



AGENDA

Board of Commissioners Regular Meeting May 13, 2024 – 4:00 PM – Administration Building

Attendance Options: The Central Kitsap Fire & Rescue Board of Commissioners is conducting a hybrid meeting. The public is invited to view and/or participate in the meeting using the following options:

- **In person** at the Administration Building, located at 5300 NW Newberry Rd, Silverdale, WA 98383
- **Remotely by phone or via Microsoft Teams.** Remote meeting access is posted on www.ckfr.org.

All matters listed in the Consent Agenda have been distributed to each member of the Board of Commissioners for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

1. ADMINISTRATIVE ITEMS

- A. Call to Order / Establish Quorum / Pledge of Allegiance
- B. Additions or Deletions to the Agenda:
- C. Announcements:
 - The State of Washington, Board for Volunteer Firefighters, Local Board of Trustees met at 3:30 PM today.
 - Reminder that the next Board meeting will be held on Tuesday, May 28th, due to Memorial Day.

2. PUBLIC COMMENT RELATED TO CKFR

The Board of Commissioners welcomes public comment during regular meetings. Persons may speak for up to three (3) minutes by first stating their name and address.

3. CONSENT ITEMS

- A. Minutes of BOC Meetings: 4/8/2024 & 4/22/2024
- B. Current Vouchers: Check No. 39679 – 39773 and EFT
- C. Calendar of Events for Fire Services

4. DISCUSSION / ACTION ITEMS

- A. Temporary Easement for Kitsap County Public Works for the Silverdale Way Preservation Project – FC Christian
 - ✓ **Action Requested to Grant the Temporary Easement and Authorize the Fire Chief to sign the documents.**
- B. Draft 2023 Audit Report – CBO Maule
- C. UKG Presentation – HR Manager Luisi
- D. Commissioner Reports

E. Chief's Report

1. New Facilities Position
2. Economic Summit
3. Mock Crash – May 29th
4. CKFR Awards Banquet – May 29th
5. Station 53 Bid Opening – June 12th

F. CKFR FF Association Report

G. Local 2819 Report

5. CORRESPONDENCE

6. ADJOURN



CENTRAL KITSAP FIRE & RESCUE

April 8, 2024

A Regular Meeting of the Board of Commissioners of Central Kitsap Fire and Rescue (CKFR) was called to order by Chairman Muhleman at 4:00 PM, held in person at the Administration Building, and electronically on Microsoft Teams, with Chairman leading the Pledge of Allegiance.

1. ADMINISTRATIVE ITEMS

A. Call to Order/Establish Quorum/Pledge of Allegiance

Chairman verified a quorum was present.

B. Additions or Deletions to the Agenda

- Chief Christian will cover 4D – Safety Report.

C. Announcements

- The State of Washington, Board for Volunteer Firefighters, Local Board of Trustees met at 3:30 PM today.

2. PUBLIC COMMENT RELATED TO CKFR

None.

3. CONSENT ITEMS

A. Last Meeting's Minutes: 3/11/2024 & 3/25/2024

B. Current Vouchers: *Presented in accordance with RCW 52.16.050.*

- Check No. 39556 – 39599 and EFT, totaling \$229,657.44.

C. Payroll:

- Special Check Run No. 102450, due to an employee changing banks. The original check had to be cancelled and re-issued to the new bank.

D. Calendar of Events for Fire Services

MOTION by Commissioner Erickson to accept the consent items, as presented. **SECOND** by Commissioner Earle. Motion **PASSED** unanimously by all Commissioners present and voting, with none opposing and none abstaining.

4. DISCUSSION / ACTION ITEMS

A. Medic One Foundation Report – Kathy Earle

MOF Board Member Kathy Earle provided an update on the Foundation's activities:

- Medic One was in pause-status during COVID but activities and meetings have been picking back up.
- Welcomed 3 new members: Tim Rogers, Mary Brakestone, and AC Kara Putnam (non-voting member).
- Fundraising grants received since 2022:
 - Puget Sound Energy, \$5,000 for the CPR program

- Kitsap Bank, \$2,000 for the CPR program
- Silverdale Rotary Duck Bucks, \$3,000 for Kids' Day bike helmets
- Kitsap Bank, \$1,500 for CPR program
- Kitsap Bank, \$2,000 for bike helmets, Stop the Bleed and CPR programs.
- Other fundraising means include CKFR employee payroll deductions. Medic One created a brochure that's given out to new hires.
- The Kitsap Great Give currently has "early giving" and officially opens on April 16th.
- On the "wish list" was the AED Loaner Program, and last week Medic One approved \$15,000 to purchase 6 AEDs that will be the loaners for youth/sporting events/large gatherings. CKFR would like to roll out the AED loaner program soon.
- Medic One will have a booth at Kids' Day on June 1st.

B. Oath of Office for New Chaplains Tammy Bailey & Stephen Olson – FC Christian

Chief Christian shared comments about the Chaplain's role in the fire service and led the new chaplains, Tammy Bailey and Stephen Olson in their oath of office. Tammy and Stephen were joined by their spouses.

The Board called a 10-minute recess from 4:18 to 4:28 PM.

C. PDC Guidelines for Elections – Counsel Bagwell

Counsel Bagwell reviewed the guidelines for elected officials during election campaigns, provided in the Board packet. One exception is that the Board is allowed to adopt a resolution to support the ballot measure. The Public Disclosure Commission (PDC) has taken a strong stance that it is the responsibility of a local government to inform the public about factual information about the maintenance and operational needs of the agency.

D. Safety Report – FC Christian

AC Madison was not available for today's meeting. CKFR would like to improve in Safety and will be providing quarterly reports. The Kitsap Risk Management Group (KRMG) is bringing the Safety Officers into their next meetings in June and August, to focus on Apparatus & Driver Safety. Improvements in safety will lead to a healthier workforce and lower claims and healthcare costs. Chief Christian provided a handout of the recent Safety Report and is looking forward to next quarter when we can see improvements. The Board provided feedback on the graphics.

E. Commissioner Reports

- **Commissioner Elmore:** Attended the Firefighter Gala at the Kiana Lodge this past weekend. It was incredible event; thanked those that put it together.
- **Commissioner Erickson:** No report.
- **Commissioner Andrews:** Kudos to MO Alex McCracken for helping CKSD employees who are in a bind to complete their CPR training.
- **Commissioner Muhleman:** No report. Would like to have an update on the CPR Program at a future meeting.

- **Commissioner Earle:** Reported on the KRMG and Health & Safety Committee (HSC) meetings last week. The KRMG is strategic planning for 2024/2025, with a focus on cyber security (including a regional Cyber Security Summit in the fall), apparatus and driver safety, sustainability, PTSD programs, and a wellness consortium. Enduris predicts another rate increase next year. A looming concern – there are regulations coming from OSHA to adopt NFPA standards as law.

F. Chief's Report:

- Station 45 Open – The new North Perry fire station opened on April 2nd. The community open house is on May 4th from 11:00 am to 1:00 pm. CKFR & Labor hosted a “thank you” breakfast at Bremerton Fire Department’s Station 3 before Engine 45 moved out. Chief Christian thanked BFD for their support during construction. Chief Christian will be meeting with Commissioner Katie Walters later this month for the BKAT interview on the new station.
- 3 New Volunteers – The new volunteers are currently in onboarding.
- AO Eligibility List – We had a high turn-out for the Apparatus Operator testing and appreciate all those that took part in the exam.
- Cybersecurity – Covered in Commissioner Earle’s report.

G. Volunteer Association Report – VOL CAPT Val Quill:

Val shared the event coverage report for March.

March 1: A-42, 5 calls, 2 Transport, 1:30 - 9:00

Valerie Quill and Tony Stewart

March 2: Military Appreciation Day, Fairgrounds, 10:00 - 2:00

Henry Henneman, Haili Matlock, Judy Henneman and Valerie Quill

March 3: Station 52, A Shift M-51, 4 calls

Valerie Quill

March 8: A-42, 1 call, 1 Transport, 4:30 - 9:00

Valerie Quill and Tony Stewart

March 9: Pro Boxing, President Hall Fairgrounds, Aid Crew, 6:30 - 10:15

Valerie Quill and Career Crew

March 10: Rehab responded to a Structure Fire

Henry Henneman

March 22: A-42, 4 calls, 1 Transport, 2:00

Valerie Quill and Tony Stewart

March 23: Dog Show, 7:30 - 3:00

Career staff

March 24: Dog Show, 7:30 - 4:00

Valerie Quill, Tony Stewart and Ed Scholfield

March 29: A-42, 2 calls, 3:30 - 10:30

Valerie Quill and Tony Stewart

March 31: Station 52, M-51 B Shift, 3 Calls, 8:00 - 7:00

Valerie Quill

H. Local 2819 Report

No report.

5. CORRESPONDENCE

None.

CKFR ATTENDANCE:

Commissioner Bob Muhleman

Commissioner Guy Earle

Commissioner Ken Erickson

Commissioner Nate Andrews

Commissioner Rod Elmore

Attorney Ken Bagwell

Fire Chief Jay Christian

Assistant Chief Mike Tague

Assistant Chief Kara Putnam

Chief Business Officer Tim Maule

Chief Administrative Officer Misty Tobin

Executive Assistant Serena Prince (minutes)

IT Manager Bob Morley

Volunteer Val Quill

Volunteer Judy Henneman

Volunteer Henry Henneman

MO Alex McCracken

Chaplain Joe Schweiger

Chaplain Brian Compton

Chaplain Tammy Bailey

Chaplain Stephen Olson

OTHER ATTENDEES:

Travis Beach, Kathy Earle, Stephen Olson's wife, and Tammy Bailey's husband.

UPCOMING MEETINGS:

April 22, 2024

Board of Commissioners Regular Meeting

May 13, 2024

Board of Commissioners Regular Meeting

ADJOURNED AT 5:04 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman



CENTRAL KITSAP FIRE & RESCUE

April 22, 2024

A Regular Meeting of the Board of Commissioners of Central Kitsap Fire and Rescue (CKFR) was called to order by Chairman Muhleman at 4:00 PM, held in person at the Administration Building, and electronically on Microsoft Teams, with Chairman leading the Pledge of Allegiance.

1. ADMINISTRATIVE ITEMS

A. Call to Order/Establish Quorum/Pledge of Allegiance

Chairman verified a quorum was present. Commissioner Andrews is attending remotely.

B. Additions or Deletions to the Agenda

- Correction to 4A's Memo – the title of the ballot measure was not listed correctly. An updated memo was provided.

C. Announcements

- None. Chairman asked Counsel Bagwell and Chief Christian to introduce their guests in attendance.

2. PUBLIC COMMENT RELATED TO CKFR

None.

3. CONSENT ITEMS

A. Current Vouchers: *Presented in accordance with RCW 52.16.050.*

- Check No. 39639 – 39678, totaling \$2,164,881.35.

B. Payroll:

- Check No. 102451 – 102457 and EFTs, totaling \$1,915,282.62.

MOTION by Commissioner Elmore to accept the consent items, as presented. **SECOND** by Commissioner Earle. Motion **PASSED** unanimously by all Commissioners present and voting, with none opposing and none abstaining.

4. DISCUSSION / ACTION ITEMS

A. "For" and "Against" Committees for the Levy Lid Lift – FC Christian

CKFR received 3 names for the "For" Committee: Christie Scheffer, Mark Hughes and Michelle Hill. CKFR received 1 name for the "Against" Committee: Jamie Hughes. All of the committee members are residents of the fire district.

MOTION by Commissioner Muhleman to appoint the committees, as presented. **SECOND** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting, with none opposing and none abstaining.

B. Station 57 Water Line Easement for Kitsap Public Utility District #1 – FC Christian

This easement is for the relocation of the water line at the new Station 57 in Lake Symington. Moving this water main was required for the station's construction; it ran

directly through the middle of the property and has been relocated to the County's right-of-way. This easement allows KPUD access to perform maintenance and operations for this water line. Staff request the Board authorize the Fire Chief to sign the easement documents.

MOTION by Commissioner Earle to authorize the Fire Chief to sign the easement with Kitsap Public Utility District #1, as presented. **SECOND** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting, with none opposing and none abstaining.

C. Engine Refurbishment Purchase – FC Christian

CKFR has been working on its Vehicle Replacement Plan. Apparatus replacement costs are on the rise. Chief Christian discussed strategies for apparatus refurbishment, the district's position on sustainability, and presented the engine refurbishment purchase (included in the Board packet.) Staff are requesting the Board authorize the purchase to refurbish one of the 2008 Impel fire engines, using Sourcewell contract #113021-OKC for the Hughes Fire Equipment refurbishing portion, and to purchase any additional equipment/services needed upon final legal review. The amount will not exceed \$350,000.00, including sales tax, without further Board approval. The timeline for completion of the engine refurbishment is 160 days.

Correction to the memo in the packet: CKFR is planning to use the refurbished apparatus for another 10 years, not 5 years.

Discussion ensued on longevity and liability of apparatus refurbishments.

MOTION by Commissioner Erickson to authorize the purchase of the engine refurbishment, as presented. **SECOND** by Commissioner Elmore. Motion **PASSED** unanimously by all Commissioners present and voting, with none opposing and none abstaining.

D. Sell Old Station 52 – FC Christian

CKFR received an independent appraisal on the old Station 52. The as-is market value is \$230,000. CKFR intends to work with a real estate agent to sell the property. Staff will report back to the Board with any offers.

E. Financial Report – CBO Maule

CBO Maule presented the financial report included in the Board packet.

F. Capital Projects Update – AC Tague

Chief Tague provided slideshow updates on current construction projects, Phase 2 projects coming up, and budget updates on the bond.

G. Commissioner Reports

- **Commissioner Muhleman:** No report.
- **Commissioner Erickson:** No report.

- **Commissioner Elmore:** No report.
- **Commissioner Earle:** No report.
- **Commissioner Andrews:** No report.

H. Chief's Report:

- UKG Update: CKFR is preparing to go live in May with the new UKG system. The project has been in the works for 18 months. Payroll review will look different for the Board. Staff will provide training on this as we approach the implementation date.
- Training Updates:
 - This week, there will be a Heavy Duty Rescue (HDR) Academy for advanced rescue techniques.
 - The City of Bremerton and the Kitsap Fire Training Consortium are interested in doing a joint Battalion Chief exam with CKFR.
 - We are preparing to host a HazMat IC class on June 10th-12th.
 - The fire tower at the training center is operational again.
 - As we lean into Wildland Season, we are preparing for countywide Wildland Field Day.
- Kitsap County Fire Commissioners Association Meeting – Chief Christian is presenting on Apparatus Refurbishment at the meeting tomorrow night.
- Reminders:
 - The Awards Banquet is on May 29th
 - Kids' Day is on June 1st
 - This week is National Volunteer Appreciation Week
 - Administrative Professionals Day is on April 24th

I. Volunteer Association Report

VOL Judy Henneman reported on April event coverage:

- April 10-11: Rehab went to Station 77 in Poulsbo on the new Academy, filling over 100 SCBA bottles.
- April 12: CAPT Val Quill & CAPT Tony Stewart did a standby, running 4 calls with crews and 3 transports.
- April 16: Kitsap Water Festival.
- April 19: CAPT Val Quill, CAPT Tony Stewart and EMT Henry Henneman did another standby
- This week, the volunteers are going to the Retsil to assist with the Academy training.
- Volunteer events are picking up and there is a lot on the schedule for this summer.

J. Local 2819 Report – VP Steve Davison

VP Steve Davison reported:

- The Firefighter Gala on April 6th was a big success, raising a net \$6,000 for Coats for Kids. Local is working with a corporate sponsor to get enough coats to be able to supply a whole school. More to come on this.
- Kids’ Day – Local is planning to serve 3,000 hot dogs and host the bounce house.
- Vancouver Annual Education Conference
- Partnered with CKFR on recognizing a Fieldstone resident, Joe, for his efforts and assistance with calls to that facility.

5. CORRESPONDENCE

None.

CKFR ATTENDANCE:

Commissioner Bob Muhleman
Commissioner Guy Earle
Commissioner Ken Erickson
Commissioner Nate Andrews
Commissioner Rod Elmore
Attorney Ken Bagwell
Fire Chief Jay Christian
Assistant Chief Mike Tague
Assistant Chief Kara Putnam
Assistant Chief Ryan Madison
Chief Business Officer Tim Maule
Chief Administrative Officer Misty Tobin

IT Manager Bob Morley
Executive Assistant Serena Prince (minutes)
Accounting Supervisor Heidi Robnett
Accounting Specialist Amy Sanchez
PIO Ileana LiMarzi
Volunteer Valerie Quill
Volunteer Henry Henneman
Volunteer Judy Henneman
L2819 VP Steve Davison
AO Rob Pierson
L2819 AVP Charlie Bratcher
Captain JD Tollefson

OTHER ATTENDEES:

Alysa Grimes and Alex Boyd.

UPCOMING MEETINGS:

April 8, 2024 Board of Commissioners Regular Meeting
April 22, 2024 Board of Commissioners Regular Meeting

ADJOURNED AT 5:12 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman

CHECK REGISTER

3B

Central Kitsap Fire & Rescue

Time: 10:47:38 Date: 05/13/2024

05/13/2024 To: 05/13/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1511	05/13/2024	Claims	1	EFT	WA ST DEPT OF REVENUE	50.86	Written From Use Tax Report
1512	05/13/2024	Claims	1	39679	AARON T. FIELDS	6,600.00	KCFTC NOZZLE FORWARD TRAINING
1513	05/13/2024	Claims	1	39680	AIRGAS USA LLC	398.48	Sta 52 O2 Tank Refill
1514	05/13/2024	Claims	1	39681	ALBERT LEE	34,512.54	Station 57 Appliances
1515	05/13/2024	Claims	1	39682	ALL BATTERY SALES & SERVICE	142.56	Gloves
1516	05/13/2024	Claims	1	39683	ALLIANCE 2020, INC	351.48	Employee Background Checks
1517	05/13/2024	Claims	1	39684	ASSOCIATED PETROLEUM PRODUCTS INC	15,584.12	Gasoline And Diesel Fuel
1518	05/13/2024	Claims	1	39685	AT&T MOBILITY	45.84	Cell Services
1519	05/13/2024	Claims	1	39686	BARGREEN ELLINGSON INC	16,154.73	Sta 57 Freezer, Refrigerator, Coffee Maker
1520	05/13/2024	Claims	1	39687	BARKER CREEK CONSULTING LLC	63,166.25	Bond Project Management Consulting
1521	05/13/2024	Claims	1	39688	BELFAIR HOSE & HYDRAULIC INC	66.68	Hose For Pressure Washer
1522	05/13/2024	Claims	1	39689	BERSCHAUER GROUP INC	752,077.48	Sta 57 Pay Application #17
1523	05/13/2024	Claims	1	39690	BINDER LIFT LLC DBA PHASE INTL	2,340.00	Binder Lift
1524	05/13/2024	Claims	1	39691	CASCADE MEDICAL CENTER	490.00	Paramedic Lecture Series - Ogles
1525	05/13/2024	Claims	1	39692	CASCADE NATURAL GAS CORP	1,674.08	Natural Gas
1526	05/13/2024	Claims	1	39693	CENTRAL KITSAP FIRE & RESCUE	1,429.96	KCFTC Engine Maintenance
1527	05/13/2024	Claims	1	39694	CENTURYLINK	787.97	Phone Services
1528	05/13/2024	Claims	1	39695	JASON M CHRISTIAN	103.50	Per Diem - WA Fire Chiefs Conference
1529	05/13/2024	Claims	1	39696	CITY OF BREMERTON	2,296.48	KCFTC APC Internet Tools
1530	05/13/2024	Claims	1	39697	COMMERCIAL BRAKE & CLUTCH INC	118.37	Hoses
1531	05/13/2024	Claims	1	39698	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	203.11	Electric Parts
1532	05/13/2024	Claims	1	39699	RYAN A CROSBY	1,517.39	LNI Timeloss Reversal - April PAF
1533	05/13/2024	Claims	1	39700	CUMMINS NORTHWEST LLC	840.84	Cummins Insite Pro Renewal
1534	05/13/2024	Claims	1	39701	DARKHORSE EMERGENCY CORPORATION	100,000.00	Kitsap County Expansion Of Data Analytics Program
1535	05/13/2024	Claims	1	39702	DATA DRIVEN SAFETY, LLC	114.95	Driver Record Monitoring
1536	05/13/2024	Claims	1	39703	EASL, INC	6,000.00	Levy Communications
1537	05/13/2024	Claims	1	39704	EMS TECHNOLOGY SOLUTIONS, LLC	2,413.32	RFID Asset Tags
1538	05/13/2024	Claims	1	39705	EQUIPMENT SALES COMPANY INC	5,002.10	Shop Lift Install Retainage
1539	05/13/2024	Claims	1	39706	ERLAND POINT WATER COMPANY	227.31	Water And Street Lights
1540	05/13/2024	Claims	1	39707	JERI EZELL	20.00	Medic Transport Overpayment
1541	05/13/2024	Claims	1	39708	FERRELLGAS	963.80	Propane
1542	05/13/2024	Claims	1	39709	FIRECOM	191.11	Headset Repair
1543	05/13/2024	Claims	1	39710	GORDON TRUCK CENTERS, INC.	427.33	Vert Socket Assy, Steering Assist For T8702, Filters
1544	05/13/2024	Claims	1	39711	GRAINGER	136.54	90 Degree Street Elbow, Absorbant Pads
1545	05/13/2024	Claims	1	39712	HUGHES FIRE EQUIPMENT INC	164.11	DEF Doser Bolts, Door Pull For E0001
1546	05/13/2024	Claims	1	39713	INDIGO DESIGN INC	295.00	Septic System Service, Maintenance, Install
1547	05/13/2024	Claims	1	39714	KENT D BRUCE CO LLC	830.46	Pedestal Mount For New Medic
1548	05/13/2024	Claims	1	39715	KIDDER MATHEWS INC.	3,500.00	Former Station 52 - 15393 Olympic View Rd - Appraisal Report
1549	05/13/2024	Claims	1	39716	KITSAP 911 PUBLIC AUTHORITY	15,495.67	Cencom Services
1550	05/13/2024	Claims	1	39717	KITSAP PUD #1	727.08	Water Utility Services
1551	05/13/2024	Claims	1	39718	KITSAP PUD #1	1,500.00	Station 57 Fiber Connection

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 10:47:38 Date: 05/13/2024

05/13/2024 To: 05/13/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1552	05/13/2024	Claims	1	39719	KITSAP READINESS CENTER JOINT MANAGEMENT	604.32	KCFTC Utilities
1553	05/13/2024	Claims	1	39720	KITSAP RECOVERY CENTER	8,831.66	CKCARES SUD Services - OHC Grant
1554	05/13/2024	Claims	1	39721	KRONOS SAASHR, INC.	3,185.13	UKG HRIS Monthly Fee
1555	05/13/2024	Claims	1	39722	LAB ONE INC	671.00	Oil Sample Kits & Postage
1556	05/13/2024	Claims	1	39723	LARSCO INC	171.49	1/4" Techflex
1557	05/13/2024	Claims	1	39724	LAWSON PRODUCTS INC	112.57	Shop Consumables
1558	05/13/2024	Claims	1	39725	LET'S WORK TOGETHER, LLC	1,017.65	Temporary Labor - Logan Harbigorst
1559	05/13/2024	Claims	1	39726	LIFE ASSIST INC	2,947.97	Medical Supplies
1560	05/13/2024	Claims	1	39727	LN CURTIS & SONS	1,796.74	Name Plates, Bunker Gear Repairs
1561	05/13/2024	Claims	1	39728	SAMANTHA C LUISI	135.00	SHRM Recertification Reimbursement
1562	05/13/2024	Claims	1	39729	RYAN P MADISON	171.10	Per Diem - Fire Officer Education Conference
1563	05/13/2024	Claims	1	39730	ALEX S MCCRACKEN	259.00	Per Diem - West Region EMS Conference
1564	05/13/2024	Claims	1	39731	MCKESSON MEDICAL-SURGICAL, INC.	426.39	Medical Supplies
1565	05/13/2024	Claims	1	39732	MES - NORTHWEST	4,527.29	Shirts, Pants, Helmet Shield
1566	05/13/2024	Claims	1	39733	MVP POSTER, INC	136.50	Corrugated Signs For KCFTC
1567	05/13/2024	Claims	1	39734	NEW LINE SERVICES INC	1,037.40	Line Striping Station 45 Apron
1568	05/13/2024	Claims	1	39735	NEXUS BEC, INC	8,344.00	Sta 57 & 51 Building Envelope Consulting
1569	05/13/2024	Claims	1	39736	NEXVORTEX, INC	713.32	Admin Phone Services - Account 639023785
1570	05/13/2024	Claims	1	39737	NORTH PERRY AVENUE WATER DISTRICT	205.76	Water And Street Lights
1571	05/13/2024	Claims	1	39738	O.D. SNIDER & SON INC.	549.38	KFTC Fuel
1572	05/13/2024	Claims	1	39739	OFFICE DEPOT	2,152.26	Office And Coffee Supplies
1573	05/13/2024	Claims	1	39740	PACIFIC MOBILE STRUCTURES, INC.	1,559.66	Sta 42 Dorm Trailer Lease
1574	05/13/2024	Claims	1	39741	PACIFIC OFFICE AUTOMATION	509.70	KCFTC Copier Repair, Copier Usage And Maintenance
1575	05/13/2024	Claims	1	39742	PACLAND HOLDING CORP, INC	4,371.81	Landscaping Maintenance
1576	05/13/2024	Claims	1	39743	POMP'S TIRE SERVICE INC	1,868.75	Tires Mount & Dismount For L1701 And T9803
1577	05/13/2024	Claims	1	39744	PUGET SOUND ENERGY	7,562.97	Electricity
1578	05/13/2024	Claims	1	39745	PUGET SOUND ENERGY	95,137.50	Construction Costs For Sta 51 Electricity Connection
1579	05/13/2024	Claims	1	39746	RICE FERGUS MILLER INC	117,312.77	Professional Services
1580	05/13/2024	Claims	1	39747	DANIEL SCHOLD	416.70	LEOFF 1 Reimbursements
1581	05/13/2024	Claims	1	39748	SEA-WESTERN FIRE APPARATUS & EQUIPMENT	217,422.14	Car Prop And Trailer For KCFTC, Bunker Gear
1582	05/13/2024	Claims	1	39749	SEATTLE AUTOMOTIVE DISTRIBUTING INC	274.19	Serpentine Belt, Valves, Air Filters, Coolant
1583	05/13/2024	Claims	1	39750	SHANK, DEAN	227.10	LEOFF 1 Reimbursement
1584	05/13/2024	Claims	1	39751	SILVERDALE PLUMBING & HEATING INC	21,443.60	Emergency Water Heater Replacement At Station 64
1585	05/13/2024	Claims	1	39752	SILVERDALE WATER DISTRICT	4,872.53	October 2023 Shared Costs
1586	05/13/2024	Claims	1	39753	STERICYCLE INC	299.50	Medical Waste
1587	05/13/2024	Claims	1	39754	STRYKER SALES CORPORATION	679.80	Power Load Left Side Cover And Bear5ing Carrier
1588	05/13/2024	Claims	1	39755	SUMMIT LAW GROUP PLLC	1,232.00	Legal - HR Council
1589	05/13/2024	Claims	1	39756	SUNRISE PEST MANAGEMENT	1,473.62	Pest Control

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 10:47:38 Date: 05/13/2024

05/13/2024 To: 05/13/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1590	05/13/2024	Claims	1	39757	TACOMA SCREW PRODUCTS INC	1.53	Screws For Zoll Monitor
1591	05/13/2024	Claims	1	39758	THE DOCTORS CLINIC	201.00	Employee Medical Expense
1592	05/13/2024	Claims	1	39759	THE HOME DEPOT PRO	219.36	Purell Hand Sanitizer Refills
1593	05/13/2024	Claims	1	39760	TITUS-WILL FORD	159.42	Clockspring, Steering Wheel Screw, Levers, Shifter
1594	05/13/2024	Claims	1	39761	TRANE US INC	6,353.24	Admin HVAC Maintenance Repair & Contract Renewal
1595	05/13/2024	Claims	1	39762	TRI-TEK SYSTEMS	764.40	Alarm System Monitoring
1596	05/13/2024	Claims	1	39763	UNIFIRST CORPORATION	273.76	Laundry Services - Shop
1597	05/13/2024	Claims	1	39764	UNIQUE EXPERIENCE	119.32	KCFTC Uniforms
1598	05/13/2024	Claims	1	39765	UNUM LIFE INSURANCE COMPANY OF AMERICA	363.23	LEOFF 1 Long Term Care
1599	05/13/2024	Claims	1	39766	US BANK CORPORATE PAYMENT SYSTEM	30,081.60	April Statement
1600	05/13/2024	Claims	1	39767	VERIZON WIRELESS	6,744.79	Cell Phones
1601	05/13/2024	Claims	1	39768	WASHINGTON FIRE CHIEFS	475.00	WA Fire Administrative Support Conference - Crawford
1602	05/13/2024	Claims	1	39769	WASHINGTON FIRE COMMISSIONERS ASSOCIATIO	675.00	WFCA Spring Seminars Andrews, Muhleman, Elmore
1603	05/13/2024	Claims	1	39770	WESMAR PRODUCTS INC	1,577.23	Purple Dressing And Truck Wash & Wax
1604	05/13/2024	Claims	1	39771	WESTBAY AUTO PARTS	312.39	Auto Parts
1605	05/13/2024	Claims	1	39772	WM CORPORATE SERVICES, INC.	3,278.88	Garbage Services
1606	05/13/2024	Claims	1	39773	ZOLL MEDICAL CORPORATION	5,435.80	Medical Supplies
						363,582.54	
						156,212.01	
						1,090,863.17	
						1,610,657.72	Claims: 1,610,657.72
* Transaction Has Mixed Revenue And Expense Accounts						1,610,657.72	

We, the undersigned of Central Kitsap Fire and Rescue, do hereby certify that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation. We certify and that the claims are just, due and unpaid obligation against the District and that the checks noted above are approved for payment.

Chairman

Commissioner

Vice Chairman

Commissioner

Commissioner

Fire Chief

Auditing Officer

June 2024

Payroll/Voucher Assignment: **ELMORE**

Saturday	1	Event	WFCA Seminar at Campbell's Resort in Lake Chelan	
Tuesday	4	8:00 AM	Tentative Date for CKFR's 2024 Economic Summit	
Wednesday	5	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	CKFR
Wednesday	5	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	CKFR
Wednesday	5	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, [REDACTED]	Chief's Office
Wednesday	5	3:30 PM	Agenda-Setting Meeting: ELMORE, [REDACTED]	Chief's Office
Thursday	6	11:00 AM	Agenda-Setting Meeting: EARLE, ANDREWS	Chief's Office
Monday	10	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Tuesday	18	10:00 AM	Agenda-Setting Meeting: MUHLEMAN, ANDREWS	Chief's Office
Tuesday	18	3:30 PM	Agenda-Setting Meeting: ELMORE, [REDACTED]	Chief's Office
<i>Wednesday</i>	<i>19</i>	<i>Holiday</i>	<i>Juneteenth National Independence Day – Admin Office Closed</i>	
Thursday	20	11:00 AM	Agenda-Setting Meeting: EARLE, [REDACTED]	Chief's Office
Thursday	20	1:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Monday	24	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Tuesday	25	7:00 PM	KCFCA Regular Meeting	Zoom

Notes:

July 2024

Payroll/Voucher Assignment: **ERICKSON**

Wednesday	3	9:00 AM	Agenda-Setting Meeting: ANDREWS, [REDACTED]	Remote
Wednesday	3	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, EARLE	Chief's Office
Wednesday	3	3:30 PM	Agenda-Setting Meeting: ELMORE, [REDACTED]	Chief's Office
Thursday	4	Holiday	Independence Day– Admin Office Closed	
Monday	8	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Tuesday	9	1:30 PM	Strategic Planning Committee (Quarterly): ANDREWS, EARLE	CKFR
Wednesday	17	9:00 AM	Agenda-Setting Meeting: ANDREWS, [REDACTED]	Chief's Office
Wednesday	17	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, EARLE	Chief's Office
Wednesday	17	3:30 PM	Agenda-Setting Meeting: ELMORE, [REDACTED]	Chief's Office
Thursday	18	1:00 PM	KCFCFA Executive Board Meeting: MUHLEMAN	CKFR
Monday	22	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Tuesday	23	7:00 PM	KCFCFA Regular Meeting	Zoom

Notes:

August 2024

Payroll/Voucher Assignment: **MUHLEMAN**

Tuesday	6	1:00 PM	Agenda-Setting Meeting: EARLE, [REDACTED]	Chief's Office
Wednesday	7	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	CKFR
Wednesday	7	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	CKFR
Wednesday	7	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, [REDACTED]	Chief's Office
Wednesday	7	3:30 PM	Agenda-Setting Meeting: ELMORE, [REDACTED]	Chief's Office
Monday	12	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Thursday	15	1:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Wednesday	21	9:00 AM	Agenda-Setting Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	21	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, EARLE	Chief's Office
Wednesday	21	3:30 PM	Agenda-Setting Meeting: ELMORE, [REDACTED]	Chief's Office
Monday	26	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Tuesday	27	7:00 PM	KCFCA Regular Meeting	Zoom

Notes:

September 2024

Payroll/Voucher Assignment: **ANDREWS**

<i>Monday</i>	<i>2</i>	<i>Holiday</i>	<i>Labor Day– Admin Office Closed</i>	
Wednesday	4	9:00 AM	Agenda-Setting Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	4	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, EARLE	Chief's Office
Wednesday	4	3:30 PM	Agenda-Setting Meeting: ELMORE , [REDACTED]	Chief's Office
Monday	9	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Wednesday	18	9:00 AM	Agenda-Setting Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	18	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, EARLE	Chief's Office
Wednesday	18	3:30 PM	Agenda-Setting Meeting: ELMORE , [REDACTED]	Chief's Office
Thursday	19	1:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Monday	23	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Tuesday	24	7:00 PM	KCFCA Regular Meeting	Zoom

Notes:

October 2024

Payroll/Voucher Assignment: **EARLE**

Wednesday	2	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	CKFR
Wednesday	2	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	CKFR
Wednesday	9	11:00 AM	Agenda-Setting Meeting: MUHLEMAN, [REDACTED]	Chief's Office
Wednesday	9	1:00 PM	Agenda-Setting Meeting: EARLE, [REDACTED]	Chief's Office
Wednesday	9	3:30 PM	Agenda-Setting Meeting: ELMORE, [REDACTED]	Chief's Office
Monday	14	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Thursday	17	1:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Tuesday	22	9:00 AM	Agenda-Setting Meeting: [REDACTED], [REDACTED]	Chief's Office
Tuesday	22	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, EARLE	Chief's Office
Tuesday	22	3:30 PM	Agenda-Setting Meeting: ELMORE, [REDACTED]	Chief's Office
Wednesday	23	6:30 PM	Snure Seminar- WFCFA Pre-Conference in Spokane	
Thurs.-Sat.	24-26	8:00 AM	WFCFA Annual Conference in Spokane	
Monday	28	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Tuesday	29	7:00 PM	KCFCA Regular Meeting	Zoom

Notes:

November 2024

Payroll/Voucher Assignment: **ELMORE**

Wednesday	6	9:00 AM	Agenda-Setting Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	6	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, EARLE	Chief's Office
Wednesday	6	3:30 PM	Agenda-Setting Meeting: ELMORE , [REDACTED]	Chief's Office
<i>Monday</i>	<i>11</i>	<i>Holiday</i>	<i>Veterans' Day – Admin Office Closed</i>	
Tuesday	12	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Wednesday	20	9:00 AM	Agenda-Setting Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	20	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, EARLE	Chief's Office
Wednesday	20	3:30 PM	Agenda-Setting Meeting: ELMORE , [REDACTED]	Chief's Office
Thursday	21	1:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Monday	25	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Tuesday	26	7:00 PM	KCFCA Regular Meeting	Zoom
<i>Thurs.-Fri.</i>	<i>28-29</i>	<i>Holiday</i>	<i>Thanksgiving & Native American Heritage Day - Admin Office Closed</i>	

Notes:

December 2024

Payroll/Voucher Assignment: **ERICKSON**

Tuesday	3	1:00 PM	Agenda-Setting Meeting: EARLE, [REDACTED]	Chief's Office
Wednesday	4	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	CKFR
Wednesday	4	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	CKFR
Wednesday	4	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, [REDACTED]	Chief's Office
Wednesday	4	3:30 PM	Agenda-Setting Meeting: ELMORE, [REDACTED]	Chief's Office
Monday	9	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
Saturday	14	12:00 PM	Kitsap Fire Commissioners & Fire Chiefs Annual Holiday Brunch at Suquamish Clearwater Casino	
Wednesday	18	9:00 AM	Agenda-Setting Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	18	1:00 PM	Agenda-Setting Meeting: MUHLEMAN, EARLE	Chief's Office
Wednesday	18	3:30 PM	Agenda-Setting Meeting: ELMORE, [REDACTED]	Chief's Office
Thursday	19	1:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Tuesday	23	4:00 PM	CKFR Board of Commissioners Meeting	CKFR
<i>Monday</i>	<i>25</i>	<i>Holiday</i>	<i>Christmas Day – Admin Office Closed</i>	

Notes:



KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS

614 DIVISION STREET (MS-26), PORT ORCHARD, WA 98366-4699 | KITSAP1: 360.337.5777 | KITSAPGOV.COM

April 16, 2024

Fire District 1 - Central Kitsap
c/o Mike Tague
10955 Silverdale Way NW
Silverdale, WA 98383

**RE: Silverdale Way Preservation Project (CRP 3686)
Tax Parcel No. 162501-2-094-2001**

Dear Mr. Tague,

Kitsap County is continuing toward final design for the Silverdale Way Preservation Project, and as you are aware, the project necessitates the purchase of a Temporary Construction Easement on property located at 10955 Silverdale Way NW under the Fire District's ownership.

In those cases where property rights being acquired involve a payment of less than \$10,000, Kitsap County administratively establishes the amount to be offered. This Administrative Offer is based on market research performed by a person having sufficient understating of the local real estate market; it is not an appraisal. An Administrative Offer of **\$500.00** is calculated as follows:

Temporary Construction Easement
178 sq. ft. x \$11.00 sq. ft. x 10% (annual rental rate) x 2 years = \$391.60

Total Compensation \$500.00*
***\$500.00 Minimum offer per WSDOT Standards in Right Of Way Manual 5-5.4)**

The Temporary Construction Easement is based on an annual rental rate for land at 10% of fee value and prorated. This temporary easement is for a period of two years and will become null and void after the completion of the project.

We believe this proposal is impartial and supported. The County will reimburse up to \$750.00, which is a statutory evaluation allowance, if you wish to have our offer evaluated, provided that you submit an invoice or paid receipt for these services. This





KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS

614 DIVISION STREET (MS-26), PORT ORCHARD, WA 98366-4699 | KITSAP1: 360.337.5777 | KITSAPGOV.COM

payment would be disbursed directly to you and it would be your responsibility in turn to pay the individual/company whom provided you this service. Please keep in mind an evaluation is a review of the proposed temporary easement area only.

Every effort during these negotiations will be made to answer your questions about the offer and to discuss the property valuation and acquisition process towards reaching a mutual settlement agreement. Please understand, however, that if an agreement for the needed Right of Way and Temporary Construction Easement cannot be reached through voluntary negotiations, the County, acting in the public interest, has the legal authority to use its right of eminent domain to acquire the needed property for public use. In conformity with the Washington State Constitution and laws, the County's legal counsel will file a condemnation suit to obtain a "Court Order of Public Use and Necessity", and a trial will be arranged to determine the just compensation to be paid for the property. This action is taken to ensure the rights of all County taxpayers and your rights as an individual property owner are equally protected.

Payment for your property rights will be made available to you within 15 working days after the signed documents are received.

Enclosed please find the following:

- Transportation Needs and You Brochure (explaining the Right of Way acquisition process)
- Plan sheets showing the property rights needing to be acquired
- A copy of the valuation of your property (Administrative Offer Summary)
- The necessary legal documents for the transferring of the property or property rights
- Photographs of the proposed Temporary Easement areas marked in pink spray paint by the Kitsap County Survey Crew

We have attempted by this letter to provide a concise statement of our offer and summary of your rights. We hope the information will assist you in reaching a decision. Please feel free to direct any questions by email at proberts@co.kitsap.gov or direct phone (360)337-4781. I look forward to working with you on this project and hearing back regarding our offer.





KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS

614 DIVISION STREET (MS-26), PORT ORCHARD, WA 98366-4699 | KITSAP1: 360.337.5777 | KITSAPGOV.COM

Thank you,

Perry Robertson
Real Estate Services Agent

*Receipt of this letter is hereby acknowledged.
I understand that this acknowledgment does not
signify my acceptance or rejection of this offer.*

Signature

Date





KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS

614 DIVISION STREET (MS-26), PORT ORCHARD, WA 98366-4699 | KITSAPI: 360.337.5777 | KITSAPGOV.COM

Kitsap County Transportation Property Needs and You

Americans with Disabilities Act (ADA) Information Materials can be provided in alternative formats: large print, Braille, cassette tape, or on computer disk for people with disabilities by calling the Agency's Office of Equal Opportunity (OEO) at **Kitsap County – (360) 337-5777**. Persons who are deaf or hard of hearing may contact OEO through the Washington Relay Service at 7-1-1.

Introduction

This information brochure has been prepared by the Agency of Kitsap County to help explain the acquisition process under the eminent domain laws.

We wish it were possible to locate a transportation facility to serve everyone who needs it without causing inconvenience for you, your neighbors, or local business concerns. Whenever property is needed for an Agency transportation facility whether for a roadway, rail corridor, marine facility, or airport, it is necessary to acquire property from property owners to meet those needs.

Your concerns are important to us. We will do everything we can to minimize disruptions and other impacts during the project.

We hope the information in this brochure will help you better understand how such a project begins, the development process, and the efforts made to select the best possible location. The brochure also explains what information assistance you will be given if your home or business property must be purchased.

Thank you for taking the time to read this brochure. We appreciate your understanding and cooperation.

Molly Foster, Real Estate Services Manager
Kitsap County Public Works
614 Division Street, MS-26
Phone: (360) 337-4688
Fax: (360) 337-4867
Email: mfoster@co.kitsap.wa.us

1. Why new transportation facilities?

Transportation facilities do not just happen by accident — they are built to meet the needs of people. No matter how much any of us may debate the need for the construction of additional facilities to complete our transportation system, our area is still growing. People are continuing to move to our area, and businesses and industries thrive by following the people. All of this movement and growth requires new and expanded transportation facilities.



In addition, dangerous, outmoded transportation facilities designed to antiquated standards need to be redesigned to save lives, facilitate growth, and reduce property damages. Ultimately, new applications of mass or public transit will be developed which, hopefully, will relieve much of the congestion in our metropolitan areas. However, even mass transit, whether bus or rail, requires the use of property for rights of way. So, the need to acquire rights of way is sure to continue.

2. Planning new facilities.

Planning required for a new transportation facility is complex and time-consuming. Advance planning in the form of area-wide studies must be completed before final Agency approval of a transportation program can be obtained. Following Agency approval and authorization, a wide range of objectives must be carefully studied before the actual location and design of a project can begin.

Early in the planning process, intensive, in-depth studies are conducted to determine the effect a project will have on the ecology of the area, both good and bad, including the projection of any future socioeconomic problems or benefits. The results of these studies are included in an Environmental Impact Statement (EIS) which becomes the Agency's documentation to assure that the project selected will be of the greatest benefit to both the people and the environment of the area.

3. Will my property be needed?

If the transportation project is at an early stage in development, there is no way of determining whether your property will be needed. For example, if you have just received notice that Agency personnel will need access to your property for survey and/or noninvasive inspection, it does not mean that your property is even within the limits of the project as it will ultimately be designed. On the other hand, if you have received notice of a design or access hearing to be held soon in your vicinity, the chances are that your property will be affected either in whole or in part.

If your property is involved, it will indicate that you are located in the area which all of the advance planning, preliminary engineering studies, location surveys, and design studies have selected as the location which will, at the lowest total cost, provide the maximum benefits to both the residents of the area and the transportation users of our Agency.

4. What if only a portion of my property is needed?

More often than not, only a part of your property will be needed for the project. Regardless of the amount needed, you will be compensated fairly. In addition to paying you the market value for the property needed for the project, you are also to be paid for any loss in market value (damages) to your remaining property. If the portion which remains should be of such a size or shape as to have little or no value or utility to you, the Agency will offer to purchase it.

5. Can an acquisition of part of my property increase the value of the, remainder?

It is possible that, after the Agency's acquisition of a portion of your property for a public project, the remaining property would demand a greater price than it would have before the acquisition because of better accessibility, greater development potential, etc. In this event, and as provided by statute, the amount of benefits will be offset against the acquisition costs. If it is shown that a property will increase in value because of improved location or other reasons, the amount of special benefits is deducted from the value of the part acquired and from damages to the remainder.

6. How will the amount be determined?

The Agency's primary concern is to offer you fair and equitable compensation for real property rights being acquired.

In those cases where the property rights being acquired involve payment of a nominal consideration, the Agency, after reviewing market transactions and other pertinent information, will administratively establish an amount to be offered. If the administrative offer is over \$10,000, you will have the right to request an appraisal at any time prior to accepting our offer. In all other cases, the Agency will arrange to have your property appraised to establish the "just compensation" due you. The appraiser will be furnished with current title reports and maps to accurately identify the property needed.

The appraiser is required to make a reasonable attempt to contact you for a joint inspection of your property. You have the right to accompany the appraiser on the inspection of your property. It is to your advantage to give the appraiser all of the information you can which has a bearing on the property's worth. Appraisers are trained to know what to look for, but without your help and cooperation, it is possible to overlook an important item.

7. How can I be sure the appraiser is right?

Every appraisal obtained by the Agency is subjected to an intensive review by a reviewing appraiser, selected for experience, special training, and ability. Only when the reviewer is satisfied that the appraiser's conclusion of value is sound and adequately supported will a Certificate of Value form be signed which becomes the basis for the Agency's offer. If any questions remain which cannot be resolved to the reviewer's satisfaction, a new appraisal will be obtained.

8. How, by whom, and when will the Agency's offer be made?

The Agency has two methods used to present offers:

- a) An offer packet may be sent to you by mail. This packet will contain at a minimum:
 - A letter providing a detailed explanation of the Agency's proposed project and the purchase offer;
 - Maps showing your property boundaries and the Agency's proposed acquisition area; and

- The name and telephone number of the representative who has been assigned to work with you throughout the acquisition process.

- b) The Agency's offer may be presented to you in person, both orally and in writing, by the Agency's representative. The Agency's representative will also provide you with copies of right of way plans and a detailed explanation of the proposed project and its effect on your property.

In either case, your offer will be presented as soon as possible after the appraisal review has been completed.

9. What happens if I accept the Agency's offer?

The Agency's representative will handle almost all details, preparing the deed, payment voucher, escrow instructions, and any other instruments which may be necessary. The Agency's representative will obtain your signature on all essential documents and notarize your signature where required.

The Agency's representative also arranges for payment of any real estate taxes or assessments which are due and payable by deduction or direct payment as you elect, or will assist you in obtaining a refund of any advance payments you have made.

The Agency's representative will plan to have any deeds of trust or other encumbrances which constitute a lien against your property paid out of the settlement or, if only a portion of your property is needed, will arrange a clear title to the portion being acquired by the Agency.

When the transaction has been completed, the entire file will be reviewed and processed for payment. The Agency's payment will be mailed directly to you if the title is clear, or to an escrow company if there are encumbrances (liens, etc.) to be paid through escrow. Processing the transaction by the Agency can usually be completed in four to six weeks.

10. What will my closing costs be on a sale to the Agency?

A sale to the Agency could be the best real estate sale you ever make. In addition to paying you the full fair market value, the Agency will pay the selling costs which include recording fees, title insurance premium, escrow fees, and other normal expenses of sale.

Your sale to the Agency under the eminent domain statute will be exempt from payment of real estate excise tax.

Besides those savings, you also do not have to pay a real estate commission.

The following is an example of typical seller's closing costs on a \$40,000 sale:

	Private Sale	Sale to Agency
Selling Price	\$40,000	\$40,000
Title Insurance	-500	Paid by Agency
Escrow Fee	-350	Paid by Agency
Excise Tax (1.53%) (varies by county)	-612	Exempt
Broker's Commission (7%)	-2,800	
Net to Seller	\$35,738	\$40,000

If your business, home, or other personal property will have to be moved as a result of the Agency's acquisition, you may be entitled to certain relocation assistance benefits under Washington State Law. A brief explanation of these benefits is given in section 18 of this brochure.

11. Can I arrange to keep and move my house?

The Agency representative will advise you if circumstances permit the Agency to extend to you the option of salvaging (removing) your house or other improvements. You will find the Agency's established salvage value on the improvements both fair and reasonable. The purchase of salvage rights to improvements is subject to the Washington State Use Tax (same rate as state sales tax). A deposit will be required to ensure complete removal of improvement and cleanup of the site, but will be returned upon satisfactory completion.

12. If I make a profit, will I have to pay a capital gains tax?

Because tax laws change frequently, it is recommended that you check with the Internal Revenue Service, your tax consultant, or your attorney to determine the current status or interpretation of the laws on capital gains taxes, including Internal Revenue Code Section 1033.

13. What if I feel the offer is too low?

Explain to the Agency representative why you believe you should receive a larger settlement. If you believe some item or feature of value was overlooked, tell the Agency representative about it. The Agency representative will not attempt to coerce you into a settlement. You will be offered the opportunity to obtain an appraisal of your own or seek the advice of someone knowledgeable of real property values to assist you in evaluating the Agency's offer. The actual cost for obtaining such advice, up to \$750, will be paid by the Agency upon presentation of a bill or a receipt evidencing payment (RCW 8.25.020).

If you secure an appraisal of your own, it is recommended that you obtain it from a qualified expert appraiser. If you are willing, the Agency representative will arrange to have your appraisal reviewed by the Agency's reviewing appraiser. If the amount shown as the market value is adequately supported and no major errors are found, the reviewing appraiser is authorized to prepare a new Certificate of Value which will become the basis for a revised offer.

Finally, if an acceptable settlement cannot be reached, it will become necessary for the Agency representative to recommend the parcel be acquired by condemnation (eminent domain).

14. Can I prevent the Agency from acquiring my property?

To build public works projects necessary for the economy and to accommodate growth, privately-owned land is often needed.

The State Constitution grants the Agency the right of eminent domain, the right to acquire private property for public use upon payment of just compensation. Without this right, it would be impossible to continue to improve our transportation system and meet the demands placed upon it by the public, by commerce, and by growth.

If you do not want to accept the Agency's offer, the Agency will notify you in writing and by publication of a legal notice, as to the time and location at which it will decide to authorize by passage of an ordinance, the filing of a legal action to acquire the property by operation of law, known as condemnation. These procedures require the Agency to prove to the court why your property is needed for a public purpose before the condemnation can continue. If the Agency is successful in establishing the need, the court approves an Order Adjudicating Public Use and Necessity. As you can imagine, it prevents the Agency from acting carelessly or thoughtlessly in determining and designating which property it needs for a transportation facility.

To prevent your property from being taken, it would be necessary for you to persuade the court to deny the Agency the Order Adjudicating Public Use.

Your rights as a property owner and the rights of the Agency are well defined under the laws.

These rights are designed to safeguard you, as the owner, from receiving less than the full market value for your property to which you are entitled. At the same time, it prevents the Agency from making payments which would be unfair to the taxpayers whose funds make the improvement of our transportation facilities possible.

The Agency's intention is to treat all owners alike, in a fair manner, and in such a way as to cause the least possible inconvenience.

15. What happens if I do go to court?

The Agency recommends that you retain the services of a competent attorney to represent you. In addition, you may employ one or more appraisers, and any other witnesses your attorney may desire to testify in support of your case. The Agency will be represented by its

legal counsel, the Agency's appraiser or appraisers, and any other witnesses the Agency's legal counsel considers important to the case.

Trial, except under unusual circumstances, will be held in the Superior Court of the county in which the property is located. The case will be tried before a jury of 12 persons as agreed upon by both sides, unless a trial by jury is waived, in which case, it will be tried before the presiding judge of the court. The verdict is binding upon both parties unless there is a valid basis for appeal.

16. Will the court action delay payment to me?

Before trial of the case, the Agency, as soon as a Stipulated Order for Immediate Possession and Use has been signed, will deposit in the registry of the court the amount of the Agency's Certificate of Value previously offered you. This deposit is made for your benefit, and you can arrange to withdraw it at any time before trial. However, if the final judgment is for less than the amount of the deposit, you will be required to pay back the difference.

17. Will I be able to recover the costs of the trial?

State law provides that under certain conditions, the court will establish an amount which the Agency shall pay to reimburse an owner for all or a part of the attorney and witness fees. Generally, in order to receive such an award, the owner must grant immediate possession and use and receive a verdict which exceeds by 10 percent or more the highest offer made by the Agency at least 30 days before trial.

You should discuss questions of eligibility for recovery of attorney and witness fees with your counsel before trial.

18. What if I am required to move?

Under state law, any person (individual, business, farm, or nonprofit organization who is considered by the Agency to be displaced as a result of the Agency's acquisition, is entitled to a wide variety of relocation assistance benefits. These include advisory and monetary benefits. If you are a displaced residential occupant, you may be entitled to various replacement housing benefits. The type of benefit depends upon whether you own or rent your home and the length of time you have occupied your home. These payments are in addition to payments for moving your personal property to your replacement home.

Replacement housing benefits for displaced homeowners include a price differential and reimbursement for certain closing costs associated with the purchase of the replacement home. A rental assistance payment may be an option for those owners who choose to rent rather than buy a replacement home.

Replacement housing benefits for displaced tenants include rental assistance or down payment assistance payments for those who choose to purchase rather than rent a replacement home.

Businesses, farms, and nonprofit organizations, which are considered to be displaced by the Agency, are also entitled to relocation assistance. Benefits include payment for packing, transporting, and unpacking all personal property; disconnecting and reconnecting machinery; limited reimbursement for costs associated with searching for a replacement site and reestablishing the operation at the replacement site. There are many other benefits available as well. Please refer to the brochure entitled Relocation Assistance Program.

19. How much time will I have to move?

A relocation specialist will contact you personally to explain relocation services available, the types of relocation payments, move options, and the eligibility requirements to receive relocation payments that apply to you.

20. Residential Displacements

You cannot be required to move unless at least one comparable dwelling is made available to you and you have been given a written assurance at least 90 days prior to the date by which you will be required to vacate the property. The Agency will provide this assurance in the relocation letter entitled, "Notice of Relocation Eligibility, Entitlements, and 90-Day Assurance."

21. Non-Residential Displacements

You cannot be required to move unless given a written assurance at least 90 days prior to the date by which you will be required to vacate the property. In most cases, the Agency will provide this assurance in the relocation letter entitled, "Notice of Relocation Eligibility, Entitlements, and 90-Day Assurance." In any case, if occupancy of the property beyond the date the Agency acquires possession is allowed, you will be required to sign a rental agreement and pay rent. For information regarding the cancellation/termination of your lease, please see the term clause in your Displacee Lease or contact your Property Management Specialist.

22. Agency Title VI Notice to Public

The Agency hereby gives public notice that it is the policy of the Agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, national origin, disability, age, or religion, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Agency receives federal financial assistance.

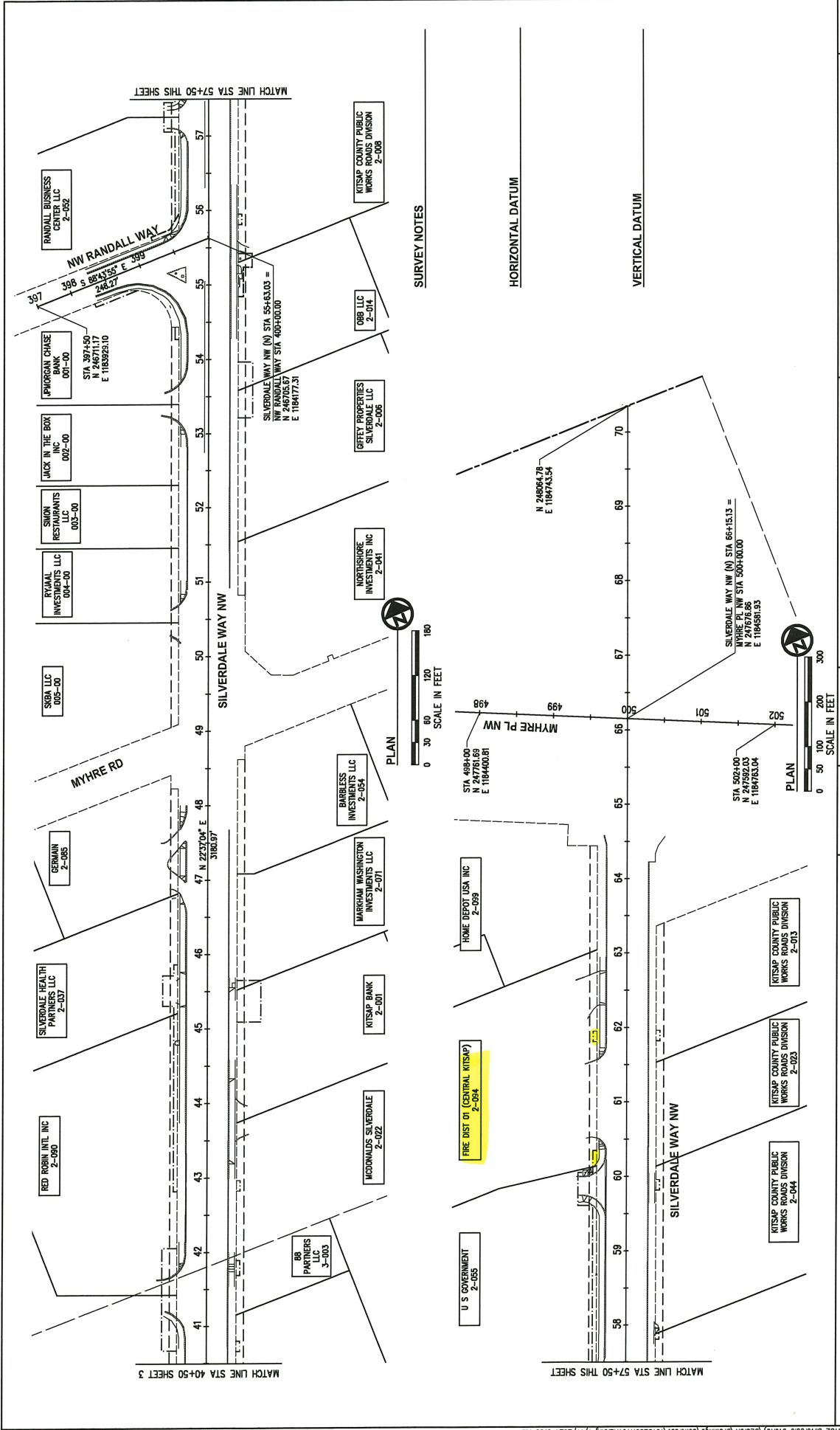
Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the Agency. Any such complaint must be in writing and filed with the Agency's **Board of Kitsap County Commissioners** within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the Office of Equal Opportunity at no cost to the complainant by calling (360) 337-5777.

23. Agency Office

We hope this information brochure has helped give you a better understanding of the process by which transportation facilities are planned and acquired and the efforts made to establish uniform treatment of all people affected by a project.

For additional information, please contact the Agency's representative at:

Molly Foster, Real Estate Services Manager
Kitsap County Public Works
614 Division Street, MS-26
Phone: (360) 337-4688
Email: mfoster@co.kitsap.wa.us



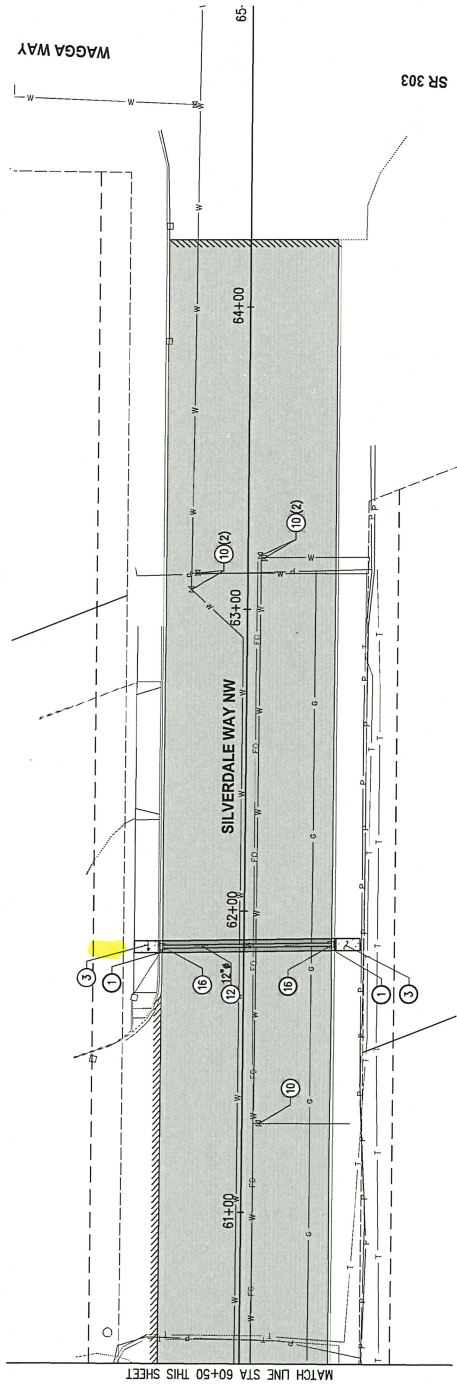
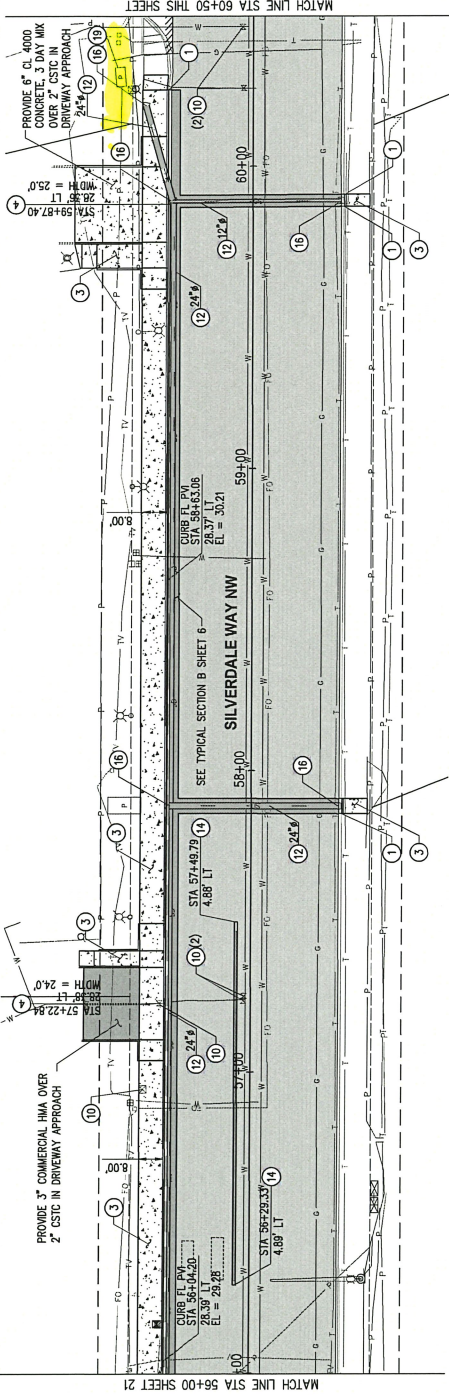
REVISIONS		DESIGNER: CES		DRAWN: CES		CHECKED: SWL		CRP No.	
No.	BY	DATE	DESCRIPTION						

KITSAP COUNTY
 DEPT. OF PUBLIC WORKS
 614 DIVISION STREET MS-26
 PORT ORCHARD, WA 98568
 TEL: (360) 337-3777 FAX: (360) 337-4887

SILVERDALE WAY PRESERVATION PROJECT
 ALIGNMENT & SURVEY CONTROL
 GENERAL SHEETS

KITSAP COUNTY, WASHINGTON
 SECTIONS 16, 17, 21, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.

DATE	1/11/24
SHEET	4
OF	54



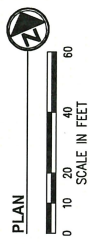
- GENERAL NOTES**
- FOR TYPICAL SECTIONS & PAVEMENT DEPTHS, SEE SHEET 6.
 - FOR SAWCUT LOCATIONS, SEE SITE PREP PLAN SHEETS 9-16.
 - FOR ALIGNMENT & SURVEY CONTROL, SEE SHEETS 3-5.
 - FOR LAYOUT & GRADING OF CURB RETURNING, RAMPS, & SIDEWALK AT CORNERS, SEE CURB RAMP GRADING PLAN SHEETS 25-31.
 - CONTRACTOR SHALL PROTECT ALL EXISTING FEATURES & UTILITIES TO REMAIN IN PLACE.

ROADWAY CONSTRUCTION NOTES

- INSTALL CEMENT CONC. CURB AND GUTTER PER WSDOT STD PLAN F-10.12-03.
- INSTALL CEMENT CONC. TRAFFIC CURB PER WSDOT STD PLAN F-10.12-03.
- INSTALL CEMENT CONC. SIDEWALK PER WSDOT STD PLAN F-30.10-03.
- INSTALL CEMENT CONC. DRIVEWAY SECTION PER KITSAP CO STD DETAIL 4-3.
- INSTALL CURB RAMP TYPE PARALLEL A PER WSDOT STD PLAN F-40.12 AND DETAILS SHEET 25-31.
- INSTALL CURB RAMP TYPE PARALLEL B PER WSDOT STD PLAN F-40.12 AND DETAILS SHEET 25-31.
- INSTALL CURB RAMP TYPE PERPENDICULAR A PER WSDOT STD PLAN F-40.15 AND DETAILS SHEET 25-31.
- INSTALL CURB RAMP TYPE SINGLE DIRECTION A PER WSDOT STD PLAN F-40.16 AND DETAILS 25-31.
- INSTALL SOLID LOCKING LIP PER DETAIL F SHEET B, ADJUST TO GRADE.
- ADJUST EXISTING UTILITY TO GRADE.
- CONTRACTOR TO EXCAVATE AND INSTALL COUNTY PROVIDED SLEEVE FOR NEW SURVEY MONUMENT.
- INSTALL NEW CORRUGATED POLYETHYLENE STORM SEWER PIPE TO EXISTING SLOPE IN EXISTING STRUCTURE. KNUCKLEOUTS TO BE AS INDICATED.
- PRESERVE AND PROTECT EXISTING STEEL PIPE HANDRAIL PER DETAIL A, SHEET 7.
- INSTALL PRECAST DUAL FACED SLOPED MOUNTABLE CURB PER WSDOT STD PLAN F-10.8A.
- INSTALL NEW SANITARY SEWER RING AND COVER PER DETAIL G SHEET 8, ADJUST TO GRADE.
- INSTALL NEW FRAME AND GRATE PER DETAIL H SHEET 8, ADJUST TO GRADE.
- INSTALL NEW CATCH BASIN PER WSDOT STD PLAN B-5.20-03. INVERT AND RIM TO MATCH EXISTING.
- INSTALL PROVIDED NEW FRAME AND COVER, ADJUST TO GRADE.
- RE-GROUT CATCH BASIN PER SPECIFICATIONS.
- INSTALL EXTRUDED CURB PER WSDOT STD PLAN F-10.40.

ROADWAY LEGEND

- HMA CL. 1" PG SBH-22, SEE TYPICAL SECTIONS, SHEET 5.
- HMA CL. 1" PG SBH-22 FOR OVERLAY, SEE TYPICAL SECTIONS, SHEET 6.
- CEMENT CONC. SIDEWALK PER WSDOT STD PLAN F-30.10, OR DRIVEWAY ENTRANCE AS NOTED.
- REPLACED STORM LINE. BACKFILL PER DETAIL E, SHEET 8.
- BUTT JOINT.
- CURB & GUTTER PER WSDOT STD PLAN F-10.12.
- ASPHALT FLOW LINE.



DATE: 1/11/24
 SHEET: 22 of 54
SILVERDALE WAY PRESERVATION PROJECT
 STA 56+00 TO STA 66+25
OVERLAY PLAN
 KITSAP COUNTY, WASHINGTON
 SECTIONS 16,17,21, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.

KITSAP COUNTY
 DEPT. OF PUBLIC WORKS
 644 DIVISION STREET, SUITE 206
 PORT ORCHARD, WA 98366
 TEL:(360) 357-5777 FAX:(360) 357-4887



No.	BY	DATE	DESCRIPTION

SURVEYED:	CES
DESIGNED:	CES
DRAWN:	CES
CHECKED:	SWJ
CRP No.	

Administrative Offer Summary (AOS)

Project Title: Silverdale Way Preservation Project (CRP 3686)	Tax Parcel No.: 162501-2-094-2001
Property Owner Name: Fire Dist 01 - Central Kitsap	Property Location: 10955 SILVERDALE WAY NW. SILVERDALE, WA 98383
Current Use: Commercial	Zoning: RC Regional Commercial

Before Area: 99,317 sq. ft.

After Area: 99,317 sq. ft.

Acquisition Area:

Temporary Construction Easements: 108 sq. ft. & 70 sq. ft.

Highest & Best Use:

Vacant: Commercial

Improved: Commercial

Effects of Acquisition: A 108 sq. ft. and a 70 sq. ft. Temporary Construction Easement is needed along the east property line of the subject property. They are estimated to be needed for a 24-month period to complete sidewalk and stormwater upgrades in the area. There are no short or long-term effects of the Temporary Construction Easements on the subject property.

Sales Relied On: Sales 1-12 (contained in Data Package for this project dated 3/1/24)

Subject Sold within last 5 years? No
package?

If yes, is Sale included in Data

If no, explain why not:

Acquisition Compensation

Temporary Construction Easement		
178 sq. ft.	\$11.00 sq. ft. x 10% (annual rental rate) x 2 years	\$391.60
Worksheet Date: 4/9/24	Total	\$500.00*

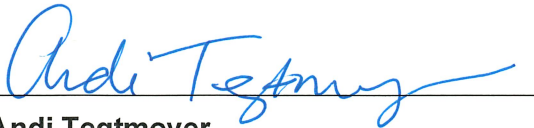
*(\$500.00 Minimum per
WSDOT Standards in
Right of Way Manual 5-5.4)

Reconciliation of Market Data & Value Conclusion:

The site value is based on the value of vacant land, with no utilities or improvements installed. Consideration is given to utilities installed on the sales used to provide and opinion of Fair

Market Value of the subject. A search was conducted to capture bare land sales that have commercial zoning and have sold in the prior 4 years. Due to the lack of comparable sales, search parameters were expanded to include all of Kitsap County. The 12 sales above were considered indicators of value for the subject property. Sales 5, 6, and 12 were given added consideration due to their proximity to the subject.

Prepared By: Andi Tegtmeyer



Andi Tegtmeyer


Real Estate Services Agent

4/11/24

Date

Approved By:

1. I have no present or prospective interest in the property that is the subject of this report and I have no personal interest or bias with respect to the parties involved.
2. My compensation is not contingent on an action or event resulting from this report.
3. I affirm that the valuation problem is uncomplicated. I concur in the value estimate herein. I authorize an Administrative Offer be made in said amount as Just Compensation.



Molly Foster

Real Estate Services Supervisor

4/11/24

Date

This form is prepared in conformance with Federal and State policy and procedures, under the Uniform Relocation Act. It does not constitute an appraisal as defined by USPAP, nor under the definition of "appraisal" in 49 CFR 24.102(c)(2).

Silverdale Way Preservation Project (CRP 3686)

3/1/24

Vacant Land Sales for Subject Sites 2.0 + acres

Sale #	Parcel #	Selling Price	Lot Size - Acres	Lot Size - SF	Sales Price/SF	Zoning	Selling Date
1	162501-3-135-2000	\$609,000	1.14	49,658	\$12.26	RC	1/20/2023
2	162501-4-133-2000	\$1,200,000	1.2	52,272	\$22.96	RC	12/22/2022
3	262501-4-127-2006	\$650,000	1.77	77,101	\$8.43	C	7/29/2022
4	082501-1-007-2009	\$680,000	1.79	77,972	\$8.72	C	10/11/2022
5	082501-4-066-2001	\$1,600,000	3.39	147,668	\$10.84	Silverdale UGA CO-C	1/27/2022
6	092501-3-036-2009	1300000	5.59	243,500	\$5.34	Silverdale UGA CO-C	9/13/2022
7	082501-4-071-2004	\$1,500,000	2.93	127,631	\$11.75	CO--C	5/5/2023
8	082501-4-025-2001	\$1,131,041	4.89	213,008	\$5.31	C	12/16/2021
9	082501-4-026-2000	\$1,131,041	4.89	213,008	\$5.31	C	12/16/2021
10	082501-4-022-2004	\$1,370,397	5.72	249,163	\$5.50	C	12/16/2021
11	232501-1-064-2000	\$600,000	10.37	452,588	\$1.33	CO--C	10/26/2023
12	092501-3-016-2003	\$4,200,000	12.72	554,083	\$7.58	Silverdale UGA CO-C	1/10/2023

* The site value is based on the value of vacant land, with no utilities or improvements installed. Consideration is given to utilities installed on the sales used to provide and opinion of Fair Market Value of the subject. A search was conducted to capture bare land sales that have commercial zoning and have sold in the prior 4 years. Due to the lack of comparable sales, search parameters were expanded to include all of Kitsap County. The 12 sales above were considered indicators of value for the subject property.

Subject

Parcel Number	Site Size (Acre)	SF	Assessed Value (AV)	AV/SF	Opinion of Market Value per Square Foot
162501-2-094-2001	2.28	99,316.80	N/A Fire Dist 01	N/A	\$11.00

TEMPORARY EASEMENT
(Silverdale Way NW)

GRANTOR(S): Fire District 1 – Central Kitsap

GRANTEE(S): Kitsap County, a Political Subdivision of the State of Washington
(under the jurisdiction of the Roads Division)

ABBREVIATED LEGAL: Portion of the NE ¼ of the NW ¼, Section 16, Township 25 North,
Range 1 East, W.M., Kitsap County, State of Washington.

PARCEL NO. 162501-2-094-2001

The Grantor(s), **Fire District 1 – Central Kitsap**, for and in consideration of Ten Dollars and No/100s (\$10.00) and other valuable considerations, conveys and grants unto **Kitsap County, a Political Subdivision of the State of Washington (under the jurisdiction of Roads Division)**, and its assigns, Grantee, under the imminent threat of the Grantee's exercise of its right of Eminent Domain, the right, privilege and easement over, upon and across the hereinafter described lands for the purpose of maneuvering equipment and staff outside of the roadway limits to upgrade stormwater infrastructure and other roadway improvements in accordance Silverdale Way Preservation Project.

Said lands being situated in Kitsap County, State of Washington, and described in Exhibit A and depicted in Exhibit B, attached hereto and made a part hereof.

The term of this Temporary Easement shall commence on the date of acceptance of this Temporary Easement by Grantee and shall terminate on **May 31, 2026**, hereinafter the "Term."

It is further agreed that this Temporary Easement may be extended by up to one year at the Grantee's option. The rate associated with this extension shall be at the same rate as the original Temporary Easement, or at the newly established rate determines by an updated Administrative Offer; whichever is higher. Grantee shall notify in writing, and render payment, prior to exercising this option.

The Grantee (Kitsap County) agrees to indemnify and save harmless the Grantor (Property Owner) from any liability arising from the activities contemplated herein.

It is understood and agreed that delivery of this temporary easement is hereby tendered and that the terms and obligations hereof shall not become binding upon Kitsap County unless and until accepted and approved hereon in writing for Kitsap County, by its authorized agent.

Dated this ____ day of _____, 20 ____.

Authorized Representative

STATE OF WASHINGTON

} ss

Assessor's Tax No. 162501-2-094-2001

COUNTY OF KITSAP

On this ____ day of _____, 20____, before me,
personally appeared _____ the _____
of _____

the corporation that executed the within and foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of corporation for the uses and purposes therein mentioned, and on oath, stated that _____ was authorized to execute the said instrument.

Notary Public in and for the State of Washington
Residing at: _____
My Commission Expires: _____

Accepted and Approved
KITSAP COUNTY

By: _____
Molly Foster, Real Estate Services Manager

Date: _____

EXHIBIT "A"
SILVERDALE WAY PRESERVATION PROJECT/CRP 3686
TEMPORARY CONSTRUCTION EASEMENT
KITSAP COUNTY TAX PARCEL #: 162501-2-094-2001

THAT PORTION OF THE NORTHWEST QUARTER OF SECTION 16, TOWNSHIP 25 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN, IN KITSAP COUNTY, WASHINGTON, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF NORTHWEST BUCKLIN HILL ROAD AND SILVERDALE WAY NORTHWEST;

THENCE NORTH 37° 25' 04" EAST ALONG THE CENTERLINE OF SILVERDALE WAY NORTHWEST, 2361.03 FEET;

THENCE CONTINUING ALONG SAID CENTERLINE ON A CURVE TO THE LEFT WHOSE CENTER BEARS NORTH 52° 34' 56" WEST, 1910.00 FEET, THROUGH A CENTRAL ANGLE OF 14° 48' 00", AN ARC DISTANCE OF 493.37 FEET;

THENCE CONTINUING ALONG SAID CENTERLINE NORTH 22° 37' 04" EAST, 2159.87 FEET;

THENCE NORTH 67° 22' 56" WEST, 40.00 FEET TO POINT "A" ON THE NORTHWESTERLY MARGIN OF SILVERDALE WAY NORTHWEST;

THENCE NORTH 22° 37' 04" EAST ALONG SAID NORTHWESTERLY MARGIN, 166.79 FEET TO THE TRUE POINT OF BEGINNING;

THENCE NORTH 67° 22' 56" WEST, 5.00 FEET;

THENCE NORTH 22° 37' 04" EAST, 14.00 FEET;

THENCE SOUTH 67° 22' 56" EAST, 5.00 FEET TO SAID NORTHWESTERLY MARGIN OF SILVERDALE WAY NORTHWEST;

THENCE SOUTH 22° 37' 04" WEST ALONG SAID NORTHWESTERLY MARGIN, 14.00 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 70 SQUARE FEET, MORE OR LESS.

TOGETHER WITH:

BEGINNING AT SAID POINT "A";

THENCE NORTH 80° 17' 31" WEST, 5.13 FEET;

THENCE NORTH 22° 37' 04" EAST, 22.18 FEET;

THENCE SOUTH 67° 22' 56" EAST, 5.00 FEET TO SAID NORTHWESTERLY MARGIN OF SILVERDALE WAY NORTHWEST;

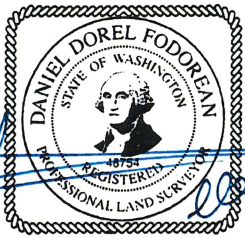
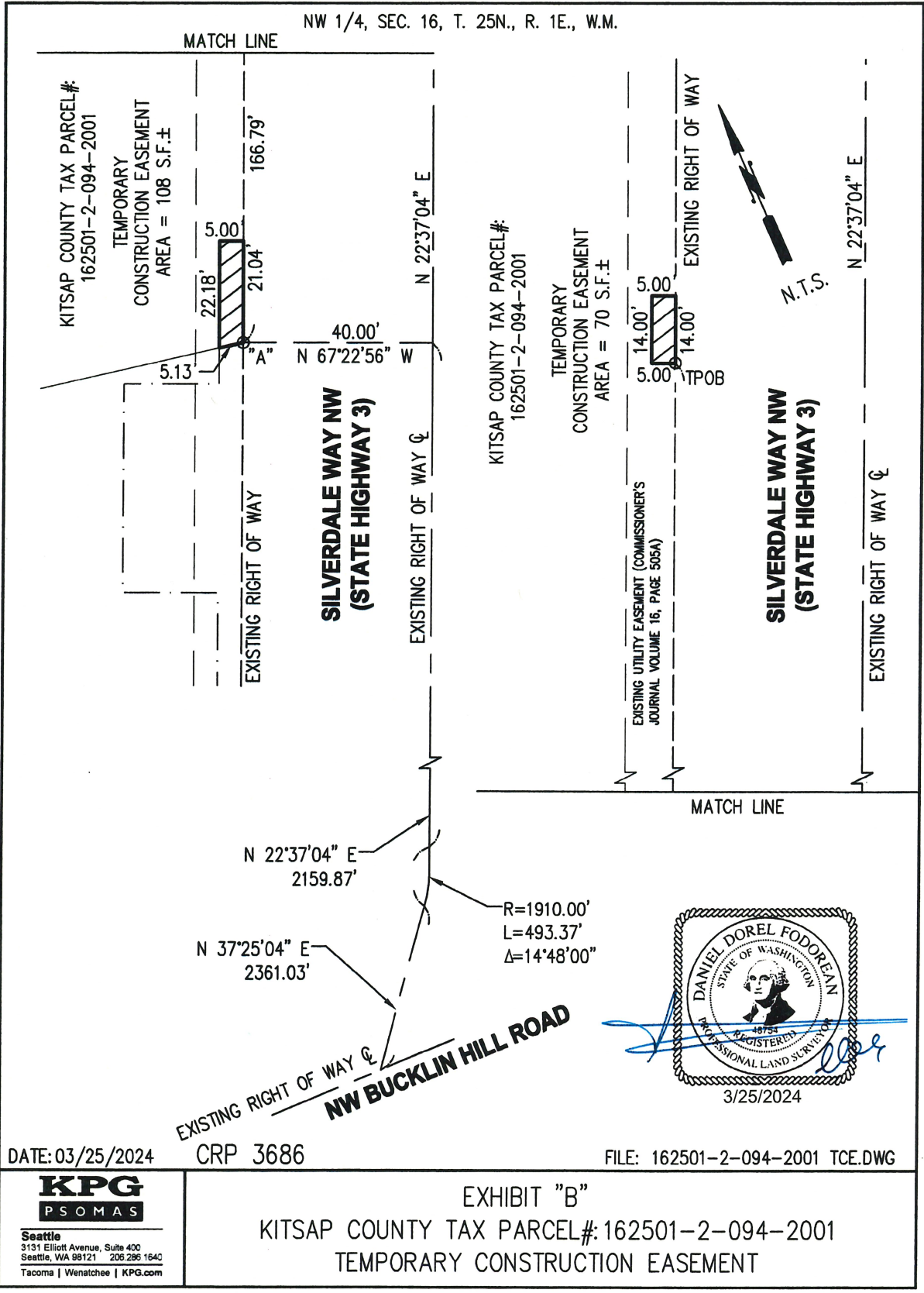
THENCE SOUTH 22° 37' 04" WEST ALONG SAID NORTHWESTERLY MARGIN, 21.04 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 108 SQUARE FEET, MORE OR LESS.

TOTAL TEMPORARY CONSTRUCTION EASEMENT AREA CONTAINING 178 SQUARE FEET, MORE OR LESS.



NW 1/4, SEC. 16, T. 25N., R. 1E., W.M.



DATE: 03/25/2024

CRP 3686

FILE: 162501-2-094-2001 TCE.DWG

KPG
PSOMAS
 Seattle
 3131 Elliott Avenue, Suite 400
 Seattle, WA 98121 206.286.1640
 Tacoma | Wenatchee | KPG.com

EXHIBIT "B"
 KITSAP COUNTY TAX PARCEL#: 162501-2-094-2001
 TEMPORARY CONSTRUCTION EASEMENT

Silverdale Way Preservation Project (CRP 3686) - Tax Parcel No. 162501-2-094-2001
(Fire District 1)

View of northern TCE facing south (4/1/24)



View of TCE facing west (4/1/24)



Silverdale Way Preservation Project (CRP 3686) - Tax Parcel No. 162501-2-094-2001
(Fire District 1)

View of southern TCE facing south (4/1/24)



View of TCE facing west (4/1/24)



Central Kitsap Fire and Rescue
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2023

		<u>Total for All Funds (Memo Only)</u>	<u>001 GENERAL FUND</u>	<u>201 BOND FUND- DEBT SERVICE</u>	<u>301 CAPITAL FUND</u>
Beginning Cash and Investments					
308	Beginning Cash and Investments	47,796,889	18,508,573	533,293	28,755,023
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	25,968,487	24,555,768	1,412,719	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	2,111,395	2,108,201	3,194	-
340	Charges for Goods and Services	2,643,343	2,643,343	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	1,448,422	594,488	25,253	828,681
Total Revenues:		<u>32,171,647</u>	<u>29,901,800</u>	<u>1,441,166</u>	<u>828,681</u>
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	27,630,725	27,609,537	483	20,705
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		<u>27,630,725</u>	<u>27,609,537</u>	<u>483</u>	<u>20,705</u>
Excess (Deficiency) Revenues over Expenditures:		4,540,922	2,292,263	1,440,683	807,976
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	28,553,578	-	877	28,552,701
397	Transfers-In	1,154,304	648,704	-	505,600
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	112,653	112,653	-	-
Total Other Increases in Fund Resources:		<u>29,820,535</u>	<u>761,357</u>	<u>877</u>	<u>29,058,301</u>
Other Decreases in Fund Resources					
594-595	Capital Expenditures	16,359,140	1,246,121	-	15,113,019
591-593, 599	Debt Service	1,730,241	50,840	1,409,000	270,401
597	Transfers-Out	1,154,304	505,600	-	648,704
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	34,237	34,237	-	-
Total Other Decreases in Fund Resources:		<u>19,277,922</u>	<u>1,836,798</u>	<u>1,409,000</u>	<u>16,032,124</u>
Increase (Decrease) in Cash and Investments:		<u>15,083,535</u>	<u>1,216,822</u>	<u>32,560</u>	<u>13,834,153</u>
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	35,137,433	324,054	565,853	34,247,526
50841	Committed	8,821,239	479,590	-	8,341,649
50851	Assigned	4,093,307	4,093,307	-	-
50891	Unassigned	14,828,445	14,828,445	-	-
Total Ending Cash and Investments		<u>62,880,424</u>	<u>19,725,396</u>	<u>565,853</u>	<u>42,589,175</u>

The accompanying notes are an integral part of this statement.

DRAFT

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

Note 1 – Summary of Significant Accounting Policies

Kitsap County Fire Protection District No. 1 was incorporated in June of 1942 and after several subsequent mergers, the district changed its name to Central Kitsap Fire and Rescue (CKFR). The district operates under the laws of the state of Washington applicable to a fire protection district. The district is a special purpose local government that provides emergency medical treatment, ambulance transports, fire suppression, and rescue services.

The district reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor’s Office under the authority of Washington State law, Chapter [43.09](#) RCW. This manual prescribes a financial reporting framework that differs from Generally Accepted Accounting Principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed but are not included in the financial statements (see Note 4 – *Joint Ventures, and Related Parties*).
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances for proprietary and fiduciary funds are presented using classifications that are different from the ending net position classifications in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government’s resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as “memo only” because any interfund activities are not eliminated. The following fund types are used:

Governmental Fund Types:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund. The district’s General Liability Reserve, Technical Rescue Program, and Kitsap County Joint Training Consortium (KCJTC) program activity are included in the general fund for reporting purposes.

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest, and related costs on general long-term debt.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The district's fire mitigation fund, facilities fund, apparatus and equipment fund, and bond projects fund activity are included in the capital fund for reporting purposes.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

C. Cash and Investments

See Note 3 – Deposits and Investments.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one (1) year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Annual Vacation Leave

The total number of annual leave hours accrued for represented, non-uniformed employees is the maximum number of hours that may be carried forward to the next year and ranges from 108 to 240 hours depending on years of service. Annual vacation leave is payable upon separation or retirement. For represented, uniformed employees, a maximum of 768 hours of annual leave, including holiday leave, may be carried forward from one year to the next and annual leave is payable upon separation or retirement. For non-represented employees, no more than 500 hours of annual leave may be carried forward to the next year unless approved by the Fire Chief or Board of Commissioners. Annual leave is payable upon separation or retirement and payments are recognized as expenditures when paid. Management employees may cash out up to 40 hours of annual vacation leave per year, at the current rate of pay, in accordance with the Management wage and Benefit Plan.

Sick Leave

Sick leave is used to provide employees paid time off as described in the district's Sick Leave / Emergency Leave Standard Operating Procedure (SOP). All employees receive regular sick leave and eligible employees also receive Washington State sick leave and total leave balances may accumulate to the maximums specified in the employee's respective Collective Bargaining Agreement or Management Plan and range from 1440 to 1560 for management employees, 1440 to

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

1,644 for represented LEOFF 2 employees, and up to 1440 for represented, non-uniformed employees who meet eligibility requirements. Accumulated amounts for all employees are cashed out based on a tiered proration, ranging from a 25% to 75% of the employee’s hourly rate of pay, and deposited into the employees’ HRA/VEBA account in accordance with their respective collective bargaining agreements and Management Wage and Benefit plans. Payments are recognized as expenditures when paid. Upon resignation and/or termination, any remaining sick leave hours are not compensated.

Compensatory Time

Represented employees may accrue compensatory time in lieu of receiving overtime pay. Compensatory time accrues at one and one half (1.5) hours for each overtime hour worked. Represented non-uniform employees may maintain up to 40 hours of accrued compensatory time and amounts over 40 hours are automatically cashed out at year end. The entire accrued balance is cashed out upon separation at the employee’s regular, straight-time rate of pay. Represented uniformed employees may carry over up to 48 hours of accrued compensatory time each year. Amounts over 48 hours will be cashed out at the end of each year at the employee’s regular rate of pay. Uniformed employees may cash out accrued compensatory time at any point during the year.

F. Long-Term Debt

See Note 6 – Long-term Debt

G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by Resolution of the district’s Board of Commissioners. When expenditures that meet restrictions are incurred, the district intends to use the most restricted resources first. Restrictions and commitments of Ending Cash and Investments are provided in the following table:

Table 1: Restricted and committed ending balances.

Fund Type – Name	Restricted	Committed	Purpose
General Fund		\$ 479,590	The purchase of heart monitors per a Board Resolution.
General Fund – Joint Training Consortium*	\$ 324,054		County-wide joint training consortium expenditures as specified in the inter-local agreement.
Debt Service – Bond	\$ 565,853		Bond debt service payments.
Capital – Apparatus & Equipment		\$ 3,179,004	The purchase of new or used apparatus and vehicles, major equipment, and major reconditioning of apparatus.
Capital – Facilities		\$ 5,162,645	Land, facility construction, and major repair or replacement.
Capital – Fire Mitigation	\$ 516		The purchase of apparatus and equipment as specified in the specific Height Mitigation Agreements.
Capital – Bond Projects	\$ 34,247,010		Costs of combining and replacing five stations, remodeling four stations and performing related capital improvements and pay other costs as described in the Resolution.
Total	\$ 35,137,433	\$ 8,821,239	

* Managerial sub-fund rolled into the general fund for reporting purposes.

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

Note 2 – Budget Compliance

The district adopts annual appropriated budgets for its general (operating), capital apparatus and capital facilities funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level and appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting. The appropriated and actual expenditures for the legally adopted budgets were as presented in table 2.

Table 2: Annual budget appropriations

Fund	Final Appropriated Amount	Actual Expenditures	Variance
General*	\$ 29,989,790	\$ 30,045,774	\$ 55,984
Capital**	\$ 2,011,335	\$ 4,636	\$ (2,006,699)
*Excludes general liability, Technical Rescue, and KCJTC program activity and eliminations			
**Capital apparatus and equipment and capital facilities funds only.			

Budgeted amounts are authorized to be transferred between departments within any fund and object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the district’s Board of Commissioners.

For better comparison with the district’s adopted general fund operating budget, general fund expenditures presented in table 2 exclude a net of \$599,443 in expenditures and eliminations in the general liability fund, Technical Rescue and Kitsap County Joint Training Consortium program activity. General fund non-operating costs were higher than expected due to transferring funds to the liability fund as required in the updated financial policies. General fund operating costs were lower than expected primarily from fewer equipment purchases, reduced training and travel, and unused contingency which mostly offset the unfavorable non-operating variance.

Overall capital expenditures paid from the general fund were much lower than anticipated due to postponing phase II of the administration building remodel project.

Continuing appropriations for the debt service, bond projects and fire mitigation funds are authorized through their respective Board Resolutions and Voluntary Mitigation Agreements and excluded from table 2. Annual budgets for the Kitsap County Joint Training Consortium and Kitsap County Technical Rescue Program activity are approved by the Kitsap County Fire Chiefs. More information about the district’s programs and budget can be found on its website at www.ckfr.org.

Note 3 – Deposits and Investments

Investments are reported at amortized cost. Deposits and investments by type on December 31, 2023, are provided in table 3. It is the district’s policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

Table 3: Deposits and investments

Type of Deposit or Investment	District's Own Deposits and Investments
Bank Deposits	\$ 57,441
Kitsap County Investment Pool	62,743,712
Total*	\$ 62,801,153
<small>*Deposits and investments held by the county as of December 31, 2023. This amount is less than CKFR's book balance by \$79,271 due to \$78,814 in outstanding deposits and a voided check for \$457.</small>	

Investments in the County Investment Pool

The district is a participant in the county investment pool, an external investment pool operated by the Kitsap County Treasurer. The pool is not rated or registered with the SEC. Rather, oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The district reports its investment in the pool at amortized cost, which is the same as the value of the pool per share. The pool does not impose liquidity fees or redemption gates on participant withdrawals.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the district would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The district's deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered, or held by the district or its agent in the government's name.

Note 4 – Joint Ventures and Related Parties

Kitsap Readiness Center Joint Management Group

In May of 2012, Central Kitsap Fire and Rescue entered into an agreement with the Bremerton Fire Department (BFD), South Kitsap Fire and Rescue (SKFR) the Kitsap County's Sherriff's Office (KCSO), Kitsap County Central Communications (CENCOM)/Department of Emergency Management (DEM), and the Kitsap County Coroner (KCC) to establish and participate in joint management of the Kitsap Readiness Center and established the Kitsap Readiness Center Joint Management Group (KRCJMG). In 2013 the KRCJMG applied for and became a separate limited liability company (LLC). The district is a voting member and paid \$12,000 in annual fees as assessed by the KRCJMG in 2023. The KRCJMG's total expenditures in 2023 were \$100,998.

Kitsap County EMS and Trauma Care Council

Central Kitsap Fire and Rescue is a voting member of the Kitsap County EMS and Trauma Care Council (KCEMS&TCC). The purpose of the KCEMS&TCC is to support the continuing development of high-quality pre-hospital, emergency medical and trauma care services in Kitsap County and is incorporated

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

as a non-profit corporation under section 70.168 of the Revised Code of Washington (RCW) and under section 501(c)3 under the Internal Revenue Code. In 2023 the district paid \$50,218 in assessments as specified in the Council's Bylaws. The Council's budget was \$411,810 in 2023 and actual expenditures were \$386,060. More information about the Council can be found at <https://www.kitsapcountyems.org>.

Kitsap County Joint Training Consortium

In March of 2021 Central Kitsap Fire and Rescue's Board of Commissioners authorized the district to enter an Interlocal Agreement (ILA) with North Kitsap Fire and Rescue, South Kitsap Fire and Rescue, Bainbridge Island Fire Department, the City of Bremerton Fire Department, and the City of Poulsbo Fire Department to maintain a Kitsap County Joint Training Consortium (KCJTC). The purpose of the Consortium is to develop and deliver superior training to improve performance and safety. The Agreement establishes an Administrative Board responsible for overseeing administration and named Central Kitsap Fire and Rescue as the KCJTC's fiscal agent. In 2023, the Administrative Board approved a budget based on a cost per member and the district's obligation was \$139,612. In 2023 the Consortium's total budget was \$384,497 and total expenditures were \$397,773. More information about the Consortium can be found at <https://www.kcftc.org>.

Kitsap County Joint Technical Rescue Program

In November of 2017 Central Kitsap Fire and Rescue's Board of Commissioners authorized the district to enter an Interlocal Agreement (ILA) with North Kitsap Fire and Rescue, South Kitsap Fire and Rescue, Bainbridge Island Fire Department, the City of Bremerton Fire Department, and the City of Poulsbo Fire Department to provide each member agency mutual aid from other member agencies in responding to incidents that require specialized technical rescue skills. The Agreement named Central Kitsap Fire and Rescue as the lead agency responsible for administering the agreement and assessing the annual maintenance fee as approved by the Kitsap County Fire Chief's Executive Board.

The Executive Board named the Poulsbo Fire Department to replace Central Kitsap Fire and Rescue as the lead agency beginning in 2023 and a new interlocal agreement between the participating agencies was signed in July of 2023. The district's obligation in that year was \$6,000. The total budget for the program was \$35,600 and total expenditures were \$23,687. More information about the program can be found at <https://www.ksort.org>.

South Kitsap Fire and Rescue

In June of 2021, the district held a joint Board of Commissioner meeting with South Kitsap Fire and Rescue to discuss five program areas for potential collaboration between the two districts. These program areas included the chaplain program, rehabilitation and air support for volunteers, peer support teams, emergency coverage, and purchasing of medical supplies. The respective agency Boards approved staff to move forward in researching and implementing these collective efforts.

In August of 2022 Central Kitsap Fire and Rescue's Board of Commissioners authorized the district to enter an Interlocal Agreement (ILA) with South Kitsap Fire and Rescue for the collaborative operations for inventory purchasing of medical supplies by and between both agencies. The Agreement specified that Central Kitsap Fire and Rescue was to coordinate ordering medical supplies for both agencies and

DRAFT

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

that South Kitsap Fire and Rescue would provide logistical and delivery support for both districts. Each district was responsible for its own medical supply costs and Central Kitsap Fire and Rescue received \$162,544 in reimbursements for medical supply costs ordered for South Kitsap Fire in 2023.

Silverdale Water District

In June of 2021 the district entered an Interlocal Joint Construction Agreement with the Silverdale Water District for the purpose of providing terms and conditions for which the parties will cooperate and share the costs for the shared administration and maintenance building remodel and construction projects. The agreement remains in effect until the lesser of the completion of the project or five years and may be terminated with 90 days written notice by either party. The project was substantially complete in April of 2023. The district's portion of estimated cost for both projects was \$1,420,000 and the district was billed \$1,519,034 for actual costs incurred through December 31, 2023.

In May of 2023, the district signed a restated and amended Real Property Ownership and Management Agreement. The agreement sets forth general terms on how both parties will own, manage, and share expenses for the jointly shared property.

City of Poulsbo

In January of 2023, the district entered an interlocal agreement with the City of Poulsbo to facilitate implementation of the Community Assistance Referrals and Education Services (CARES) program. The program is designed to connect residents in need with the most appropriate mental health and substance abuse related services.

Funding for the program is from various state and local grants awarded to the city and the district. The agreement remains in effect until December 31, 2023 and may be terminated by either party with 60 days written notice. The district received \$130,526 from the City of Poulsbo in 2023 to reimburse for CARES related program costs.

Kitsap County

In December of 2023 the district entered an interlocal agreement with the Kitsap County Human Services Division for Substance Abuse Disorder Professional (SUDP) services. Kitsap County will hire and be responsible for a SUDP professional that will respond to requests for services from the district's CARES team. Funding will be provided through a private grant awarded to the district and costs are not expected to exceed \$134,000.

The district entered a separate agreement with Kitsap County for the purpose of reducing chemical dependency and mental illness through the district's CARES program. The County will provide the district \$154,458 for the purpose of augmenting state and federal funding of mental health, chemical dependency, and other services. The term of the agreement is from January 1, 2023 through December 31, 2023.

North Perry Water District

In January of 2023 the district entered an interlocal agreement with the North Perry Water District (NPWD) to provide NPWD access to fuel dispensary from the district's station 41 fuel station. To

DRAFT

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

maintain the fueling station, NRPD agreed to reimburse the district \$0.20 per gallon above the cost paid by the district plus any additional fees or surcharges passed through from the fuel vendor. NRPD also agreed to cover 50% of routine maintenance costs. The agreement terminated in December 2023.

Kitsap Risk Management Group

In December of 2023 the district entered into a revised interlocal agreement with South Kitsap Fire and Rescue, the Kitsap Readiness Center Joint Management Group, the Bainbridge Island Fire Department, the Poulsbo Fire Department, and North Kitsap Fire and Rescue to join together as the Kitsap Risk Management Group (RMG). The purpose of the RMG is to select joint brokerage services, procure insurance, and provide training and other services. The agreement renews annually unless any party terminates participation with 60 days written notice. Each participating agency is solely responsible for its own costs including insurance premiums.

Note 5 – Leases

During the year ended December 31, 2022, the district adopted guidance for the presentation and disclosure of leases, as required by the BARS manual. This requirement resulted in the addition of a lease liability reported on the Schedule of Liabilities.

The district leased its fire station 54 from Marjorie Billick. A lease agreement was signed in March of 2013 with a rate of \$500 per year and increasing by \$50 per year to the maximum annual amount of \$650 was reached in 2016. The lease term expired in February of 2024 and was not renewed.

The district leases its administrative building color copier from Pacific Office Automation for \$187 per month. The original contract was a five-year agreement that expired in October of 2023. The lease then reverted to month-to-month term.

The district entered an initial one-year lease with Newberry Heights Industrial Park, LLC for a storage facility in February of 2023 for \$1,500 per month. In January of 2024, the district requested to amend the agreement to extend the term of the lease through February of 2026. The monthly lease cost increases to \$1,550 per month in 2024 and \$1,600 per month in 2026.

The district paid a total of \$19,020 in lease payments in 2023. As of December 31, 2023, the future lease payments are as follows:

Table 4: Future Lease Payments

Year Ended December 31	Total
2024	\$ 18,550
2025	19,150
2026	1,600
Total	\$ 39,300

Note 6 – Long-Term Debt

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the district and summarizes the district’s debt transactions for the year ended December 31, 2023. The

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

district paid \$700,000 in principal payments in 2023 and the debt service requirements for future general obligation bond payments are presented in table 5.

Table 5: 2024-2038 long-term debt

Year	Principal	Interest	Total
2024	\$ 1,305,000	\$ 2,155,088	\$ 3,460,088
2025	1,695,000	1,869,250	3,564,250
2026	1,885,000	1,784,500	3,669,500
2027	2,090,000	1,690,250	3,780,250
2028	2,310,000	1,585,750	3,895,750
2029-2033	15,245,000	6,042,700	21,287,700
2034-2038	22,190,000	2,496,250	24,686,250
Total	\$ 46,720,000	\$ 17,623,788	\$ 64,343,788

Assets Pledged as Collateral for Debt

The district’s 2020 and 2023 UTGO Capital Facilities Bonds are secured by or payable from excess property taxes levied by the district which, when collected, are required to be applied solely for the purpose of payment of principal and interest on the Bonds.

Significant Debt Agreement Terms

The district’s 2020 and 2023 UTGO Capital Facilities Bonds require that if the principal of any bond is not paid when the bond is properly presented at its maturity or date fixed for redemption, the district will be obligated to pay interest on that bond at the same rate provided in the bond form and after its maturity or the date fixed for redemption until that bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the UTGO Debt Service account and the bond has been called for payment by giving notice of that call to the Registered Owner. The bonds are not subject to acceleration under any circumstances. In the event of multiple defaults in payment of principal or interest on the bonds, the Registered Owners would be required to bring a separate action for each such payment not made.

Note 7 – Other Disclosures

Subsequent Events

In January of 2024 the district’s Board of Commissioners authorized the Fire Chief to sign an interlocal agreement with the Bainbridge Island Fire Department, the City of Bremerton, the Poulsbo Fire Department, North Kitsap Fire and Rescue, South Kitsap Fire and Rescue, and Kitsap County. The purpose of the agreement is for the parties to collaborate and combine their personnel, equipment, expertise, and technical resources for the provision of a rapid response to law enforcement critical incidents in Kitsap County. The agreement remains in effect until terminated. Any party may withdraw their participation with a 60-day written notice. Parties are responsible for their own costs under the agreement but may seek federal reimbursement as applicable.

In February of 2024, the district declared the building and property located at 15393 Olympic View Road NW, Silverdale, WA 98383 as surplus and to be made available for sale. This property was the

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

location of “old” fire station 52 and will no longer be used by the district due to the opening of “new” station 52 located at 5328 NW Anderson Hill Road NW, Silverdale, WA 98383.

Construction Commitments

The district has active construction projects as of December 31, 2023. The projects include construction of stations 51, 52, 53, 45, and 57. At year-end the district’s commitments with contractors are provided in table 6 and funding for these costs are from bond proceeds.

Table 6: Construction commitments

Project	Spent to Date	Remaining Commitment
Station 45 Construction	\$ 7,204,616	\$ 950,873
Station 51 Construction	\$ 1,340,111	\$ 11,618,856
Station 52 Construction	\$ 8,153,655	\$ 11,136
Station 53 Construction	\$ 269,705	\$ 607,979
Station 57 Construction	\$ 4,700,214	\$ 3,943,812

Note 8 – Other Post-Employment Benefits

The LEOFF I Retiree Medical Plan is a closed, single-employer, defined-benefit OPEB plan administered by the district as required by RCW 41.26. The plan pays for 100% of eligible retirees’ healthcare costs on a pay-as-you-go basis. As of December 31, 2023, the plan had two members, all retirees, and the district’s total OPEB liability was \$1,072,111 as calculated using the alternative measurement method. For the year ended December 31, 2023, the district paid \$35,005 in benefits.

Note 9 – Pension Plans

A. State Sponsored Pension Plans

Substantially all the district’s full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans Public Employees’ Retirement System (PERS), and Law Enforcement Officers’ and Fire Fighters’ Retirement System (LEOFF).

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems. The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Annual Comprehensive Financial Report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be downloaded from the DRS website at www.drs.wa.gov.

LEOFF Plan 1

The district also participates in LEOFF Plan 1. The LEOFF Plan 1 is fully funded, and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. Starting on July 1, 2000, employers and employees contribute zero percent.

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

LEOFF Plan 2

The district also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

Volunteer Fire Fighters’ and Reserve Officers’ Relief and Pension Fund (VFFRPF)

The district also participates in the Volunteer Fire Fighters’ and Reserve Officers’ Relief and Pension Fund (VFFRPF) administered by the State Board for Volunteer Fire Fighters and Reserve Officers. Detailed information about the plan is included in the State of Washington ACFR available from the Office of Financial Management website at www.ofm.wa.gov.

As of June 30, 2023 (the measurement date of the plans), the district’s proportionate share of the collective net pension (assets) and liabilities are as shown below. Only the district’s portion of the liabilities are reported on Schedule 09, the Schedule of Liabilities.

Table 7: CKFR's proportionate share of net pension assets and liabilities

Plan	Employer Contributions	Allocation Percent	Liability (Asset)
PERS 1	\$ 73,048	0.010720%	\$ 244,709
PERS 2/3	\$ 121,754	0.013848%	\$ (567,586)
LEOFF 1	-	0.005657%	\$ (167,901)
LEOFF 2	\$ 726,711	0.321957%	\$ (7,722,454)
VFFRPF	\$ 360	0.210000%	\$ (41,201)

B. Defined Contribution Pension Plans

Eligible uniformed and non-uniformed bargaining unit members participate in a 457(b) defined contribution plan administered by Voya Financial, DecisionPoint Financial, or the Washington State Department of Retirement Systems (DRS). Central Kitsap Fire and Rescue contributes \$100 to every non-uniformed bargaining unit member and matches up to \$300 in elective contributions. The district contributes four and one-half percent (4.5%) of the top step firefighter monthly wage rate to uniformed bargaining unit members and \$500 to non-represented, non-exempt employees.

Management employees may make elective contributions to a 457(b) defined contribution plan also administered by Voya Financial, DecisionPoint, or the DRS. These contributions can be up to the IRS maximum and are not matched by the district. Management employees also participate in a district funded 401(a) plan administered by Voya Financial. The district contributes either \$600 or \$700 per month for each employee, based on attainment of a bachelor’s degree. The Fire Chief may make elective contributions to a district sponsored 401(a) plan up to the current IRS maximum. The district’s contributions for defined contribution plans during the year was \$576,509.

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

Note 10 – Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed at the end of each month. Property tax revenues are recognized when cash is received by the district. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied. Washington State Constitutions and Washington State law, RCW 84.55.010 limit the rate.

Table 8: Property Tax Calendar

Property Tax Calendar	
January 1	Tax is levied and becomes an enforceable lien against the properties
February 14	Tax bills are mailed
April 30	First of two equal installment payments are due
May 31	Assessed value of property established for next year's levy at 100 percent of market value
October 31	Second installment is due

The district’s regular and special levy rates and amounts collected in 2023 are presented below.

Table 9: Levy rates and assessed valuation.

2023 CKFR Levy	Rate per \$1,000 of Assessed Value	Assessed Valuation	Total Levy*
Regular Levy	\$ 1.252664	\$ 14,623,023,151	\$ 18,317,747
Emergency Medical Services (EMS)	\$ 0.432627	\$ 14,662,202,201	\$ 6,343,274
Capital Facilities Bond	\$ 0.096791	\$ 14,517,825,668	\$ 1,407,637
*Excludes \$29,952 in timber excise distribution; See the Kitsap County’s Assessment Book for more information			

Note 11 – Risk Management

Central Kitsap Fire & Rescue is a member of the Enduris Washington (Pool). Chapter 48.62 RCW provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and contract for risk management, claims, and administrative services. The Pool was formed on July 10, 1987 pursuant to the provisions of Chapter 48.62 RCW, Chapter 200-100 WAC, and Chapter 39.34 RCW when two counties and two cities in the State of Washington joined together by signing an interlocal governmental agreement to fund their self-insured losses and jointly purchase insurance and administrative services. For the Pool’s fiscal year ending August 31, 2023, there were 518 Enduris members representing a broad array of special purpose districts throughout the state.

The Enduris program provides various forms of joint self-insurance and reinsurance coverage for its members: Liability coverage, which includes General Liability, Automobile Liability, Public Officials’ Errors and Omissions liability, Terrorism liability and Employment Practices liability; Property coverage, which includes Building and Contents, Mobile Equipment, Boiler and Machinery, and Business Interruption/Extra Expense; Automobile Physical Damage coverage; Cyber coverage; Crime blanket coverage; Named Position coverage; and an Identity Fraud reimbursement policy. Pollution and Cyber coverage are provided on a claims-made coverage form. Crime coverage is provided on a discovery form. All other coverage is provided on an occurrence coverage form.

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

Members are responsible for a coverage deductible or co-pay on each covered loss. Each policy year members receive a Memorandum of Coverage (MOC) outlining the specific coverage, limits, and deductibles/co-pays that apply to them. In certain cases, the Pool may allow members to elect to participate in the programs at limits, coverage, deductibles, and co-pays that are specific to their needs. Enduris is responsible for payment of all covered losses above the member retention, up to the Pool self-insured retention (SIR). Enduris acquires excess/reinsurance from unrelated insurance companies to cover losses above the Pool's SIR up to the coverage maximum limit of liability. The tables below reflect the Pool's SIR, reinsurance limits, and member deductibles/copays by coverage type.

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays (1)
Liability:				
General Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Automobile Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Public Officials Errors and Omissions Liability	Each Wrongful Act Member Aggregate	\$1 million	\$20 million \$20 million	\$1,000 - \$100,000
Terrorism Liability(2)	Per Occurrence Pool Aggregate	\$500,000 \$1 million	None	\$1,000 - \$100,000
Employment Practices Liability	Per Occurrence Member Aggregate	\$1 million	\$20 million \$20 million	20% Copay(3)

- (1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible
(2) Terrorism liability is fully funded by the Pool i.e. no excess/reinsurance is procured.
(3) Members pay a 20% co-pay of costs. By meeting established guidelines, the co-pay may be waived.

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays (1)
Property (2):				
Buildings and Contents	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Mobile Equipment	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Boiler and Machinery (3)	Per Occurrence	Varies	\$100 million	Varies
Business Interruption (BI)/ Extra Expense(EE) (4)	Per Occurrence	\$250,000	\$100 million (BI)/ \$50 million (EE)	\$1,000 - \$250,000
Sublimit (5):				
Flood	Per Occurrence	\$250,000	\$50 million (shared by Pool members)	\$1,000 - \$250,000
Earthquake	Per Occurrence	5% of indemnity, subject to \$250,000 minimum	\$10 million (shared by Pool members)	\$1,000 - \$250,000
Terrorism Primary	Per Occurrence Pool Aggregate	\$250,000	\$100 million per occurrence \$200 million aggregate	\$1,000 - \$250,000
Terrorism Excess	Per Occurrence APIP Per Occurrence APIP Aggregate	\$500,000	\$600 million/ Pool aggregate \$1.1 billion/ per occurrence APIP program \$1.4 billion/ APIP program aggregate	\$0
Automobile Physical Damage(6)	Per Occurrence	\$25,000; \$100,000 for Emergency Vehicles; \$250,000 for Emergency Vehicles valued >\$750,000	\$1 billion	\$250 - \$1,000
Crime Blanket (7)	Per Occurrence	\$50,000	\$1 million	\$1,000
Named Position (8)	Per Occurrence	\$50,000	\$1 million	\$1,000

DRAFT

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

Cyber (9)	Each Claim APIP	\$100,000	\$2 million	20% Copay
	Aggregate		\$40 million	
Identity Fraud Expense Reimbursement (10)	Member	\$0	\$25,000	\$0
	Aggregate			

(1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible.

(2) Property coverage for each member is based on a detailed property schedule. Scheduled items are covered to the extent of the cost of repair or replacement according to the excess/reinsurance policy terms. Under the Alliant Property Insurance Program (APIP) Reinsurance carriers cover insured losses over \$250,000 to the limit of \$1 billion except for certain types of sub-limited property losses such as flood, earthquake, and terrorism.

(3) Boiler and Machinery self-insured retention for the Pool varies depending on motor horsepower.

(4) Business Interruption/ Extra expense coverage is based on scheduled revenue-generating locations/operations. A limited number of members are scheduled, and the rest are limited to \$500,000 of coverage with a \$2.5 million Pool maximum for undeclared exposure. The waiting period (deductible) is typically 24 hours but there are exceptions specific to the type of exposure covered.

(5) This sub-limit list is simplified and is not all-inclusive. In addition, sub-limits are often shared or aggregated by all pool members and, in a few cases, are shared by all APIP members. Deductibles often vary by coverage sub-limit.

(6) Auto Physical Damage coverage includes comprehensive, named perils and collision. Coverage for each member is based on a detailed vehicle schedule.

(7) Crime Blanket coverage (also referred to as "Employee Dishonesty Coverage with Faithful Performance" of \$2,500 is provided to each member. Members may elect to "buy up" the level of coverage from \$5,000 to \$2 million.

(8) Named Position coverage is optional. Members may elect to schedule various employees, directors, and commissioners, with individual limits of between \$5,000 and \$1 million.

(9) Cyber coverage is included under the Pool's Property program. Members are subject to a 20% co-pay per loss and the Pool's SIR is tiered between \$50,000 and \$100,000 depending on the insured/member's property TIV with an 8-hour waiting period. By meeting established guidelines, the co-pay may be waived. The reinsurance maximum limit of liability is \$2 million, with various declared sub-limits.

(10) Enduris purchases Identity Fraud Expense Reimbursement coverage. Member claims do not have a deductible. There is a \$25,000 limit per member.

Members make an annual contribution to fund the Pool. Since Enduris is a cooperative program, there is joint liability among the participating members. There were no claim settlements in excess of the insurance coverage in any of the last three policy years.

Upon joining the Pool, members are contractually obligated to remain in the Pool for a minimum of one year. They must give notice 60 days before renewal in order to terminate participation. The Interlocal Governmental Agreement (formerly known as the Master Agreement) is automatically renewed each year unless provisions for withdrawal or termination are applied. Even after termination, a member is still responsible for contribution to Enduris for any unresolved, unreported and in process claims for the period they were a signatory to the Interlocal Governmental Agreement.

Its member participants fully fund Enduris. Members file claims with the Pool which determines coverage and administers the claims.

The Pool is governed by a Board of Directors comprising seven board members. The Pool's members elect the Board, and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for overseeing the business affairs of Enduris and providing policy direction to the Pool's Executive Director.

CENTRAL KITSAP FIRE AND RESCUE
Notes to the Financial Statements
For the Year Ended December 31, 2023

Self-Insurance

The district self-insures for unemployment compensation benefits and maintains adequate resources for these costs. The district did not receive or pay out any claims in 2023.

Note 12 – Subscription Based Information Technology Arrangements (SBITA)

During the year ended December 31, 2023 the district adopted guidance for the presentation and disclosure of Subscription Based Information Technology Arrangements (SBITA), as required by the BARS manual. This requirement resulted in the addition of a subscription liability reported on the Schedule of Liabilities.

Kronos / UKG

In August of 2022 the district entered an agreement with Kronos SaaS, Inc., a UKG company, for workforce management systems and services. The billing period and initial 36-month term began 120 days after the contract was executed and renews annually thereafter. The district may terminate the contract for convenience with a 90-day written notice and the vendor may terminate the contract with a 60-day written notice prior to the end of the current term. The agreement was amended in April of 2023 and district pays a total of \$2,632 per month for contract services excluding implementation costs, other fees, and taxes.

Darkhorse

In March of 2023 the district entered an agreement with Darkhorse Emergency Corporation for data analytics and predictive modeling subscription services. The initial term is five years, which will automatically be renewed for five years unless cancelled by material breach or by either party by submitting a 30-day notice prior to the end of the five-year term. The annual payment due is \$22,000 excluding implementation costs, other fees, and taxes.

ClearGov

In November of 2023 the district entered an agreement with ClearGov for fiscal budgeting, strategic planning, and services related to conveying other key metrics to the public. The initial term of the three-year contract begins January 1, 2024 and will renew annually thereafter unless cancelled by either party with a 60-day notice prior to the end of each term. The initial annual payment will be \$36,245 and will escalate by three percent per year during the initial three-year term and six percent per year thereafter excluding implementation costs, other fees, and taxes.

The total amount paid for SBITAs in 2023 was \$48,320 and as of December 31, 2023 future SBITA payments are as follows:

Table 10: Future SBITA payments.

Year Ended December 31	Total
2024	\$ 89,829
2025	\$ 90,916
2026	\$ 65,716
2027	\$ 22,000
Total	\$ 268,461

**Central Kitsap Fire and Rescue
Schedule of Liabilities
For the Year Ended December 31, 2023**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
251.12	Unlimited Tax General Obligation Bonds	12/1/2038	21,400,000	-	700,000	20,700,000
251.12	Unlimited Tax General Obligation Bonds	12/1/2038	-	26,020,000	-	26,020,000
Total General Obligation Debt/Liabilities:			21,400,000	26,020,000	700,000	46,720,000
Revenue and Other (non G.O.) Debt/Liabilities						
263.57	Copier Lease	10/28/2023	1,870	-	1,870	-
263.57	Station 54 Lease	2/28/2024	650	-	650	-
263.99	Contract Payable		28,356	-	-	28,356
263.72	Arbitrage Rebate Liability	12/30/2025	-	837	-	837
264.40	LEOFF 1 OPEB Liability		1,021,432	50,679	-	1,072,111
264.30	Net Pension Liability		285,203	-	40,494	244,709
259.12	Buy-out value of vested leave balances		3,122,273	838,838	229,065	3,732,046
263.57	DarkHorse SBITA	3/5/2028	-	110,000	22,000	88,000
263.57	Storage facility lease	2/14/2026	-	55,800	16,500	39,300
263.57	UKG Kronos SBITA	2/28/2026	94,752	-	26,320	68,432
263.57	ClearGov SBITA	12/31/2026	-	112,030	-	112,030
Total Revenue and Other (non G.O.) Debt/Liabilities:			4,554,536	1,168,184	336,899	5,385,821
Total Liabilities:			25,954,536	27,188,184	1,036,899	52,105,821

DRAFT