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

**Monday, July 26, 2021**

**Webinar ID – 884 8439 5274**

**Passcode – 773224**

**Draft AGENDA**

- 1. Call to Order / Comment by the Chair**
- 2. Approval of Minutes**
  - A. Approval of previous Meeting Minutes – June 28, 2021
- 3. Public Comment** – “Raise Hand,” or Chat message, max. 3 minutes
- 4. Regional Project Update** –
  - A. PGFHP Progress Report – Eric Baker, Kitsap County
- 5. Financial Reports**
  - A. Monthly Reports – Tax revenue and monthly financials (June)
  - B. Blanket Voucher – KPFD expenses (\$6,621.64)
  - C. Directors Stipend (\$2,650.00)
  - D. Project Voucher Approval
    - Poulsbo PERC Invoice (\$7,275.65)
    - Port Orchard SKCEC Invoice
  - E. POB Invoice Approval (\$114,509.25\*)  
(\* to be approved for POB payment, not by KPFD)
- 6. New Business**
- 7. Ongoing Business**
  - A. ED Activity Report (July)
  - B. Regional Facility Reports (June)

**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: August 23, 2021, at 5:30 pm (In Person?)

Location: TBD

Topics: General Business, POB 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 Webinar**

Monday, June 28<sup>th</sup>, 2021

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

**Staff:** Mike Walton, Executive Director; Brian Lawler, Attorney; Cynthia Rogers, Barker Creek.

**Absent:** Daron Jagodzinske, Chair

1. **Call to Order:** The Vice Chair called the meeting to order at 5:35 PM.
2. **Meeting Minutes:** The ED presented the Minutes of the May 24th Regular Meeting, the Minutes of the May 28<sup>th</sup> Special Meeting and the June 8<sup>th</sup> Special Meeting of the Board of Directors.  
**John Morrissey moved to approve all the Meeting Minutes as submitted and Erin Leedham seconded. The motion passed unanimously.**
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda) **None presented.**
4. **Financial Review** – Scott Bauer & Ryan Neumeister, NWMA  
Scott & Ryan summarized discussions with the Chair and with the ED for calculating the financial stress on the KPFD through the several phases of the top three projects. This stress resulted from the request from Port Orchard to pull Task 7 – property acquisition including a \$1 million ask from KPFD – into the end of 2021.  
The Spreadsheet discussed provided the ability to look at several different scenarios. Ryan indicated that the example shown to the Directors indicated that the KPFD finances could absorb a \$1 million payout by the end of the year and still provide funding to the other projects as forecast. Erin asked that the ED sent the spreadsheet to the Directors for them to experiment with.  
The two options for refunding the 2011 bonds were also discussed – 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. It was reiterated that the County preferred the second option, when they get around to refunding that bond, late in 2021 or early in 2022.
5. **Regional Project Status Reports:**  
**PERC Progress Report** – Karla Broughton, Poulsbo and Peter Battuello, Consultant  
Karla reported on the latest Steering Committee meetings, community feedback and project progress. She acknowledged that the community wants more than can be put in that one building and property. A pool was a top request but is being acknowledged as an expensive addition. The next phases will be to hone that down to a manageable and buildable facility with estimates of cost for capability to be presented at the next progress report.
6. **New Business:**
  - A. **PERC ILA change request** – Karla Boughton and Brian Lawler  
Karla explained that this ILA change was an effort to complete some of the requirements of their first phase using a temporary hire instead of a more expensive consultant, Poulsbo was asking for a change to the language in para 5.3 of the ILA to provide the ability to pay this temp with KPFD funding. After some additional discussion, relating to making all the KPFD ILAs consistent with this change, or not doing it at all, there was no motion put forward to adopt the change.
  - B. **Port Orchard request to accelerate Task 7 requirement in ILA** – Mayor Putaansuu explained that the City plans to buy the Kitsap Bank property for their SKCEC site. They have secured some State funding for the purchase and desires that the KPFD bring their

commitment for \$1 million forward to this year from the expected 1 to 1.5 years in the future as outlined in Attachment B. This was discussed at some length by the Directors and a couple of attempts to formulate the correct motion. Brian also mentioned requiring two things from the City – 1) a full funding plan and 2) a risk analysis – if the project does not go forward at some time, should the money come back to the KPFD? There were several comments and assurances that they City was making a significant commitment to the success of the project.

**John Morrissey moved to release the allocated dollars in Task 7.1 (\$1 Million) of Attachment B to deliver it within the next 90-120 days, to satisfy DOC grant funding requirements. The motion was seconded by Erin Leedham and passed unanimously.**

**C. EventFund Reports & New Applications**

1. **Food Truck Fest (cont. from 2020)** – Sunny Saunders, accompanied by Brenda Kelly of BK Events, reported on her efforts to recreate her 2020 plan for a Food Truck Festival at the fairgrounds. She has spent approx. \$4K to advertise and publicize the event, to be held on July 17<sup>th</sup>. Food trucks, food booths and other vendors will bring several hundred if not several thousand visitors to the Fairgrounds. (The expense is included in this month's expense voucher.)
2. **NW Outdoor Life Show** – Sunny provided a PowerPoint to explain her concept for a new event at the Fairgrounds in Feb 2022. She explained how there was no outdoor activity or sporting show in Kitsap County, and this would fill that need. She presented a compelling case for use of the Kitsap Sun Pavilion and the surrounding spaces for both indoor and outdoor booths and demonstrations. Although she was requesting \$10K for marketing, she was reminded that the KPFD would only commit up to \$5K.

**Walt Draper moved to award \$5K to the NW Outdoor Life Show. The motion was seconded by Tom Bullock and passed unanimously.**

**7. Financial Reports:**

- A. **Monthly Financials & Tax Rebate Summary** – The ED reported on results from May data. The KPFD received \$188.8K in tax rebate revenue, up 49.7% over 2020, and the highest ever received by the KPFD in any month. **Note: This % increase is distorted as this was the 2nd Covid impact month.** The amount of <\$70 K> was transferred to 286 for Debt Service; and there were <\$26.6K> in Expenses. The result was a Net to Cash of \$92.3K. The review of the financials was abbreviated for the sake of time in the oppressive heat.
- B. **Expense Blanket Voucher** –The ED submitted a Blanket Voucher in the amount of \$8,412.34 for expenses from May to be paid.  
**Erin Leedham moved to approve the Blanket Voucher in the amount of \$8,412.34. It was seconded by Walt Draper and passed unanimously.**
- C. **PERC Project Blanket Voucher** – The ED submitted a Project Blanket Voucher from the City of Poulsbo in the amount of \$9,253.35, from the PERC project for May invoices,  
**Phil Havers made a motion to approve the Project Blanket Voucher in the amount of \$9,253.35. It was seconded by Tom Bullock and passed unanimously.**
- D. **SKCEC Project Blanket Voucher** - The ED submitted a Project Blanket Voucher from the City of Port Orchard in the amount of \$30,003.35, from the SKCEC project for May invoices,  
**John Morrissey made a motion to approve the Project Blanket Voucher in the amount of \$30,003.35. It was seconded by Phil Havers and passed unanimously.**
- E. **Port of Bremerton Invoice Approval Process** –  
The second invoice from last month was for \$69,653.55 and was reviewed by the Construction consultant Barker Creek and was recommended for approval:  
**Erin Leedham moved that the May invoice for \$69,653.55 be approved. Phil Havers 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.

**8. 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 7:35 pm.**

**Next Regular Meeting of the Board, a Zoom webinar on July 26th, 2021 at 5:30 pm**

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

**NOTE:**

- 1) **The July meeting is planned as another Zoom webinar.**
- 2) **The August Meeting is planned to be in-person and will be in a public site when one becomes 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  
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%	\$ 177,293.20	40.6%
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%	\$ 1,003,805.54	
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		\$ 167,300.92	
17															
18				NOTE: These sales tax rebate numbers show for the month					<b>Jan-21</b>		<b>\$\$</b>		<b>Comment</b>		
19				money is received from the State Treasurer's Office.					<b>Income</b>		\$ 177,293.20		up 40.6% vs. 2020		
20				County receives rebate two months after tax paid,					<b>- Debt Service</b>		(\$69,873)				
21				i.e. Cnty/PFD March receipt reflects January sales tax revenue					<b>Net</b>		\$107,420				
22									<b>- Expenses</b>		(\$19,925)				
23									<b>Net to Cash</b>		<b>\$87,494</b>				
24															

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

June 2021 Operating Fund 968 Budget Performance	Jun 21	Budget	Jan - Jun 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 Income</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	23,124.00	29,874.98	59,750.00	36,626.00
5102 - Overtime Pay	3,190.73	833.33	12,218.16	5,000.02	10,000.00	-2,218.16
5190 - Miscellaneous Pay	631.00	483.33	3,786.00	2,900.02	5,800.00	2,014.00
5201 - Industrial Insurance	0.00	305.33	67.30	1,832.02	3,664.00	3,596.70
5202 - Social Security	587.20	444.67	2,993.31	2,667.98	5,336.00	2,342.69
5311 - Office/Operating Supplies	186.83	83.33	636.68	500.02	1,000.00	363.32
5351 - Equipment/Office Furnishings	0.00	83.33	572.23	500.02	1,000.00	427.77
5411 - Accounting & Auditing	0.00	333.33	2,430.00	2,000.02	4,000.00	1,570.00
5415 - Consulting Services						
5415 a - Construction Consulting	0.00	1,250.00	6,112.50	7,500.00	15,000.00	8,887.50
<b>Total 5415 - Consulting Services</b>	<b>0.00</b>	<b>1,250.00</b>	<b>6,112.50</b>	<b>7,500.00</b>	<b>15,000.00</b>	<b>8,887.50</b>
5416 - Special Legal Services	2,255.00	2,083.33	19,047.00	12,500.02	25,000.00	5,953.00
5417 - Bonding/Financing	0.00	1,250.00	0.00	7,500.00	15,000.00	15,000.00
5419 - Other Prof Svcs - Reg Ctr Mktg						
5419 a - Professional Services	2,000.00	2,000.00	18,447.32	12,000.00	24,000.00	5,552.68
5419 b - Recording	341.25	416.67	1,837.50	2,499.98	5,000.00	3,162.50
<b>Total 5419 - Other Prof Svcs - Reg Ctr Mktg</b>	<b>2,341.25</b>	<b>2,416.67</b>	<b>20,284.82</b>	<b>14,499.98</b>	<b>29,000.00</b>	<b>8,715.18</b>
5420 - Website	0.00	250.00	0.00	1,500.00	3,000.00	3,000.00
5421 - Telephone	303.16	208.33	2,783.84	1,250.02	2,500.00	-283.84
5425 - Postage	0.00	4.17	0.00	24.98	50.00	50.00
5431 - Mileage	0.00	83.33	0.00	500.02	1,000.00	1,000.00
5432 - Travel	0.00	83.33	0.00	500.02	1,000.00	1,000.00
5438 - Board Mileage/Airfare	0.00	33.33	0.00	200.02	400.00	400.00
5441 - Advertising	811.79	500.00	1,685.19	3,000.00	6,000.00	4,314.81
5451 - Operating Rental/Leases						
5451 a - Printing/ Copying	0.00	20.83	0.00	125.02	250.00	250.00
5451 b - Rental-Office Space	1,250.00	1,200.00	8,750.00	7,200.00	14,400.00	5,650.00
<b>Total 5451 - Operating Rental/Leases</b>	<b>1,250.00</b>	<b>1,220.83</b>	<b>8,750.00</b>	<b>7,325.02</b>	<b>14,650.00</b>	<b>5,900.00</b>
5461 - Gen/Auto/E&O Insurance	0.00	333.33	0.00	2,000.02	4,000.00	4,000.00
5492 - Dues/Subscriptions/Memberships	0.00	166.67	500.00	999.98	2,000.00	1,500.00
5497 - Registration & Tuition						
5497 a - Board Devel/Train Regist/Fees	0.00	50.00	0.00	300.00	600.00	600.00
5497 b - Staff Devel/Train Rester/Fees	235.95	25.00	611.81	150.00	300.00	-311.81
<b>Total 5497 - Registration &amp; Tuition</b>	<b>235.95</b>	<b>75.00</b>	<b>611.81</b>	<b>450.00</b>	<b>900.00</b>	<b>288.19</b>
5499 - Other						
5499 a - Events Support/Seed Money	4,132.08	1,666.67	4,132.08	9,999.98	20,000.00	15,867.92
5499 b - Rental-Meeting Space	0.00	166.67	0.00	999.98	2,000.00	2,000.00
5499 c - Other	146.28	41.67	146.28	249.98	500.00	353.72
5499 d - Governance-Board of Dir Related	0.00	333.33	0.00	2,000.02	4,000.00	4,000.00
<b>Total 5499 - Other</b>	<b>4,278.36</b>	<b>2,208.34</b>	<b>4,278.36</b>	<b>13,249.96</b>	<b>26,500.00</b>	<b>22,221.64</b>
<b>Total 96968E - PFD Operations Fnd</b>	<b>19,925.27</b>	<b>19,712.48</b>	<b>109,881.20</b>	<b>118,275.12</b>	<b>236,550.00</b>	<b>126,668.80</b>
<b>Total 968 Exp - PFD Operations Fnd</b>	<b>19,925.27</b>	<b>19,712.48</b>	<b>109,881.20</b>	<b>118,275.12</b>	<b>236,550.00</b>	<b>126,668.80</b>
<b>Total Expense</b>	<b>19,925.27</b>	<b>19,712.48</b>	<b>109,881.20</b>	<b>118,275.12</b>	<b>236,550.00</b>	<b>126,668.80</b>
<b>Net Ordinary Income</b>	<b>-19,925.27</b>	<b>-19,712.48</b>	<b>70,118.80</b>	<b>61,724.88</b>	<b>450.00</b>	
<b>Net Income</b>	<b>-19,925.27</b>	<b>-19,712.48</b>	<b>70,118.80</b>	<b>61,724.88</b>	<b>450.00</b>	
968 Liabilities - Net change in Liabilities			\$ 22,292.94			
<b>968 Ending Cash Balance (Balances with Balance sheet)</b>			<b>\$ 92,411.74</b>			

**Kitsap Public Facilities District**  
**Statement of Financial Position by Fund**  
As of June 30, 2021

June 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPF Operations Fund	KPF Holding Fund	
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
286 · LTGO Bond Fund 2002A-PFD	\$ 5,166,518.67	\$ -	\$ -	\$ 5,166,518.67
968 · Fund 96-968 KPF Operations Fnd	\$ -	\$ 92,411.74	\$ -	\$ 92,411.74
977 · Fund 96-977 KPF Holding Fund	\$ -	\$ -	\$ 3,752,187.99	\$ 3,752,187.99
Total Checking/Savings	\$ 5,166,518.67	\$ 92,411.74	\$ 3,752,187.99	\$ 9,011,118.40
Total Current Assets	\$ 5,166,518.67	\$ 92,411.74	\$ 3,752,187.99	\$ 9,011,118.40
<b>TOTAL ASSETS</b>	<b>\$ 5,166,518.67</b>	<b>\$ 92,411.74</b>	<b>\$ 3,752,187.99</b>	<b>\$ 9,011,118.40</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L · 968 PFD Operations Liabilities	\$ -	\$ 22,292.94	\$ -	\$ 22,292.94
977-L · PFD Regional Center Liabilities	\$ -	\$ -	\$ (822,553.09)	\$ (822,553.09)
Total Other Current Liabilities	\$ -	\$ 22,292.94	\$ (822,553.09)	\$ (800,260.15)
Total Current Liabilities	\$ -	\$ 22,292.94	\$ (822,553.09)	\$ (800,260.15)
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
Total Long Term Liabilities	\$ 250,000.00	\$ -	\$ 4,500,000.00	\$ 4,750,000.00
<b>Total Liabilities</b>	<b>\$ 250,000.00</b>	<b>\$ 22,292.94</b>	<b>\$ 3,677,446.91</b>	<b>\$ 3,949,739.85</b>
Equity				
286 FB · LTGO Bond Fund Balance/RE	\$ 4,573,453.73	\$ -	\$ -	\$ 4,573,453.73
Revenue	\$ 419,805.57	\$ 180,000.00	\$ 1,008,817.94	\$ 1,608,623.51
Expenses	\$ (76,740.63)	\$ (109,881.20)	\$ (934,076.86)	\$ (1,120,698.69)
<b>Total Equity</b>	<b>\$ 4,916,518.67</b>	<b>\$ 70,118.80</b>	<b>\$ 74,741.08</b>	<b>\$ 5,061,378.55</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 5,166,518.67</b>	<b>\$ 92,411.74</b>	<b>\$ 3,752,187.99</b>	<b>\$ 9,011,118.40</b>
January 1, 2021 Beginning Cash	\$ 4,823,453.73	\$ 15,404.52	\$ 3,616,190.11	\$ 8,455,048.36
2021 Revenue	\$ 419,805.57	\$ 180,000.00	\$ 1,008,817.94	\$ 1,608,623.51
2021 Expenses	\$ (76,740.63)	\$ (109,881.20)	\$ (934,076.86)	\$ (1,120,698.69)
2021 Increased/(Decreased) Liabilities	\$ -	\$ 6,888.42	\$ 61,256.80	\$ 68,145.22
Current Ending Balance	\$ 5,166,518.67	\$ 92,411.74	\$ 3,752,187.99	\$ 9,011,118.40

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

January - June 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	\$ 419,805.57	\$ -	\$ -	\$ 419,805.57
968 Rev · PFD Operations Fund	\$ -	\$ 180,000.00	\$ -	\$ 180,000.00
977 Rev · PFD Regional Center Capital	\$ -	\$ -	\$ 1,008,817.94	\$ 1,008,817.94
<b>Total Income</b>	<b>\$ 419,805.57</b>	<b>\$ 180,000.00</b>	<b>\$ 1,008,817.94</b>	<b>\$ 1,608,623.51</b>
<b>Expense</b>				
286 Exp · LTGO Bnd Fnd 2002B-PFD	\$ 76,740.63	\$ -	\$ -	\$ 76,740.63
968 Exp · PFD Operations Fnd	\$ -	\$ 109,881.20	\$ -	\$ 109,881.20
977 Exp · PFD Regional Cntr Capital	\$ -	\$ -	\$ 934,076.86	\$ 934,076.86
<b>Total Expense</b>	<b>\$ 76,740.63</b>	<b>\$ 109,881.20</b>	<b>\$ 934,076.86</b>	<b>\$ 1,120,698.69</b>
<b>Net Ordinary Income</b>	<b>\$ 343,064.94</b>	<b>\$ 70,118.80</b>	<b>\$ 74,741.08</b>	<b>\$ 487,924.82</b>
Beg Cash +/- Net Income	\$ 5,166,518.67	\$ 85,523.32	\$ 3,690,931.19	\$ 8,942,973.18
Net Change in Liabilities	\$ -	\$ 6,888.42	\$ 61,256.80	\$ 68,145.22
<b>June 30, 2021 Ending Cash Balance</b>	<b>\$ 5,166,518.67</b>	<b>\$ 92,411.74</b>	<b>\$ 3,752,187.99</b>	<b>\$ 9,011,118.40</b>



**Kitsap Public Facilities District**  
**Statement of Financial Position by Fund**  
As of June 30, 2021

June 2021	286	968	977	TOTAL
	LTGO Bond Fund 2002A - PFD	KPF Operations Fund	KPF Holding Fund	
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
286 - LTGO Bond Fund 2002A-PFD				
2861111 - 00998 Interco ITC Ac Cash	\$ 162,373.45	\$ -	\$ -	\$ 162,373.45
2861181 - Beginning Investment	\$ 253,580.29	\$ -	\$ -	\$ 253,580.29
2861182 - Investments Purchased	\$ 250,564.93	\$ -	\$ -	\$ 250,564.93
2861630 - Notes/Contracts Receivable	\$ 4,500,000.00	\$ -	\$ -	\$ 4,500,000.00
<b>Total 286 - LTGO Bond Fund 2002A-PFD</b>	<b>\$ 5,166,518.67</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,166,518.67</b>
968 - Fund 96-968 KPF Operations Fnd				
9681111 - 00998 Post Interco ITC Ac	\$ -	\$ 92,411.74	\$ -	\$ 92,411.74
<b>Total 968 - Fund 96-968 KPF Operations Fnd</b>	<b>\$ -</b>	<b>\$ 92,411.74</b>	<b>\$ -</b>	<b>\$ 92,411.74</b>
977 - Fund 96-977 KPF Holding Fund				
9771111 - 00998 Post Interco ITC Ac				
PERC - PERC Fund	\$ -	\$ -	\$ 157,401.16	\$ 157,401.16
PGHP - PG Heritage Park Allocation	\$ -	\$ -	\$ 567,756.30	\$ 567,756.30
SKCEC - SKCEC Fund	\$ -	\$ -	\$ 129,900.65	\$ 129,900.65
9771111 - 00998 Post Interco ITC Ac - Other	\$ -	\$ -	\$ (455,789.10)	\$ (455,789.10)
<b>Total 9771111 - 00998 Post Interco ITC Ac</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 399,269.01</b>	<b>\$ 399,269.01</b>
9771181 - PFD Reg Ctr Beg Investment	\$ -	\$ -	\$ 2,647,906.68	\$ 2,647,906.68
9771182 - Investments Purchased	\$ -	\$ -	\$ 455,012.30	\$ 455,012.30
9771650 - Receivable-Advances to Other	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00
<b>Total 977 - Fund 96-977 KPF Holding Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,752,187.99</b>	<b>\$ 3,752,187.99</b>
<b>Total Checking/Savings</b>	<b>\$ 5,166,518.67</b>	<b>\$ 92,411.74</b>	<b>\$ 3,752,187.99</b>	<b>\$ 9,011,118.40</b>
<b>Total Current Assets</b>	<b>\$ 5,166,518.67</b>	<b>\$ 92,411.74</b>	<b>\$ 3,752,187.99</b>	<b>\$ 9,011,118.40</b>
<b>TOTAL ASSETS</b>	<b>\$ 5,166,518.67</b>	<b>\$ 92,411.74</b>	<b>\$ 3,752,187.99</b>	<b>\$ 9,011,118.40</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
968-L - 968 PFD Operations Liabilities				
9682134 - Vouchers Payable	\$ -	\$ 4,834.10	\$ -	\$ 4,834.10
9682312 - USE Tax Payable	\$ -	\$ 29.50	\$ -	\$ 29.50
9682317 - Accrued Taxes	\$ -	\$ 2,054.32	\$ -	\$ 2,054.32
9682370 - Custodial Accounts	\$ -	\$ 15,375.02	\$ -	\$ 15,375.02
<b>Total 968-L - 968 PFD Operations Liabilities</b>	<b>\$ -</b>	<b>\$ 22,292.94</b>	<b>\$ -</b>	<b>\$ 22,292.94</b>
977-L - PFD Regional Center Liabilities				
9772134 - Vouchers Payable	\$ -	\$ -	\$ 61,256.80	\$ 61,256.80
9772370 - Custodial Accounts	\$ -	\$ -	\$ (883,809.89)	\$ (883,809.89)
<b>Total 977-L - PFD Regional Center Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (822,553.09)</b>	<b>\$ (822,553.09)</b>
<b>Total Other Current Liabilities</b>	<b>\$ -</b>	<b>\$ 22,292.94</b>	<b>\$ (822,553.09)</b>	<b>\$ (800,260.15)</b>
<b>Total Current Liabilities</b>	<b>\$ -</b>	<b>\$ 22,292.94</b>	<b>\$ (822,553.09)</b>	<b>\$ (800,260.15)</b>
Long Term Liabilities				
286-LT - LTGO Bond Fund Liabilities				
2862639 - LGTO Long Term Liabilities	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
<b>Total 286-LT - LTGO Bond Fund Liabilities</b>	<b>\$ 250,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000.00</b>
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>\$ 22,292.94</b>	<b>\$ 3,677,446.91</b>	<b>\$ 3,949,739.85</b>
Equity				
286 FB - LTGO Bond Fund Balance/RE				
2862821 - LTGO Loans/Advances	\$ 4,500,000.00	\$ -	\$ -	\$ 4,500,000.00
2862880 - LTGO Undesignated Retained	\$ (586,546.27)	\$ -	\$ -	\$ (586,546.27)
2862940 - 49 Uses Other Than OP	\$ 660,000.00	\$ -	\$ -	\$ 660,000.00
<b>Total 286 FB - LTGO Bond Fund Balance/RE</b>	<b>\$ 4,573,453.73</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,573,453.73</b>
<b>Net Income</b>	<b>\$ 343,064.94</b>	<b>\$ 70,118.80</b>	<b>\$ 74,741.08</b>	<b>\$ 487,924.82</b>
<b>Total Equity</b>	<b>\$ 4,916,518.67</b>	<b>\$ 70,118.80</b>	<b>\$ 74,741.08</b>	<b>\$ 5,061,378.55</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 5,166,518.67</b>	<b>\$ 92,411.74</b>	<b>\$ 3,752,187.99</b>	<b>\$ 9,011,118.40</b>

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

January - June 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	\$ 564.93	\$ -	\$ -	\$ 564.93
Total 2863610 · Interest Earnings	\$ 564.93	\$ -	\$ -	\$ 564.93
3380 · Intergovernmental Service				
90 · Other Intergovt Services	\$ 419,240.64	\$ -	\$ -	\$ 419,240.64
Total 3380 · Intergovernmental Service	\$ 419,240.64	\$ -	\$ -	\$ 419,240.64
Total 28611 · LTGO Bond Fund 2002A PFD	\$ 419,805.57	\$ -	\$ -	\$ 419,805.57
Total 286 Rev · LTGO Bond Fund 2002B-PFD	\$ 419,805.57	\$ -	\$ -	\$ 419,805.57
968 Rev · PFD Operations Fund				
969681 · PFD Operations Fund				
9684970 · Operating Transfers In	\$ -	\$ 180,000.00	\$ -	\$ 180,000.00
Total 969681 · 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				
969771 · PFD Regional Center Capital				
3130 · Retail Sales and Use Tax				
19 · Regional Centers Sales & Use	\$ -	\$ -	\$ 1,003,805.64	\$ 1,003,805.64
Total 3130 · Retail Sales and Use Tax	\$ -	\$ -	\$ 1,003,805.64	\$ 1,003,805.64
3610 · Interest Earnings				
97711 · Investment Interest	\$ -	\$ -	\$ 5,012.30	\$ 5,012.30
Total 3610 · Interest Earnings	\$ -	\$ -	\$ 5,012.30	\$ 5,012.30
Total 969771 · PFD Regional Center Capital	\$ -	\$ -	\$ 1,008,817.94	\$ 1,008,817.94
Total 977 Rev · PFD Regional Center Capital	\$ -	\$ -	\$ 1,008,817.94	\$ 1,008,817.94
<b>Total Income</b>	<b>\$ 419,805.57</b>	<b>\$ 180,000.00</b>	<b>\$ 1,008,817.94</b>	<b>\$ 1,608,623.51</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	\$ -	\$ 23,124.00	\$ -	\$ 23,124.00
5102 · Overtime Pay	\$ -	\$ 12,218.16	\$ -	\$ 12,218.16
5190 · Miscellaneous Pay	\$ -	\$ 3,786.00	\$ -	\$ 3,786.00
5201 · Industrial Insurance	\$ -	\$ 67.30	\$ -	\$ 67.30
5202 · Social Security	\$ -	\$ 2,993.31	\$ -	\$ 2,993.31
5311 · Office/Operating Supplies	\$ -	\$ 636.68	\$ -	\$ 636.68
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

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

January - June 2021	286	968	977	TOTAL
5416 · Special Legal Services	\$ -	\$ 19,047.00	\$ -	\$ 19,047.00
5419 · Other Prof Svcs - Reg Ctr Mktg				
5419 a · Professional Services	\$ -	\$ 18,447.32	\$ -	\$ 18,447.32
5419 b · Recording	\$ -	\$ 1,837.50	\$ -	\$ 1,837.50
<b>Total 5419 · Other Prof Svcs - Reg Ctr Mktg</b>	<b>\$ -</b>	<b>\$ 20,284.82</b>	<b>\$ -</b>	<b>\$ 20,284.82</b>
5421 · Telephone	\$ -	\$ 2,783.84	\$ -	\$ 2,783.84
5441 · Advertising	\$ -	\$ 1,685.19	\$ -	\$ 1,685.19
5451 · Operating Rental/Leases				
5451 b · Rental-Office Space	\$ -	\$ 8,750.00	\$ -	\$ 8,750.00
<b>Total 5451 · Operating Rental/Leases</b>	<b>\$ -</b>	<b>\$ 8,750.00</b>	<b>\$ -</b>	<b>\$ 8,750.00</b>
5492 · Dues/Subscriptions/Memberships	\$ -	\$ 500.00	\$ -	\$ 500.00
5497 · Registration & Tuition				
5497 b · Staff Devel/Train Rester/Fees	\$ -	\$ 611.81	\$ -	\$ 611.81
<b>Total 5497 · Registration &amp; Tuition</b>	<b>\$ -</b>	<b>\$ 611.81</b>	<b>\$ -</b>	<b>\$ 611.81</b>
5499 · Other				
5499 a · Events Support/Seed Money	\$ -	\$ 4,132.08	\$ -	\$ 4,132.08
5499 c · Other	\$ -	\$ 146.28	\$ -	\$ 146.28
<b>Total 5499 · Other</b>	<b>\$ -</b>	<b>\$ 4,278.36</b>	<b>\$ -</b>	<b>\$ 4,278.36</b>
<b>Total 96968E · PFD Operations Fnd</b>	<b>\$ -</b>	<b>\$ 109,881.20</b>	<b>\$ -</b>	<b>\$ 109,881.20</b>
<b>Total 968 Exp · PFD Operations Fnd</b>	<b>\$ -</b>	<b>\$ 109,881.20</b>	<b>\$ -</b>	<b>\$ 109,881.20</b>
977 Exp · PFD Regional Cntr Capital				
96977E · PFD Regional Cntr Capital				
5650 · Facility Project Investments				
5650 a · SKCEC - Port Orchard	\$ -	\$ -	\$ 210,003.45	\$ 210,003.45
5650 b · PERC - City of Poulsbo	\$ -	\$ -	\$ 74,878.84	\$ 74,878.84
5650 c · PGFHP - Kitsap County Parks	\$ -	\$ -	\$ 29,943.70	\$ 29,943.70
<b>Total 5650 · Facility Project Investments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 314,825.99</b>	<b>\$ 314,825.99</b>
5519 · Misc Intergovernmental Service	\$ -	\$ -	\$ 20,010.23	\$ 20,010.23
5520 · I/G Pymts, Fed, State, Local	\$ -	\$ -	\$ 419,240.64	\$ 419,240.64
6971 · Operating Transfers Out	\$ -	\$ -	\$ 180,000.00	\$ 180,000.00
<b>Total 96977E · PFD Regional Cntr Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 934,076.86</b>	<b>\$ 934,076.86</b>
<b>Total 977 Exp · PFD Regional Cntr Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 934,076.86</b>	<b>\$ 934,076.86</b>
<b>Total Expense</b>	<b>\$ 76,740.63</b>	<b>\$ 109,881.20</b>	<b>\$ 934,076.86</b>	<b>\$ 1,120,698.69</b>
<b>Net Ordinary Income</b>	<b>\$ 343,064.94</b>	<b>\$ 70,118.80</b>	<b>\$ 74,741.08</b>	<b>\$ 487,924.82</b>
<b>Net Income</b>	<b>\$ 343,064.94</b>	<b>\$ 70,118.80</b>	<b>\$ 74,741.08</b>	<b>\$ 487,924.82</b>



**BLANKET VOUCHER APPROVAL**

**FUND: 96968.00968**

**BV# 566567**

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 \$6,621.64 on this 26th day of July 2021.

Daron Jagodzinske  
**Daron Jagodzinske, Chair**

Erin Leedham  
**Erin Leedham**

Patrick Hatchel  
**Pat Hatchel, Vice-chair**

Phil Havers  
**Phil Havers**

Walter S Draper IV  
**Walter Draper IV, Treasurer**

Thomas S. Bullock  
**Tom Bullock**

John Morrisey  
**John Morrisey**

VENDOR	AMOUNT
<b>Recurring items</b>	
JPC Legal services – (May)	\$ 2,337.50
Barker Creek - construction consult. - 2021	\$ 2,891.25
Accountability Plus (bookkeeping June)	\$
Mike Walton – June expenses	\$ 130.79
Interlock Solutions – 2021 Website upgrade	\$
	\$
Comcast	\$ 160.24
	\$
<b>Other items:</b>	
VKP – Rent (\$1250) & Monthly stipend (\$2000)	\$ (auto pay monthly)
Sound Publishing – Discover Kitsap Ad	\$
City of Bremerton – BKAT recording	\$
Dept of L&I – Workers Comp	\$ 101.86
NW Municipal Advisors (2021 services)	\$
KEDA – Annual Membership	\$ 1,000.00
<b>PAGE TOTAL</b>	<b>\$6,621.64</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.

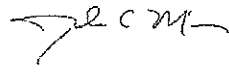
Daron Jagodzinske  
Daron Jagodzinske, Chair

  
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

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: 06/14/2021  
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#7022 Services 05/19/2021-06/14/2021 15.16 % Project Complete	1		\$62,173.55
TOTAL			\$62,173.55





# **Circuit of the Northwest- Services Contract**

## **Phase 3 Public Facilities**

### **Progress Report**

Prepared for the Port of Bremerton

By

The Joel Cohen Group LLC

6-14-2021

**Purpose of the project:**

The purpose of this discussion is to provide a progress report on the services provided by the Joel Cohen Group LLC on the Public Event Center Design contract from May 19, 2021 to June 14, 2021. The project is in compliance with RCW 35.57.020 with funding being authorized under RCW 36.100. All elements are a result of the inclusion of a Regional Special Event Center which includes a Sports Special Event Center and a Community Special Event Center and support facilities . The time period of this report is has been shortened to provide more time for review prior to public hearings. Future progress reports to be at same time each month.

**Current Status of the Project:** Since the May progress report the team has analyzed a large amount of existing data for the site and has identified that additional geotechnical, survey, traffic, and utility data needs to be ordered or is underway . The team has also defined the proposed venues and their size and occupancy projection. As will be defined later in this report, the team believes that there are a number of potential public event spaces across the site and the infrastructure will need to be revised from the original documents to accommodate the proposed venues. The venues are pushing the relocation of facilities and the overall direction of the redesign.

The overall facility has begun with the removal of the trees that are located in the venue spaces. The end product will clear the main course areas and the venue sites. Some areas of trees will remain in some of the venues but not all. The first phase of the clearing will be complete in a few weeks and then the additional data collection can begin. Already it is clear that the site will be a beautiful venue site for the public.

**Work Element Progress:**

- **Initiation of Geotechnical Study for the Public Facilities** - The existing data has been reviewed and although very complete it is lacking In the area of the water quality facilities that will serve the venues and in the data that exists at the individual building sites for the venues. The team has defined a large number of the borings that will be required and is working with the original boring company to return to the site. The borings will begin upon completion of the clearing activities. It is projected that the final location of the venue buildings will be defined in the next few weeks and these areas can be available for boring. Upon determination of the size and location of the facilities the final cost and schedule of the borings can be defined. This task is approximately 30% complete and the remaining effort will focus on the field activities and analysis of the data.
- **Review and Define Additional Survey Work Required for the project** - As previously reported, the survey for the facility is based on a number of previous surveys that have been joined to accommodate the base survey files. With the clearing of the trees it is possible to resurvey the site to verify the existing surveys are accurate for the project

design. It is still proposed to use the LIDAR scanning from drones to collect the data. We are reviewing the contract with the provider at this time. Additional survey data will be manually collected for the utilities, and specific roadway or building connections.

- **Event Center Space programming** - As indicated in the last progress report, it was necessary to review the overall programming of the spaces and the buildings. This was done in an extended session the first week of June. After the initial design meetings of the session the team moved to develop space programming for the specific event center spaces. This includes the design of indoor and outdoor facilities in the Community Events Center, Regional event Center, and the parking areas. The space programming that will define the overall spaces is approximately 25 percent complete. Building programming is approximately 20 percent complete.

It has been decided that the Community Event Center will consist of a multi-functional concert performance area that will accommodate up to 20,000 spectators. This center will consist of a pavilion capable of providing all of the amenities needed for the larger concert venues. This will be in the west side of the infield area near turn #2 and will consist of a band shelter capable of supporting any type of performance. Architecture for the facility will be an open structure to avoid causing line of sight obstructions to the road course events. The area will be primarily grass seating with the potential for terraced grass seating in a large amount of the venue. No covered spectator seating will be provided but paved areas for event equipment and for accessible seating areas will be available. At the top of the concert raked seating area there will be a services building (approximately 10,000 SF) that will serve the Turn #2 venue as well as the Turn #1 venue. The Turn #1 venue will not be a permanent facility. It will consist of a paved area with a raised stage but the structure will not be permanent to avoid causing an obstruction to road course events. The stage and paved area will be equipped with the needed tie-downs to accommodate the movable shelter that will be available when the venue is needed. This stage area and venue will accommodate approximately 6,000 spectators for an event. With the two concert areas in the Community Event Center and the inclusion of the CStock theatre outdoor facility (4,000 spectators) there will be three venues with a combined capacity of approximately 30,000 spectators.

The Regional Event Center space has continued to move forward with the definition of the space for the use of sport events, car shows, festivals, karting, and the multiple events transferring from the existing event space at the airport. Programming for this space relies primarily on the needs of the users. Current needs can all be provided at this location and the programming primarily revolves around the restroom and concession services. Special pavement conditions and treatments are being designed to accommodate the needs of the future users.

- **Modification of the Masterplan based on Charrette** - The masterplan has been revised based on the layout and requirements of the event center spaces. Changes include the redesign of access to the Community Event Center. The need to get larger crowds in and out of large events has pushed the need for a new pedestrian and vehicle tunnel just prior to turn #2 on the road course. Previous experience indicates that this tunnel needs to be two lanes with 12' wide pedestrian lanes on each side of the tunnel. Additional pedestrian access points (tunnel and bridge) will be provided from the Event Parking Area to the infield and at the far north end of the facility. The vehicular tunnel originally proposed for access to the Regional Event Center will remain in the plans. The revision of the Event spaces continues to drive changes to the masterplan. Areas changed by the events spaces include; event parking area, access roads along the south and north sides of CNW, redesign of Turn #2 and #3 to accommodate access to back stage areas at the pavilion; redesign of perimeter roads to accommodate larger crowds, and redesign of utilities to each of the venue sites. relocation of CSTACK, redesign of the road course to accommodate the larger Community Event Center.
- **Event Center Schematic Design** - With the revisions to the masterplan nearing completion, the schematic design on the facility continues to change. Approximately 30 percent complete, the schematic design has already defined the location of public event requirements such as restrooms, utility needs, and access (vehicular and pedestrian). The next month will continue to mature the schematic design and move toward the finalization of size and location of all event spaces. The July presentation will provide renderings of all event spaces and the overall final masterplan.
- **Preliminary Grading and Utility Design** - As mentioned above, the masterplan changes have affected a number of areas in the project. Changes on the grading and the utilities continues to be a larger priority of the design. Although adequate elevation exists to accommodate the utilities the problem tends to be matching the demands to the available capacities. Capacity issues exist across the site but are primarily sanitary based. Design continues to look for cost efficient solutions to these problems.
- **Next areas for action** - The project will continue to refine the Event spaces and their needs. In the next month, we will move forward with the completion of the site schematic and will be able to provide schematic building designs for some of the Event Center spaces. We will also move forward with the discussion of traffic impact analysis and the refinement of systems to minimize the traffic impact.

**Summary:** Although the additional design sessions have been productive in defining the overall masterplan and the defining of the event spaces, there continues to be change that is needed due to the refinement of the overall plan. The next month should complete the changes needed

on the masterplan plan layout and will define the design concept for the new buildings that support the Event Centers. The beginning of tree clearing for the site is allowing for better visualization of the overall design and may cause slight shifts in direction but it should not delay us to the point of missing project milestones.

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

**Salient points for July 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. First big event, Daughters of Norway National Convention, will occur in July 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 – Project now proceeding ahead, some clearing beginning to occur on site. Repayment process now worked out, repay at end of year (Mar 2022). First two invoices approved, two more pending.

-PGFHP - Attend Master Planning and Steering Committee meetings. First invoices received and processed, but invoicing appears to be slow. I think I will have Shannon check in with Eric and see where he can be best used.

**Other Organizations:**

**VKP:** New Director, Beth Javens, is in place and working relationship is developing well.

**Bonding & Funding:**

Scott & Ryan of NWMA have provided projections of revenue/resources and planned expenditure alternatives for three projects plus POB allocated funding. Their data indicates we can manage to move up the \$1 million and still manage the other two project's requirements, at least through 2025.

**Director Certifications:**

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

**General:**

- Zoom Seems to be working more smoothly, with John Morrissey as co-host.
- Process of upgrading network security complete. PC upgrade is progressing, and almost all activities, with the exception of website updates, are conducted on new PC. Some s/w packages are still on old PC to be switched in August.
- KPF website upgrade, to make it mobile friendly and add more document storage, is progressing well, with Chris Blair and staff at Interlock Solutions. I have completed the site map, and provided to Interlock Solutions for adding content, next preview at August meeting.
- Also wish to work with Patty to build KPF Community Reports structure.
  - o (Note – Patty left at end of April but is available 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: July 20th, 2021

## June 2021 Month End Recap

### Overview

With seven contracted events, June was a soft month for the Conference Center. Our clients were all pleased with our services and took the time to thank us both in person as well as e-mail. We missed targeted revenues for the month, however, saw a huge increase in bookings which kept our team on their toes. The ability to gather in person, and the opening of our State has surely made a positive impact on guiding our business in the upward direction.

### Event Highlights

We had seven total events in June, with revenues just over \$12k. One event was a small wedding for 75. It is exciting to be able to welcome the wedding revenues back to the hospitality world after more than a year of pandemic restrictions and cancellations. They had a wonderful time and thanked our entire team for their services. We also hosted four small business meetings and one retail show. The gratitude from all these events is wonderful to be a part of. Each business seemed extremely excited for the opportunity to meet in person and at such a beautiful venue. Our guests shared some great feedback with us as well:

*"The group that KCC hosted was a huge success and there was a lot of good feedback from our participants. Word has gotten around, and I'm working with another group that is interested in having a half-day event with you in July."*

*"The breakfast your Chef served was out of this world! Fresh baked muffins, fruit, and the protein was just delicious! You give local restaurants some tough competition."*





## Operations

Operations in June were quiet for the most part. We are gearing up for the revenues that July, August, and the foreseeable future are going to bring and have posted jobs for culinary, operational and sales team members.

## Team Member

Although our team is small, we will see significant growth over the coming months. Our lead Captain Mick Jones continues to show his commitment, dedication, and leadership qualities as he continues to wear the hat of multiple job roles. We welcomed back another lead server this month, Carly Ross who has been absent since the start of the pandemic, awaiting business levels to rise enough to warrant her return.

## Sales

With restrictions lifting next month, our sales volumes have grown quickly. Over \$63k in revenue was contracted in June for future months. \$18k was booked for dates in 2022, (one social event and one business function), while an impressive \$45k was booked for dates inside of 2021. The 2021 bookings include the Northwest Marine Trade Association, a reunion for those who once sailed on the USS Turner Joy, a one-time social event and more. Our Sales and Events Manger has been quite busy in June. A job opening has been posted to add a Senior Sales Manger in mid-late July. This additional sales force is necessary to secure events that are calling and e-mailing as well as continue the outreach we have focused on the in past years. It is starting to really feel like past times, and for that the team at KCC is ecstatic!

## Marketing/Communications

In June, our marketing team has been working hard on organizing and promoting the 2021 Kitsap Wine Festival! New logos and event posters are being designed by both CHI as well as a local downtown Bremerton Graphic Design shop. A large social media push and effort is being designed and executed to draw folks from all over the region. “The coolest thing to do this summer is take a ferry to Bremerton!” This statement is being pushed on social media outlets such as Facebook and Instagram, and should entice individuals to come play and stay in Bremerton.



**KITSAP WINE FESTIVAL**  
HARBORSIDE FOUNTAIN PARK

## Looking Ahead

The volumes of new contracted events have increased significantly. The governor announced that effective July 1<sup>st</sup>, 2021, most all restrictions would be lifted, and events of all sizes can now take place in our buildings. This news is the news we have been longing for since the pandemic hit, and we are ready to welcome communities near and far back to our gathering place.

## Financial Results

### Kitsap Conference Center Consolidated Income Statement For Period Ending 06/30/2021

Actual	Current Month		%		Year to Date			
	%	Budget			Actual	%	Budget	%
0	0.0%	6,900	10.4%	Conference Services	0	0.0%	19,985	9.8%
200	1.6%	2,130	3.2%	Audio Visual	5,013	4.3%	4,249	2.1%
5,303	42.8%	28,210	42.3%	Food	46,283	39.9%	95,335	46.6%
665	5.4%	5,290	7.9%	Beverage	3,829	3.3%	14,984	7.3%
4,875	39.3%	15,750	23.6%	Room Rental	40,645	35.1%	36,925	18.0%
1,351	10.9%	8,381	12.6%	Miscellaneous	20,107	17.4%	33,237	16.2%
12,394	100.0%	66,661	100.0%	<b>GROSS REVENUE</b>	115,876	100.0%	204,714	100.0%
				<b>COSTS OF SALES</b>				
150	2.3%	2,772	8.4%	Conference Services	150	0.2%	14,444	15.3%
2,382	44.9%	6,629	23.5%	Food	14,136	30.5%	22,404	23.5%
412	61.9%	1,101	20.8%	Beverage	1,042	27.2%	3,118	20.8%
2,943	23.7%	10,502	15.8%	<b>TOTAL COST OF SALES</b>	15,328	13.2%	39,965	19.5%
9,451	76.3%	56,159	84.2%	<b>GROSS MARGIN</b>	100,548	86.8%	164,749	80.5%
				<b>DIRECT EXPENSES:</b>				
1,257	10.1%	8,863	13.3%	Conference Services Payroll Related	4,621	4.0%	25,973	12.7%
273	2.2%	0	0.0%	Conference Services Other Direct	1,428	1.2%	0	0.0%
4,659	37.6%	15,927	23.9%	Food & Beverage Payroll Related	28,615	24.7%	51,497	25.2%
846	6.8%	2,963	4.4%	Food & Beverage Other Direct	9,278	8.0%	13,253	6.5%
7,034	56.8%	27,753	41.6%	<b>TOTAL DIRECT EXPENSES</b>	43,941	37.9%	90,723	44.3%
2,417	19.5%	28,405	42.6%	<b>DEPARTMENT PROFIT</b>	56,607	48.9%	74,026	36.2%
				<b>UNDISTRIBUTED OPERATING EXPENSES</b>				
19,022	153.5%	15,674	23.5%	Administrative & General	89,009	76.8%	87,861	42.9%
8,221	66.3%	12,071	18.1%	Sales & Marketing	46,590	40.2%	71,307	34.8%
0	0.0%	510	0.8%	Repairs & Maintenance	269	0.2%	4,460	2.2%
3,385	27.3%	5,290	7.9%	Utilities	26,363	22.8%	27,510	13.4%
30,628	247.1%	33,545	50.3%	<b>TOTAL UNDISTRIBUTED OPERATING EXPENSES</b>	162,231	140.0%	191,138	93.4%
(28,211)	-227.6%	(5,140)	-7.7%	<b>INCOME BEFORE FIXED CHARGES</b>	(105,624)	-91.2%	(117,112)	-57.2%
				<b>FIXED CHARGES</b>				
372	3.0%	2,000	3.0%	Capital Reserve	3,476	3.0%	6,141	3.0%
186	1.5%	1,000	1.5%	Incentive Management Fee	1,738	1.5%	3,071	1.5%
362	2.9%	410	0.6%	Insurance	1,834	1.6%	2,460	1.2%
478	3.9%	451	0.7%	Leases	1,957	1.7%	2,706	1.3%
7,500	60.5%	7,500	11.3%	Management Fee	45,000	38.8%	45,000	22.0%
57	0.5%	400	0.6%	Property & Other Taxes	(127)	-0.1%	1,228	0.6%
8,955	72.3%	11,761	17.6%	<b>TOTAL FIXED CHARGES</b>	53,879	46.5%	60,606	29.6%
49,560	399.9%	83,561	125.4%	<b>TOTAL OPERATING EXPENSES</b>	275,379	237.7%	382,433	186.8%
(37,166)	-299.9%	(16,900)	-25.4%	<b>NET OPERATING INCOME</b>	(159,503)	-137.7%	(177,719)	-86.8%



**KITSAP COUNTY PARKS**

**EVENT CENTER REVENUE, YEAR TO DATE - June 30, 2021**

	2020 YTD	2021 YTD
<b>REVENUE BY SOURCE</b>		
BALLFIELD USAGE FEES	\$ 10,944	\$ 38,353.75
EQUIPMENT & VEHICLE RENTAL	\$ 12,449	\$ -
SPACE & FACILITY RENTAL	\$ 71,338	\$ 77,553.15
<b>YEAR TO DATE REVENUE</b>	<b><u>\$ 94,731</u></b>	<b><u>\$ 115,907</u></b>

**FAIRGROUNDS & EVENT CENTER ACTIVITY FOR JUNE**

<b>FACILITY RENTALS</b>		<b>Dates Reserved</b>
<b>Gordon Field</b>		
Kitsap Alliance	GF-1	16
Tracyton Soccer	GF-1 & 2	20
Academy Sports	GF-1	2
<b>Lobe 1</b>	NW Blaze, Kitsap Ospreys	11

*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*