 hrs.	27.50
12/22/2020	BEL	Review final ILA . Comment re signature pages.	0.20 hrs.	55.00
				<u>797.50</u>
				<u>\$2,515.00</u>

Billing Summary

Total Professional Services	\$2,515.00
Previous Balance	\$5,462.50
12/31/2020 Payment - Thank you, Check # 3812602	<u>(\$4,830.00)</u>
<b>Total Balance Due</b>	<b><u><u>\$3,147.50</u></u></b>

BALANCE DUE UPON RECEIPT IN U.S. DOLLARS.

LATE CHARGE OF 1% PER MONTH WILL BE ADDED ON PAST DUE BALANCES. THIS STATEMENT MAY NOT INCLUDE EXPENSE ITEMS SUCH AS COSTS ADVANCED, FOR WHICH WE HAVE NOT YET BEEN BILLED, NOR ACCOUNT ACTIVITY NOT ENTERED AS OF THE LAST DAY OF THE MONTH.

CLOSED FILES MAY BE DESTROYED AFTER 7 YEARS. CLIENT IS RESPONSIBLE FOR REMOVAL OF THEIR FILES BEFORE THAT TIME.



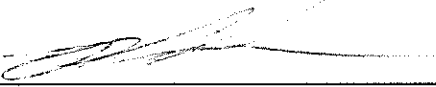
BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 557876

We, thus undersigned of Kitsap Public Facilities District, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment in the amount of \$29,829.68 on this 25th day of January, 2021.

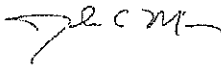
Daron Jagodzinske  
Daron Jagodzinske, Chair

  
Phil Havers

Patrick Hatchel  
Pat Hatchel, Vice-Chair

Erin Leedham  
Erin Leedham

Walter S Draper IV  
Walt Draper, Treasurer

  
John Morrissey

Thomas S. Bullock  
Thomas Bullock

VENDOR	AMOUNT
<b>Project items – Poulsbo PERC</b>	
Invoice GRNT #000765	\$ 13,441.75
Invoice GRNT #000771	\$ 16,387.93
<b>PAGE TOTAL</b>	<b>\$29,829.68</b>

04202

**Voucher Entry Journal Review**

Batch Number . . . . . 557876  
Batch Date . . . . . 01/19/21  
User ID. . . . . MWALTON

O	Voucher	Do	Doc	Supplier	G/L	Gross
P	Number	Ty	Co	Name	Date	Amount
-	1616851	PV	00977	CITY OF POULSBO	01/27/21	29,829.68
-						-----
-					Total	29,829.68

Opts: . . . . 1=Rev. Individual Voucher . . . . 2=Rev. Associated J.E.'s . . . . . F24=More

1616851

K I T S A P C O U N T Y  
FINANCIAL MANAGEMENT SYSTEM  
614 Division Street  
Port Orchard, WA 98366

1616851 PV  
VOUCHER/TYPE

557876

DISBURSEMENT VOUCHER

DATE..... 01/19/21 SUPPLIER NAME: CITY OF POULSBO  
BATCH NUMBER..... 557876  
USER..... MWALTON

SUPPLIER NUMBER... 243438 DEPT..... 96977  
INVOICE NUMBER.... MULTIPLE PAYMENT TERMS ..  
INVOICE AMOUNT.... 29,829.68 FUND..... 00977  
INVOICE DATE..... 12/15/20 P/O NUMBER.....  
G/L DATE..... 01/27/21 TAX EXPL CODE...  
TAX AMOUNT..... .00 TAX RATE/AREA...  
TAXABLE AMOUNT.... .00 SERV/TAX DATE... 01/27/21

. . . . . PAYMENT SCHEDULE . . . . .

PAY ITM	GROSS AMOUNT	DISCOUNT AVAILABLE	PAYMENT REMARK	DUE DATE
001	13,441.75	.00	inv# GRNT000765	12/15/20
002	16,387.93	.00	Inv# GRNT000771	12/15/20

. . . . . JOURNAL ENTRIES . . . . .

ACCOUNTING DISTRIBUTION	SUB	W/O	T	AMOUNT	EXPLANATION 2
96977.5650				13,441.75	inv# GRNT000765
96977.5650				16,387.93	inv# GRNT000771

STATE OF WASHINGTON - COUNTY OF KITSAP

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED, THE LABOR PERFORMED AS DESCRIBED HEREIN, AND THAT THE CLAIM IS JUST, DUE AND UNPAID OBLIGATION AGAINST THE COUNTY OF KITSAP, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY SAID CLAIM

APPROVED BY *MWalton* DATE 1/19/21

AUDITING OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

ATTACHED DOCUMENTS ARE ORIGINALS, CERTIFIED BY \_\_\_\_\_

1616861

RECEIVED DEC 17 2020

CITY OF POULSBO  
200 NE MOE STREET  
POULSBO, WA 98370

INVOICE: GRNT000765 PAGE 1  
DATE: Dec 15, 2020 OF 1

PHONE: 360-394-9881x  
FAX: - - x

SERVICE: GRANT REIMBURSEMENT  
CUSTOMER PO:  
CUSTOMER PH: (360) 698-1885  
TERMS: 30 DAYS

DUE DATE: Jan 14, 2021

CUSTOMER NO: 0000002630

SERVICE ADDRESS:

KITSAP PUBLIC FACILITIES DISTRICT  
9230 BAY SHORE DR. NW #101  
SILVERDALE, WA 98383

KITSAP PUBLIC FACILITIES DISTRICT  
9230 BAY SHORE DR. NW #101  
SILVERDALE, WA 98383

-----DESCRIPTION-----	QTY	UNIT PRICE	TOTAL PRICE	TAX
PERC GRANT NOVEMBER 2020	1.00	13,441.75	13,441.75	N

TOTAL CHARGES: 13,441.75  
TOTAL TAX: 0.00  
-----  
TOTAL INVOICE: 13,441.75  
  
PAYMENTS: 0.00  
ADJUSTMENTS: 0.00  
TOTAL DUE: 13,441.75

1616861

RECEIVED JAN 19 2021

CITY OF POULSBO  
200 NE MOE STREET  
POULSBO, WA 98370

INVOICE: GRNT000771 PAGE 1  
DATE: Jan 19, 2021 OF 1

PHONE: 360-394-9881x  
FAX: - - x

SERVICE: GRANT REIMBURSEMENT  
CUSTOMER PO:  
CUSTOMER PH: (360) 698-1885  
TERMS: 30 DAYS

DUE DATE: Feb 18, 2021

CUSTOMER NO: 0000002630

SERVICE ADDRESS:

KITSAP PUBLIC FACILITIES DISTRICT  
9230 BAY SHORE DR. NW #101  
SILVERDALE, WA 98383

KITSAP PUBLIC FACILITIES DISTRICT  
9230 BAY SHORE DR. NW #101  
SILVERDALE, WA 98383

-----DESCRIPTION-----	-----QTY-----	UNIT PRICE	-TOTAL PRICE-	TAX
PERC GRANT - DECEMBER 2020	1.00	16,387.93	16,387.93	N

TOTAL CHARGES: 16,387.93  
TOTAL TAX: 0.00

TOTAL INVOICE: 16,387.93

PAYMENTS: 0.00  
ADJUSTMENTS: 0.00  
TOTAL DUE: 16,387.93

1617670

557934

KITSAP COUNTY
FINANCIAL MANAGEMENT SYSTEM
614 Division Street
Port Orchard, WA 98366

1617670 PV
VOUCHER/TYPE

DISBURSEMENT VOUCHER

DATE..... 01/20/21 SUPPLIER NAME: ACCOUNTABILITY PLUS, INC.
BATCH NUMBER..... 557934
USER..... MWALTON

SUPPLIER NUMBER... 402189 DEPT..... 96968
INVOICE NUMBER.... KPFD 010121 PAYMENT TERMS ..
INVOICE AMOUNT.... 641.25 FUND..... 00968
INVOICE DATE..... 01/20/21 P/O NUMBER.....
G/L DATE..... 01/28/21 TAX EXPL CODE...
TAX AMOUNT..... .00 TAX RATE/AREA...
TAXABLE AMOUNT.... .00 SERV/TAX DATE... 01/28/21

PAYMENT SCHEDULE . . . . .

Table with 4 columns: PAY ITM, GROSS AMOUNT, DISCOUNT AVAILABLE, PAYMENT REMARK, DUE DATE. Row 1: 001, 641.25, .00, , 01/20/21

JOURNAL ENTRIES . . . . .

Table with 4 columns: ACCOUNTING DISTRIBUTION, SUB W/O, I AMOUNT, EXPLANATION 2. Row 1: 96968.5411, , 641.25, bookkeeping services

STATE OF WASHINGTON - COUNTY OF KITSAP

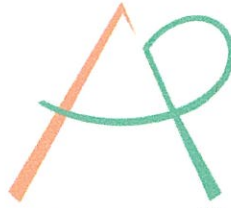
I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED, THE LABOR PERFORMED AS DESCRIBED HEREIN, AND THAT THE CLAIM IS JUST, DUE AND UNPAID OBLIGATION AGAINST THE COUNTY OF KITSAP, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY SAID CLAIM

APPROVED BY [Signature] DATE 1/25/21

AUDITING OFFICER DATE

ATTACHED DOCUMENTS ARE ORIGINALS, CERTIFIED BY

RECEIVED JAN 21 2021



# Accountability Plus, Inc.

Accounting Design & Training  
Business Consulting

BILL TO	DATE	INVOICE #
KPFD 9230 Bay Shore Dr NW, Suite 101 Silverdale, WA 98383	1/20/2021	Jan 1-20

DESCRIPTION	QTY	RATE	AMOUNT
Accounting Services for January 1st - 20th	14.25	45.00	641.25
Processing for November and December Financials and 4Q-20 941 Return 1800 Kitsap County 9.0%		9.00%	0.00
	<b>Total</b>		<b>\$641.25</b>
	<b>Payments/Credits</b>		<b>\$0.00</b>
	<b>Balance Due</b>		<b>\$641.25</b>

It is an honor to partner with your business. Your innovation and courage in business is inspiring!

13285 Spruce Run Drive #102, North Royalton, OH 44133  
(360) 509-5445 \* [suziejoveach@gmail.com](mailto:suziejoveach@gmail.com)



1616982

FINANCIAL MANAGEMENT SYSTEM

1616982 PV  
VOUCHER/TYPE

557934

614 Division Street  
Port Orchard, WA 98366

DISBURSEMENT VOUCHER

DATE..... 01/20/21 SUPPLIER NAME: WALTON, WILLIAM M  
BATCH NUMBER..... 557934  
USER..... MWALTON

SUPPLIER NUMBER... 223114 DEPT..... 96968  
INVOICE NUMBER... MWTC50 JAN PAYMENT TERMS ..  
INVOICE AMOUNT.... 728.07 FUND..... 00968  
INVOICE DATE..... 01/20/21 P/O NUMBER.....  
G/L DATE..... 01/28/21 TAX EXPL CODE...  
TAX AMOUNT..... .00 TAX RATE/AREA...  
TAXABLE AMOUNT.... .00 SERV/TAX DATE... 01/28/21

PAYMENT SCHEDULE . . . .

PAY	GROSS AMOUNT	DISCOUNT	PAYMENT REMARK	DUE
ITM		AVAILABLE		DATE
001	728.07	.00		01/20/21

JOURNAL ENTRIES . . . .

ACCOUNTING DISTRIBUTION	SUB W/O	T	AMOUNT	EXPLANATION 2
96968.5351			572.23	replace printer
96968.5419			68.64	website hosting
96968.5421			87.20	zoom webinar service

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY Walter S Draper IV DATE 1/21/20

AUDITING OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

ATTACHED DOCUMENTS ARE ORIGINALS, CERTIFIED BY \_\_\_\_\_





Zoom Video Communications Inc.  
55 Almaden Blvd, 6<sup>th</sup> Floor  
San Jose, CA 95113  
billing@zoom.us

Invoice Date: 01/06/2021  
Invoice #: INV61535184  
Payment Terms: Due Upon Receipt  
Due Date: 01/06/2021  
Account Number: 119302675  
Currency: USD  
Account Information: Kitsap Public Facilities District  
9230 Bay Shore Dr NW, suite 101  
Silverdale, Washington 98383  
United States

Remittance Details should be sent to:  
Finance@zoom.us

mwalton@kitsap-pfd.org

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

CHARGE DETAILS

Charge Description	Service Period	Subtotal	Tax	TOTAL
<b>Charge Name: Webinar 100 Monthly</b> Quantity: 2 Unit Price: \$40.00	01/06/2021-02/05/2021	\$80.00	\$7.20	\$87.20

INVOICE TOTALS

<b>Subtotal:</b>	\$80.00
<b>Total (Including Tax):</b>	\$87.20
<b>Invoice Balance:</b>	\$0.00

TAX DETAILS

Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
Webinar 100 Monthly	Sales Tax	County	\$80.00	\$2.00
Webinar 100 Monthly	Sales Tax	State	\$80.00	\$5.20
			<b>Total Tax</b>	<b>\$7.20</b>

PAID

**EXACTHOSTING****Exact Hosting**

96 Mowat Ave.  
 Toronto, Ontario  
 M6K 3M1  
 Canada

help@exacthosting.com  
 1.844.818.1150

Subscribe to our Email Alerts:  
<https://www.exacthosting.com/subscribe/>  
 VAT Number: VAT EU372005657

**Invoice #257899**

Invoice Date: 01/09/2021

Due Date: 01/16/2021

**Invoiced To**

Kitsap Public Facilities District  
 ATTN: W. Michael Walton  
 9230 Bay Shore Dr NW  
 suite 101  
 Silverdale, Washington, 98383  
 United States

Description	Total
cpanel-enom-hosting-1 - kitsap-pfd.org (01/16/2021 - 01/15/2022)	\$68.64 USD
<b>Sub Total</b>	<b>\$68.64 USD</b>
<b>Credit</b>	<b>\$0.00 USD</b>
<b>Total</b>	<b>\$68.64 USD</b>

**Transactions**

Transaction Date	Gateway	Transaction ID	Amount
01/16/2021	Credit Card	txn_1IAFMIJD6C7qQiFFDQVflkwo	\$68.64 USD
	<b>Balance</b>		<b>\$0.00 USD</b>



✓ Thank you for your order, W M

Print Close

A confirmation email will be sent to you at mwalton@kitsap-pfd.org with your complete order details.

**Order Number: 9825686616**

**Total: \$572.23**

**Shipping address**

Mike Walton  
Kitsap Pfd  
9230 Bayshore Dr Nw  
Ste 101  
Silverdale, WA 98383

**Payment methods**

Visa card ending in 2797 -  
\$572.23 charged.  
W M Walton  
7850 Ne Hackamore Ct  
Bremerton, WA 98311

Items (2):	\$549.98
Coupons :	-\$0.00
Subtotal:	\$549.98
Staples rewards:	-\$25.00
Shipping:	FREE
Estimated Tax:	\$47.25
<b>Total:</b>	<b>\$572.23</b>

**2 items**

**Expected delivery by Wednesday, Dec 23**

9230 Bayshore Dr Nw, Silverdale, WA



Staples 2 Year Connect Device Protection & Tech Help Plan \$300+

Qty. 1

**\$49.99**

**Expected delivery by Monday, Dec 28**

9230 Bayshore Dr Nw, Silverdale, WA



Epson EcoTank ET-4760 Wireless Color Inkjet All-In-One Printer, White

Qty. 1

**\$499.99**

1616963

KITSAP COUNTY  
FINANCIAL MANAGEMENT SYSTEM  
614 Division Street  
Port Orchard, WA 98366

1616963 PV  
VOUCHER/TYPE

557934

DISBURSEMENT VOUCHER

DATE..... 01/20/21 SUPPLIER NAME: COMCAST PO BOX 60533  
BATCH NUMBER..... 557934  
USER..... MWALTON

SUPPLIER NUMBER... 301784 DEPT..... 96968  
INVOICE NUMBER.... 8498 36001 1712908 PAYMENT TERMS ..  
INVOICE AMOUNT.... 159.66 FUND..... 00968  
INVOICE DATE..... 12/28/20 P/O NUMBER.....  
G/L DATE..... 01/28/21 TAX EXPL CODE...  
TAX AMOUNT..... .00 TAX RATE/AREA...  
TAXABLE AMOUNT.... .00 SERV/TAX DATE... 01/28/21

.. . . . PAYMENT SCHEDULE . . . . .

<u>PAY</u>	<u>GROSS AMOUNT</u>	<u>DISCOUNT</u>	<u>PAYMENT REMARK</u>	<u>DUE</u>
<u>ITM</u>		<u>AVAILABLE</u>		<u>DATE</u>
001	159.66	.00		12/28/20

.. . . . JOURNAL ENTRIES . . . . .

<u>ACCOUNTING DISTRIBUTION</u>	<u>SUB W/O</u>	<u>T AMOUNT</u>	<u>EXPLANATION 2</u>
96968.5421		159.66	telephone & internet

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY *MWalton* DATE 1/20/21

AUDITING OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

ATTACHED DOCUMENTS ARE ORIGINALS, CERTIFIED BY \_\_\_\_\_

RECEIVED JAN 11 2021

Bill date Dec 28, 2020  
Services from Jan 03, 2021 to Feb 02, 2021

1616963

Page 1 of 4

# COMCAST BUSINESS

## Kitsap Public Facilities

Account number  
**8498 36 001 1712908**

For service at:  
9230 BAYSHORE DR NW  
STE 101  
SILVERDALE WA 98383

Thanks for choosing Comcast Business

Need help?  
Visit [business.comcast.com/help](http://business.comcast.com/help) or  
call 1-800-391-3000

Ready to pay?  
Visit [business.comcast.com/myaccount](http://business.comcast.com/myaccount)

### Your monthly account summary

Previous balance	169.62
Payment - Thank You Dec 09, 2020	-181.09 cr
<b>New charges</b>	
Comcast Business services	153.30
Other charges and credits	8.58
Taxes and fees	9.25

**Amount due \$159.66**

Payment due Jan 24, 2021



➔ **Manage your services online**  
Your Comcast Business account online is the one-stop destination to pay your bill and manage your services. Visit [business.comcast.com/myaccount](http://business.comcast.com/myaccount).

**Service updates**  
See the "additional information" section for upcoming service updates.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

# COMCAST BUSINESS

9602 S 300 W. STE B SANDY UT 84070-3302  
8633 0440 NO RP 28 12292020 NNNNNYNN 01 000110 0001

KITSAP PUBLIC FACILITIES  
STE 101 ATTN MIKE WALTON  
9230 BAYSHORE DR NW  
SILVERDALE, WA 98383-9162



Account number **8498 36 001 1712908**

Payment due **Jan 24, 2021**

**Please pay \$159.66**

Amount enclosed \$

Make checks payable to Comcast  
Do not send cash

COMCAST  
PO BOX 60533  
CITY OF INDUSTRY CA 91716-0533



849836001171290800159665

Services from Jan 03, 2021 to Feb 02, 2021

## Your new charges in detail

<b>Comcast Business services</b>	<b>\$153.30</b>
<b>Comcast Business Internet</b>	
Business Internet 75	149.95
Service Discount	-70.00 cr
<b>Comcast Business Voice</b>	
Phone number: (360) 698-1885 (360) 698-6898	
Equipment Fee	0.00
Voice	
Equipment Fee	18.45
Voice	
Voice Mail Service	5.00
Mobility Voice Line	44.95
Business Voice	
Service Discount	-20.00 cr
Mobility Voice Line	44.95
Business Voice	
Service Discount	-20.00 cr



<b>Other charges and credits</b>	<b>\$8.58</b>
Voice Network Investment	3.00
Directory Listing Management Fee	2.00
Federal Universal Service Fund	2.27
Regulatory Cost Recovery	1.31

<b>Taxes and fees</b>	<b>\$9.25</b>
911 Fees	1.90
Sales Tax	7.35
<b>New charges</b>	<b>\$171.13</b>

### Additional information

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

**View Voice taxes and fees details at [business.comcast.com/myaccount](https://business.comcast.com/myaccount)**

Hearing/Speech Impaired - Call 711

Your Franchise Authority's Name And Address Is:  
Kitsap County, 619 Division St, Port Orchard, WA 98366. Your FCC  
Community Unit Is: WA0198. Please Do Not Mail Payments To Your  
Franchise Authority.



1616965

557934

K I T S A P C O U N T Y  
FINANCIAL MANAGEMENT SYSTEM  
614 Division Street  
Port Orchard, WA 98366

1616965 PV  
VOUCHER/TYPE

DISBURSEMENT VOUCHER

DATE..... 01/20/21 SUPPLIER NAME: CITY OF BREMERTON  
BATCH NUMBER..... 557934  
USER..... MWALTON

SUPPLIER NUMBER... 11347 DEPT..... 96968  
INVOICE NUMBER.... BKAT000580 PAYMENT TERMS ..  
INVOICE AMOUNT.... 262.50 FUND..... 00968  
INVOICE DATE..... 12/29/20 P/O NUMBER.....  
G/L DATE..... 01/28/21 TAX EXPL CODE...  
TAX AMOUNT..... .00 TAX RATE/AREA...  
TAXABLE AMOUNT.... .00 SERV/TAX DATE... 01/28/21

PAYMENT SCHEDULE . . . .

PAY ITM	GROSS AMOUNT	DISCOUNT AVAILABLE	PAYMENT REMARK	DUE DATE
001	262.50	.00		12/29/20

JOURNAL ENTRIES . . . .

ACCOUNTING DISTRIBUTION	SUB W/O	I	AMOUNT	EXPLANATION 2
96968.5419			262.50	recording of meeting

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY *MWALTON* DATE 1/20/21

AUDITING OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

ATTACHED DOCUMENTS ARE ORIGINALS, CERTIFIED BY \_\_\_\_\_

RECEIVED JAN 06 2021

1616965

CITY OF BREMERTON  
FINANCE DEPARTMENT  
345 6TH STREET SUITE 100  
BREMERTON, WA 98337-1891  
  
PHONE: 360-473-5208x  
FAX: 360-473-5200x

**INVOICE:** BKAT000580  
**Date:** Dec 29, 2020  
  
**Service:** BKAT SERVICES  
**Customer PO:**  
**Customer Ph:**  
**Terms:** NET 15 DAYS  
  
**Due Date:** Jan 13, 2021

Page 1  
of 1

**Customer Number:** 10560

**Service Address:**

KITSAP PUBLIC FACILITIES DISTRICT  
9230 BAY SHORE DR NW STE 101  
SILVERDALE, WA 98383

KITSAP PUBLIC FACILITIES DISTRICT  
9230 BAY SHORE DR NW STE 101  
SILVERDALE, WA 98383

Description	Qty	Unit Price	Total Price	Tax
-------------	-----	------------	-------------	-----

BKAT OTHER DEC 2020 KPFD BOARD MTGS	1.00	262.50	262.50	N
--	------	--------	--------	---

<b>Total Charges:</b>	262.50
<b>Total Tax:</b>	0.00
<b>Total Invoice:</b>	262.50
<b>Payments:</b>	0.00
<b>Adjustments:</b>	0.00
<b>Total Due:</b>	262.50

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

Invoice No.: 012020-23

Date: 12/18/20

## Invoice

Customer:

Kitsap Public Facilities District - Attn: Mike Walton  
9230 Bay Shore Dr NW  
Suite 101  
Silverdale WA 98383

Project KPF Board Meetings - December 2020

Date	Qty/Hrs	Description	Unit Price	Total
12/14/2020	0.25	Pre-production	\$105.00	\$26.25
	2.25	Production	\$105.00	\$236.25

Pay upon receipt

Subtotal	\$262.50
Tax	
Total	\$262.50

1616975

557934

K I T S A P C O U N T Y  
FINANCIAL MANAGEMENT SYSTEM  
614 Division Street  
Port Orchard, WA 98366

1616975 PV  
VOUCHER/TYPE

DISBURSEMENT VOUCHER

DATE..... 01/20/21  
BATCH NUMBER..... 557934  
USER..... MWALTON

SUPPLIER NAME: DEPT OF LABOR & INDUSTRIES

SUPPLIER NUMBER... 237399  
INVOICE NUMBER.... 7638371  
INVOICE AMOUNT....  
INVOICE DATE..... 01/12/21  
G/L DATE..... 01/28/21  
TAX AMOUNT.....  
TAXABLE AMOUNT....

DEPT..... 96968  
PAYMENT TERMS ..  
FUND..... 00968  
P/O NUMBER.....  
TAX EXPL CODE...  
TAX RATE/AREA...  
SERV/TAX DATE... 01/28/21

. . . . PAYMENT SCHEDULE . . . .

<u>PAY</u> <u>ITM</u>	<u>GROSS AMOUNT</u>	<u>DISCOUNT</u> <u>AVAILABLE</u>	<u>PAYMENT REMARK</u>	<u>DUE</u> <u>DATE</u>
001	67.30	.00		01/12/21

. . . . JOURNAL ENTRIES . . . .

<u>ACCOUNTING DISTRIBUTION</u>	<u>SUB W/O</u>	<u>I</u>	<u>AMOUNT</u>	<u>EXPLANATION 2</u>
96968.5201			67.30	workers comp

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY *MWalton* DATE 1/20/21

AUDITING OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

ATTACHED DOCUMENTS ARE ORIGINALS, CERTIFIED BY \_\_\_\_\_

1616975



## Payment Voucher

To AVOID penalties and interest, this voucher and payment must be POSTMARKED no later than 2/1/2021

Print and mail this Payment Voucher along with your check to:  
Department of Labor & Industries  
PO Box 24106  
Seattle, WA 98124-6524

\* by mailing the voucher and payment to the wrong address, your account may be subject to accrue penalty and interest.

KITSAP PUBLIC FACILITIES DIST  
9230 BAYSHORE DR NW STE 101  
SILVERDALE, WA 98383  
WA UBI 602 345 042  
L&I Account ID 057,209-00

4th Quarter:  
October 1, 2020 - December 31, 2020

Total amount due for this quarter

For any changes to this account please call your account manager, 360-902-6133 .



Submit Date: 1/12/2021  
Confirmation Number: 7638371

### Quarterly Report

4th Quarter: October 1, 2020 – December 31, 2020

Due Date: 2/1/2021

KITSAP PUBLIC FACILITIES DIST  
9230 BAYSHORE DR NW STE 101  
SILVERDALE, WA 98383

WA UBI: 602 345 042  
L&I Account ID: 057,209-00  
Phone Number: 360-698-1885 Ext. 0

Account Manager: DESIREE VERES 360-902-6133

### Worker Reporting

Class Code	Nature of Work Counties/Tax Dist Adm/CI Offc	Gross Payroll (nearest \$)	Worker Hours (or units)	Rate Per Hour	Amount Owed
5306-07		\$15,868.00	334	0.2015	\$67.30
				Total of Premiums	\$67.30
				Grand Total	\$67.30

### Preparer's Information

Preparer:	mike walton
DayTime Phone:	360-698-1885
Email:	mwalton@kitsap-pfd.org

### Payment Information

Method of Payment: Paper Check

**TO: KPF Board of Directors**  
**FROM: Mike Walton, Executive Director**  
**RE: Activity Update as of Jan 22, 2021**

**Salient points for Dec 20-Jan 2021:**

**Regional Projects:**

**NK REC:** No interaction, explore terminating agreement in 2021.

**KFEC:** Jim Dunwiddie has left Parks, new Director Alex Wiznewski – arrange meeting.

**KCC:** Little current activity, some cancelled, some rescheduled

**New Projects:**

- Contract for new Construction Consultant has been sent, will meet with Shannon to brief
- PERC sixth invoice processed, update to ILA approved at dec meeting
- POB/CNW – Phase 3 approved, work to submit new ILA for future.

**Other Organizations:**

**VKP:** New 2021 agreement approved

**Bonding & Funding:**

Discussions with NWMA to work on melding current commits with POB/CNW commit

**Digital Signatures:**

Have coordinated completion of digital signature form for the County Auditor Dept. New ones were submitted for approval. Board approved updated Bylaws in Oct.

**General:**

- Continuing in the process to build capability to do remote Board Meetings in Zoom webinar format. Seems to be working smoothly, but have complex requirements in Jan, see how it works
- Process of upgrading network security complete. PC upgrade is going forward, new PC in hand, will complete conversion after Jan meeting completed.
- Will upgrade the KPF website in 2021 to make it mobile friendly and add more document storage. I have begun process with Chris and Patty, who did our current one and am working with VKP for Community Reports.
- Get Conflict of Interest forms from missing Directors.
- VKP is asking for increase in rent for 2021, a planned rent increase, but also to equalize rent amount for equal space.
- Working with PGHP and Port Orchard on their realignment of project phases and timing.
- Updated new spreadsheet and Gantt chart to try and depict the new Regional Center funding requirements and a timeline for the expenditures.



**KITSAP**  
CONFERENCE CENTER  
BREMERTON HARBORSIDE

To: Mayor Wheeler

CC: Mike Riley  
John Oppenheimer  
Brian Flaherty

From: Tiffany Schenk

Date: January 15th, 2021

## December 2020 Month End Recap

### Overview

Washington's December round of sweeping COVID-19 restrictions were directed to stay in place until January 11<sup>th</sup>. Although that was not the news we wanted, we continue to make the best out of the opportunities that we do have. Three new events booked in December for future dates, totaling over \$8,000.00. We also have four tentative bookings totaling over \$32,000.00. The final P&L for the month ending December 31, 2020 shows negative revenues due to two past which took place in 2019. These have been written off to bad debt after significant collection efforts failed to recover amounts due. All in all, business growth continues to trend in the right direction, and we are hard at work implementing our creative sales approach and leveraging all possible opportunities and relationships.

### Event Highlights

December had no in person events. We did, however, see Covid-19 testing in our parking garage level each Tuesday. It is great to be able to help with such an important need in this community. Knowing local citizens can drive up into a covered and secured area to be tested is a highlight in an otherwise dreary time. Mayor Wheeler, the City of Bremerton, Kitsap County Emergency Operations Center and Kitsap Public Health District partnered together to offer something that was in great need, and it has been wonderful knowing that so many are able to take advantage of this offering.

### Operations

We have designed seating arrangements with room diagramming available for all clients to respect social distancing regulations and allow them clear visibility of what their rooms can/will look like. These diagrams can be made in very little time for our guests and a new max capacity chart has been added to our website for easy access.





## Team Member

We are thrilled to have a couple of our operational team members next month with the booking of a Government event which will take place in person in January. This event falls within current Covid-19 guidelines for miscellaneous venues and has been scheduled for a couple of months now. We continue to research best ways to welcome our team back with new and existing guidelines, displays and food presentations.

## Sales

We contracted three new events in the month of December. Two of these events are for a training in January of 2021; government groups which provide services to many branches of the US federal government including defense, homeland security, intelligence, and healthcare. The other is a teaching seminar. This event will also take place in January and is a group we continue to work with for other short-term opportunities. We did receive two cancellations for the month of January totaling \$6,500.00. Both events did not meet the guidelines set in place for miscellaneous venues and are hoping to reschedule later. Wedding tours, cost estimates and phone calls are still holding strong and the beauty, location, and offerings are surely a positive draw for all.

## Marketing/Communications

We are excited to share photos from our “refreshed” website! Local photographer, Debbie Gilman donated detailed and updated photos to help enhance our site without the steep cost of a professional photo shoot. Our marketing team is assessing the efficacy of our website, ensuring it is up to date and that social media postings are still inviting those near and far to come share in the excitement of the beautiful Conference Center.



## Looking Ahead

Q-1 of 2021 looks quiet with ever-changing Covid-19 restrictions, yet we predict we may see a stronger finish in March if guidelines allow. We are committed to working closely with our clients and community to support the health and well-being of our event attendees, exhibitors, staff, and business partners. We cannot wait to see everyone soon!

# Financial Results

## Kitsap Conference Center Consolidated Income Statement For Period Ending 12/31/2020

Current Month				Year to Date		
Actual	%	Budget	%	Actual	%	Budget
0	0.0%	0	0.0%	0	0.0%	0
0	0.0%	6,522	3.3%	13,733	4.4%	50,214
0	0.0%	127,648	64.1%	164,423	53.0%	916,851
0	0.0%	18,994	9.5%	31,546	10.2%	162,967
(8,000)	145.5%	21,152	10.6%	51,724	16.7%	300,051
2,500	-45.5%	24,962	12.5%	48,668	15.7%	208,459
(5,500)	100.0%	199,278	100.0%	310,093	100.0%	1,638,541
<b>GROSS REVENUE</b>						
COSTS OF SALES						
0	0.0%	4,208	8.0%	6,365	5.6%	45,159
402	#DIV/0!	29,359	23.0%	38,748	23.6%	210,876
(71)	#DIV/0!	4,183	22.0%	7,982	25.3%	35,889
331	-6.0%	37,750	18.9%	53,095	17.1%	291,923
(5,831)	106.0%	161,528	81.1%	256,999	82.9%	1,346,618
<b>TOTAL COST OF SALES</b>						
<b>GROSS MARGIN</b>						
DIRECT EXPENSES:						
12	-0.2%	9,678	4.9%	22,813	7.4%	115,416
0	0.0%	175	0.1%	137	0.0%	1,200
8,190	-148.9%	48,634	24.4%	172,088	55.5%	436,957
393	-7.2%	6,068	3.0%	18,630	6.0%	55,985
8,596	-156.3%	64,555	32.4%	213,667	68.9%	609,558
(14,427)	262.3%	96,973	48.7%	43,331	14.0%	737,060
<b>TOTAL DIRECT EXPENSES</b>						
<b>DEPARTMENT PROFIT</b>						
UNDISTRIBUTED OPERATING EXPENSES						
8,184	-148.8%	25,812	13.0%	186,716	60.2%	298,956
2,509	-45.6%	18,851	9.5%	89,398	28.8%	240,554
0	0.0%	535	0.3%	2,277	0.7%	17,110
3,323	-60.4%	5,308	2.7%	44,303	14.3%	62,305
14,015	-254.8%	50,506	25.3%	322,694	104.1%	618,924
(28,442)	517.1%	46,467	23.3%	(279,363)	-90.1%	118,136
<b>TOTAL UNDISTRIBUTED OPERATING EXPENSES</b>						
<b>INCOME BEFORE FIXED CHARGES</b>						
FIXED CHARGES						
(165)	3.0%	5,978	3.0%	9,303	3.0%	49,156
(83)	1.5%	2,989	1.5%	4,296	1.4%	24,578
362	-6.6%	472	0.2%	5,281	1.7%	5,664
451	-8.2%	0	0.0%	2,177	0.7%	0
7,500	-136.4%	7,500	3.8%	78,750	25.4%	90,000
(27)	0.5%	1,196	0.6%	2,806	0.9%	9,831
8,038	-146.2%	18,135	9.1%	102,613	33.1%	179,230
<b>TOTAL FIXED CHARGES</b>						
<b>TOTAL OPERATING EXPENSES</b>						
<b>NET OPERATING INCOME</b>						
0		0		0		0
<b>OUT OF BALANCE</b>						



**KITSAP COUNTY PARKS**

**EVENT CENTER REVENUE, YEAR TO DATE - December 31, 2020**

<b>REVENUE BY SOURCE</b>	<b>2020</b>	<b>2019</b>
BALLFIELD USAGE FEES	\$ 37,788	\$ 98,632
EQUIPMENT & VEHICLE RENTAL	\$ 12,594	\$ 65,524
SPACE & FACILITY RENTAL	\$ 177,063	\$ 278,800
<b>YEAR TO DATE REVENUE</b>	<b><u>\$ 227,445</u></b>	<b><u>\$ 442,956</u></b>

**FAIRGROUNDS & EVENT CENTER ACTIVITY FOR December**

**FACILITY RENTALS**

**Dates Reserved**

**Gordon Field**

Gordon #1	Kitsap Alliance FC, Tracyton Soccer Club	13
Gordon #1, #2	Tracyton Soccer Club	6

**Lobe Field**

Lobe #4	NK Soccer Club, Tracyton Soccer Club	2
Lobe #1	Tracyton Soccer Club, NK Soccer Club	2

**Presidents' Hall**

Toys for Tots		15
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**Thunderbird Arena**

0

**Van Zee**

0

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*NOTE: The fees collected for the dates reserved are not necessarily included in the Revenue To-Date, as some of the reservations are paid for in advance of the current year. The figures represented above are reported from the Kitsap County Financial System (JDE) from January 1, 2020 through December 31, 2020.*