



**Virtual Meeting of the Board of Directors \***

**Monday, June 28, 2021**

**Webinar ID – 895 1522 8450**

**Passcode – 144653**

**FINAL AGENDA**

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
  - A. Approval of previous Meeting Minutes – May 24, 2021
  - B. Approval of Special Meeting Minutes – May 28, 2021
  - C. Approval of Special Meeting Minutes – June 8, 2021.
- 3. Public Comment** – “Raise Hand,” or Chat message, max. 3 minutes
- 4. Financial Review** – NWMA, Ryan Neumeister and Scott Bauer
- 5. Regional Project Update** –
  - A. PERC Progress Report – Karla Boughton & Peter Battuello
- 6. New Business**
  - A. PERC ILA Revision – Karla Boughton
  - B. SKCEC ILA Update – Mayor Putaansuu & Nick Bond
  - C. *EventFund* Reports/Applications
    - 2021 Food Truck Fest - Sunny Saunders
    - NW Outdoor Life Show – Brenda Kelley & Sunny Saunders
- 7. Financial Reports**
  - A. Monthly Reports – Tax revenue and monthly financials (May)
  - B. Blanket Voucher – KPFD expenses (\$8,412.34)
  - C. Project Voucher Approval
    - Poulsbo PERC Invoice (\$9,253.35)
    - Port Orchard SKCEC Invoice (\$30,003.45)
  - D. POB Invoice Approval Process (\$69,653.55\*)  
(\* to be approved for POB payment, not by KPFD)
- 8. Ongoing Business**
  - A. ED Activity Report (June)
  - B. Regional Facility Reports (May)

**Meeting Adjourned**

**\*NOTE: This meeting will be recorded and will be available on through the kitsap-pfd.org website or the KPFD YouTube channel.**

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

Next Meeting: July 26, 2021, at 5:30 pm - Zoom Webinar

Topics: General Business, PGFHP 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, May 24<sup>th</sup>, 2021

**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; Susan Veach, Bookkeeper, Cynthia Rogers, Barker Creek.

**Absent:** None

1. **Call to Order:** The Chair called the meeting to order at 5:31 PM. His question for the Board was “What was your first job and how much did you make per hour?”
2. **Meeting Minutes:** The ED presented the Minutes of the April 26th Regular Meeting **John Morrissey moved to approve the April 26th Regular Meeting Minutes as submitted and Phil Havers seconded. The motion passed unanimously.**
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **Regional Project Status Reports:**
  - A. **SKCEC Progress Report** – Mayor Putaansuu, Steve Rice RFM and others  
After some opening statements by the Mayor, Steve Rice and his team made a presentation about the concept and preliminary design of the SKCEC building and location on the Port Orchard waterfront. The first floor will be a new Library location and they will contribute \$4 million toward the eventual construction cost. There is approx. 7000 sq ft in meeting space plus several outdoor decks and “pre-function” spaces for event planning.  
A large “front porch” on the waterfront side gives more flexibility for outdoor events, including a movable “shed” to be a bar, pre-function info center, etc. There will also be substantial modification of the shoreline and amenities, which will not be included as part of the KPFDF funded facility.
  - B. **SKCEC Property Acquisition** – Mayor Putaansuu  
Port Orchard is finalizing negotiations with Kitsap Bank to purchase that property as the site of the SKCEC. The negotiated price is \$3.5 million, and the City wishes to move up the schedule for the \$1 million portion from the KPFDF approximately 12-18 months earlier than in the ILA. They will come back to the KPFDF in June for an ILA change to document this process and hope to close the sale by December 15<sup>th</sup>, 2021 (or sooner, if possible).  
There was considerable discussion about how the financing of such an accelerated funding requirement could occur and the NWMA Financial Advisors will be actively involved in the arrangements. There was some discussion about splitting the payment into 3 or four installments, as Kitsap Bank wanted 42 months (+ options) occupancy of the current building before vacating to their new building. Bonding for the construction of the SKCEC would not begin until 2025 or beyond.
5. **New Business:**
  - A. **Visit Kitsap Agreement Extension** – Brian Lawler & Mike Walton  
Brian explained that the 2020 agreement had been brought up to date and was ready for approval. There was some additional discussion about the automatic deposit without an explanation of actions taken during the pandemic.  
**Tom Bullock moved to approve the updated Agreement as submitted. Walt Draper seconded and the motion was passed unanimously.**
  - B. **Report on Bond Refunding 2011 Bonds** – Scott Bauer & Ryan Neumeister, NWMA  
Scott & Ryan summarized the discussions with Kitsap County about the status of the 2011 Bonds, which are the primary KPFDF Bond package with the County. They explained the need

to refund those in a manner to have some portion refunded to the end of 2041, to guarantee the continuation of the sales tax rebate from the state assure that KPF D would continue to receive the rebate until 2041. There are a couple of options – 1) a refund of the balance on even payments over the 20-year period; 2) refund the balance in the same configuration and approx. debt service payments until 2026 as are currently in place, but with a small piece (\$50K?) placed out to be paid in 2041.

The ED suggested that the first option would reduce the amount of annual debt service (from approx. \$850K/yr. down to approx. \$250K/yr.) and allowing \$1.2 million to be available over the next two years to better support the financing requirements of the SKCEC project.

## 6. Financial Reports:

- A. **Monthly Financials & Tax Rebate Summary** – The ED reported on results from April data. The KPF D received \$141.4K in tax rebate revenue, up 22.3% over 2020, and the highest ever received by the KPF D in April. **Note: This increase is distorted as this was the first Covid impact month.** The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$18.7K> in Expenses. The result was a Net to Cash of \$52.9K.

**Susan Veach** was also present to answer questions about the financial reports and there were a couple of Q&As to clarify some items for the Directors.

The ED also highlighted a couple of new tools he and Susan were using – 1) a Funds Flowchart graphically illustrating where the money flows and where it accumulates, for paying debt services, expenses and project funding invoices; and 2) a new Project Funding Tracker spreadsheet showing each of the four projects and the invoice submissions, starting with the initial \$60K funding for the CNW feasibility study in 2018.

- B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher in the amount of \$14,944.74 for expenses from April to be paid. This included first voucher from Barker Creek for several months of work, and a new voucher from previous vendor Interlock Solutions, for the first few months of web design on the new WordPress website.

**Pat Hatchel moved to approve the Blanket Voucher in the amount of \$14,944.74. It was seconded by Erin Leedham and passed unanimously.**

- C. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulso in the amount of \$15,516.25, from the PERC project for April invoices, **Phil Havers made a motion to approve the Project Blanket Voucher in the amount of \$15,516.25. It was seconded by Tom Bullock and passed unanimously.**

- D. **Port of Bremerton Invoice Approval Process** – Daron Jagodzinske and the ED explained the stipulation that the Port contract with the Joel Cohen Group has for pre-approval of the invoices submitted to the Port by the KPF D Board before the Port pays them. It was to assure that the work done by the contractor complied with the KPF D's condition it be performed for the Public portions of the project.

The ED explained that there were two invoices, one from last month and one received a week before the meeting, totaling \$155,993.55. He had reviewed them both and said they both met the conditions for authorizing payment.

Some substantial additional discussion involved paying the approximate \$144K per year repayment of the \$1.439 million agreement resulted in two different motions being proposed. **John Morrissey moved to structure the repayment plan to pay \$144K annual payment to the Port at the end of February. Pat Hatchel seconded and the motion passed unanimously.**

The second motion had to do with the approval of the invoices for Port payment:

**John Morrissey moved to table the approval of the two invoices until more review could be completed by the next meeting. After some discussion, Erin Leedham seconded, and the motion was defeated 1 aye and 6 nays.**

Additional discussion about the contractor being denied payment for his work, the desire to place Erin Leedham on the POB/CNW steering committee and also to have Barker Creek review the invoice documentation, led to a third motion being put forward:

**Pat Hatchel moved that the April invoice for \$86,340 be authorized for payment, but the May invoice for \$69,653.55 be held until the June meeting for approval, after review by the KPF Construction Consultant, Barker Creek. Tom Bullock seconded the motion and it passed unanimously.**

Note: The ED uses the Digital Signatures of the Directors on the Blanket Voucher approval forms submitted to the Board. The Board indicated its approval of the process used by the ED to expedite the handling of the forms during the pandemic and virtual meetings.

**7. Ongoing Business:**

- A. **ED Activity Report** – The ED submitted his report on his activities for the preceding month. The Chair asked the Directors to review this report at their leisure.
- B. **Regional Facility Reports** – Activity is increasing at both current Regional Centers with better prospects for the future. The Chair asked the Directors them to read them at their leisure.

**The Meeting was adjourned at 7:50 pm.**

**Next Regular Meeting of the Board, a Zoom webinar on June 28th, 2021 at 5:30 pm**

**Topics: General Business; Poulsbo (PERC) Progress Report; POB Invoices**

**NOTE:**

- 1) The June meeting is planned as another Zoom webinar.**
- 2) The July Meeting will be in-person and may be held in the Poulsbo City Hall, if available.**
- 3) There may be other location or format changes at each of the remaining meeting dates in 2021.**

**Please check the website for updates.**

# ***Kitsap Public Facilities District***

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

Monday, May 28th, 2021

**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

**Absent:**

1. **Call to Order:** The Chair called the meeting to order at 11:35 AM.

2. **Public Comment:** None

3. **Discussion of Selection of Executive Search Firm**

A. The recommendation from the Search Committee was to select West Sound Workforce and Monica Blackwood as Principal.

**John Morrissey moved to contract with West Sound Workforce (WSWF) to perform the search for the new Executive Director of the Kitsap PFD. It was seconded by Tom Bullock.**

Several Directors spoke in support of the selection – it is a local firm; they were well prepared in their presentation and worked well with KEDA in their selection.

What would it cost? – 18% of annual salary

District Counsel Brian Lawler to work out contract with WSWF.

What is the proposed Timeline?

a) June 7<sup>th</sup>-11<sup>th</sup> to draft a new job description

b) June 14<sup>th</sup> to July 19<sup>th</sup> to run the ad

c) 5 weeks to seek & interview

d) Plan for Aug 23-27 for offer (Aug meeting on the 23<sup>rd</sup>...)

**The Chair asked for a vote: The motion passed unanimously.**

4. **The search Committee will be comprised of Tom Bullock, Walt draper & Daron Jagodzinske**

**Meeting was adjourned at 11:50 pm.**

**Next Regular Meeting of the Board, June 28th, 2021 at 5:30 pm**

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

**Topics: General Business; Poulsbo PERC Progress Report, EventFund Presentations.**

**NOTE: There may be location changes at each of the regular meeting dates in 2020. Please check the website for updates. The KPFDD will resume in-person meetings at the July meeting.**

# ***Kitsap Public Facilities District***

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

Monday, June 8th, 2021

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

**Staff:** Mike Walton, Executive Director

**Absent:** Patrick Hatchel, Vice-Chair; Brian Lawler, Attorney

**Guests:** Monica Blackwood, President & CEO; Crystal Nixon and Lora Kelly of West Sound Workforce

1. **Call to Order:** The Chair called the meeting to order at 11:12 AM.
2. **Public Comment**                      **None**
3. **Discussion of Job Description requirements for Executive Director Position**  
There was lengthy discussion with WS Workforce and the Directors about the nature of the position, the requirements and qualifications of managing the Kitsap PFD, and how that would be expressed in the job description for a new Executive Director.  
There was also some discussion about the length of time to conduct the search and select final candidates - it is expected to take approximately three months to get a person in place.

**Meeting was adjourned at 12:55 pm.**

**Next Regular Meeting of the Board, June 28th, 2021 at 5:30 pm**

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

**Topics:**                      **General Business; Poulsbo PERC Progress Report; *EventFund* Presentations**

**NOTE: There may be location changes at each of the regular meeting dates in 2020. Please check the website for updates.**

# City of Poulsbo

## Department of Planning and Economic Development

200 NE Moe Street, Poulsbo, Washington 98370  
(360) 394-9748



June 24, 2021

Mike Walton, Executive Director  
Kitsap County Public Facilities District  
9230 Bayshore Drive NW Suite 101  
Silverdale, WA 98383

Subject: ILA Amendment – City of Poulsbo PERC Funding Agreement

Dear Mike:

The City is appreciative of the Kitsap Public Facilities District (KPFD) financial support for a Feasibility Study for the Poulsbo Events and Recreation Center proposal.

As we recently discussed, the City of Poulsbo is requesting consideration to allow for the City to use part-time casual labor to work on and assist on PERC ILA tasks only. We have identified that having this flexibility would result in cost and time savings as opposed to a RFP generated consultant contract.

We understand that the ILA has a specific clause – 5.3 Use of Funds – that does not allow the City to receive reimbursement “for any of its expenses from the funds on deposit.” Therefore, with this letter, the City is requesting KPFD Board consideration of an amendment to the ILA to allow for use of City casual labor for the sole purpose of advancing elements of the PERC Feasibility Study.

Specifically, the City is requesting to modify ILA Section 5.3 to read as follows:

5.3 Use of Funds. The funds from the District shall solely be used for the payment of invoices for the Agreement Tasks and no other purposes. The CITY may not reimburse itself for any of its expenses from the funds on deposit, except for KPFD approved part-time labor solely dedicated to work defined in the ILA. The City shall provide an invoice to the KPFD documenting the dedicated work preformed by the any pre-approved part-time employee.

At the June 28, 2021 PERC Status Report agenda item, I will introduce the ILA amendment request. I also understand that you will also put the request on the agenda following the PERC update for discussion and possible action by the Board.

Again, the City wishes to thank the Board for their continued support of the PERC Proposal. Please contact me if you have any questions or would like to discuss this matter in more detail.

Sincerely,

A handwritten signature in blue ink, appearing to read "Karla Boughton", is written over a light blue horizontal line.

Karla Boughton  
Planning and Economic Development Director

## Proposed Amendment #2 to PERC ILA Section 5.3

3.2 Reporting. The CITY shall regularly (not less than monthly) meet with the District to evaluate the progress of its Agreement Tasks and all adjustments to the Contract Accounting, as presented in Attachment “C”.

3.3 Timing of Agreement Tasks. The anticipated timing of the Agreement Tasks is set forth in Attachment “C.”

3.4 Ownership of Work Product and/or Intellectual Property. [Reserved]

3.5 Recognition. The CITY 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 “C” and further summarized below in an amount not to exceed two-hundred forty three thousand nine hundred dollars (\$243,900). The CITY may propose to shift or reallocate funds to different tasks, provided the CITY first provides written notice to the KPFDD, who shall have a right of approval, not to be unreasonably withheld.

5. **Process for Payment**.

5.1 Establish of Account. The CITY will establish accounting for the PERC through a separate project number unique from any other Poulsbo account to hold the funds deposited by the District for purpose of this Agreement.

5.2 Advance Deposits. The District may, but is not required to, pre-pay Poulsbo for each of the Agreement Tasks and subtasks, where applicable, before the the CITY contracts with the consultant/service provider that will perform the particular task.

5.3 Use of Funds. The funds from the District shall solely be used for the payment of invoices for the Agreement Tasks and no other purposes. The CITY may not reimburse itself for any of its expenses from the funds on deposit, except for KPFDD approved part-time labor solely dedicated to work defined in the ILA. The City shall provide an invoice to the KPFDD documenting the dedicated work performed by the pre-approved part-time employee.

5.4 Release of Funds. The CITY shall only release funds for the Agreement Tasks upon receipt of invoices for work performed, which work complies with the terms and conditions of the contracts for the Agreement Tasks. Further, the CITY shall notify the District of any proposed payment for review and consent, not to be unreasonably withheld or delayed.

5.5 Increase in Consultant Contract Amounts. The CITY will promptly inform the District if any of the consultants inform the CITY that the consultant/service provider



**Task 7. Secure Funding for Construction and Term Financing - As an alternative to the KPFD issuing bonds to cover the remaining \$9.5M commitment.**

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

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

Task 7.2. Identify debt issuing entity.

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

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

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

Task 7.4. Define borrowing structure.

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

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

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

Deliverable 7.5. Borrowing entity issues debt or obtains binding commitment for debt placement.

*Comment: Borrower should evaluate either public debt issuance or commitment from private purchaser.*



July 17, 2021 11AM – 8PM  
Kitsap County Fairgrounds – Concert Park

Kitsap Public Facilities District Application for Funding  
**PART 2 - EVENT DESCRIPTION** (limit 2 pages, one-side each)

- a. Project goals, objectives, and timeline;

**EVENT INFORMATION**

- a. The NW Food Truck Fest is the first and only large-scale food truck festival on the Kitsap Peninsula. This event is taking place at the Kitsap County Fairgrounds on July 17, 2021, this event will feature a beer garden, entertainment, car show and food. We expect over 2,500 people in this one-day event. Food Trucks and vendors will be solicited from all over western Washington. Most food trucks have a following of customers and their participation will increase the likelihood of being able to draw from outside of the Kitsap County region.
- b. Timeline: The event will take place on July 17, 2021 at the Kitsap County.
- c. We will be including a beer garden in concert park for the NW Food Truck Fest, the organization or permitting entity is scheduled to be Tracyton Tavern/Movie House.
- d. Our website, Facebook page and Instagram is active:
- e. Please check out our website at: <http://www.nwfoodtruckfest.com>
- f. Facebook: <https://www.facebook.com/NWFoodTruckFest>
- g. Instagram: <https://www.instagram.com/nwfoodtruckfest/>
- KPFD will receive a free listing on our website and mentions in social media posts.
- i. December 15, 2019 – Website and Facebook page created
  - ii. January 3, 2020 – Vendor applications created, on website and ready to be accepted.
  - iii. February 1, 2020 – finalize marketing plan.
  - iv. March 1, 2021 – file fire permit and create layout of grounds
  - v. April 1, 2021 – create Covid plan for County and Parks
  - vi. June 1, 2021 – launch ticket sales
- b. Time:
- a. July 17, 2021 event takes place 11AM to 8PM
- c. Estimate anticipated economic impact;
- a. We expect 25 food trucks / booths from outside the area with additional from local region. We know hotel rooms have already been booked. Food sales is anticipated in the \$20,000 range with each vendors paying sales tax for an estimated amount of \$1,800. Each vendor is also required to obtain a Kitsap County food permit for a revenue of \$500. Ticket sales will be done through Event Brite and we will be donating \$2 per ticket on entry to CK Food Bank. We expect an approx. 15 rooms (30 hotel nights) will be booked by food and street vendors. Gas, food and other supplies will likely be purchased in Kitsap County.
- b. Local bands, suppliers and rental companies will be used for a total of \$5,000.
- d. Describe how will you monitor and measure the success of this activity;



July 17, 2021 11AM – 8PM  
Kitsap County Fairgrounds – Concert Park

- a. A hotel block will be created in order to steer vendors to the participating hotel. Reports will be obtained from each food vendor regarding their sales. Ticket sales are tracked on Event Brites website and App.
- e. Number and type of people, including volunteers and staff, who will participate in and benefit from this activity;
  - a. We anticipate 2,500 for the event. This is a brand-new event and we do not have a full level of participation currently. This event is likely to grow to over 5,000 people in a period of 3 years.
  - b. CK Food Bank Board and volunteers will be volunteering as well as CK Fire & Rescue members, Boy Scouts and other community members.
- e. List potential and actual sources of support for this activity;
  - a. We are seeking sponsorship. Most financial support will come from the booth fees (very low in order to draw as many trucks as possible).
  - b. Beer garden revenue. To be managed and carried out by Tracyton Tavern/Movie House.
  - c. Donation of Sanitation supplies from John L Scott and Boy Scouts.
- f. Explain plans for sustaining this activity in future years;
  - a. This event should be easily sustainable due to the new market for food trucks and the collaboration with organizations as well as being an outdoor “open air” event.
- g. Describe the public benefits to be derived from this activity.
  - a. There is no other event in Kitsap County like this or on this scale. This event has been requested from the public and we have already received a high level of enthusiasm from the community. This event could become quite large and be a signature event located in Kitsap County drawing thousands of people from out of the area.

**Additional Information:**

This event is produced by Sunny Jack Events and Marketed by Kelley Marketing & Consulting. Both are regional event/tourism/marketing experts. Sunny Jack Events currently self – produces two Kitsap Wedding Expo’s. They are the hired manager for the Bremerton Blackberry Festival and Bremerton Bridge Blast. Previous experience is eight years as the Kitsap County Fair & Stampede Manager. Sunny Jack Events has the highest level of expertise producing large scale events.

We are confident in this event, but we are missing the financial aspect and support. Your support can help create a signature event for the Kitsap County and one that the community has expressed deep interest for.

Thank you for your consideration.

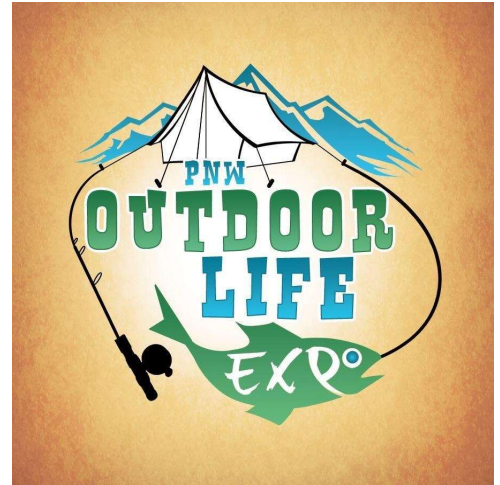
Sincerely,

Sunny Saunders  
Owner – Sunny Jack Events  
360-710-0387 / [sunny@sunnyjackevents.com](mailto:sunny@sunnyjackevents.com)

## PNW Outdoor Life Expo

### **PART I - APPLICATION INFORMATION**

**Name of the event:** PNW Outdoor Life Expo  
**Amount of funding requested:** \$10,000.  
**Name of organization:** Sunny Jack Events  
PO Box 2352  
Silverdale, WA 98383  
**Contact person:** Sunny Saunders  
360.710.0387  
[Sunny@sunnyjackevents.com](mailto:Sunny@sunnyjackevents.com)  
**Organizational structure:** Sole Proprietor  
**Geographic area served:** Western Washington.



### **EVENT NAME: PNW OUTDOOR LIFE EXPO**

The event name, PNW Outdoor Life Expo, was selected to represent the broad diverse nature of Pacific Northwest outdoor lifestyle, both locally and regionally. We chose an event name that would be broad and universal allowing for growth and change for many years to come. Kitsap County is the gateway to the PNW great outdoors. It has shown growth in the outdoor market with the welcoming of the nationally designated Water Trails, bike trails and bike lanes and extensive conservation programs to ensure that future generations will be able to enjoy the same if not better quality of outdoor activities and lifestyles. Our goal is to provide a show for the local and regional community, and to encourage visitors from outside of the county who will explore the wonderful outdoor activities of the Kitsap Peninsula. Kitsap county has become a destination for Outdoor Recreation.

### **PART 2**

#### **TIMELINE- DATES: FEBRAURY 27-28, 2022 (TENTATIVE)**

Although it is typically late in the season for a sportsmen's/boat show, this month was selected as it coincides with the Pacific Northwest's outdoor adventure season.

#### **LOCATION:**

Kitsap Sun Pavilion, Kitsap Fairgrounds. Selected for its size, price, and location as well as support services.

#### **GOAL:**

To create an event that puts all aspects of the PNW outdoor recreational activities under one roof and to promote the diversity and accessibility on the Peninsula to the vast great outdoor activities available here plus including vendors and conservation groups. Lastly, to promote Kitsap as the hub of outdoor recreational events and activities in Western Washington.

#### **OBJECTIVE:**

To increase the tourism on the Kitsap Peninsula which in turn increases hotel stays, local shops supported, and recreational items purchased or rented in the region and exhibit all the outdoor recreation opportunities in the area. To draw outside of the Kitsap area for future tourism.

**ATTENDANCE AND TARGET MARKET:**

Expected attendance: 5,000. Primary target market is men ages 30-50 that are interested in outdoor recreation/sports. Secondary Market is Mothers aged 30-45 that are the family planners for family adventures. Lastly 60+ for retirement aged activities who have more time to be “leisurely” and have income to spare for RV sales, hot tubs, and time for hiking/biking and more. Target audience income: 75k+ combined family income. This market has the income level to support outdoor adventures and related purchases.

**PERSONNEL AND SUPPORT:**

Sunny Jack Events will partner with Kelley Marketing and will employ 5-10 people for the actual event. Kitsap County Parks will employ 2 people for the show dates for all ticketing. Over 100 vendors at two people per booth including an additional 100 people for all support clubs and literature tables.

**MARKETING:**

Website is on-line: [www.PNWoutdoorlife.com](http://www.PNWoutdoorlife.com), this site can be used for the show as well as promoting all Kitsap Peninsula outdoor activities. In addition, we purchased [www.pnwoutdoorlifeexpo.com](http://www.pnwoutdoorlifeexpo.com).

Facebook is up: PNW Outdoor Life Expo.

Logo is created.

Vendor applications are completed.

Poster to be done by November 1<sup>st</sup>.

**ESTIMATED ECONOMIC IMPACT:**

Over 30 room nights in local hotels from vendors and attendees with the possibility of increasing tourism for the area for the future. This event could turn into tens of thousands of dollars of revenue for future tourism.

**MARKETING BUDGET:**

- \$10,000
- Marketing will include:
  - Print
  - Digital print
  - Social media
  - Reader boards
  - Posters
  - Possible cable TV
  - Partnership’s marketing / cross partnership

**FUTURE GROWTH:**

The event date, event name and partnerships have been selected to ensure future growth of this event. We will be measuring the success of the show by the number of attendees, partnerships committed (sponsorship), Vendor participation and general overall feedback. We are looking for this to be a long-term event for many years to come!

**PUBLIC BENEFIT:**

Currently there is not an outdoor recreational show in the West Sound. The closest sporting event expo is located in Tacoma. We feel that the Kitsap Peninsula would greatly benefit from a local show for not only our local population interested in the outdoors but also the draw of tourists from outside the immediate area.

**PRIMARY FEATURES:**

- Event to possibly include the following:
  - Celebrity appearance (s)
  - Kids fishing hole.
  - Craft beer garden

- Outdoor activities

- Speakers on outdoor topics

**TARGET VENDORS:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Boating</li> <li>• Gardening</li> <li>• RV's</li> <li>• Hunting</li> <li>• Camping</li> <li>• Guides/Services</li> <li>• Off road vehicles (4x4's, motorcycles, quads, rock crawlers)</li> <li>• Mountain biking</li> <li>• Climbing</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>• Survivalists</li> <li>• Fishing, including charters.</li> <li>• Outdoor clubs</li> <li>• Mountain climbing</li> <li>• Outdoor cooking</li> <li>• Outdoor gear suppliers</li> <li>• Informational clubs</li> <li>• Conservational non-profit clubs like Ducks unlimited, Rocky Mountain elk foundation, etc.</li> <li>• extreme outdoor sports</li> </ul> |
|---|---|

**VENDOR PRICING:**

<b>Booth Rates</b>	<b>Before January 1<sup>st</sup>, 2022,</b>	<b>After January 1<sup>st</sup>, 2022</b>
• 10'x10' Booth:	\$350	\$400
• 10'x10' Corner booth:	\$450	\$500
• 10'x20' Booth:	\$650	\$700
• 10'x20' Double booth (Single Corner):	\$750	\$800
• 10'x20' Double booth (end cap):	\$800	\$850
• Outdoor bulk space	N/A	\$1 per square foot: Example: 30' x 30' = \$900
• Food Vendor (outside)	N/A	\$350 flat fee
• Food Vendor (inside)	N/A	\$400 flat fee
• Non-Profit Local Club Literature Table	N/A	\$75 – upon approval

**Partnership Opportunities**

**Presenting partner: \$10,000**

- Presenting Partner on all marketing, media, and logos
- 100 promotional tickets to event
- Primarily booth placement negotiable size
- Custom Banner placement
- Meet and Greet opportunity with potential speaker.
- Speaker opportunity on stage for presentation about your applicable goods and services

**Special Guest partner: \$5,000 and up**

- 50 promotional tickets to event
- Special Select booth
- Logo on all media and marketing
- Selection input on guest
- Meet and Greet opportunity with potential speaker.
  - Potential Guest:
    - Celebrity chef, author, outdoors men/women
    - Total Cost \$13,000-\$15,000
    - Partner to pay half of total cost.

**Stage Partner: \$2,500**

- Naming rights to the stage
- Banner placement
- Logo on all media and marketing
- 40 tickets to event
- Special booth placement

**Vendor Partner: \$1,500**

- Naming rights to vendor area
- Logo on all media and marketing
- 25 tickets to event
- Provide funding for the vendor lounge to include continental breakfast and light lunch each day of the event.
- Marketing materials in vendor lounge
- Special booth placement

**Family Activity Partner \$1,500**

- Partner activity area
- Logo on all marketing and media
- 25 tickets to event
- Select placement of 10' x 10' booth.
- Provide funding for a family activity.
  - Kids fishing pond.
  - Free Inflatables

**General Event Partner: Booth fee + \$500**

- Logo on all marketing and media
  - 10 tickets to event
  - Select placement of 10' x 10' booth.

## PNW Outdoor Life Expo Budget 2022

Income				
Booths	60	\$	350.00	\$ 21,000.00
Bulk Space booth rate	2	\$	1,500.00	\$ 3,000.00
Sponsorship				\$ 5,000.00
Entrance	5000	\$	8.00	\$ 40,000.00
<b>Total</b>				<b>\$ 69,000.00</b>

<u>Expenses</u>	<u>Budget</u>	<u>Item</u>	<u>Actual</u>
<b>Venue</b>	<b>\$ 8,500.00</b>		
<b>Advertising</b>	<b>\$ 10,150.00</b>		
Mentor board		\$ 1,500.00	
Kelley Marketing Consulting		\$ 1,500.00	
Fairground's reader boards		\$ 250.00	
Social media		\$ 500.00	
Kitsap Sun		\$ 1,000.00	
Sound Publishing		\$ 500.00	
printing		\$ 400.00	
graphic designer		\$ 500.00	
Comcast		\$ 3,000.00	
signage		\$ 1,000.00	\$ 10,150.00
<b>Rentals</b>	<b>\$ 8,000.00</b>		
Kitsap Fairgrounds equipment		\$ 1,000.00	
pipe and drape		\$ 4,000.00	
electrical		\$ 1,000.00	
Décor		\$ 2,000.00	
<b>Staffing</b>	<b>\$ 1,500.00</b>		
<b>Permits</b>	<b>\$ 800.00</b>		
<b>Speaker</b>	<b>\$ 6,000.00</b>		
<b>Ticketing fees</b>	<b>\$ 5,000.00</b>		
<b>Misc.</b>	<b>\$ 4,000.00</b>		
<b>Catch pond</b>	<b>\$ 2,500.00</b>		
<b>Additional facility fees</b>	<b>\$ 1,500.00</b>		
<b>Total Expense</b>	<b>\$ 47,950.00</b>		

<b>Income</b>	<b>\$ 69,000.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Expense</b>	<b>\$ 47,950.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Gross Profit</b>	<b>\$ 21,050.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>





# **PNW Outdoor Life Expo**

Presented by: Sunny Jack Events



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## About

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### PNW OUTDOOR LIFE EXPO

The event name, PNW Outdoor Life Expo, was selected to represent the broad diverse nature of the Pacific Northwest outdoor lifestyle, both locally and regionally. We chose an event name that would be broad and universal allowing for growth and change for many years to come.

February 27-28, 2022 (tentative)

# Location, Goal and Objective

## LOCATION:

- Kitsap Sun Pavilion, Kitsap Fairgrounds. Selected for its size, price, and location as well as support services.

## GOAL:

- To create an event that puts all aspects of the PNW outdoor recreational activities under one roof and to promote the diversity and accessibility on the Peninsula to the vast great outdoor activities available here plus including vendors and conservation groups. Lastly, to promote the peninsula as the hub of outdoor recreational events and activities in Western Washington.

## OBJECTIVE:

- To increase the tourism on the Kitsap Peninsula which in turn increases hotel stays, local shops supported, and recreational items purchased or rented in the region and exhibit all the outdoor recreation opportunities in the area. To draw outside of the Kitsap area for future tourism.





# Marketing

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- \$10,000
- Marketing will include:
  - Print
  - Digital print
  - Social media
  - Reader boards
  - Posters
  - Possible cable TV
  - Partnership's marketing / cross partnership
- URL is purchased: [www.PNWOutdoorLife.com](http://www.PNWOutdoorLife.com), this site can be used for the show as well as promoting all Kitsap Peninsula outdoor activities. Facebook is up: PNW Outdoor Life Expo.
- Logo is created.

# Attendance

## ATTENDANCE AND TARGET MARKET:

- Expected attendance: 5,000.
- Primary target market is men ages 30-50 that are interested in outdoor recreation/sports. Secondary Market is Mothers aged 30-45 that are the family planners for family adventures. Lastly 60+ for retirement aged activities who have more time to be “leisurely” and have income to spare for RV sales, hot tubs, and time for hiking/biking and more.
- Target audience income: 75k+ combined family income. This market has the income level to support outdoor adventures and related purchases.





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# Economic Impact

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## ESTIMATED ECONOMIC IMPACT:

- Over 30 room nights in local hotels from vendors and attendees with the possibility of increasing tourism for the area for the future. This event could turn into tens of thousands of dollars of revenue for future tourism.
- Additional sales tax revenue up to \$100,000
  - RV sales
  - Boat sales
  - Equipment sales



# Public Benefit

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## PUBLIC BENEFIT:

- Currently there is not an outdoor recreational show in the West Sound.
- The closest sporting event expo is located in Tacoma.
- We feel that the Kitsap Peninsula would greatly benefit from a local show for not only our local population interested in the outdoors but also the draw of tourists from outside the immediate area.

# Primary Features

## PRIMARY FEATURES:

Event to possibly include the following:

- Celebrity appearance (s)
- Kids fishing hole
- Craft beer garden
- Outdoor activities
- Speakers on outdoor topics







# Vendors

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## TARGET VENDORS:

- Boating
- Gardening
- RV's
- Hunting
- Camping
- Guides/Services
- Off road vehicles (4x4's, motorcycles, quads, rock crawlers)
- Mountain biking
- Climbing
- Survivalists
- Fishing, including charters.
- Outdoor clubs
- Mountain climbing
- Outdoor cooking
- Outdoor gear suppliers
- Informational clubs
- Conservational non-profit clubs like Ducks unlimited, Rocky Mountain elk foundation, etc. extreme outdoor sports

# PNW Outdoor Life Expo

- Kitsap County is a destination outdoor recreation area.
- Bringing an Expo into Kitsap that highlights the regional outdoor opportunities is a benefit to the community as well as businesses in the area.



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

	A	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
1		<b>FY 2015</b>	<b>%</b>	<b>FY 2016</b>	<b>%</b>	<b>FY 2017</b>	<b>%</b>	<b>FY 2018</b>	<b>%</b>	<b>FY 2019</b>	<b>%</b>	<b>FY 2020</b>	<b>%</b>	<b>FY 2021</b>	<b>%</b>
2	January	\$ 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%	\$ 158,789.57	5.6%
3	February	\$ 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%	\$ 192,717.28	10.9%
4	March	\$ 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%	\$ 144,739.20	9.5%
5	April	\$ 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%	\$ 141,495.24	22.3%
6	May	\$ 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%	\$ 188,771.05	49.7%
7	June	\$ 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	July	\$ 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	August	\$ 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	September	\$ 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	October	\$ 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	November	\$ 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	December	\$ 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	TOTAL	\$ 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	2.7%	\$ 826,512.34	
16	AVERAGE	\$ 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		\$ 165,302.47	
17															
18				NOTE: These sales tax rebate numbers show for the month											
19				money is received from the State Treasurer's Office.											
20				County receives rebate two months after tax paid,											
21				i.e. Cnty/PFD March receipt reflects January sales tax revenue											
22															
23															
24															

Jan-21	\$\$	Comment
<b>Income</b>	\$ 188,771.05	up 49.7% vs. 2020!
- Debt Service	(\$69,873)	
<b>Net</b>	\$118,898	
- Expenses	(\$26,625)	
<b>Net to Cash</b>	<b>\$92,272</b>	

**Kitsap Public Facilities District  
Profit & Loss Budget Performance  
May 2021**

May 2021 Operating Fund 968 Budget Performance	May 21	Budget	Jan - May 21	YTD Budget	Annual Budget	Balance in Annual Budget
<b>Income</b>						
968 Rev - PFD Operations Fund						
96968I - PFD Operations Fund						
9684970 - Operating Transfers In						
96968I - PFD Operations Fund - Other	0.00	0.00	180,000.00	180,000.00	237,000.00	57,000.00
<b>Total 96968I - PFD Operations Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>180,000.00</b>	<b>180,000.00</b>	<b>237,000.00</b>	<b>57,000.00</b>
<b>Total 968 Rev - PFD Operations Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>180,000.00</b>	<b>180,000.00</b>	<b>237,000.00</b>	<b>57,000.00</b>
<b>Expense</b>						
968 Exp - PFD Operations Fnd						
96968E - PFD Operations Fnd						
5101 - Regular Salaries	3,854.00	4,979.17	19,270.00	24,895.81	59,750.00	40,480.00
5102 - Overtime Pay	3,346.37	833.33	9,027.43	4,166.69	10,000.00	972.57
5190 - Miscellaneous Pay	631.00	483.33	3,155.00	2,416.69	5,800.00	2,645.00
5201 - Industrial Insurance	0.00	305.33	67.30	1,526.69	3,664.00	3,596.70
5202 - Social Security	599.09	444.67	2,406.11	2,223.31	5,336.00	2,929.89
5311 - Office/Operating Supplies	50.10	83.33	449.85	416.69	1,000.00	550.15
5351 - Equipment/Office Furnishings	0.00	83.33	572.23	416.69	1,000.00	427.77
5411 - Accounting & Auditing	450.00	333.33	2,430.00	1,666.69	4,000.00	1,570.00
5415 - Consulting Services						
5415 a - Construction Consulting	6,112.50	1,250.00	6,112.50	6,250.00	15,000.00	8,887.50
<b>Total 5415 - Consulting Services</b>	<b>6,112.50</b>	<b>1,250.00</b>	<b>6,112.50</b>	<b>6,250.00</b>	<b>15,000.00</b>	<b>8,887.50</b>
5416 - Special Legal Services	2,848.50	2,083.33	16,792.00	10,416.69	25,000.00	8,208.00
5417 - Bonding/Financing	0.00	1,250.00	0.00	6,250.00	15,000.00	15,000.00
5419 - Other Prof Svcs - Reg Ctr Mktg						
5419 a - Professional Services	6,264.39	2,000.00	16,447.32	10,000.00	24,000.00	7,552.68
5419 b - Recording	341.25	416.67	1,496.25	2,083.31	5,000.00	3,503.75
<b>Total 5419 - Other Prof Svcs - Reg Ctr Mktg</b>	<b>6,605.64</b>	<b>2,416.67</b>	<b>17,943.57</b>	<b>12,083.31</b>	<b>29,000.00</b>	<b>11,056.43</b>
5420 - Website	0.00	250.00	0.00	1,250.00	3,000.00	3,000.00
5421 - Telephone	799.60	208.33	2,480.68	1,041.69	2,500.00	19.32
5425 - Postage	0.00	4.17	0.00	20.81	50.00	50.00
5431 - Mileage	0.00	83.33	0.00	416.69	1,000.00	1,000.00
5432 - Travel	0.00	83.33	0.00	416.69	1,000.00	1,000.00
5438 - Board Mileage/Airfare	0.00	33.33	0.00	166.69	400.00	400.00
5441 - Advertising	78.40	500.00	873.40	2,500.00	6,000.00	5,126.60
5451 - Operating Rental/Leases						
5451 a - Printing/ Copying	0.00	20.83	0.00	104.19	250.00	250.00
5451 b - Rental-Office Space	1,250.00	1,200.00	7,500.00	6,000.00	14,400.00	6,900.00
<b>Total 5451 - Operating Rental/Leases</b>	<b>1,250.00</b>	<b>1,220.83</b>	<b>7,500.00</b>	<b>6,104.19</b>	<b>14,650.00</b>	<b>7,150.00</b>
5461 - Gen/Auto/E&O Insurance	0.00	333.33	0.00	1,666.69	4,000.00	4,000.00
5492 - Dues/Subscriptions/Memberships	0.00	166.67	500.00	833.31	2,000.00	1,500.00
5497 - Registration & Tuition						
5497 a - Board Devel/Train Regist/Fees	0.00	50.00	0.00	250.00	600.00	600.00
5497 b - Staff Devel/Train Rester/Fees	0.00	25.00	375.86	125.00	300.00	-75.86
<b>Total 5497 - Registration &amp; Tuition</b>	<b>0.00</b>	<b>75.00</b>	<b>375.86</b>	<b>375.00</b>	<b>900.00</b>	<b>524.14</b>
5499 - Other						
5499 a - Events Support/Seed Money	0.00	1,666.67	0.00	8,333.31	20,000.00	20,000.00
5499 b - Rental-Meeting Space	0.00	166.67	0.00	833.31	2,000.00	2,000.00
5499 c - Other	0.00	41.67	0.00	208.31	500.00	500.00
5499 d - Governance-Board of Dir Related	0.00	333.33	0.00	1,666.69	4,000.00	4,000.00
<b>Total 5499 - Other</b>	<b>0.00</b>	<b>2,208.34</b>	<b>0.00</b>	<b>11,041.62</b>	<b>26,500.00</b>	<b>26,500.00</b>
<b>Total 96968E - PFD Operations Fnd</b>	<b>26,625.20</b>	<b>19,712.48</b>	<b>89,955.93</b>	<b>98,562.64</b>	<b>236,550.00</b>	<b>146,594.07</b>
<b>Total 968 Exp - PFD Operations Fnd</b>	<b>26,625.20</b>	<b>19,712.48</b>	<b>89,955.93</b>	<b>98,562.64</b>	<b>236,550.00</b>	<b>146,594.07</b>
<b>Total Expense</b>	<b>26,625.20</b>	<b>19,712.48</b>	<b>89,955.93</b>	<b>98,562.64</b>	<b>236,550.00</b>	<b>146,594.07</b>
<b>Net Ordinary Income</b>	<b>-26,625.20</b>	<b>-19,712.48</b>	<b>90,044.07</b>	<b>81,437.36</b>	<b>450.00</b>	
<b>Net Income</b>	<b>-26,625.20</b>	<b>-19,712.48</b>	<b>90,044.07</b>	<b>81,437.36</b>	<b>450.00</b>	
968 Liabilities - Net change in Liabilities			\$ 30,349.26			
968 Ending Cash Balance (Balances with Balance sheet)			\$ 120,393.33			

**Kitsap Public Facilities District**  
**Statement of Financial Position by Fund**  
As of May 31, 2021

May 2021	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	\$ 5,096,522.85	\$ -	\$ -	\$ 5,096,522.85
968 · Fund 96-968 KPFD Operations Fnd	\$ -	\$ 120,393.33	\$ -	\$ 120,393.33
977 · Fund 96-977 KPFD Holding Fund	\$ -	\$ -	\$ 3,659,531.24	\$ 3,659,531.24
<b>Total Checking/Savings</b>	<b>\$ 5,096,522.85</b>	<b>\$ 120,393.33</b>	<b>\$ 3,659,531.24</b>	<b>\$ 8,876,447.42</b>
<b>Total Current Assets</b>	<b>\$ 5,096,522.85</b>	<b>\$ 120,393.33</b>	<b>\$ 3,659,531.24</b>	<b>\$ 8,876,447.42</b>
<b>TOTAL ASSETS</b>	<b>\$ 5,096,522.85</b>	<b>\$ 120,393.33</b>	<b>\$ 3,659,531.24</b>	<b>\$ 8,876,447.42</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities	\$ -	\$ 30,349.26	\$ -	\$ 30,349.26
977-L · PFD Regional Center Liabilities	\$ -	\$ -	\$ (868,293.64)	\$ (868,293.64)
<b>Total Other Current Liabilities</b>	<b>\$ -</b>	<b>\$ 30,349.26</b>	<b>\$ (868,293.64)</b>	<b>\$ (837,944.38)</b>
<b>Total Current Liabilities</b>	<b>\$ -</b>	<b>\$ 30,349.26</b>	<b>\$ (868,293.64)</b>	<b>\$ (837,944.38)</b>
Long Term Liabilities				
286-LT · LTGO Bond Fund Liabilities	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
977-LT · 2636 Regional Ctr Notes Payable	\$ -	\$ -	\$ 4,500,000.00	\$ 4,500,000.00
<b>Total Long Term Liabilities</b>	<b>\$ 250,000.00</b>	<b>\$ -</b>	<b>\$ 4,500,000.00</b>	<b>\$ 4,750,000.00</b>
<b>Total Liabilities</b>	<b>\$ 250,000.00</b>	<b>\$ 30,349.26</b>	<b>\$ 3,631,706.36</b>	<b>\$ 3,912,055.62</b>
Equity				
286 FB · LTGO Bond Fund Balance/RE	\$ 4,573,453.73	\$ -	\$ -	\$ 4,573,453.73
Revenue	\$ 349,809.75	\$ 180,000.00	\$ 830,771.50	\$ 1,360,581.25
Expenses	\$ (76,740.63)	\$ (89,955.93)	\$ (802,946.62)	\$ (969,643.18)
<b>Total Equity</b>	<b>\$ 4,846,522.85</b>	<b>\$ 90,044.07</b>	<b>\$ 27,824.88</b>	<b>\$ 4,964,391.80</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 5,096,522.85</b>	<b>\$ 120,393.33</b>	<b>\$ 3,659,531.24</b>	<b>\$ 8,876,447.42</b>
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
2021 Revenue	\$ 349,809.75	\$ 180,000.00	\$ 830,771.50	\$ 1,360,581.25
2021 Expenses	\$ (76,740.63)	\$ (89,955.93)	\$ (802,946.62)	\$ (969,643.18)
2021 Increased/(Decreased) Liabilities	\$ -	\$ 14,944.74	\$ 15,516.25	\$ 30,460.99
<b>Current Ending Balance</b>	<b>\$ 5,096,522.85</b>	<b>\$ 120,393.33</b>	<b>\$ 3,659,531.24</b>	<b>\$ 8,876,447.42</b>
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

**Kitsap Public Facilities District**  
**Statement of Financial Revenue & Expense by Fund**  
 January through May 2021

May 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPF Operations Fund	KPF Holding Fund	
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
<b>Income</b>				
286 Rev · LTGO Bond Fund 2002B-PFD	349,809.75	0.00	0.00	349,809.75
968 Rev · PFD Operations Fund	0.00	180,000.00	0.00	180,000.00
977 Rev · PFD Regional Center Capital	0.00	0.00	830,771.50	830,771.50
<b>Total Income</b>	<b>349,809.75</b>	<b>180,000.00</b>	<b>830,771.50</b>	<b>1,360,581.25</b>
<b>Expense</b>				
286 Exp · LTGO Bnd Fnd 2002B-PFD	76,740.63	0.00	0.00	76,740.63
968 Exp · PFD Operations Fnd	0.00	89,955.93	0.00	89,955.93
977 Exp · PFD Regional Cntr Capital	0.00	0.00	802,946.62	802,946.62
<b>Total Expense</b>	<b>76,740.63</b>	<b>89,955.93</b>	<b>802,946.62</b>	<b>969,643.18</b>
<b>Net Ordinary Income</b>	<b>273,069.12</b>	<b>90,044.07</b>	<b>27,824.88</b>	<b>390,938.07</b>
Beg Cash +/- Net Income	\$ 5,096,522.85	\$ 105,448.59	\$ 3,644,014.99	\$ 8,845,986.43
Net Change in Liabilities	\$ -	\$ 14,944.74	\$ 15,516.25	\$ 30,460.99
<b>May 31, 2021 Ending Cash Balance</b>	<b>\$ 5,096,522.85</b>	<b>\$ 120,393.33</b>	<b>\$ 3,659,531.24</b>	<b>\$ 8,876,447.42</b>

**Kitsap Public Facilities District**  
**Statement of Financial Position by Fund**  
As of May 31, 2021

May 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
286 - LTGO Bond Fund 2002A-PFD				
2861111 - 00998 Interco ITC Ac Cash	92,500.01	0.00	0.00	92,500.01
2861181 - Beginning Investment	253,580.29	0.00	0.00	253,580.29
2861182 - Investments Purchased	250,442.55	0.00	0.00	250,442.55
2861630 - Notes/Contracts Receivable	4,500,000.00	0.00	0.00	4,500,000.00
Total 286 - LTGO Bond Fund 2002A-PFD	5,096,522.85	0.00	0.00	5,096,522.85
968 - Fund 96-968 KPFD Operations Fnd				
9681111 - 00998 Post Interco ITC Ac	0.00	120,393.33	0.00	120,393.33
Total 968 - Fund 96-968 KPFD Operations Fnd	0.00	120,393.33	0.00	120,393.33
977 - Fund 96-977 KPFD Holding Fund				
9771111 - 00998 Post Interco ITC Ac				
PERC - PERC Fund	0.00	0.00	166,654.51	166,654.51
PGHP - PG Heritage Park Allocation	0.00	0.00	567,756.30	567,756.30
SKCEC - SKCEC Fund	0.00	0.00	181,904.10	181,904.10
9771111 - 00998 Post Interco ITC Ac - Other	0.00	0.00	-608,949.41	-608,949.41
Total 9771111 - 00998 Post Interco ITC Ac	0.00	0.00	307,365.50	307,365.50
9771181 - PFD Reg Ctr Beg Investment	0.00	0.00	2,647,906.68	2,647,906.68
9771182 - Investments Purchased	0.00	0.00	454,259.06	454,259.06
9771650 - Receivable-Advances to Other	0.00	0.00	250,000.00	250,000.00
Total 977 - Fund 96-977 KPFD Holding Fund	0.00	0.00	3,659,531.24	3,659,531.24
Total Checking/Savings	5,096,522.85	120,393.33	3,659,531.24	8,876,447.42
Total Current Assets	5,096,522.85	120,393.33	3,659,531.24	8,876,447.42
<b>TOTAL ASSETS</b>	<b>5,096,522.85</b>	<b>120,393.33</b>	<b>3,659,531.24</b>	<b>8,876,447.42</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L - 968 PFD Operations Liabilities				
9682134 - Vouchers Payable	0.00	14,944.74	0.00	14,944.74
9682312 - USE Tax Payable	0.00	29.50	0.00	29.50
9682370 - Custodial Accounts	0.00	15,375.02	0.00	15,375.02
Total 968-L - 968 PFD Operations Liabilities	0.00	30,349.26	0.00	30,349.26
977-L - PFD Regional Center Liabilities				
9772134 - Vouchers Payable	0.00	0.00	15,516.25	15,516.25
9772370 - Custodial Accounts	0.00	0.00	-883,809.89	-883,809.89
Total 977-L - PFD Regional Center Liabilities	0.00	0.00	-868,293.64	-868,293.64
Total Other Current Liabilities	0.00	30,349.26	-868,293.64	-837,944.38
Total Current Liabilities	0.00	30,349.26	-868,293.64	-837,944.38
Long Term Liabilities				
286-LT - LTGO Bond Fund Liabilities				
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
Total Liabilities	250,000.00	30,349.26	3,631,706.36	3,912,055.62
Equity				
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	-586,546.27	0.00	0.00	-586,546.27
2862940 - 49 Uses Other Than OP	660,000.00	0.00	0.00	660,000.00
Total 286 FB - LTGO Bond Fund Balance/RE	4,573,453.73	0.00	0.00	4,573,453.73
Net Income	273,069.12	90,044.07	27,824.88	390,938.07
Total Equity	4,846,522.85	90,044.07	27,824.88	4,964,391.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,096,522.85</b>	<b>120,393.33</b>	<b>3,659,531.24</b>	<b>8,876,447.42</b>

**Kitsap Public Facilities District**  
**Statement of Financial Revenue & Expenses by Fund**  
 January through May 2021

May 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
<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	\$ 442.55	\$ -	\$ -	\$ 442.55
Total 2863610 · Interest Earnings	\$ 442.55	\$ -	\$ -	\$ 442.55
3380 · Intergovernmental Service				
90 · Other Intergovt Services	\$ 349,367.20	\$ -	\$ -	\$ 349,367.20
Total 3380 · Intergovernmental Service	\$ 349,367.20	\$ -	\$ -	\$ 349,367.20
Total 28611 · LTGO Bond Fund 2002A PFD	\$ 349,809.75	\$ -	\$ -	\$ 349,809.75
Total 286 Rev · LTGO Bond Fund 2002B-PFD	\$ 349,809.75	\$ -	\$ -	\$ 349,809.75
968 Rev · PFD Operations Fund				
96968I · PFD Operations Fund				
9684970 · Operating Transfers In	\$ -	\$ 180,000.00	\$ -	\$ 180,000.00
Total 96968I · PFD Operations Fund	\$ -	\$ 180,000.00	\$ -	\$ 180,000.00
Total 968 Rev · PFD Operations Fund	\$ -	\$ 180,000.00	\$ -	\$ 180,000.00
977 Rev · PFD Regional Center Capital				
96977I · PFD Regional Center Capital				
3130 · Retail Sales and Use Tax				
19 · Regional Centers Sales & Use	\$ -	\$ -	\$ 826,512.44	\$ 826,512.44
Total 3130 · Retail Sales and Use Tax	\$ -	\$ -	\$ 826,512.44	\$ 826,512.44
3610 · Interest Earnings				
97711 · Investment Interest	\$ -	\$ -	\$ 4,259.06	\$ 4,259.06
Total 3610 · Interest Earnings	\$ -	\$ -	\$ 4,259.06	\$ 4,259.06
Total 96977I · PFD Regional Center Capital	\$ -	\$ -	\$ 830,771.50	\$ 830,771.50
Total 977 Rev · PFD Regional Center Capital	\$ -	\$ -	\$ 830,771.50	\$ 830,771.50
<b>Total Income</b>	<b>\$ 349,809.75</b>	<b>\$ 180,000.00</b>	<b>\$ 830,771.50</b>	<b>\$ 1,360,581.25</b>
<b>Expense</b>				
286 Exp · LTGO Bnd Fnd 2002B-PFD				
2861E · LTGO Bnd Fnd 2002A PFD				
5830 · Interest on Long-Term Ex	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
Total 2861E · LTGO Bnd Fnd 2002A PFD	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
Total 286 Exp · LTGO Bnd Fnd 2002B-PFD	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
968 Exp · PFD Operations Fnd				
96968E · PFD Operations Fnd				
5101 · Regular Salaries	\$ -	\$ 19,270.00	\$ -	\$ 19,270.00
5102 · Overtime Pay	\$ -	\$ 9,027.43	\$ -	\$ 9,027.43
5190 · Miscellaneous Pay	\$ -	\$ 3,155.00	\$ -	\$ 3,155.00
5201 · Industrial Insurance	\$ -	\$ 67.30	\$ -	\$ 67.30



**Kitsap Public Facilities District**  
**Statement of Financial Revenue & Expenses by Fund**  
 January through May 2021

May 2021	286	968	977	TOTAL
5202 · Social Security	\$ -	\$ 2,406.11	\$ -	\$ 2,406.11
5311 · Office/Operating Supplies	\$ -	\$ 449.85	\$ -	\$ 449.85
5351 · Equipment/Office Furnishings	\$ -	\$ 572.23	\$ -	\$ 572.23
5411 · Accounting & Auditing	\$ -	\$ 2,430.00	\$ -	\$ 2,430.00
5415 · Consulting Services				
5415 a · Construction Consulting	\$ -	\$ 6,112.50	\$ -	\$ 6,112.50
Total 5415 · Consulting Services	\$ -	\$ 6,112.50	\$ -	\$ 6,112.50
5416 · Special Legal Services	\$ -	\$ 16,792.00	\$ -	\$ 16,792.00
5419 · Other Prof Svcs - Reg Ctr Mktg				
5419 a · Professional Services	\$ -	\$ 16,447.32	\$ -	\$ 16,447.32
5419 b · Recording	\$ -	\$ 1,496.25	\$ -	\$ 1,496.25
Total 5419 · Other Prof Svcs - Reg Ctr Mktg	\$ -	\$ 17,943.57	\$ -	\$ 17,943.57
5421 · Telephone	\$ -	\$ 2,480.68	\$ -	\$ 2,480.68
5441 · Advertising	\$ -	\$ 873.40	\$ -	\$ 873.40
5451 · Operating Rental/Leases				
5451 b · Rental-Office Space	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00
Total 5451 · Operating Rental/Leases	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00
5492 · Dues/Subscriptions/Memberships	\$ -	\$ 500.00	\$ -	\$ 500.00
5497 · Registration & Tuition				
5497 b · Staff Devel/Train Rester/Fees	\$ -	\$ 375.86	\$ -	\$ 375.86
Total 5497 · Registration & Tuition	\$ -	\$ 375.86	\$ -	\$ 375.86
Total 96968E · PFD Operations Fnd	\$ -	\$ 89,955.93	\$ -	\$ 89,955.93
Total 968 Exp · PFD Operations Fnd	\$ -	\$ 89,955.93	\$ -	\$ 89,955.93
977 Exp · PFD Regional Cntr Capital				
96977E · PFD Regional Cntr Capital				
5650 · Facility Project Investments				
5650 a · SKCEC - Port Orchard	\$ -	\$ -	\$ 158,000.00	\$ 158,000.00
5650 b · PERC - City of Poulsbo	\$ -	\$ -	\$ 65,625.49	\$ 65,625.49
5650 c · PGFHP - Kitsap County Parks	\$ -	\$ -	\$ 29,943.70	\$ 29,943.70
Total 5650 · Facility Project Investments	\$ -	\$ -	\$ 253,569.19	\$ 253,569.19
5519 · Misc Intergovernmental Service	\$ -	\$ -	\$ 20,010.23	\$ 20,010.23
5520 · I/G Pymts, Fed, State, Local	\$ -	\$ -	\$ 349,367.20	\$ 349,367.20
6971 · Operating Transfers Out	\$ -	\$ -	\$ 180,000.00	\$ 180,000.00
Total 96977E · PFD Regional Cntr Capital	\$ -	\$ -	\$ 802,946.62	\$ 802,946.62
Total 977 Exp · PFD Regional Cntr Capital	\$ -	\$ -	\$ 802,946.62	\$ 802,946.62
<b>Total Expense</b>	<b>\$ 76,740.63</b>	<b>\$ 89,955.93</b>	<b>\$ 802,946.62</b>	<b>\$ 969,643.18</b>
<b>Net Ordinary Income</b>	<b>\$ 273,069.12</b>	<b>\$ 90,044.07</b>	<b>\$ 27,824.88</b>	<b>\$ 390,938.07</b>
<b>Net Income</b>	<b>\$ 273,069.12</b>	<b>\$ 90,044.07</b>	<b>\$ 27,824.88</b>	<b>\$ 390,938.07</b>



**BLANKET VOUCHER APPROVAL**

**FUND: 96968.00968**

**BV# 565462**

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 \$8,412.34 on this 28th day of June 2021.

                     Absent

**Daron Jagodzinske, Chair**

*Patrick Hatchel*

**Pat Hatchel, Vice-chair**

*Walter S Draper IV*

**Walter Draper IV, Treasurer**

*John Morrisey*

**John Morrisey**

*Erin Leedham*

**Erin Leedham**

*Phil Havers*

**Phil Havers**

*Thomas S. Bullock*

**Tom Bullock**

<b>VENDOR</b>	<b>AMOUNT</b>
<b>Recurring items</b>	
JPC Legal services – (May)	\$ 2,255.00
Barker Creek - construction consult. - 2021	\$
Accountability Plus (bookkeeping June)	\$
Mike Walton – June expenses	\$ 702.02
Interlock Solutions – 2021 Website upgrade	\$
	\$
Comcast	\$ 170.20
	\$
<b>Other items:</b>	
VKP – Rent (\$1250) & Monthly stipend (\$2000)	\$ (auto pay monthly)
Sound Publishing – Discover Kitsap Ad	\$ 802.25
City of Bremerton – BKAT recording	\$ 341.25
Dept of L&I – Workers Comp	\$
NW Municipal Advisors (2021 services)	\$
Kitsap Sun – public notice	\$ 9.54
Sunny Jack Events – EventFund 2021	\$ 4,132.08
<b>PAGE TOTAL</b>	<b>\$8,412.34</b>



BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 565391

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 \$9,253.35 on this 20th day of June, 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 #000811	\$ 9,253.35
<b>PAGE TOTAL</b>	<b>\$9,253.35</b>

1633484

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

1633484 PV  
VOUCHER/TYPE

565391

DISBURSEMENT VOUCHER

DATE..... 06/21/21 SUPPLIER NAME: CITY OF POULSBO  
BATCH NUMBER..... 565391  
USER..... MWALTON

SUPPLIER NUMBER... 243438 DEPT..... 96977  
INVOICE NUMBER.... GRNT000811 PAYMENT TERMS ..  
INVOICE AMOUNT.... 9,253.35 FUND..... 00977  
INVOICE DATE..... 06/08/21 P/O NUMBER.....  
G/L DATE..... 06/25/21 TAX EXPL CODE...  
TAX AMOUNT..... .00 TAX RATE/AREA...  
TAXABLE AMOUNT.... .00 SERV/TAX DATE... 06/25/21

PAYMENT SCHEDULE . . . . .

PAY ITM	GROSS AMOUNT	DISCOUNT AVAILABLE	PAYMENT REMARK	DUE DATE
001	9,253.35	.00		06/08/21

JOURNAL ENTRIES . . . . .

ACCOUNTING DISTRIBUTION	SUB W/O	T	AMOUNT	EXPLANATION 2
96977.5650			9,253.35	PERC Phase 1 work

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 6/21/21

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

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

1633484

RECEIVED JUN 10 2021

CITY OF POULSBO  
200 NE MOE STREET  
POULSBO, WA 98370

INVOICE: GRNT000811 PAGE 1  
DATE: Jun 08, 2021 OF 1

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

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

DUE DATE: Jul 08, 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 - MAY 2021	1.00	9,253.35	9,253.35	N

TOTAL CHARGES: 9,253.35  
TOTAL TAX: 0.00  
-----  
TOTAL INVOICE: 9,253.35  
  
PAYMENTS: 0.00  
ADJUSTMENTS: 0.00  
TOTAL DUE: 9,253.35



a

BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 565392

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 \$52,000.03 on this 21st day of June, 2021.

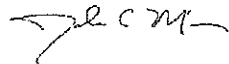
Daron Jagodzinske  
Daron Jagodzinske, Chair

  
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 – Port Orchard SKCEC</b>	
Invoice – INV00795	\$ 22,000.00
Invoice – INV00825	\$ 30,000.03
<b>PAGE TOTAL</b>	<b>\$52,000.03</b>

04202

**Voucher Entry Journal Review**

Batch Number . . . . . 565392  
Batch Date . . . . . 06/21/21  
User ID. . . . . MWALTON

O	Voucher	Do	Doc	Supplier	G/L	Gross
P	Number	Ty	Co	Name	Date	Amount
-	1633489	PV	00977	CITY OF PORT ORCHARD	06/25/21	30,003.45
-	1633602	PV	00977	CITY OF PORT ORCHARD	06/25/21	22,000.00
-						-----
-				Total		52,003.45

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

1633602

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

1633602 PV  
VOUCHER/TYPE

565392

DISBURSEMENT VOUCHER

DATE..... 06/21/21 SUPPLIER NAME: CITY OF PORT ORCHARD  
BATCH NUMBER..... 565392  
USER..... MWALTON

SUPPLIER NUMBER... 10522 DEPT..... 96977  
INVOICE NUMBER.... INV00795 PAYMENT TERMS ..  
INVOICE AMOUNT.... 22,000.00 FUND..... 00977  
INVOICE DATE..... 04/30/21 P/O NUMBER.....  
G/L DATE..... 06/25/21 TAX EXPL CODE...  
TAX AMOUNT..... .00 TAX RATE/AREA...  
TAXABLE AMOUNT.... .00 SERV/TAX DATE... 06/25/21

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

PAY	GROSS AMOUNT	DISCOUNT	PAYMENT REMARK	DUE
ITM		AVAILABLE		DATE
001	22,000.00	.00		04/30/21

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

ACCOUNTING DISTRIBUTION	SUB	W/O	T	AMOUNT	EXPLANATION 2
96977.5650				22,000.00	SKCEC task #2 work

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 6/21/21

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

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



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

## INVOICE

Billed To:  
Kitsap Public Facilities District  
Michael Walton, Executive Director  
9230 Bay Shore Drive NW  
Suite 101  
Silverdale, WA 98383

DATE: 4/30/2021  
INVOICE #: INV00795  
DUE DATE: 5/30/2021  
TOTAL DUE: 22,000.00

CUSTOMER ACCOUNT # : 0131

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
C082-19 SK community event center KPPFD thru 3/21	1.00	22,000.00	22,000.00
<b>TOTAL THIS INVOICE</b>			<b>22,000.00</b>

For questions, please call 360-876-7019

REMIT TO:

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

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

1633489

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

1633489 PV  
VOUCHER/TYPE

565392

DISBURSEMENT VOUCHER

DATE..... 06/21/21 SUPPLIER NAME: CITY OF PORT ORCHARD  
BATCH NUMBER..... 565392  
USER..... MWALTON

SUPPLIER NUMBER... 10522 DEPT..... 96977  
INVOICE NUMBER.... INV00825 PAYMENT TERMS ..  
INVOICE AMOUNT.... 30,003.45 FUND..... 00977  
INVOICE DATE..... 06/10/21 P/O NUMBER.....  
G/L DATE..... 06/25/21 TAX EXPL CODE...  
TAX AMOUNT..... .00 TAX RATE/AREA...  
TAXABLE AMOUNT.... .00 SERV/TAX DATE... 09/25/21

PAYMENT SCHEDULE . . . .

PAY ITM	GROSS AMOUNT	DISCOUNT AVAILABLE	PAYMENT REMARK	DUE DATE
001	30,003.45	.00		06/10/21

JOURNAL ENTRIES . . . .

ACCOUNTING DISTRIBUTION	SUB W/O	T	AMOUNT	EXPLANATION 2
96977.5650			30,003.45	SKCEC Task 2 work

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 6/21/21

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

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

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

## INVOICE

Billed To:  
 Kitsap Public Facilities District  
 Michael Walton, Executive Director  
 9230 Bay Shore Drive NW  
 Suite 101  
 Silverdale, WA 98383

DATE: 6/10/2021  
 INVOICE #: INV00825  
 DUE DATE: 7/10/2021  
 TOTAL DUE: 30,003.45

CUSTOMER ACCOUNT # : 0131

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
C082-19 SK community event center KPFF thru 4/21	1.00	30,003.45	30,003.45
<b>TOTAL THIS INVOICE</b>			<b>30,003.45</b>

For questions, please call 360-876-7019

REMIT TO:

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

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

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

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



# INVOICE

**Bill to:**

Kitsap Public Facilities District3  
ATTN: Mike Walton  
9230 Bayshore Drive NW  
Suite 1010  
Silverdale, WA 98383

Document Date: 05/20/2021  
Reference Number:  
Customer ID: KPFD Notes Receivable  
Terms: Due on the 10<sup>th</sup> of the Month

DESCRIPTION	QUANTITY	RATE	PRICE
Joel Cohen Service Contract Inv#7018 Services 04/17-05/18/2021 10.8% Project Complete	1		\$69,653.55
<b>TOTAL</b>			<b>\$69,653.55</b>

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

**Salient points for June 2021:**

**Regional Projects:**

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

**KFEC:** Activity returning – soccer at Gordon and baseball at Lobe Fields. Pavilion is still a homeless shelter.

**KCC:** Although activity levels are low, bookings are increasing. They are booking significant new business for 2022 at this time.

**New Projects:**

All projects are proceeding, all are invoicing for contractor activity.

- PERC I have begun attending Steering Committee and Management committees, will add Shannon as necessary They will present Status Report at June meeting.

- POB/CNW – Phase 3 partial funding approved, new ILA was approved, project now proceeding ahead. First invoices for Phase 3 work received and are being approved/process. Payment process now worked out, first payment will be in Mar 2022.

-PGFHP - Attended Master Planning and Steering committee meetings and observed their process with 20+ contributors. First invoices received and processed.

**Other Organizations:**

**VKP:** New 2021 agreement being revised, on to the Board for approval. Website work proceeding, I am working on site map with Interlock Solutions for adding content, next preview at July meeting.

**Bonding & Funding:**

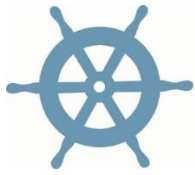
I have worked with Scot & Ryan of NWMA on projections of revenue/resources and planned expenditure alternatives for three projects plus POB allocated funding. They have data to present to the Board, probably at the July meeting.

**Director Certifications:**

COI statements received from most Directors, a few are left.

**General:**

- Zoom Seems to be working more smoothly, with John Morrissey as co-host, even for Exec. Session meetings.
- Process of upgrading network security complete. PC upgrade is progressing, and most activities are conducted on new PC. Will complete conversion of other s/w packages from old PC in June/July. Update of current website is only major function still performed on old PC.
- KPF website upgrade, to make it mobile friendly and add more document storage, is progressing well, with Chris Blair and staff, who built the first site 20 years ago
- Also wish to work with Patty to build KPF Community Reports structure.
  - o (Note – Patty left at end of April, may need to hire her as a consultant.)
- Continue documenting the more than 20 monthly, quarterly and annual processes than I perform to operate the KPF for the purpose of the transition to a new ED.



**KITSAP**  
CONFERENCE CENTER  
BREMERTON HARBORSIDE

To: Mayor Wheeler

CC: Mike Riley  
John Oppenheimer  
Brian Flaherty

From: Tiffany Schenk

Date: June 18, 2021

### **Month End Recap – for May 2021**

Kitsap Conference Center welcomed 20 events in the month of May totaling over \$48k in revenue. This was a welcomed change from previous months, and we look forward to the continued growth as we begin to recover from the pandemic.

#### **KCC Event Highlights**

May felt as if we were back in the swing of things. Events filled the building 19 out of the 31 days in the month. We hosted two weddings, both in the beautiful Fountain Park, government groups, a prom, a virtual conference and more. Both weddings sang praises to our team and loved their special day. The virtual convention has continued to embrace the hybrid model, returning month after month with great success for their non-profit Biopharmaceutical discussion group. The Scottish Rite Foundation, based in Kenmore, WA, was one of the largest events of the month, totaling nearly \$6k in revenue. All events continue in accordance with our Columbia Clean measures, and in compliance with state and county guidelines.

#### **Operations & Team Member Updates**

##### *Operations:*

Our operational team had a wonderful month. With events spanning most of the month, we kept them busy and on their toes! Jobs were posted such as banquet bartender, banquet server, cook II and operations manager. Some of these positions have surely been more difficult to recruit, however, we had wonderful overall success and will continue our recruiting efforts in the near-term months.

##### *Team Member Updates:*

Chef Kevin Swanson was put to the test in his dual role of Area Chef with the increased revenues at both city owned properties and did an outstanding job managing and executing all things culinary. Martin Connick joined the KCC team as a part-time leader of operations. Martin has worked for CHI for 4 years, holding many roles in

addition to leading sales and operations at the local Admiral Theatre. We are grateful for Martin to be joining our team in a leadership role.

## Sales

With no cancellations for the first month since the pandemic began, May was a month to celebrate! Eight tours were given in person. We received \$22,903.00 back in signed contracts. The contracts include a construction company who works with the U.S. Federal Government, a non-profit organization from Sequim who helps protect our low income and/or incapacitated adults without family, friends, or funds, two retail shows as well as room rentals from our friendly neighbors: Anthony's. Inquiries for future bookings have started to increase not only for the smaller events we have become accustomed to this past year, rather, large balls, galas, festivals, and meetings. The need to expand our sales and planning team is also something we will be focusing on over the next couple of months.

## Marketing

Kitsap Wine Festival marketing is being designed and published. This event has a long following and great outlook being an outdoor event; and environment most feel safe in. An FAQ page is being added to our current website, so clients are aware of our offerings and can have immediate questions answered by visiting our webpage.

## Looking Ahead

As clients continue to book future events, we will continue to see the interactions amongst these individuals and groups through a combination of virtual and face to face experiences. Guests have continued to show their excitement of being together in person as well, and we are starting to see these large corporate events and social gatherings looking to once again secure future dates.

## Financial Results

**Kitsap Conference Center  
Consolidated Income Statement  
For Period Ending 05/31/2021**

Current Month				Year to Date			
Actual	%	Budget	%	Actual	%	Budget	%
0	0.0%	7,165	9.2%	0	0.0%	13,085	9.5%
2,313	4.7%	1,009	1.3%	4,813	4.7%	2,119	1.5%
24,175	49.6%	39,600	51.1%	40,979	39.6%	67,125	48.6%
3,027	6.2%	6,248	8.1%	3,163	3.1%	9,694	7.0%
9,773	20.0%	13,875	17.9%	35,770	34.6%	21,175	15.3%
9,478	19.4%	9,667	12.5%	18,756	18.1%	24,856	18.0%
48,765	100.0%	77,563	100.0%	103,482	100.0%	138,054	100.0%
<b>GROSS REVENUE</b>				<b>GROSS REVENUE</b>			
<b>COSTS OF SALES</b>				<b>COSTS OF SALES</b>			
0	0.0%	2,612	8.2%	0	0.0%	11,672	19.1%
8,062	33.3%	9,306	23.5%	11,754	28.7%	15,774	23.5%
542	17.9%	1,300	20.8%	630	19.9%	2,017	20.8%
8,604	17.6%	13,218	17.0%	12,385	12.0%	29,463	21.3%
40,162	82.4%	64,345	83.0%	91,097	88.0%	108,590	78.7%
<b>TOTAL COST OF SALES</b>				<b>TOTAL COST OF SALES</b>			
<b>GROSS MARGIN</b>				<b>GROSS MARGIN</b>			
<b>DIRECT EXPENSES:</b>				<b>DIRECT EXPENSES:</b>			
2,463	5.1%	9,291	12.0%	3,364	3.3%	17,110	12.4%
1,155	2.4%	0	0.0%	1,155	1.1%	0	0.0%
11,180	22.9%	16,456	21.2%	23,956	23.2%	35,570	25.8%
4,634	9.5%	2,649	3.4%	8,432	8.1%	10,289	7.5%
19,432	39.8%	28,396	36.6%	36,907	35.7%	62,970	45.6%
<b>TOTAL DIRECT EXPENSES</b>				<b>TOTAL DIRECT EXPENSES</b>			
20,729	42.5%	35,949	46.3%	54,190	52.4%	45,621	33.0%
<b>DEPARTMENT PROFIT</b>				<b>DEPARTMENT PROFIT</b>			
<b>UNDISTRIBUTED OPERATING EXPENSES</b>				<b>UNDISTRIBUTED OPERATING EXPENSES</b>			
16,720	34.3%	14,828	19.1%	69,987	67.6%	72,187	52.3%
8,801	18.0%	11,681	15.1%	38,370	37.1%	59,236	42.9%
269	0.6%	960	1.2%	269	0.3%	3,950	2.9%
3,522	7.2%	5,145	6.6%	22,978	22.2%	22,220	16.1%
29,312	60.1%	32,614	42.0%	131,603	127.2%	157,593	114.2%
<b>TOTAL UNDISTRIBUTED OPERATING EXPENSES</b>				<b>TOTAL UNDISTRIBUTED OPERATING EXPENSES</b>			
(8,583)	-17.6%	3,335	4.3%	(77,413)	-74.8%	(111,972)	-81.1%
<b>INCOME BEFORE FIXED CHARGES</b>				<b>INCOME BEFORE FIXED CHARGES</b>			
<b>FIXED CHARGES</b>				<b>FIXED CHARGES</b>			
1,463	3.0%	2,327	3.0%	3,104	3.0%	4,142	3.0%
731	1.5%	1,163	1.5%	1,552	1.5%	2,071	1.5%
362	0.7%	410	0.5%	1,472	1.4%	2,050	1.5%
524	1.1%	451	0.6%	1,479	1.4%	2,255	1.6%
7,500	15.4%	7,500	9.7%	37,500	36.2%	37,500	27.2%
(157)	-0.3%	465	0.6%	(184)	-0.2%	828	0.6%
10,424	21.4%	12,317	15.9%	44,924	43.4%	48,846	35.4%
<b>TOTAL FIXED CHARGES</b>				<b>TOTAL FIXED CHARGES</b>			
67,772	139.0%	86,545	111.6%	225,819	218.2%	298,872	216.5%
<b>TOTAL OPERATING EXPENSES</b>				<b>TOTAL OPERATING EXPENSES</b>			
(19,006)	-39.0%	(8,982)	-11.6%	(122,337)	-118.2%	(160,818)	-116.5%
<b>NET OPERATING INCOME</b>				<b>NET OPERATING INCOME</b>			





**KITSAP COUNTY PARKS**

**EVENT CENTER REVENUE, YEAR TO DATE - May 31, 2021**

	2021 YTD	2020 YTD
<b>REVENUE BY SOURCE</b>		
BALLFIELD USAGE FEES	\$ 34,721.17	\$ 11,100
EQUIPMENT & VEHICLE RENTAL		\$ 11,252
SPACE & FACILITY RENTAL	\$ 44,777.35	\$ 48,360
<b>YEAR TO DATE REVENUE</b>	<b><u>\$ 79,499</u></b>	<b><u>\$ 70,711</u></b>

**FAIRGROUNDS & EVENT CENTER ACTIVITY FOR MAY**

**FACILITY RENTALS**

<b>Gordon 1</b>	Kitsap Alliance FC, Tracyton Soccer Club	13
<b>Gordon 2</b>	Tracyton Soccer Club	4
<b>Gordon Parking Lot</b>	Crooked Rooks Disk Golf	2
<b>Lobe 1</b>	NW Blaze BB Club, Kitsap Ospreys, Gateway Christian	11
<b>Lobe 4</b>	NW Blaze BB Club, Kitsap Ospreys, Slugger Baseball	15
Thunderbird Arena	Kitsap Public Works	5
		50

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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 January 1, 2021 through December 31, 2021*