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**Virtual Meeting of the Board of Directors \***  
**Monday, April 26, 2021**  
**Webinar ID – 851 0826 8672      Passcode – 244524**

**FINAL AGENDA**

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
  - A. Approval of previous Meeting Minutes – March 22, 2021
- 3. Public Comment** – “Raise Hand,” or Chat message, max. 3 minutes
- 4. Regional Project Update –**
  - A. PGFHP ILA Modification Approval - Brian
- 5. New Business**
  - A. Visit Kitsap – Update & Approve extension of Agreement
    - Introduce Beth Javens as new Executive Director
  - B. Demo of new Kitsap-PFD.org website – Patty Graf-Hoke
- 6. Financial Reports**
  - A. Monthly Reports – Tax revenue and monthly financials (Mar)
    - Explanation by Susan Veach, Accountability Plus
  - B. Blanket Voucher – KPFD expenses (\$7,602.73)
  - C. Project Voucher Approval
    - Pt Orchard SKCEC Invoice (\$20,628.28)
    - Poulsbo PERC Invoice (\$10,868.75)
- 7. Ongoing Business**
  - A. ED Activity Report (Apr)
  - B. Regional Facility Reports (Mar)
- 8. Executive Session**

**Meeting Adjourned**

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

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

Next Meeting: May 24, 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, March 22nd, 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 5:30 PM. His question for the Board was “with March Madness underway, what is your favorite sport?”
2. **Meeting Minutes:** The ED presented the Minutes of the February 22<sup>nd</sup> Regular Meeting and the March 10<sup>th</sup> Special Meeting.  
**John Morrissey moved to approve the February 22nd Regular Meeting Minutes as corrected via email and Erin Leedham seconded. The motion passed unanimously.**  
**Walt Draper moved to approve the March 10<sup>th</sup> Special Meeting Minutes as presented. It seconded by Pat Hatchel and passed unanimously.**
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **Regional Project Status Reports:**
  - A. **Poulsbo PERC Status Report – Karla Boughton & Dan Schoonmaker, City of Poulsbo**  
Karla made a PowerPoint presentation of the initial results of the community response process. Several services or features were high on the list – swimming pool, playing fields, walking trails and many more. Karla said the team was aware they could not supply everything for everybody and would have to make choices for a facility they could afford to build and manage effectively.
5. **Financial Reports:**
  - A. **Monthly Financials & Tax Rebate Summary** – the ED reported on results from February data. The KPFD received \$192.7K in tax rebate revenue, up 10.9% over 2019, and the highest ever received by the KPFD to date. The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$20.2K> in Expenses. The result was a Net to Cash of \$102.4K.  
The ED also briefly reviewed the monthly financial reports and noted that the expenses were higher in Feb because of multiple charges for the VKP recurring payments that restart every Jan-Feb.
  - B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher in the amount of \$4,646.01 for expenses from Feb to be paid.  
**Phil Havers moved to approve the Blanket Voucher in the amount of \$4,646.01. It was seconded by John Morrissey and passed unanimously.**
  - C. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher for \$9,410.81, an invoice from the PERC project for Feb invoices,  
**Erin Leedham made a motion to approve the Project Blanket Voucher in the amount of \$9,410.81. It was seconded by Phil Havers and passed unanimously.**

**Note: The ED uses the Digital Signatures of the Directors on the Blanket Voucher approval form 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.**

**6. New Business**

- A. **Search for new Executive Director** – Board Chair indicated that this effort was delayed because that enlisting the assistance of the County HR dept. in the process of selecting a search firm would require an ILA and that was going to take some time for the respective attorneys to set up. This topic was also going to be discussed in the Executive Session.

**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** – Some activity at both current Regional Centers with better prospects for the future. The Chair asked the Directors them to read them at their leisure.

**8. Executive Session – the Board entered Executive Session at 6:15 pm, planning to return in 30 minutes.**

- A. **The Chair exited the Session briefly to state that they would take additional 15 min.**
- B. **The Board exited Executive Session at 7:05 pm**

**With no action items pending, the Meeting was adjourned at 7:07 pm.**

**Next Regular Meeting of the Board, April 26th, 2021 at 5:30 pm**

**Topics:           General Business; Port Orchard (SKCEC) Progress Report**

**NOTE: This is planned as another Zoom webinar. There may be other location or format changes at each of the regular meeting dates in 2021. Please check the website for updates.**

**FIRST AMENDMENT TO REGIONAL CENTER INTERLOCAL AGREEMENT**  
**Between the Kitsap Public Facilities District and Kitsap County**

This **FIRST AMENDMENT TO REGIONAL CENTER INTERLOCAL AGREEMENT** (the “Agreement”) is made pursuant to chapter 39.34 RCW between Kitsap County, a political subdivision of the State of Washington operating under Chapter 36 RCW (“County”), and the Kitsap Public Facilities District, a Washington special purpose district operating under RCW 36.100 (the “District”).

**WHEREAS**, pursuant to RCW 36.100.030(1) and RCW 35.57.20, 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 public agencies to operate such facilities. For purposes of this Agreement, “regional center” means special event center and recreation, convention and conference 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 of seven (7) applications for new regional centers and has initially determined to proceed with further review for possible funding with several applicants.

**WHEREAS**, the District anticipates collaborating with the County on the development of the Port Gamble Heritage Park (the “Project”), where the District’s primary role would be to provide funding to create public benefits for Kitsap County. The Project will include, as primary features, a mountain bike ride park, the regional Sound to Olympics Trail, parking areas, bathrooms and other park and trail amenities and a Master Plan assessing opportunities for economic development further leveraging the Park’s assets.

**WHEREAS**, the District has not committed to an amount or timing of funding, but desires to work collaboratively with the County in furtherance of the development of the Project.

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

**WHEREAS**, The County and the District have previously entered into that certain Regional Center Interlocal Agreement dated January 22, 2020 and now desire to mutually amend that Agreement to better reflect appropriate timelines.

**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 County and District to collaborate on the feasibility of the Project utilizing County property and funds in part and District funds in part. The County project is more fully described in Exhibit A (Project Summary/Description).

2. **County Funding Request.** The County has requested funding in the amount of \$1,697,556 for the following purposes: developing a master plan/feasibility study, constructing a mountain bike ride park, completing design and permitting of the Sound to Olympics Trail and installing parking, bathrooms and other amenities related to the ride park and STO Trail. A full schedule and cost estimates for the County's funding request for years 2019 through 2022 appear in Exhibit B. Any funding considerations for years 2023 and beyond will require an amendment to this Agreement

3. **County Obligations.** The County shall serve as the administrator for the Project and undertake the following tasks (the "Agreement Tasks"), as set forth in Exhibit "B" for years 2019 through 2022. Any County obligations for years 2022 and beyond will require an amendment to this Agreement. In addition, the County shall undertake the following tasks:

3.1 **Contract Administration.** The County 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 law or regulation.

3.2 **Reporting.** The County shall regularly (not less than monthly) report to the District the progress of the County's obligations under this Agreement.

3.3 **Recognition.** The County 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 Exhibit "B" in an amount not to exceed \$1,697,556 for years 2019 through 2022. Any District obligations for funding in years 2022 and beyond will require an amendment to this Agreement.

5. **Process for Payment.**

5.1 **Establish Account.** The County shall establish an account, separate from any other County account to hold the funds deposited by the District for the purposes of this Agreement. Funds from the District shall not be commingled with other general accounts of the County.

5.2 **Advance Deposits.** The District may, but is not required to, pre-pay the County for each of the Agreement Tasks and subtasks, where applicable, before the County 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 County may not reimburse itself for any of its expenses from the funds on deposit.

5.4 Release of Funds. The County 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 County 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 County will promptly inform the District if any of the consultants inform the County that the consultant/service provider is proposing an increase in a contract sum. The District shall, in its sole discretion, determine if the District's contribution to the contract sum should be increased.

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

5.7 Final Accounting. Within thirty days of the completion of the Assignment Tasks, the County shall provide a final written accounting of the District funds.

5.8 Property. All real or personal property acquired, used or held in connection with the Project shall be owned solely by the County except as provided in Section 5.6 of this Agreement.

6. No Continuing Obligation. Although the parties contemplate development of the Project will be phased, consisting of five stages described in Exhibit A, nothing in this Agreement should be construed or interpreted as a commitment by the District to fund beyond the Cost Estimate appearing in Exhibit B for years 2019-2022.

7. Notice and Project Coordinators. The following individuals are the Project Coordinators and official contacts for County and the District. Any notice, request, approval, direction, invoice, statement, or other communication which may, or are required to be given if hand delivered, send 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 County:

Eric Baker  
Policy Manager  
Kitsap County  
614 Division Street MS-4  
Port Orchard, WA 98366  
Phone: 360-337-4495  
Email: [ebaker@co.kitsap.wa.us](mailto:ebaker@co.kitsap.wa.us)

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](mailto: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 agreement. 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 may otherwise be stated herein, the term of this Agreement shall commence upon execution by both parties and shall continue until December 31, 2022. This Agreement shall be reasonably extended by the parties as may be necessary to complete the Assignment Tasks, as the parties otherwise agree.
  - 10.1 **Early Termination – Nonpayment.** Notwithstanding the foregoing, this Agreement is contingent upon funding from the District. In the event that the District's expected funding payable to County hereunder is withdrawn, reduced, limited, or not received after the effective date of this Agreement, this Agreement may be terminated by County by delivering thirty (30) days written notice to the District. The termination notice shall specify the date on which the Agreement shall terminate.
  - 10.2 **District Early Termination.** The District may terminate this Agreement at any time by delivering thirty (30) days written notice to County, subject to the payment obligations set forth in Section 5.6 of this Agreement; i.e., pay for all work performed or in progress at the time of the notice.
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 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 County 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 County and the District have executed this Agreement as of the date last written below.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021.

**KITSAP PUBLIC FACILITIES DISTRICT**

**BOARD OF COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

\_\_\_\_\_  
Daron Jagodzinske, Chair

\_\_\_\_\_  
Charlotte Garrido, Chair

ATTEST:

\_\_\_\_\_  
Rob Gelder, Commissioner

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Brian E. Lawler  
District Legal Counsel

\_\_\_\_\_  
Dana Daniels, Clerk of the Board



**EXHIBIT "A"**

PROJECT SUMMARY/DESCRIPTION

**EXHIBIT "B"**

COUNTY AGREEMENT TASKS  
(With budgets and timing schedule)

## **EXHIBIT A-1 – PROJECT SUMMARY AND DESCRIPTION**

### **PORT GAMBLE RIDE PARK**

The over 160-acre Ride Park, acquired in 2017, is proposed as an active-recreation facility for multiple generations with a variety of mountain biking skill levels. Patterned after the Duthie Hills Bike Park in Issaquah, it will include over 10 miles of new trails serving different interests as well as a skills course for mountain bike training and introduction for beginning riders. The skills course will feature obstacles, a pump track and other challenges not found in Kitsap County. Access to the Park via Port Gamble as well as the Sound to Olympic Trail will be provided as well as bathroom and parking facilities.

Design and development will be in close coordination with the Evergreen Mountain Bike Alliance whose expertise and volunteer capabilities are foremost in the region.



This Ride Park, coupled with the existing 60 miles of trails in the Port Gamble Heritage Forest Park, will be a leading regional destination for mountain biking day use and competitions.



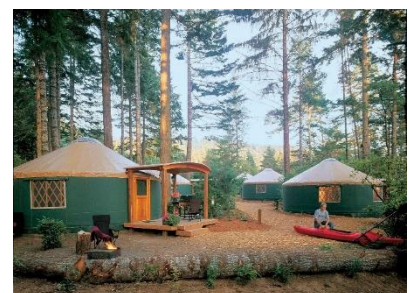
### **SOUND TO OLYMPICS TRAIL**

The Sound to Olympics (STO) Trail is the missing regional connection in a statewide trail from Idaho to the Pacific Ocean. This 10 to 14-foot, two-lane paved trail, will connect the Discovery Trail on the Olympic Peninsula with the eastside of Puget Sound through Kingston and Bainbridge Island.

Just this Fall, the STO was designated as the final route for the national Great American Rail Trail, which once constructed, will bring residents from around the region and nation to our community.



The diagram illustrates the cross-section of a shared-use path. It shows two cyclists riding on a path that is 10'-14" (3.0-4.2 m) wide. The path is bordered by a 2 ft (0.6 m) shoulder on the left and a 2 ft (0.6 m) shoulder on the right. A post-mounted sign or other traffic control device is located on the right shoulder, with a height of not less than 4 ft (1.2 m) and a clearance of not less than 2 ft (0.6 m) from the path edge. The edge of the shared-use path is indicated by a dashed line.



Below is a summary of project stages. Stage 1 and 2 are included in the current ILA. See Exhibit B for a full schedule and cost estimates.



## **STAGE 1 (2010 - OCT 2019)**

### **Land Acquisition**

Ride Park, STO Trail Corridor and Open Space

Completed

*\$11,000,000*



## **STAGE 2 (NOV 2019 – DEC 2022)**

### **Ride Park**

Design, permitting and construction of trails, training area, bathrooms, parking and access.

*\$1,585,700*



### **Sound to Olympics Trail – Final Design & Permitting**

Design and permitting of Trail Segments A, B and D

*\$504,481*

Design, permitting and construction of Stottlemeyer parking area

*\$220,000*

### **Master Plan**

Development and completion

*\$375,375*





# EXHIBIT B - PORT GAMBLE PROJECT - COST ESTIMATES AND SCHEDULE

[illegible]





**2021 AGREEMENT BETWEEN  
KITSAP PUBLIC FACILITIES DISTRICT AND VISIT KITSAP PENINSULA**

THIS AGREEMENT is effective as of January 1, 2021 between the Kitsap Public Facilities District (“KPFDD”), a municipal corporation duly organized and existing under the laws of the State of Washington, and Visit Kitsap Peninsula, a 501(c)(6) non-profit corporation.

**RECITALS**

WHEREAS, the Kitsap County Commissioners established the KPFDD pursuant to Chapter 36.100 RCW to perform any function or combination of functions authorized by that Chapter; and

WHEREAS, the KPFDD is authorized by RCW 36.100.030 to acquire, construct, own, remodel, maintain, equip, re-equip, repair, and operate “regional centers” as defined in RCW 35.57.020; and

WHEREAS, the KPFDD and the City of Bremerton have entered into certain Interlocal Agreements regarding the Kitsap Regional Conference Center;

WHEREAS, the KPFDD and Kitsap County have entered into certain Interlocal Agreements regarding the Kitsap Special Events Center;

WHEREAS, the KPFDD and the City of Port Orchard have entered into certain Interlocal Agreements regarding the South Kitsap Community and Events Center (SKCEC);

WHEREAS, the KPFDD and the City of Poulsbo have entered into certain Interlocal Agreements regarding the Poulsbo Event and Recreation center (PERC);

WHEREAS, the KPFDD, and Kitsap County, have entered into certain Interlocal Agreements regarding the Port Gamble Forest Heritage Park (PGFHP);

WHEREAS, from time to time, the KPFDD may approve other projects as regional centers;

WHEREAS, the KPFDD obtains sales and use taxes collected under RCW 82.14.390 to support the Kitsap Conference Center, Kitsap Fairgrounds and Events Center, and North Kitsap Regional Events Center (collectively the “the three regional centers”, and other projects that meet the definition of regional centers; and

WHEREAS, RCW 36.100.160 provides in part that a public facility district may authorize the expenditure of funds for the public purposes of preparing and distributing



information to the general public and promoting, advertising, improving, developing, operating, and maintaining authorized facilities; and

WHEREAS, the VKP can provide services to the KPFD of the type authorized by RCW 36.100.160; and

WHEREAS, the VKP has made a proposal to perform such work;

NOW, THEREFORE, in consideration of the mutual covenants herein after contained, the parties agree as follows:

## **AGREEMENT**

### **1. General Description of Work.**

During 2021, the VKP shall, from time to time, furnish all services, labor, and related equipment (collectively “the Work”) necessary to prepare and distribute information to the general public regarding the three current regional centers and to promote and advertise the three regional centers, as well as other new projects approved by the Board of Directors, and activities of *EventFund* recipients. The Work shall consist of the following services, which are more fully described as the “2021 Marketing Support Proposal” attached hereto as Exhibit A:

- A. Marketing assessment and consulting services to *EventFund* recipients;
- B. Promotional support for events scheduled at KPFD funded facilities; and
- C. Promotion of the KPFD – Event Facilities Database;
- D. Assist with coordination to update KPFD website – [www.kitsap-pfd.org](http://www.kitsap-pfd.org).

### **2. Timing for Beginning Work and Completion.**

The VKP shall begin work under the terms of this Agreement as of January 1, 2021 KPFD and shall be completed by December 31, 2021, unless terminated earlier.

### **3. Compensation for Work.**

The KPFD shall compensate the VKP at the rate of up to Two Thousand Dollars (\$2000) per month, up to a total maximum of Twenty-Four Thousand Dollars (\$24,000.00), for the Work provided under this Agreement. Payments will be based on monthly invoices submitted to KPFD by the VKP for work performed and recurring payments set up with the County auditor’s office.

### **4. Reporting Requirement.**

The VKP shall prepare a quarterly written report to the KPFD detailing its actions and activities constituting performance under this Agreement for the prior quarter and a report on its expected activities for the upcoming quarter, which report shall be submitted

at the time of the monthly invoice for Work performed the prior quarter. Back-up documentation shall be provided where appropriate and as requested by the KPFD. A representative of the VKP may appear before the KPFD Board from time to time, as requested for purposes of further reporting.

**5. Independent Contractor.**

Any and all employees, contractors, or other agents of the VKP who are engaged in the performance of any work or services required of the VKP under this Agreement shall be employees or subcontractors of the VKP only and not of the KPFD ("VKP Personnel"). VKP shall maintain control over the manner and performance of all work to be performed by VKP Personnel under this Agreement. VKP shall be responsible for, and shall defend and indemnify KPFD against any and all claims that may or might arise out of or which are related to the work performed by VKP Personnel, including any claims by a VKP Personnel for injuries or damages sustained while performing work under this Agreement, including any Worker's Compensation Act claim, wage, or other claims.

**6. Hold Harmless.**

The VKP shall defend, indemnify, and hold the KPFD, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits of any kind whatsoever, including attorney fees, arising out of or in connection with the services provided under this the Agreement, except for injuries and damages caused by the sole negligence of the KPFD.

**7. Warranty.**

The professional services will be furnished in accordance with the care and skill ordinarily used by members of the same profession as VKP practicing under similar conditions at the same time and in Western Washington.

**8. Termination, Suspension, or Abandonment.**

A. Either the VKP or the KPFD may terminate this Agreement after giving no less than thirty (30) days' written notice if the other party substantially fails to perform in accordance with the terms of this Agreement. Failure of the KPFD to make payments to the VKP in accordance with this Agreement shall be considered substantial nonperformance and is sufficient cause for the VKP to either suspend or terminate services. Failure of the VKP to perform in a timely manner in accordance with this Agreement and any Work projects thereunder shall be considered substantial nonperformance and is sufficient cause for the KPFD to either suspend or terminate the Agreement. In the event of termination, suspension, or abandonment of any approved project by the KPFD without sufficient cause, the VKP shall be equitably compensated for services performed up to the date of the termination, suspension, or abandonment.

B. The parties agree to modify, adjust, or suspend the scope of work (Section 1), the timing of Work (Section 2), the compensation due (Section 3), and/or the reporting requirements (Section 4) of this Agreement in the event of unusual or extraordinary circumstances (e.g., a pandemic).

**9. Dispute Resolution.**

In the event of a dispute, the KPFD and the VKP agree to negotiate in good faith for a period of thirty (30) days from the date of notice of any dispute between them prior to exercising their rights under this Agreement, or under the law.

Any dispute between the KPFD and the VKP not resolved by negotiation between the parties shall first be subject to mediation pursuant to RCW 7.07 and if the parties are unable to reach a mediated resolution, then the dispute shall be arbitrated under the provisions of RCW 7.04A.

**10. Equal Opportunity Agreement.**

The VKP agreed that it will not discriminate against any employee or job applicants for work on this Agreement for reasons of race, sex, nationality, or religious creed.

**11. Non-Transferable.**

This Agreement may not be assigned or transferred to a third party by either signatory without the consent of the other principal party.

**12. Compliance with Laws.**

The Parties shall comply with all federal, state, and local rules, laws, and regulations in the performance of this Agreement.

**13. Governing Law; Venue.**

This Agreement is governed by and shall be construed in accordance with the substantive laws of the State of Washington and shall be liberally construed so as to carry out the purposes hereof. Except as otherwise required by applicable law, any action to enforce the dispute resolution provisions of this Agreement shall be brought in the Superior Court of the State of Washington in and for Kitsap County.

**15. Notices.**

All notices and other written communications required by this Agreement shall be in writing and, except as expressly provided elsewhere in this Agreement, shall be deemed to have been given at the time of delivery if personally delivered, or at the time of mailing if mailed by first class, postage pre-paid and addressed to the party at its

address as stated below or at such address as any party may designate at any time in writing.

To KPFD: Daron Jagodzinske, Board Chair  
Kitsap Public Facilities District  
9230 Bay Shore Dr NW, Suite 101  
Silverdale, WA 98383

And

Mike Walton, Executive Director  
Kitsap Public Facilities District  
9230 Bay Shore Dr NW, Suite 101  
Silverdale, WA 98383  
Fax: 360-698-6043

To VKP: Patty Graf-Hoke, Director  
Visit Kitsap Peninsula  
9230 Bay Shore Dr NW, Suite 101  
Silverdale, WA 98383

**Notice may also be provided by facsimile transmission, subject to verification of transmission and receipt. Notice may not be given by email.**

**16. Benefits.**

This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons.

**17. Option to Renew.** The KPFD may, at its option, choose to renew this Agreement for calendar year 2022 on the same financial and business terms and for the same Scope of work, updated for 2022, by providing written notice to the VKP not later than November 15, 2021, which notice shall be based on KPFD Board approval of the exercise of the option to renew.

**18. Complete Agreement.**

This Agreement represents the entire Agreement between the parties hereto concerning the subject matter hereof. This Agreement may not be amended except as provided herein.

IN WITNESS, WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

KITSAP PUBLIC FACILITIES DISTRICT

By:   
Its: Executive Director

VISIT KITSAP PENINSULA

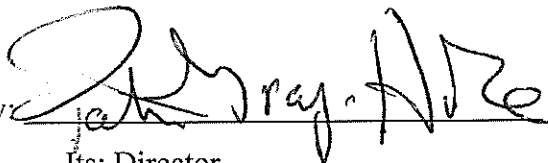
By:   
Its: Director

EXHIBIT A:

Marketing Support/Community Outreach Proposal  
2021 KPFD Marketing Support Proposal

## 2021 Marketing Support Proposal - Kitsap Public Facilities District

Submitted October 23, 2020

**Project:** 12-Month Marketing/Sales Support for KPFD Funded Projects

**Time Period:** January 1 - December 31, 2021

**Funding Request:** \$24,000/\$2,000 per month

### Proposal Overview & Objectives:

Visit Kitsap Peninsula is requesting \$24,000 for 2020 to provide year-round marketing, promotion, media, sales, and community outreach services to directly support Kitsap Public Facility District funded facilities from January 1, to December 31, 2021. Current facilities include the Kitsap Conference Center, Kitsap County Fairgrounds, Kitsap Sun Pavilion, ballfields, and/or other facilities and projects as identified by the Kitsap Public Facilities District (KPFD).

Primary objectives include maintaining awareness of facility services that need on-going marketing support especially during Covid-19 pandemic as allowed by state and local health and safety guidelines. During the shutdown, the VKP continues to provide KPFD funded facilities with year-round visibility to prospective event planners via VKP internal and external professional marketing infrastructure, resources, and tools. Thanks to the continued financial support from the KPFD Board of Directors, the VKP is positioned as the best local marketing resource with the skills necessary to immediately ramp-up marketing programs that will be required to re-start Kitsap's hospitality and tourism sectors.

### Primary Marketing & Sales Services:

KPFD funds will be used to provide the following services to KPFD funded facilities 365-days using a wide range of internal and external resources and media promotion tools.

- The VKP will continue to feature the Kitsap Conference Center and Kitsap County Fairground venues and ballfields in print materials including the VKP Visitor Guide distributed throughout the Puget Sound and to event planning prospects.
- Feature the Kitsap Conference Center and Kitsap County Fairground facilities in the VKP Wedding Guide and provide sponsorship and paid marketing/media support to events that promote use of those venues; the Kitsap Wedding Show, South Wedding Show, and other print and digital media as available.
- VKP staff will provide professional level marketing consulting services to staff at the Kitsap Conference Center and Kitsap County Fairgrounds, to KPFD Event Fund recipients as needed to aid in the marketing/success of those events.
- VKP staff will continue to research, write, post, and update information about events for KPFD funded facilities and sponsored events on the VKP website, digital and social media platforms, collateral materials, and media vehicles when available and as funding permits.
- The VKP staff will work with leadership and staff at the Kitsap Conference Center and Kitsap County Parks regarding current and future plans to accommodate Covid-19 guidelines to identify marketing/sales opportunities to increase awareness about venue spaces and event management services especially among professional event/meeting planners.
- KPFD funded facilities are prominently featured throughout the VKP website on several pages including: Plan Your Event, Venue Search, dedicated Wedding Planning and Business Meeting Planning pages, Family/Reunion, and Special Event pages, Plan Your Event, and Event Services pages. The VKP also provides free membership listings to all event venues, event planning services, lodging establishments, as well as an easy to use RFP Request Form that VKP uses to send referral to the Kitsap Conference Center and Kitsap County Parks Dept.
- The VKP will provide professional guidance as needed in the development of the new KPFD website which includes providing content, existing photography, and text to help demonstrate the contribution of KPFD funded facilities to Kitsap's tourism/hospitality sector and larger retail economy.

## 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	FY 2015		%	FY 2016		%	FY 2017		%	FY 2018		%	FY 2019		%	FY 2020		%	FY 2021		%	
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%			
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%			
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%	\$	496,246.05	
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		\$	165,415.35	
17																						
18	NOTE: These sales tax rebate numbers show for the month												Jan-21		\$\$		Comment					
19	money is received from the State Treasurer's Office.												Income		\$		up 9.5% vs. 2020!					
20	County receives rebate two months after tax paid,												- Debt Service		(\$69,873)							
21	i.e. Cnty/PFD March receipt reflects January sales tax revenue												Net		\$74,866							
22													- Expenses		(\$14,005)							
23													Net to Cash		\$60,861							
24																						



Kitsap Public Facilities District  
Profit Loss Fund 968 Budget Performance

March 2021 Operating Fund 968 Budget Performance	Mar 21	Budget	Jan - Mar 21	YTD Budget	Annual Budget	Balance in Annual Budget
Ordinary Income/Expense						
Income						
968 Rev - PFD Operations Fund						
96968I - PFD Operations Fund						
9684970 - Operating Transfers In	0.00	19,750.00	180,000.00	59,250.00	237,000.00	57,000.00
Total 96968I - PFD Operations Fund	0.00	19,750.00	180,000.00	59,250.00	237,000.00	57,000.00
Total 968 Rev - PFD Operations Fund	0.00	19,750.00	180,000.00	59,250.00	237,000.00	57,000.00
<b>Total Income</b>	<b>0.00</b>	<b>19,750.00</b>	<b>180,000.00</b>	<b>59,250.00</b>	<b>237,000.00</b>	<b>57,000.00</b>
Expense						
968 Exp - PFD Operations Fnd						
96968E - PFD Operations Fnd						
5101 - Regular Salaries	3,854.00	4,979.17	11,562.00	14,937.47	59,750.00	48,188.00
5102 - Overtime Pay	1,189.58	833.33	2,834.98	2,500.03	10,000.00	7,165.02
5190 - Miscellaneous Pay	631.00	483.33	1,893.00	1,450.03	5,800.00	3,907.00
5201 - Industrial Insurance	0.00	305.33	67.30	916.03	3,664.00	3,596.70
5202 - Social Security	434.11	444.67	1,246.18	1,333.97	5,336.00	4,089.82
5311 - Office/Operating Supplies	65.69	83.33	71.84	250.03	1,000.00	928.16
5351 - Equipment/Office Furnishings	0.00	83.33	572.23	250.03	1,000.00	427.77
5411 - Accounting & Auditing	0.00	333.33	1,080.00	1,000.03	4,000.00	2,920.00
5415 - Consulting Services						
5415 a - Construction Consulting	0.00	1,250.00	0.00	3,750.00	15,000.00	15,000.00
Total 5415 - Consulting Services	0.00	1,250.00	0.00	3,750.00	15,000.00	15,000.00
5416 - Special Legal Services	2,887.50	2,083.33	9,288.00	6,250.03	25,000.00	15,712.00
5417 - Bonding/Financing	0.00	1,250.00	0.00	3,750.00	15,000.00	15,000.00
5419 - Other Prof Svcs - Reg Ctr Mktg						
5419 a - Professional Services	2,000.00	2,000.00	8,098.03	6,000.00	24,000.00	15,901.97
5419 b - Recording	420.00	416.67	945.00	1,249.97	5,000.00	4,055.00
Total 5419 - Other Prof Svcs - Reg Ctr Mktg	2,420.00	2,416.67	9,043.03	7,249.97	29,000.00	19,956.97
5420 - Website	0.00	250.00	0.00	750.00	3,000.00	3,000.00
5421 - Telephone	260.90	208.33	756.66	625.03	2,500.00	1,743.34
5425 - Postage	0.00	4.17	0.00	12.47	50.00	50.00
5431 - Mileage	0.00	83.33	0.00	250.03	1,000.00	1,000.00
5432 - Travel	0.00	83.33	0.00	250.03	1,000.00	1,000.00
5438 - Board Mileage/Airfare	0.00	33.33	0.00	100.03	400.00	400.00
5441 - Advertising	795.00	500.00	795.00	1,500.00	6,000.00	5,205.00
5451 - Operating Rental/Leases						
5451 a - Printing/ Copying	0.00	20.83	0.00	62.53	250.00	250.00
5451 b - Rental-Office Space	1,250.00	1,200.00	5,000.00	3,600.00	14,400.00	9,400.00
Total 5451 - Operating Rental/Leases	1,250.00	1,220.83	5,000.00	3,662.53	14,650.00	9,650.00
5461 - Gen/Auto/E&O Insurance	0.00	333.33	0.00	1,000.03	4,000.00	4,000.00
5492 - Dues/Subscriptions/Memberships	0.00	166.67	0.00	499.97	2,000.00	2,000.00
5497 - Registration & Tuition						
5497 a - Board Devel/Train Regist/Fees	0.00	50.00	0.00	150.00	600.00	600.00
5497 b - Staff Devel/Train Rester/Fees	216.92	25.00	375.86	75.00	300.00	-75.86
Total 5497 - Registration & Tuition	216.92	75.00	375.86	225.00	900.00	524.14
5499 - Other						
5499 a - Events Support/Seed Money	0.00	1,666.67	0.00	4,999.97	20,000.00	20,000.00
5499 b - Rental-Meeting Space	0.00	166.67	0.00	499.97	2,000.00	2,000.00
5499 c - Other	0.00	41.67	0.00	124.97	500.00	500.00
5499 d - Governance-Board of Dir Related	0.00	333.33	0.00	1,000.03	4,000.00	4,000.00
Total 5499 - Other	0.00	2,208.34	0.00	6,624.94	26,500.00	26,500.00
Total 96968E - PFD Operations Fnd	14,004.70	19,712.48	44,586.08	59,137.68	236,550.00	191,963.92
Total 968 Exp - PFD Operations Fnd	14,004.70	19,712.48	44,586.08	59,137.68	236,550.00	191,963.92
<b>Total Expense</b>	<b>14,004.70</b>	<b>19,712.48</b>	<b>44,586.08</b>	<b>59,137.68</b>	<b>236,550.00</b>	<b>191,963.92</b>
Net Ordinary Income	-14,004.70	37.52	135,413.92	112.32	450.00	
<b>Net Income</b>	<b>-14,004.70</b>	<b>37.52</b>	<b>135,413.92</b>	<b>112.32</b>	<b>450.00</b>	
968 Liabilities - Net change in Liabilities			\$	15,404.52		
<b>968 Ending Cash Balance (Balances with Balance sheet)</b>			<b>\$</b>	<b>150,818.44</b>		

**Kitsap Public Facilities District**  
**Statement of Financial Position by Fund - Summary**  
**As of March 31, 2021**

March 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	5,033,339.05	0.00	0.00	5,033,339.05
968 · Fund 96-968 KPFD Operations Fnd	0.00	150,818.44	0.00	150,818.44
977 · Fund 96-977 KPFD Holding Fund	0.00	0.00	3,519,027.27	3,519,027.27
Total Checking/Savings	5,033,339.05	150,818.44	3,519,027.27	8,703,184.76
Total Current Assets	5,033,339.05	150,818.44	3,519,027.27	8,703,184.76
<b>TOTAL ASSETS</b>	<b>5,033,339.05</b>	<b>150,818.44</b>	<b>3,519,027.27</b>	<b>8,703,184.76</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities	0.00	15,404.52	0.00	15,404.52
977-L · PFD Regional Center Liabilities	0.00	0.00	-883,809.89	-883,809.89
Total Other Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
Total Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
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
<b>Total Liabilities</b>	<b>250,000.00</b>	<b>15,404.52</b>	<b>3,616,190.11</b>	<b>3,881,594.63</b>
Equity				
286 FB · LTGO Bond Fund Balance/RE	4,573,453.73	0.00	0.00	4,573,453.73
Revenue	209,885.32	180,000.00	499,013.39	888,898.71
Expenses	0.00	-44,586.08	-596,176.23	-640,762.31
<b>Total Equity</b>	<b>4,783,339.05</b>	<b>135,413.92</b>	<b>-97,162.84</b>	<b>4,821,590.13</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,033,339.05</b>	<b>150,818.44</b>	<b>3,519,027.27</b>	<b>8,703,184.76</b>
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
2021 Revenue	\$ 209,885.32	\$ 180,000.00	\$ 499,013.39	\$ 888,898.71
2021 Expenses	\$ -	\$ (44,586.08)	\$ (596,176.23)	\$ (640,762.31)
2021 Increased/(Decreased) Liabilities	\$ -	\$ -	\$ -	\$ -
Current Ending Balance	\$ 5,033,339.05	\$ 150,818.44	\$ 3,519,027.27	\$ 8,703,184.76
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

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

March 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
Ordinary Income/Expense				
Income				
286 Rev - LTGO Bond Fund 2002B-PFD	209,885.32	0.00	0.00	209,885.32
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	499,013.39	499,013.39
<b>Total Income</b>	<b>209,885.32</b>	<b>180,000.00</b>	<b>499,013.39</b>	<b>888,898.71</b>
Expense				
968 Exp - PFD Operations Fnd	0.00	44,586.08	0.00	44,586.08
977 Exp - PFD Regional Cntr Capital	0.00	0.00	596,176.23	596,176.23
<b>Total Expense</b>	<b>0.00</b>	<b>44,586.08</b>	<b>596,176.23</b>	<b>640,762.31</b>
Net Ordinary Income	209,885.32	135,413.92	-97,162.84	248,136.40
<b>Net Income</b>	<b>209,885.32</b>	<b>135,413.92</b>	<b>-97,162.84</b>	<b>248,136.40</b>
Beg Cash +/- Net Income	\$ 5,033,339.05	\$ 150,818.44	\$ 3,519,027.27	\$ 8,703,184.76
Net Change in Liabilities	\$ -	\$ -	\$ -	\$ -
<b>March 31, 2021 Ending Cash Balance</b>	<b>\$ 5,033,339.05</b>	<b>\$ 150,818.44</b>	<b>\$ 3,519,027.27</b>	<b>\$ 8,703,184.76</b>

**Kitsap Public Facilities District**  
**Statement of Financial Position by Fund - Detail**  
As of March 31, 2021

March 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	279,493.76	0.00	0.00	279,493.76
2861181 - Beginning Investment	253,580.29	0.00	0.00	253,580.29
2861182 - Investments Purchased	265.00	0.00	0.00	265.00
2861630 - Notes/Contracts Receivable	4,500,000.00	0.00	0.00	4,500,000.00
Total 286 - LTGO Bond Fund 2002A-PFD	5,033,339.05	0.00	0.00	5,033,339.05
968 - Fund 96-968 KPFD Operations Fnd				
9681111 - 00998 Post Interco ITC Ac	0.00	150,818.44	0.00	150,818.44
Total 968 - Fund 96-968 KPFD Operations Fnd	0.00	150,818.44	0.00	150,818.44
977 - Fund 96-977 KPFD Holding Fund				
9771111 - 00998 Post Interco ITC Ac	0.00	0.00	618,353.35	618,353.35
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	1,850,206.68	1,850,206.68
Total 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	2,767.24	2,767.24
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	3,519,027.27	3,519,027.27
Total Checking/Savings	5,033,339.05	150,818.44	3,519,027.27	8,703,184.76
Total Current Assets	5,033,339.05	150,818.44	3,519,027.27	8,703,184.76
<b>TOTAL ASSETS</b>	<b>5,033,339.05</b>	<b>150,818.44</b>	<b>3,519,027.27</b>	<b>8,703,184.76</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L - 968 PFD Operations Liabilities				
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	15,404.52	0.00	15,404.52
977-L - PFD Regional Center Liabilities				
9772370 - Custodial Accounts	0.00	0.00	-883,809.89	-883,809.89
Total 977-L - PFD Regional Center Liabilities	0.00	0.00	-883,809.89	-883,809.89
Total Other Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
Total Current Liabilities	0.00	15,404.52	-883,809.89	-868,405.37
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
<b>Total Liabilities</b>	<b>250,000.00</b>	<b>15,404.52</b>	<b>3,616,190.11</b>	<b>3,881,594.63</b>
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	209,885.32	135,413.92	-97,162.84	248,136.40
<b>Total Equity</b>	<b>4,783,339.05</b>	<b>135,413.92</b>	<b>-97,162.84</b>	<b>4,821,590.13</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,033,339.05</b>	<b>150,818.44</b>	<b>3,519,027.27</b>	<b>8,703,184.76</b>

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

March 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPFD Operations Fund	KPFD Holding Fund	
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
Ordinary Income/Expense				
Income				
286 Rev - LTGO Bond Fund 2002B-PFD				
28611 - LTGO Bond Fund 2002A PFD				
2863610 - Interest Earnings				
28611 - Investment Interest	265.00	0.00	0.00	265.00
Total 2863610 - Interest Earnings	265.00	0.00	0.00	265.00
3380 - Intergovernmental Service				
90 - Other Intergovt Services	209,620.32	0.00	0.00	209,620.32
Total 3380 - Intergovernmental Service	209,620.32	0.00	0.00	209,620.32
Total 28611 - LTGO Bond Fund 2002A PFD	209,885.32	0.00	0.00	209,885.32
Total 286 Rev - LTGO Bond Fund 2002B-PFD	209,885.32	0.00	0.00	209,885.32
968 Rev - PFD Operations Fund				
96968I - PFD Operations Fund				
9684970 - Operating Transfers In	0.00	180,000.00	0.00	180,000.00
Total 96968I - PFD Operations Fund	0.00	180,000.00	0.00	180,000.00
Total 968 Rev - PFD Operations Fund	0.00	180,000.00	0.00	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	0.00	0.00	496,246.15	496,246.15
Total 3130 - Retail Sales and Use Tax	0.00	0.00	496,246.15	496,246.15
3610 - Interest Earnings				
97711 - Investment Interest	0.00	0.00	2,767.24	2,767.24
Total 3610 - Interest Earnings	0.00	0.00	2,767.24	2,767.24
Total 96977I - PFD Regional Center Capital	0.00	0.00	499,013.39	499,013.39
Total 977 Rev - PFD Regional Center Capital	0.00	0.00	499,013.39	499,013.39
<b>Total Income</b>	<b>209,885.32</b>	<b>180,000.00</b>	<b>499,013.39</b>	<b>888,898.71</b>
Expense				
968 Exp - PFD Operations Fnd				
96968E - PFD Operations Fnd				
5101 - Regular Salaries	0.00	11,562.00	0.00	11,562.00
5102 - Overtime Pay	0.00	2,834.98	0.00	2,834.98
5190 - Miscellaneous Pay	0.00	1,893.00	0.00	1,893.00
5201 - Industrial Insurance	0.00	67.30	0.00	67.30
5202 - Social Security	0.00	1,246.18	0.00	1,246.18
5311 - Office/Operating Supplies	0.00	71.84	0.00	71.84
5351 - Equipment/Office Furnishings	0.00	572.23	0.00	572.23
5411 - Accounting & Auditing	0.00	1,080.00	0.00	1,080.00
5416 - Special Legal Services	0.00	9,288.00	0.00	9,288.00
5419 - Other Prof Svcs - Reg Ctr Mktg				
5419 a - Professional Services	0.00	8,098.03	0.00	8,098.03
5419 b - Recording	0.00	945.00	0.00	945.00
Total 5419 - Other Prof Svcs - Reg Ctr Mktg	0.00	9,043.03	0.00	9,043.03
5421 - Telephone	0.00	756.66	0.00	756.66
5441 - Advertising	0.00	795.00	0.00	795.00
5451 - Operating Rental/Leases				
5451 b - Rental-Office Space	0.00	5,000.00	0.00	5,000.00
Total 5451 - Operating Rental/Leases	0.00	5,000.00	0.00	5,000.00
5497 - Registration & Tuition				
5497 b - Staff Devel/Train Rester/Fees	0.00	375.86	0.00	375.86
Total 5497 - Registration & Tuition	0.00	375.86	0.00	375.86
Total 96968E - PFD Operations Fnd	0.00	44,586.08	0.00	44,586.08
Total 968 Exp - PFD Operations Fnd	0.00	44,586.08	0.00	44,586.08
977 Exp - PFD Regional Cntr Capital				
96977E - PFD Regional Cntr Capital				
5650 - Facility Project Investments				
5650 a - SKCEC - Port Orchard	0.00	0.00	137,371.72	137,371.72
5650 b - PERC - City of Poulsbo	0.00	0.00	39,240.49	39,240.49
5650 c - PGFHP - Kitsap County Parks	0.00	0.00	29,943.70	29,943.70
Total 5650 - Facility Project Investments	0.00	0.00	206,555.91	206,555.91
5520 - I/G Pymts, Fed, State, Local	0.00	0.00	209,620.32	209,620.32
6971 - Operating Transfers Out	0.00	0.00	180,000.00	180,000.00
Total 96977E - PFD Regional Cntr Capital	0.00	0.00	596,176.23	596,176.23
Total 977 Exp - PFD Regional Cntr Capital	0.00	0.00	596,176.23	596,176.23
<b>Total Expense</b>	<b>0.00</b>	<b>44,586.08</b>	<b>596,176.23</b>	<b>640,762.31</b>
<b>Net Ordinary Income</b>	<b>209,885.32</b>	<b>135,413.92</b>	<b>-97,162.84</b>	<b>248,136.40</b>
<b>Net Income</b>	<b>209,885.32</b>	<b>135,413.92</b>	<b>-97,162.84</b>	<b>248,136.40</b>
Beg Cash +/- Net Income	\$ 5,033,339.05	\$ 150,818.44	\$ 3,519,027.27	\$ 8,703,184.76
Net Change in Liabilities	\$ -	\$ -	\$ -	\$ -
<b>March 31, 2021 Ending Cash Balance</b>	<b>\$ 5,033,339.05</b>	<b>\$ 150,818.44</b>	<b>\$ 3,519,027.27</b>	<b>\$ 8,703,184.76</b>



BLANKET VOUCHER APPROVAL

FUND: 96968.00968

BV# 1627264

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 \$7,602.73 on this 26th day of April, 2021.

Daron Jagodzinske

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

VENDOR	AMOUNT
<b>Recurring items</b>	
JPC Legal services – (Mar)	\$ 4,655.50
Barker Creek - construction consult. -	\$ 0.00
Accountability Plus (bookkeeping-)	\$ 900.00
Mike Walton – Apr expenses	\$ 1,153.57
	\$
	\$
Comcast	\$ 183.66
	\$
<b>Other items:</b>	
VKP – Rent (\$1250) & Monthly stipend (\$2000)	\$ (auto pay monthly)
	\$
City of Bremerton – BKAT recording	\$ 210.00
Dept of L&I – Workers Comp	\$
NW Municipal Advisors (2021 services)	\$
WA PFD Assoc (AWSPFD) Membership	\$ 500.00
<b>PAGE TOTAL</b>	<b>\$ 7,602.73</b>

04202

## Voucher Entry Journal Review

Batch Number . . . . . 562448  
Batch Date . . . . . 04/23/21  
User ID. . . . . MWALTON

O	Voucher	Do	Doc	Supplier	G/L	Gross
P	Number	Ty	Co	Name	Date	Amount
—	1627262	PV	00968	JAMESON PEPPLC CANTU P	04/29/21	4,655.50
—	1627263	PV	00968	ACCOUNTABILITY PLUS, I	04/29/21	900.00
—	1627264	PV	00968	WALTON, WILLIAM M	04/29/21	1,153.57
—	1627265	PV	00968	COMCAST PO BOX 60533	04/29/21	183.66
—	1627266	PV	00968	CITY OF BREMERTON	04/29/21	210.00
—	1627267	PV	00968	ASSOC OF WA STATE PUBL	04/29/21	500.00
—						-----
—				Total		7,602.73

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



BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 562455

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 \$10,868.75 on this 26th day of April, 2021.

Daron Jagodzinske

Daron Jagodzinske, Chair

A handwritten signature in black ink, appearing to read "Phil Havers", written over a horizontal line.

Phil Havers

Patrick Hatchel

Pat Hatchel, Vice-Chair

Erin Leedham

Erin Leedham

Walter S Draper IV

Walt Draper, Treasurer

A handwritten signature in black ink, appearing to read "John Morrissey", written over a horizontal line.

John Morrissey

Thomas S. Bullock

Thomas Bullock

VENDOR	AMOUNT
<b>Project items – Poulsbo PERC</b>	
Invoice GRNT #000785	\$ 10,868.75
<b>PAGE TOTAL</b>	<b>\$10,868.75</b>



1627270

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

1627270 PV  
VOUCHER/TYPE

562455

## DISBURSEMENT VOUCHER

DATE..... 04/23/21      SUPPLIER NAME: CITY OF POULSBO  
 BATCH NUMBER..... 562455  
 USER..... MWALTON

SUPPLIER NUMBER... 243438      DEPT..... 96977  
 INVOICE NUMBER.... GRNT000791      PAYMENT TERMS ..  
 INVOICE AMOUNT.... 10,868.75      FUND..... 00977  
 INVOICE DATE..... 04/07/21      P/O NUMBER.....  
 G/L DATE..... 04/29/21      TAX EXPL CODE...  
 TAX AMOUNT..... .00      TAX RATE/AREA...  
 TAXABLE AMOUNT.... .00      SERV/TAX DATE... 04/29/21

. . . . . 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	10,868.75	.00		04/07/21

. . . . . JOURNAL ENTRIES . . . . .				
<u>ACCOUNTING DISTRIBUTION</u>	<u>SUB W/O</u>	<u>T</u>	<u>AMOUNT</u>	<u>EXPLANATION 2</u>
96977.5650			10,868.75	PERC project funding

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 \_\_\_\_\_ DATE \_\_\_\_\_

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

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

RECEIVED APR 07 2021

CITY OF POULSBO  
200 NE MOE STREET  
POULSBO, WA 98370

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

CUSTOMER NO: 0000002630

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

INVOICE: GRNT000791 PAGE 1  
DATE: Apr 07, 2021 OF 1

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

DUE DATE: May 07, 2021

SERVICE ADDRESS:

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

-----DESCRIPTION-----	QTY----	UNIT PRICE	-TOTAL PRICE- TAX
PERC GRANT - MARCH 2021	1.00	10,868.75	10,868.75 N

TOTAL CHARGES:	10,868.75
TOTAL TAX:	0.00
TOTAL INVOICE:	----- 10,868.75
PAYMENTS:	0.00
ADJUSTMENTS:	0.00
TOTAL DUE:	10,868.75



BLANKET VOUCHER APPROVAL

FUND: 96977.00977

BV# 562565

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 \$20,628.28 on this 26th day of April, 2021.

Daron Jagodzinske

Daron Jagodzinske, Chair

A handwritten signature in black ink, appearing to read "Phil Havers", written over a horizontal line.

Phil Havers

Patrick Hatchel

Pat Hatchel, Vice-Chair

Erin Leedham

Erin Leedham

Walter S Draper IV

Walt Draper, Treasurer

A handwritten signature in black ink, appearing to read "John Morrissey", written over a horizontal line.

John Morrissey

Thomas S. Bullock

Thomas Bullock

VENDOR	AMOUNT
Project items – Port Orchard SKCEC	
Invoice – INV00753	\$ 20,628.28
PAGE TOTAL	\$20,628.28

1627484

## FINANCIAL MANAGEMENT SYSTEM

614 Division Street  
Port Orchard, WA 983661627484 PV  
VOUCHER/TYPE

562565

## DISBURSEMENT VOUCHER

DATE..... 04/27/21  
BATCH NUMBER..... 562565  
USER..... MWALTON

SUPPLIER NAME: CITY OF POULSBORO

SUPPLIER NUMBER... 243438  
INVOICE NUMBER.... INV00753  
INVOICE AMOUNT....  
INVOICE DATE..... 04/01/21  
G/L DATE..... 04/29/21  
TAX AMOUNT.....  
TAXABLE AMOUNT....

20,628.28

DEPT..... 96977  
PAYMENT TERMS ..  
FUND..... 00977  
P/O NUMBER.....  
TAX EXPL CODE...  
TAX RATE/AREA...  
SERV/TAX DATE... 04/29/21

## . . . . . PAYMENT SCHEDULE . . . . .

PAY	GROSS AMOUNT	DISCOUNT	PAYMENT REMARK	DUE
ITEM		AVAILABLE		DATE
001	20,628.28	.00		04/01/21

## . . . . . JOURNAL ENTRIES . . . . .

ACCOUNTING DISTRIBUTION	SUB W/O	AMOUNT	EXPLANATION 2
96977.5650		20,628.28	SKCEC proj funding

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



DATE

4/27/21

AUDITING OFFICER

DATE

ATTACHED DOCUMENTS ARE ORIGINALS, CERTIFIED BY

RECEIVED APR 02 2021

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: 4/1/2021  
INVOICE #: INV00753  
DUE DATE: 4/30/2021  
TOTAL DUE: 20,628.28

CUSTOMER ACCOUNT # : 0131

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
C082-19 1/21SK Community Center-KPFD	1.00	2,628.28	2,628.28
C082-19 2/21 SK Community Center-KPFD	1.00	18,000.00	18,000.00
<b>TOTAL THIS INVOICE</b>			<b>20,628.28</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!

**TO: KPF Board of Directors**  
**FROM: Mike Walton, Executive Director**  
**RE: Activity Update as of Apr 21, 2021**

**Salient points for April 2021:**

**Regional Projects:**

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

**KFEC:** Some activity returning – soccer at Gordon and baseball at Lobe Fields.

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

**New Projects:**

All projects are proceeding, although some at a slower pace, and 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 in June.
- POB/CNW – Phase 3 partial funding approved, new ILA was approved, project now proceeding ahead. First invoice for Phase 3 work received this month. Payment process details to be worked out.
- PGFHP - Attended Master Planning committee and observed their process with 20+ contributors.

**Other Organizations:**

**VKP:** New 2021 agreement signed, on to the Board for approval. Website work proceeding, first demo of site look & feel will be at April meeting.

**Bonding & Funding:**

I have received a new timeline for PGHP after Feb meeting and have prepared a new Gantt chart. Construction of Ride Park to begin mid-2021. No expectation of bond sales before 2022-3.

**Board needs to begin process on bond refunding requirements with the County, target is for 4<sup>th</sup> quarter of 2021.**

**Director Certifications:**

A working on getting PRA training certificates from remaining four Directors.  
Will need updated Conflict of Interest statements in May/June timeframe.

**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, new PC now has Outlook, and most activities are conducted there. Will complete conversion of other s/w packages from old PC in May.
- KPF website upgrade, to make it mobile friendly and add more document storage, is progressing well, with Chris Blair and Patty, who was architect for the first, 20 years ago
- Also working with Patty/VKP for Community Reports.
  - o (Note – Patty is leaving in April, may need to hire her as a consultant.)
- Attended GAO PRA training to get latest update on changes to Public Records requests.
- Have begun 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.



To: Mayor Wheeler

CC: Mike Riley  
John Oppenheimer  
Brian Flaherty

From: Tiffany Schenk

Date: April 20th, 2021

## March 2021 Month End Recap

### Overview

With six contracted events spanning over 4 weeks, March was a success for our small team. Our clients were all extremely pleased with our services and took the time to thank us both in person as well as e-mail. We were able to meet our budgeted revenue goal and keep direct expenses down. The ability to gather in person has surely made a positive impact on our business.

### Event Highlights

We had six total events in March, spanning over 13 days with revenues just shy of \$12k. The Conference Center was alive and busy. Events are being held on a smaller scale at this time (following the State's "Healthy Washington" plan), however we are seeing the loyalty of many by securing future dates upon their departure and/or referring us to friends and family. Clients are sharing their gratitude for our team, our willingness to open our doors, and our detailed safety precautions in place.

*"Thank you for hosting our wedding occasion at Kitsap! We loved getting to work with you and your team to bring our dream to life. We appreciate your help in creating unforgettable moments that will last a lifetime especially with the layout, design and making exceptions with food requirements. Words cannot express the amount of gratitude we have for the help you rendered. Thank you."*

## Operations

Kitsap County advanced to Phase 3 of the state's "Healthy Washington" reopening plan on March 22<sup>nd</sup>. This phase allowed the Conference Center to operate at 50% occupancy, with up to 400 guests. Limited dancing at events became allowed and table sizes of up to 10 guests per table are now permitted. Masks and physical distancing are still being heavily enforced. We are nevertheless running a limited and combined operational team (with Gold Mountain Golf Club) to ensure we are protecting our asset as well as providing hours for our team members who are willing to work at both properties. Columbia Hospitality has been a wonderful support system, informing us of new guidelines, standards of operations and more.

## Team Member

With Covid-19 bringing many changes to the table, the workload of our small team has shifted significantly. Our servers are now setting rooms, serving clients, and staging the spaces back to a standard set. Using limited resources has meant the entire team has had to learn to adapt to just about anything. We are so proud of this dedicated group of individuals and the love they have for our building and attendees. A client who was quite pleased e-mailed us their appreciation and gratitude towards our team members.

*"First off, I want to compliment Mick and Trevor who were there for us on Saturday and Sunday. They were great guys, and very helpful. We loved them both!*

*I had one vendor tell me they made enough to make their entire house payment, which they had been unable to (at all) without the show. Another vendor was able to make 3 car payments and get caught up, so their car was not repossessed.*

*I am looking forward to the June event!"*

## Sales


2021 is most definitely a transition year for us in the Hospitality world. We contracted eight new events in the month of March, totaling nearly \$29k. Six of these events will take place in 2021, two will take place in 2022. There is an additional \$16k in revenue out for contract signing and we hope to secure these contracts by April. In March we focused heavily on nurturing and cherishing our repeat client base. Thank you cards from the team we personally handed to clients as well as phone calls thanking them for their business. Welcoming clients back as capacities increase has been wonderful, and we know that taking care of each one will create repeat bookings. The industry is poised for comeback, and we are starting to see this come to fruition little by little.




## Marketing/Communications

We continue to build and offer creative ideas, services and packaging designed to generate revenue. Enhanced and re-created brand positioning is being designed for a new fresh feel.

Take advantage of our amazing holiday packages.

 **KITSAP**  
CONFERENCE CENTER  
BREMERTON, WASHINGTON  
Website | Special Offers | 360.377.3785







**HOLIDAYS AT KITSAP CONFERENCE CENTER**


Eat, drink, and be merry this holiday season at [Kitsap Conference Center](#), one of *Here Comes The Guide's* handpicked **Best Holiday Party Venues**. With our **festive packages** and delicious **holiday add-ons**, your celebration will create lasting memories for all your guests. Don't forget to ask about special rates at hotels within easy walking distance and offer your attendees the convenience of an overnight stay.

[LEARN MORE](#)

**STAY CONNECTED WITH US**

[WWW.KITSAPCONFERENCECENTER.COM](http://WWW.KITSAPCONFERENCECENTER.COM)  
100 WASHINGTON AVENUE | BREMERTON, WA 98337  
360.377.3785 | [info@kitsapconferencecenter.com](mailto:info@kitsapconferencecenter.com)

 **COLUMBIA**  
HOSPITALITY

## Looking Ahead

Cancellations are lessening as vaccines are becoming more readily available for the masses, and people start to feel safe when meeting in person. Signs of growth and optimism are continuing to show their presence now as well as the future. April and May will boast events such as a local prom, weddings, 20 under 40 banquet, our local Chamber of Commerce board meeting and more.

## Financial Results

### Kitsap Conference Center Consolidated Income Statement For Period Ending 03/31/2021

Current Month				Year to Date				
Actual	%	Budget	%	Actual	%	Budget	%	
0	0.0%	735	6.4%	Conference Services	0	0.0%	1,470	5.7%
600	4.8%	443	3.9%	Audio Visual	1,850	5.6%	696	2.7%
364	2.9%	5,250	45.7%	Food	6,984	21.3%	10,625	41.0%
0	0.0%	695	6.0%	Beverage	0	0.0%	1,856	7.2%
7,700	61.6%	900	7.8%	Room Rental	18,147	55.4%	1,800	6.9%
3,842	30.7%	3,466	30.2%	Miscellaneous	5,791	17.7%	9,480	36.6%
12,506	100.0%	11,488	100.0%	GROSS REVENUE	32,771	100.0%	25,926	100.0%
0	0.0%	2,257	40.7%	COSTS OF SALES				
563	154.6%	1,234	23.5%	Conference Services	0	0.0%	6,652	49.5%
687	#DIV/0!	145	20.8%	Food	1,591	22.8%	2,497	23.5%
				Beverage	(51)	#DIV/0!	386	20.8%
1,250	10.0%	3,636	31.6%	TOTAL COST OF SALES	1,540	4.7%	9,535	36.8%
11,257	90.0%	7,852	68.4%	GROSS MARGIN	31,231	95.3%	16,391	63.2%
68	0.5%	533	4.6%	DIRECT EXPENSES:				
0	0.0%	0	0.0%	Conference Services Payroll Related	(32)	-0.1%	1,695	6.5%
3,263	26.1%	4,278	37.2%	Conference Services Other Direct	0	0.0%	0	0.0%
510	4.1%	2,568	22.4%	Food & Beverage Payroll Related	7,800	23.8%	13,263	51.2%
				Food & Beverage Other Direct	2,563	7.8%	5,466	21.1%
3,842	30.7%	7,379	64.2%	TOTAL DIRECT EXPENSES	10,331	31.5%	20,424	78.8%
7,415	59.3%	473	4.1%	DEPARTMENT PROFIT	20,901	63.8%	(4,033)	-15.6%
UNDISTRIBUTED OPERATING EXPENSES								
11,866	94.9%	14,548	126.6%	Administrative & General	36,015	109.9%	43,130	166.4%
8,640	69.1%	11,731	102.1%	Sales & Marketing	22,013	67.2%	35,821	138.2%
0	0.0%	1,010	8.8%	Repairs & Maintenance	0	0.0%	2,480	9.6%
3,299	26.4%	4,400	38.3%	Utilities	12,239	37.3%	12,700	49.0%
23,804	190.3%	31,689	275.9%	TOTAL UNDISTRIBUTED OPERATING EXPENSES	70,267	214.4%	94,131	363.1%
(16,389)	-131.0%	(31,216)	-271.7%	INCOME BEFORE FIXED CHARGES	(49,367)	-150.6%	(98,164)	-378.6%
375	3.0%	345	3.0%	FIXED CHARGES				
188	1.5%	172	1.5%	Capital Reserve	983	3.0%	778	3.0%
362	2.9%	410	3.6%	Incentive Management Fee	492	1.5%	389	1.5%
478	3.8%	451	3.9%	Insurance	747	2.3%	1,230	4.7%
7,500	60.0%	7,500	65.3%	Leases	478	1.5%	1,353	5.2%
640	5.1%	69	0.6%	Management Fee	22,500	68.7%	22,500	86.8%
				Property & Other Taxes	93	0.3%	156	0.6%
9,543	76.3%	8,947	77.9%	TOTAL FIXED CHARGES	25,293	77.2%	26,405	101.8%
38,439	307.4%	51,650	449.6%	TOTAL OPERATING EXPENSES	107,431	327.8%	150,495	580.5%
(25,932)	-207.4%	(40,163)	-349.6%	NET OPERATING INCOME	(74,659)	-227.8%	(124,569)	-480.5%



## KITSAP COUNTY PARKS

### EVENT CENTER REVENUE, YEAR TO DATE - March 31, 2021

	2021 YTD	2020 YTD
<b>REVENUE BY SOURCE</b>		
BALLFIELD USAGE FEES	14,351.04	\$ 13,365
EQUIPMENT & VEHICLE RENTAL		\$ 8,832
SPACE & FACILITY RENTAL		\$ 75,470
<b>YEAR TO DATE REVENUE</b>	<b>\$ 14,351</b>	<b>\$ 97,667</b>

### FAIRGROUNDS & EVENT CENTER ACTIVITY FOR MARCH

FACILITY RENTALS		Dates Reserved
<b>Gordon Field</b>		
<b>Gordon 2 -Grass Field</b>	Tracyton Soccer	5
<b>Gordon #1</b>	Kitsap Alliance FC, Tracyton Soccer Club	29
	Gateway Christian Schools, North Kitsap Soccer Clubs	
<b>Gordon Parking Lot</b>	Kitsap Transit	1
<b>Lobe Field</b>	Olympic HS, NW Blaze, Sluggers BB	12
	Silverdale Pee Wees	
<b>Lobe 4</b>	Olympic HS, NW Blaze, Sluggers BB	11
		2

0

60

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, 2021 through December 31, 2021.