**Meeting Location:**
City Hall
Council Chambers
216 Prospect Street
Port Orchard, WA 98366

**Contact us:**
Phone (360) 876-4407
Email cityhall@portorchardwa.gov
www.portorchardwa.gov

# City Council
# Regular Meeting
# Tuesday, January 13, 2026
# 6:30 PM

**Pursuant to the Open Public Meetings Act, Chapter 42.30 RCW, the City Council is conducting its public meeting in a hybrid format with options for in-person attendance in the Council Chambers at City Hall or remote viewing and participation via Zoom (link below). The meeting is streamed live on the City's YouTube channel, click here.**

**Remote Access**

**Link:** https://us02web.zoom.us/j/89294675108
**Zoom Meeting ID:** 892 9467 5108
**Zoom Call-In:** 1 253 215 8782

**Guiding Principles**

Are we raising the bar in all of our actions?
Are we honoring the past, but not living in the past?
Are we building positive connections with our community and outside partners?
Is the decision-making process building a diverse, equitable, and inclusive community?

**Collective Bargaining Session at 6:00pm**

**Pursuant RCW 42.30.140 (4)(b), the City Council will hold a 30-minute CLOSED SESSION to discuss planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.**

## 1. Call to Order

**A.** Pledge of Allegiance

## 2. Council and Mayor Group Photo

## 3. Approval of Agenda

## 4. Citizen Comments

(This is an opportunity for citizens to address the City Council on agenda items that are not associated with a Public Hearing on this agenda. Comments are limited to 3 minutes. Please approach the podium or raise your Zoom hand if viewing remotely and wait to be recognized by the Mayor. Then, state your name for the official record. If you are attending remotely by Zoom via telephone, enter *9 from your keypad to raise your hand.)

## 5. Consent Agenda

(Items listed are to be considered routine in nature and are grouped together in a single motion. A Councilmember may remove an item for separate consideration upon request. In the event of such request, the item is placed under Business Items.)

**A.** Approval of Vouchers and Electronic Payments

**B.** Approval of Payroll and Direct Deposits

**C.** Adoption of a Resolution Authorizing the City of Port Orchard to Enter into an Interlocal Cooperative Purchasing Agreement with the City of Seattle (Brown)

**D.** Adoption of a Resolution Adopting Personnel Policy Related to Bilingual Pay (Lund)

## 6. Presentation

## 7. Public Hearing

(Accepting public testimony from citizens limited to the specific items listed.)

## 8. Business Items

**A.** Approval of a Collective Bargaining Agreement with Teamsters Local Union 589 representing Public Works Employees for 2026-2028 (Lund)

**B.** Approval of a Collective Bargaining Agreement with the Teamsters Local Union 589 representing Municipal Court Employees for 2026-2028 (Lund)

**C.** Adoption of a Resolution Authorizing the Mayor to Execute a Contract with Herrera for the Stormwater Action Plan Update 2025 (Ryan)

**D.** Adoption of a Resolution Accepting Three Temporary Construction Easements for the SR166/Bay Street Improvements Project (Ryan)

**E.** Adoption of a Resolution Authorizing the Mayor to Execute an Agreement with the WA State Department of Ecology for FY2025-2027 Stormwater Capacity Grant (Ryan)

**F.** Adoption of a Resolution Accepting the Lodging Tax Advisory Committee's Recommendation for 2026 Funding (Wallace)

**G.** Adoption of a Resolution Authorizing the Mayor to Execute a Commercial Facilities Contract with PSE for the Melcher Pump Station Rehab Project (Ryan)

**H.** Approval of Amendment #20 to Contract No. 066-20 with Rice Fergus Miller for the Community Event Center Project (Bond)

**I.** Approval of Amendment No.7 to Contract No. 053-19 with Terraphase Engineering, Inc. for the ESSB 6091 Foster Pilot Project Services (Ryan)

**J.** Approval of a Memorandum of Agreement with the BlueBridge Alliance (Brown)

**K.** Approval of the November 25, 2025, City Council Regular Meeting Minutes

**L.** Approval of the December 9, 2025, City Council Regular Meeting Minutes

**M.** Approval of the December 16, 2025, City Council Regular Meeting Minutes

## 9. Discussion Items

(No Action to Be Taken.)

## 10. Reports of Council Committees

(Three council members serve on the committee with staff to make collaborative recommendations about work product. Staff then prepares the items for full Council consideration based on the Committee's discussion.)

**A.** Council Advisory Committees

## 11. Report of Mayor

## 12. Report of Department Directors

## 13. Citizen Comments

(This is an opportunity for citizens to address the City Council on any items that are not associated with a Public Hearing on this agenda. Comments are limited to 3 minutes. Please approach the podium or raise your Zoom hand if viewing remotely and wait to be recognized by the Mayor. Then, state your name for the official record. If you are attending remotely by Zoom via telephone, enter *9 from your keypad to raise your hand.)

## 14. Good of the Order

## 15. Executive Session

Pursuant to RCW 42.30.110, the City Council may hold an executive session. The topic(s) and the session duration will be announced prior to the executive session.

## 16. Adjournment

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**ADA Requirements**

In compliance with the American with Disabilities Act, if you need accommodations to participate in this meeting, please contact the City Clerk's office at (360) 876-4407. Notification at least 48 hours in advance of meeting will enable the City to make arrangements to assure accessibility to this meeting.

**Reminder:** Please silence all electronic devices while City Council is in session.

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For current City Council member and contact information, please visit https://portorchardwa.gov/departments/city-council/.

For Committee Membership please visit https://portorchardwa.gov/city-council-advisory-committees/.

**City of Port Orchard**
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# Agenda Staff Report

**Consent Agenda:** 5.C. Adoption of a Resolution Authorizing the City of Port Orchard to Enter into an Interlocal Cooperative Purchasing Agreement with the City of Seattle (Brown)
**Meeting Date:** January 13, 2026
**Presenter:** Matt Brown, Police Chief

**Summary and Background:**
The City of Port Orchard purchases a wide range of materials, equipment, supplies, and services to support both day-to-day operations and capital projects. State law provides several options for procurement, including competitive bidding, cooperative purchasing, and interlocal agreements. Under RCW 39.34, the Interlocal Cooperation Act, municipalities may enter into agreements with other government agencies to make efficient use of resources and reduce administrative costs. The City of Seattle maintains competitively awarded contracts for various supplies, materials, equipment, and services, and invites other jurisdictions to "piggyback" off of their competitively procured contracts for efficient and effective procurement. The City of Seattle utilizes a form agreement, consistent with RCW 39.34, and the City would execute this form to evidence its intent to seek the ability to piggyback on City of Seattle contracts (subject to City of Seattle's acceptance). By entering into this Interlocal Cooperative Purchasing Agreement, the City of Port Orchard will gain access to City of Seattle's contracts with associated pricing, allowing for streamlined procurement, pre-negotiated pricing, and improved efficiency. Each agency remains responsible for its own compliance with applicable laws and for payment of items purchased under this agreement. This agreement will remain in effect until canceled in writing by either party. The City has similar agreements in place with other jurisdictions, agencies and organizations, in order to facilitate efficient procurement.

**Relationship to Comprehensive Plan:** N/A

**Recommendation:** Staff recommends that the City Council adopt a Resolution authorizing the City of Port Orchard to enter into an Interlocal Cooperative Purchasing Agreement with the City of Seattle for the procurement of materials, equipment, supplies, and services using competitively awarded contracts.

**Motion for Consideration:** I move to adopt a Resolution authorizing the City of Port Orchard to enter into an Interlocal Cooperative Purchasing Agreement with the City of Seattle for the

procurement of materials, equipment, supplies, and services.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** No direct fiscal impact. Any purchases made under this agreement will be budgeted and expended within the City's adopted biennial budget.

**Alternatives:** Do not approve and provide further guidance.

**Attachments:**
1. RESOLUTION_-_Seattle_Interlocal
2. Inter-Local_Agreement_Form_06092023

**RESOLUTION NO. -26**

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, AUTHORIZING THE CITY TO ENTER INTO AN INTERLOCAL COOPERATIVE PURCHASING AGREEMENT WITH THE CITY OF SEATTLE FOR THE PROCUREMENT OF MATERIALS, EQUIPMENT, SUPPLIES, AND SERVICES.**

**WHEREAS**, RCW 39.34, the Interlocal Cooperation Act, authorizes local governments to cooperate with other governmental entities to make efficient use of their powers and resources; and

**WHEREAS,** the City of Seattle maintains competitively awarded contracts for various supplies, materials, equipment, and services; and

**WHEREAS,** the City Council of the City of Port Orchard desires to authorize the City to enter an Interlocal Cooperative Purchasing Agreement with the City of Seattle to allow access to these contracts; and

**WHEREAS,** utilizing the City of Seattle's contracts will provide the City of Port Orchard with competitive pricing and streamlined procurement processes consistent with applicable State and City procurement requirements; Now therefore,

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**THAT:** The City of Port Orchard is hereby authorized to enter an Interlocal Cooperative Purchasing Agreement with the City of Seattle for the procurement of materials, equipment, supplies, and services

**THAT:** The Mayor, or designee, is authorized to take such actions and execute such agreements as may be necessary to carry out the intent of this resolution.

**THAT:** The Resolution shall take full force and effect upon passage and signatures hereon.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the Clerk in authentication of such passage on this 13th day of January, 2025.

_____

Robert Putaansuu, Mayor

ATTEST:

_____

City Clerk, Brandy Wallace, MMC

**COOPERATIVE PURCHASING AGREEMENT**

In accordance with RCW Chapter 39.34 and all other applicable laws, The City of Seattle and the _____, hereby agree to cooperative governmental purchasing agreement for various supplies, materials, equipment and routine, expert and/or consultant services, using competitively awarded contracts. The following terms and conditions shall apply:

1. Each agency, in contracting for the purchase of supplies, materials, equipment and services, agrees at its discretion, to extend contracts for shared use to the extent permitted by law and agreed upon by those parties and vendors.

2. Each agency is responsible for compliance with any additional or varying laws and regulations regarding purchases.

3. Any purchases shall be affected by a purchase order from the purchasing agency and directed to the vendor(s).

4. The originating contracting agency does not accept responsibility or liability for the performance of any vendor used by the purchasing agency as a result of this agreement.

5. Each agency shall be responsible for the payment of any item(s) purchased through a contract or purchase order that resulted from this Agreement.

6. This Agreement shall remain in force until cancelled in writing by either party.

Accepted for _____

By: _____

Name: _____

Title: _____

Date: _____

Accepted for the City of Seattle:

By: _____

Name: _____

Title: _____

Date: _____

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# Agenda Staff Report

**Consent Agenda:** 5.D. Adoption of a Resolution Adopting Personnel Policy Related to Bilingual Pay (Lund)
**Meeting Date:** January 13, 2026
**Presenter:** Debbie Lund, Human Resources Director

**Summary and Background:**
Human Resources continues to review existing City personnel policies and, when appropriate, make recommendations for revisions and adoption of new policies. Starting with the Police Guild contract in 2024, the City Council expressed interest in establishing a bilingual premium for employees who are fluent in Spanish, Tagalog, Korean or American Sign Language. Similar language has been ratified in the newly proposed collective bargaining agreements with employees represented by the Teamsters under consideration tonight. This proposed policy would be implemented for non-union employees. The proposed rate of pay is identical to what union members are eligible for under their contracts. This proposed policy was shared with non-represented City staff for review and comment.

**Relationship to Comprehensive Plan:** N/A

**Recommendation:** Staff recommends that the City Council adopt the attached resolution establishing a personnel policy to pay employees who are fluent in select languages a bilingual premium.

**Motion for Consideration:** I move to adopt a Resolution, establishing a new policy related to bilingual pay.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** It is unknown how many employees will qualify and take advantage of this benefit. To date, only two non-represented employees have expressed interest. The anticipated annual cost to the City to implement this benefit will be approximately $2,510 per employee. This includes applicable wages and payroll taxes.

**Alternatives:** Do not approve the Resolution and provide alternative guidance.

**Attachments:**

1. Resolution_Personnel_Policy_5.13_Bilingual_Pay
2. Exhibit_A_5.13_Bilingual_Pay

**RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, ADOPTING A PERSONNEL POLICY RELATED TO PAYING A PREMIUM TO EMPLOYEES WHO ARE BILINGUAL.**

**WHEREAS,** the Human Resources Department continues to review and, where appropriate, recommend modifications and additions to personnel policies; and

**WHEREAS**, the City believes there is a benefit to our community and those we serve when we have employees who can speak the native language of the customer; and

**WHEREAS**, other than English, the languages of Spanish, Tagalog, Korean and American Sign Language have been identified as the most common in our community; and

**WHEREAS,** through adoption of the Police Guild contract and consideration of the tentative agreements with the Teamster's Local Union No. 589 representing public works employees and representing municipal court employees, the City Council has expressed support for offering staff a bilingual premium pay; and

**WHEREAS**, the City wishes to offer this bilingual premium pay to its non-represented employees; now, therefore;

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**THAT:** It is the intent of the Port Orchard City Council that the recitals set forth above are hereby adopted and incorporated as findings in support of this Resolution.

**THAT**: Personnel policy related to bilingual premium pay for non-represented employees are hereby adopted in substantially the same form as attached hereto as Exhibit A. The Mayor is directed to incorporate these new policies into the City's existing Personnel Policy Manual and take all necessary steps to implement these policies.

**THAT**: In accordance with Resolution 034-10, the Mayor has the authority to amend the personnel policies and procedures, including those adopted by this Resolution, as needed with notification to the City Council.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage this 13th day of January 2026.

_____
Robert Putaansuu, Mayor

ATTEST:

_____
Brandy Wallace, MMC, City Clerk

# Exhibit A

## 5.13 Bilingual Pay

Regular full and part-time non-represented employees who are fluent in Spanish, Tagalog, Korean, and/or American Sign Language are eligible to receive a 2% premium of their base pay once certified as fluent by the City. The City will determine the fluency certification requirement. Interested employees should contact the Human Resources Office for information on certification testing.

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# Agenda Staff Report

**Business Items:** 8.A. Approval of a Collective Bargaining Agreement with Teamsters Local Union 589 representing Public Works Employees for 2026-2028 (Lund)
**Meeting Date:** January 13, 2026
**Presenter:** Debbie Lund, Human Resources Director

**Summary and Background:**
The contract between the City and Teamsters Local Union 589 representing Public Works Employees expired December 31, 2025. The City and representatives from the Teamsters have been meeting since September to negotiate a successor agreement. The proposed agreement represents an agreement reached between the parties as part of the collective bargaining process. The Teamsters representing Public Works Employees have voted and ratified the tentative agreement. The City Council has been briefed on the proposed changes and provided the complete, draft agreement under attorney-client privilege.

**Relationship to Comprehensive Plan:** N/A

**Recommendation:** Staff recommends the City Council authorize the Mayor to sign the agreement with Teamsters Local Union 589 representing Public Works Employees for 2026-2028.

**Motion for Consideration:** I move to authorize the Mayor to sign the 2026-2028 collective bargaining agreement between the City of Port Orchard and the Teamsters Local Union 589 representing Public Works Employees.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** Provided for in the 2025-2026 budget.

**Alternatives:** Provide alternative guidance.

**Attachments:**

None

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# Agenda Staff Report

**Business Items:** 8.B. Approval of a Collective Bargaining Agreement with the Teamsters Local Union 589 representing Municipal Court Employees for 2026-2028 (Lund)
**Meeting Date:** January 13, 2026
**Presenter:** Debbie Lund, Human Resources Director

**Summary and Background:**
The contract between the City and Teamsters Local Union 589 representing Municipal Court Employees expired December 31, 2025. The City and representatives from the Teamsters have met to negotiate a successor agreement. The proposed agreement represents an agreement reached between the parties as part of the collective bargaining process. The Teamsters representing Municipal Court Employees have voted and ratified the tentative agreement. The City Council has been briefed on the proposed changes and provided the complete, draft agreement under attorney-client privilege.

**Relationship to Comprehensive Plan:** N/A

**Recommendation:** Staff recommends the City Council authorize the Mayor to sign the agreement with the Teamsters Local Union 589 representing Municipal Court Employees for 2026-2028.

**Motion for Consideration:** I move to authorize the Mayor to sign the 2026-2028 collective bargaining agreement between the City of Port Orchard and the Teamsters Local Union 589 representing Municipal Court Employees.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** Provided for in the 2025-2026 budget.

**Alternatives:** Provide alternative guidance.

**Attachments:**
None

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# Agenda Staff Report

**Business Items:** 8.C. Adoption of a Resolution Authorizing the Mayor to Execute a Contract with Herrera for the Stormwater Action Plan Update 2025 (Ryan)
**Meeting Date:** January 13, 2026
**Presenter:** Denis Ryan, Public Works Director

**Summary and Background:**
The City of Port Orchard is required to complete and submit an updated Stormwater Management Action Plan (SMAP) by March 31, 2027, in accordance with the Western Washington Phase II Municipal Stormwater Permit. The SMAP identifies stormwater retrofit projects, program enhancements, and strategies to improve water quality and meet regulatory requirements. To prepare for this update, the City issued a Request for Qualifications (RFQ) for professional engineering services on July 14, 2025, seeking firms with expertise in stormwater planning, watershed analysis, and regulatory compliance. Submittals were evaluated based on qualifications, experience, and approach to the project. After scoring and interviews, Herrera Environmental Consultants was determined to be the most qualified firm. The City then negotiated the scope and fee for the SMAP Update. Staff is now bringing forward a resolution authorizing the Mayor to execute a contract with Herrera Environmental Consultants to complete the Stormwater Management Action Plan Update for 2025.

**Relationship to Comprehensive Plan:** 7 - Utilities

**Recommendation:** Staff recommends that City Council adopt a Resolution authorizing the Mayor to execute a contract with Herrera for the Stormwater Action Plan Update 2025.

**Motion for Consideration:** I move to approve a Resolution authorizing the Mayor to execute a contract with Herrera Environmental Consultants for the Stormwater Action Plan Update 2025 in the amount of $45,000.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** This contract in the amount of $45,000 is budgeted under GL Code 421.05.531.10.40.

**Alternatives:** Do not approve and provide further guidance.

**Attachments:**

1. Contract_Packet_-_SMAP_2025_PartiallyExec
2. RESOLUTION_-_SMAP

**Port Orchard Contract #: _____**
Authorized Amount: $45,000.00
Date Start: 12/10/2025
Date End: 12/10/2026

**CONSULTANT SERVICES AGREEMENT**
**SMAP 2025**

**THIS AGREEMENT** is entered into by and between the City of Port Orchard, Washington, a municipal corporation organized under the laws of the State of Washington ("City") and HERRERA ENVIRONMENTAL CONSULTANTS, INC. ("Consultant") organized under the laws of the State of Washington located and doing business at 2200 6TH AVE STE 1100 SEATTLE WA 98121-1867 (hereinafter the "Consultant").

**RECITALS:**

WHEREAS, the City desires to have certain services performed for its residents; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions; and

WHEREAS, the City complied with the requirements for hiring Consultant contained in Chapter 39.80 RCW;

**NOW, THEREFORE**, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

**AGREEMENT:**

**1. Scope of Services to be Performed by Consultant.**

The Consultant shall perform those services described on Exhibit "A," which is attached hereto and incorporated herein by this reference as if set forth in full. In performing such services, the Consultant shall at all times comply with all federal, state, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance. The Consultant shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.

If the services provided hereunder are funded in whole or in part under a Grant Funding Agreement, then Consultant will comply with the terms of such Grant Funding Agreement to ensure that the City is able to obtain the maximum funding under such Grant Funding Agreement. If this applies, the City will provide the Consultant with a copy of the Grant Funding Agreement.

**2. <u>Compensation</u>.**

The City shall pay the Consultant for services rendered according to the rates and methods set forth below.

☐ **LUMP SUM. Compensation for these services set forth in Exhibit A shall be a Lump Sum of $_____.**

X **TIME AND MATERIALS NOT TO EXCEED. Compensation for these services shall not exceed $<u>45,000.00</u>** without written authorization and will be based on the list of billing rates and reimbursable expenses attached hereto as Exhibit "B."

☐ **TIME AND MATERIALS. Compensation for these services shall** be on a time and materials basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit "B."

☐ **OTHER**_____

**3. <u>Payment.</u>**

A. The Consultant shall maintain time and expense records and provide them to the City monthly after services have been performed, along with monthly invoices in a format acceptable to the City for work performed to the date of the invoice.

B. All invoices shall be paid by City warrant within thirty (30) days of receipt of a proper invoice. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the Parties shall immediately make every effort to settle the disputed portion.

C. The Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.

D. On the effective date of this Agreement (or shortly thereafter), the Consultant shall comply with all federal and state laws applicable to independent contractors, including, but not limited to, the maintenance of a separate set of books and records that reflect all items of income and expenses of the Consultant's business, pursuant to Revised Code of Washington (RCW) 51.08.195, as required by law, to show that the services performed by the Consultant under this Agreement shall not give rise to an employer-employee relationship between the parties, which is subject to Title 51 RCW, Industrial Insurance.

E. If the services rendered do not meet the requirements of the Agreement, the Consultant will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval. However, if the City objects

to all or any portion of an invoice, it shall notify Consultant and reserves the option to only pay that portion of the invoice not in dispute. In that event, the Parties will immediately make every effort to settle the disputed portion.

F. The City reserves the right to direct the Consultant's compensated services before reaching the maximum amount.

**4. Duration of Agreement.**

A. This Agreement shall be in full force and effect for a period commencing on 12/10/025 and ending 12/10/2026 unless sooner terminated under the provisions of this Agreement. The City reserves the right to offer two (2) one-year extensions prior to expiration of the Agreement to retain the Consultant's services.

B. Time is of the essence of this Agreement in each and all of its provisions in which performance is required. If delays beyond the Consultant's reasonable control occur, the Parties will negotiate in good faith to determine whether an extension is appropriate.

C. The Consultant shall obtain a City of Port Orchard business license prior to commencing work pursuant to a written Notice to Proceed.

D. The Consultant is authorized to proceed with services upon receipt of a written Notice to Proceed.

**5. Standard of Care.**

The Consultant represents and warrants that it has the requisite training, skill, and experience necessary to provide the services under this Agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by the Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

**6. Ownership and Use of Documents.**

A. *Ownership.* Any records, files, documents, drawings, specifications, data, or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

B. *Records preservation.* Consultant understands that this Agreement is with a government agency and thus all records created or used in the course of Consultant's work for the City are considered "public records" and are subject to disclosure by the City under the Public Records Act, Chapter 42.56 RCW ("the Act"). Consultant agrees to safeguard and preserve records in accordance with the Act. The City may be required, upon request, to disclose the Agreement, and the documents

and records submitted to the City by Consultant, unless an exemption under the Public Records Act applies. If the City receives a public records request and asks Consultant to search its files for responsive records, Consultant agrees to make a prompt and thorough search through its files for responsive records and to promptly turn over any responsive records to the City's public records officer at no cost to the City.

**7. Relationship of the Parties; Independent Consultant**.

The Parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-consultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or sub-consultants of the Consultant. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives, and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

**8. Indemnification**.

Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, agents, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorneys' fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE CONSULTANT'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THIS WAIVER HAS BEEN MUTUALLY NEGOTIATED BY THE PARTIES.

The provisions of this section shall survive the expiration or termination of this Agreement.

**9. Insurance.**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. *Minimum Scope of Insurance*. Consultant shall obtain insurance of the types described below:

i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

ii. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent Consultants and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

iii. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

iv. Professional Liability insurance appropriate to the Consultant's profession.

B. *Minimum Amounts of Insurance.* Consultant shall maintain the following insurance limits:

i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

ii. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

iii. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

C. *Other Insurance Provision.* The Consultant's Automobile Liability, Commercial General Liability, and Professional Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

D. *Acceptability of Insurers*. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A-VII.

E. *Verification of Coverage*. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

F. *Notice of Cancellation.* The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. *Failure to Maintain Insurance.* Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

H. *No Limitation*. Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**10. <u>Record Keeping and Reporting</u>.**

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

**11. <u>City's Right of Inspection and Audit.</u>**

A. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

B. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement. All work products, data, studies, worksheets, models, reports, and other materials in

support of the performance of the service, work products, or outcomes fulfilling the contractual obligations are the products of the City.

**12. Work Performed at the Consultant's Risk.**

The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and sub-consultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

**13. Termination.**

A. *Termination without cause*. This Agreement may be terminated by the City at any time for public convenience, for the Consultant's insolvency or bankruptcy, or the Consultant's assignment for the benefit of creditors.

B. *Termination with cause*. This Agreement may be terminated upon the default of the Consultant and the failure of the Consultant to cure such default within a reasonable time after receiving written notice of the default.

C. *Rights Upon Termination*.

i. With or Without Cause. Upon termination for any reason, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination, not to exceed the total compensation set forth herein. The Consultant shall not be entitled to any reallocation of cost, profit or overhead. The Consultant shall not in any event be entitled to anticipated profit on work not performed because of such termination. The Consultant shall use its best efforts to minimize the compensation payable under this Agreement in the event of such termination. Upon termination, the City may take over the work and prosecute the same to completion, by contract or otherwise.

ii. Default. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained, by the City by reason of such default.

D. *Suspension*. The City may suspend this Agreement, at its sole discretion. Any reimbursement for expenses incurred due to the suspension shall be limited to the Consultant's

reasonable expenses, and shall be subject to verification. The Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

E. *Notice of Termination or Suspension*. If delivered to the Consultant in person, termination shall be effective immediately upon the Consultant's receipt of the City's written notice or such date as stated in the City's notice of termination, whichever is later. Notice of suspension shall be given to the Consultant in writing upon one week's advance notice to the Consultant. Such notice shall indicate the anticipated period of suspension. Notice may also be delivered to the Consultant at the address set forth in the "Notices" Section herein.

F. Nothing in this Subsection shall prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

**14. <u>Discrimination Prohibited</u>.**

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. Violation of this Section shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by the City, in whole or in part, and may result in ineligibility for further work for the City.

**15. <u>Force Majeure</u>.**

Notwithstanding anything to the contrary in this Agreement, any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, acts of war, terrorist acts, inability to obtain services, labor, or materials or reasonable substitutes therefor, governmental actions, governmental laws, regulations or restrictions, civil commotions, casualty, actual or threatened public health emergency (including, without limitation, epidemic, pandemic, famine, disease, plague, quarantine, and other significant public health risk), governmental edicts, actions, declarations or quarantines by a governmental entity or health organization, breaches in cybersecurity, and other causes beyond the reasonable control of the Party obligated to perform, regardless of whether such other causes are (i) foreseeable or unforeseeable or (ii) related to the specifically enumerated events in this paragraph (collectively, a "**Force Majeure**"), shall excuse the performance of such Party for a period equal to any such prevention, delay or stoppage. To the extent this Agreement specifies a time period for performance of an obligation of either Party, that time period shall be extended by the period of any delay in such Party's performance caused by a Force Majeure. Provided however, that the current COVID-19 pandemic shall not be considered a Force Majeure unless constraints on a Party's performance that result from the pandemic become substantially more onerous after the effective date of this Agreement.

**16. Assignment and Subcontract.**

The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City. Any assignment made without the prior approval of the City is void.

**17. Conflict of Interest.**

The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

**18. Confidentiality.**

All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

**19. Non-Appropriation of Funds.**

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

**20. Entire Agreement.**

This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. If there is a conflict between the terms and conditions of this Agreement and the attached exhibits, then the terms and conditions of this Agreement shall prevail over the exhibits. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

**21. Non-waiver of Breach.**

The failure of either party to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein contained in one or more instances, shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be in full force and effect.

**22. Modification.**

No waiver, alteration, modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Consultant.

**23. Notices.**

All notices or other communications required or permitted under this Agreement shall be in writing and shall be (a) personally delivered, in which case the notice or communication shall be deemed given on the date of receipt at the office of the addressee; (b) sent by registered or certified mail, postage prepaid, return receipt requested, in which case the notice or communication shall be deemed given three (3) business days after the date of deposit in the United States mail; or (c) sent by overnight delivery using a nationally recognized overnight courier service, in which case the notice or communication shall be deemed given one business day after the date of deposit with such courier. In addition, all notices shall also be emailed, however, email does not substitute for an official notice. Notices shall be sent to the following addresses:

Notices to the City of Port Orchard shall be sent to the following address:

City Clerk
City of Port Orchard
216 Prospect Street
Port Orchard, Washington 98366
Bwallace@cityofportorchard.us
Phone: 360.876.4407 Fax: 360.895.9029

Notices to the Consultant shall be sent to the following address:

Julianne Chechanover, P.E.

2200 Sixth Ave., Suite 1100 / Seattle, WA 98121
Phone No.: 206.441.9080
Email: jchechanover@herrerainc.com

**24. Resolution of Disputes; Governing Law.**

A. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the Mayor, who shall determine the term or provision's true intent or meaning. The Mayor shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the Mayor's determination in a reasonable time, or if the Consultant does not agree with the Mayor's decision on a disputed matter, jurisdiction of any resulting litigation shall be filed in Kitsap County Superior Court, Kitsap County, Washington.

C. This Agreement shall be governed by and construed in accordance with the laws of the

State of Washington. In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorneys' fees from the other Party.

**25. <u>Compliance with Laws.</u>**

The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those operations.

**26. <u>Title VI.</u>**

The City of Port Orchard, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, must affirmatively insure that its contracts comply with these regulations.

Therefore, during the performance of this Agreement, the Consultant, for itself, its assignees, and successors in interest agrees as follows:

A. *Compliance with Regulations.* The Consultant will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this Agreement.

B. *Nondiscrimination*. The Consultant, with regard to the work performed by it during this Agreement, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Consultant will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix A, attached hereto and incorporated herein by this reference, including employment practices when this Agreement covers any activity, project, or program set forth in Appendix B of 49 C.F.R. part 21.

C. S*olicitations for Subcontracts, Including Procurements of Materials and Equipment.* In all solicitations, either by competitive bidding, or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Consultant of the Consultant's obligations under this Agreement and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.

D. *Information and Reports*. The Consultant will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and

instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish the information, the Consultant will so certify to the City or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

E. *Sanctions for Noncompliance*. In the event of the Consultant's noncompliance with the non- discrimination provisions of this Agreement, the City will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

i. withholding payments to the Consultant under the Agreement until the contractor complies; and/or
ii. cancelling, terminating, or suspending the Agreement, in whole or in part.

F. *Incorporation of Provisions.* The Consultant will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Consultant will take action with respect to any subcontract or procurement as the City or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Consultant may request the City to enter into any litigation to protect the interests of the City. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

**27. <u>Counterparts.</u>**

This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

**28. <u>Severability</u>.**

Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

IN WITNESS WHEREOF, the City and the Consultant have executed this Agreement as of the dates listed below.

**CONSULTANT**

By: _____

Title: Vice President

Date: December 2, 2025

**CITY OF PORT ORCHARD**

By: _____
Robert Putaansuu, Mayor

Date: _____

**ATTEST/AUTHENTICATE**

_____
Brandy Wallace, MMC, City Clerk

**APPROVED AS TO FORM**

_____
Port Orchard City Attorney's Office

**EXHIBIT A**

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following outlined here or attached separately.

**EXHIBIT B**

Rates for Services to be Provided by Consultant: Consultant shall provide services in accordance with the rates listed herein. For multi-year agreements, Consultant may request an annual rate adjustment with a minimum of 60 days' written notice. Any increase shall not exceed the annual CPI-U for the Seattle-Tacoma-Bellevue area and is subject to City approval.

## APPENDIX A

During the performance of this Agreement, the Consultant, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U .S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 C.F.R. Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 C.F.R. Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U .S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC§ 471, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub- recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes

discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to -ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

# PORT ORCHARD STORMWATER MANAGEMENT ACTION PLAN (SMAP) UPDATE

On September 19, 2025, the City of Port Orchard (City) authorized Herrera Environmental Consultants (Herrera) to prepare a scope of work and budget to assist the City with a Stormwater Management Action Plan (SMAP) update to comply with its Western Washington Phase II Municipal Stormwater Permit (Phase II permit). This scope of work includes an update to the Lower Blackjack Creek, Catchment A SMAP (original SMAP; Herrera 2022). The update will identify additional actions to the original SMAP and focus on compliance with the new 2024-2029 Phase II permit requirements and Ecology's Stormwater Management Action Planning Guidance (July 24, Publication 24-10-027).

This scope of work includes a discussion of the activities, assumptions, deliverables, and a schedule associated with this project:


- Task 1.0 – Project Management ..... 1
- Task 2.0 – Data Compilation and Review ..... 2
- Task 3.0 – SMAP Action Identification ..... 3
- Task 4.0 – SMAP Update Report ..... 5
- Task 5.0 – Contingency Task ..... 6
- Project Schedule ..... 7


All meetings will be held virtually on Microsoft Teams and all deliverables will be electronic unless otherwise noted.

## Task 1.0 – Project Management

Herrera's project manager, Julianne Chechanover, will be responsible for ongoing administration of the project, including preparing invoices and progress reports, as well as coordination of work efforts with the designated client point of contact, Melinda Lohre. Herrera's project manager will have phone and e-mail contact with the City on an as-needed basis.

## Assumptions

- Up to two 30-minute check-in meetings per month will be scheduled as needed.

## Deliverables

- Monthly progress reports and invoices.

# Task 2.0 – Data Compilation and Review

The purpose of this task is to compile the data needed to prepare the SMAP update, including understanding the status of proposed actions in the original SMAP, additional implemented or planned activities, City priorities, and constraints.

To achieve these objectives, Task 2 will begin with a kickoff workshop (Workshop #1) attended by the Herrera team and City staff. Herrera will prepare and share a SMAP Update Matrix ahead of the workshop that identifies all Phase II permit-required SMAP components (S5.C.1.d.i), actions planned in the original SMAP (where applicable), and a column for a status update for each action. The matrix will include information about the following SMAP actions:

- Stormwater facility retrofits needed for the area
- Land management/development strategies identified for water quality management
- Focused, enhanced, or customized implementation of stormwater management actions related to Phase II permit sections within S5, including:
    - IDDE field screening
    - Prioritization of source control inspections
    - O&M inspections or enhancement maintenance
    - Public education and outreach behavior change programs

The objectives of Workshop #1 will include, but are not limited to:

- Confirming project goals and objectives.
- Reviewing status of all actions identified in the original SMAP and discuss any other actions conducted in the basin since development of the original SMAP.
- Discussing planned actions and brainstorm potential additional actions to include in the SMAP update.

- Identifying methods to incorporate overburdened communities in the SMAP update.
- Discussing City resources and constraints for implementation of actions.
- Identifying data needs and sources.

Following the workshop, Herrera will deliver a revised SMAP Update Matrix incorporating input from the workshop discussion as part of a summary of workshop notes and prepare a data request for the City. The data request may include GIS data layers updated since the preparation of the original SMAP.

## Assumptions

- Workshop #1 will be 2 hours in duration.
- The City will summarize the status of the stormwater management actions identified in the original SMAP in the SMAP Update Matrix at least 2 days before Workshop #1.
- The study area for the SMAP update will be limited to Catchment A of the Lower Blackjack Creek watershed.
- The SMAP Update Matrix will be considered a facilitation tool and will not be included in the final SMAP Update Report.
- The scope does not include development, modification, or field verification of existing GIS data layers.

## Deliverables

- Workshop #1 agenda and summary meeting notes
- Draft SMAP Update Matrix (Microsoft Excel)
- Revised SMAP Update Matrix (Microsoft Excel)

# Task 3.0 – SMAP Action Identification and Development

This task will address the Phase II permit requirement that the SMAP update must identify "additional actions for the existing SMAP."

Herrera will review the existing land management strategies and stormwater management actions in the original SMAP, identify new land management strategies and stormwater management actions, and develop the new land management strategies to meet the City's goals and further protect Lower Blackjack Creek. These actions will be also considered in terms of their potential effectiveness for removing or reducing pollutants or controlling stormwater in relation to the cost of the activity.

## SCOPE OF WORK

In addition to the original SMAP, Herrera will review the City's 2024 Comprehensive Plan Update to evaluate zoning, land use, and critical areas. Herrera will discuss recent or proposed development plans with City staff to develop an understanding of development and redevelopment potential and development type in the basin. This information will be used to evaluate land management strategies that should be considered for the catchment, including possible zoning modifications, strategic land purchase, and programs to require or incentivize the following:

- Riparian buffer expansion
- Increased tree canopy cover
- Green area creation or enhancement (e.g., minimum green area on a parcel)
- Forest and wildland preservation
- Soil restoration/regeneration
- Impervious surface conversion

Herrera will develop recommended land management strategies and stormwater management actions to incorporate into the SMAP Matrix. These land management strategies and stormwater management actions will focus on Lower Blackjack Creek, Catchment A, but may include further review to determine whether the recommendations could apply to other areas of the City.

Herrera will also incorporate any existing capital projects from the City's Capital Facilities into the SMAP Matrix as "stormwater facility retrofits" if the project meets the following requirements:

- Located within Lower Blackjack Creek Watershed, Catchment A
- Provides water quality treatment and/or flow control through retrofitting existing facilities or constructing new facilities

After updating the SMAP Matrix, Herrera will hold an additional workshop (Workshop #2) with City staff to present and obtain feedback on the updated actions and to discuss any refinements needed to their scope, budget, and/or schedule prioritization. Based on feedback from the City, Herrera will finalize the SMAP Matrix.

## Assumptions

- Workshop #2 will be 2 hours in duration.
- This task does not include site visits to identify additional actions.

- Herrera will incorporate any known existing capital projects into the SMAP Update Matrix, but this task does not include identification or conceptual design of new stormwater retrofit projects.
- The SMAP Update Matrix will be considered a facilitation tool and will not be included in the final SMAP Update Report.

## Deliverables

- Workshop #2 agenda and summary meeting notes
- Final SMAP Update Matrix (Microsoft Excel)

# Task 4.0 – SMAP Update Report

Herrera will develop the SMAP Update Report, using the same outline as the original SMAP. The report will create a roadmap to achieve the actions identified in the SMAP update.

The report will document the process used to identify opportunities and summarize the land management strategies and stormwater program action recommendations. It will describe planned stormwater facility retrofits (if applicable). It will include cost estimates for implementation, identification of potential funding options, an implementation schedule that identifies short-term actions (i.e., actions to be accomplished within 6 years) and long-term actions (i.e., actions to be accomplished within 7 to 20 years), and the likely budget sources for implementing those actions. The SMAP report will also evaluate the benefits to overburdened communities (if applicable) and describe a process for ongoing assessment, feedback, and updates.

Public outreach could also be conducted at this phase in the process through a virtual workshop to confirm the approach and implementation schedule outlined in the SMAP report. This public outreach effort will be limited to 8 hours of technical support.

## Assumptions

- Any public outreach will be conducted by the City with up to 8 hours of technical support from one Herrera staff.
- The SMAP Report will be up to 20 pages in length.
- The SMAP Report will include up to two GIS maps showing an overview of the basin and identified stormwater retrofit projects.
- The budget assumes one round of review of the SMAP Report. The City will provide a consolidated set of review comments for the SMAP Report.

## Deliverables

- Draft SMAP Update Report (Microsoft Word)
- Final SMAP Update Report (Microsoft Word and PDF)

# Project Schedule

The proposed project schedule is shown below and may be adjusted to reflect the contract start date.

| | Year | 2026 | | | | | |
|---|---|---|---|---|---|---|---|
| | Month | 1 | 2 | 3 | 4 | 5 | 6 |
| **Task** | **Deliverable/Work Description** | | | | | | |
| 1 | Project Management | | | | | | |
| 2 | Data Compilation and Review | | | | | | |
| 3 | Opportunity Identification | | | | | | |
| 4 | SMAP Report Preparation | | | | | | |

HERRERA

Cost Estimate for Port Orchard SMAP Update
Herrera Project No. 24-08486-000
11/11/2025

Herrera Labor based on: Burdened Labor Rates

| | | Task No. | 1 | 2 | 3 | 4 | Total |
|---|---|---|---|---|---|---|---|
| | | | Project Management | Data Compilation and Review | SMAP Action Identification and Development | SMAP Update Report | |
| Schedule | | Task Start Date | 1/1/2026 | 1/1/2026 | 1/1/2026 | 5/1/2026 | |
| | | Task End Date | 7/1/2026 | 2/2/2026 | 6/1/2026 | 7/1/2026 | |
| Staff | Labor Category | 2025 Burdened Labor Rates | | | | | |
| Chechanover, Julianne | Engineer III | $175.08 | 14 | 12 | 22 | 26 | 74 |
| Fontaine, Matthew | Engineer VI | $280.46 | 1 | 6 | 7 | 4 | 18 |
| Stebbing, Rebecca | GIS Analyst II | $132.58 | 0 | 0 | 0 | 8 | 8 |
| Bruneau, Julia | Engineer II | $137.39 | 0 | 27 | 58 | 36 | 121 |
| Jackowich, Pamela | Administrative Coordinator IV | $146.13 | 0 | 0 | 0 | 8 | 8 |
| Maloof, Charles | Project Accountant III | $139.31 | 8 | 0 | 0 | 0 | 8 |
| | | Total Hours per Task | 23 | 45 | 87 | 82 | 237 |
| | | Subtotal Labor | $3,846 | $7,493 | $13,784 | $12,850 | $37,973 |
| | | **Subtotal Herrera Labor** | **$3,846** | **$7,493** | **$13,784** | **$12,850** | **$37,973** |
| 5% | | Escalation on Herrera Labor in 2026 | $192 | $375 | $689 | $642 | $1,899 |
| | | **Escalated Subtotal Herrera Labor** | **$4,038** | **$7,868** | **$14,473** | **$13,492** | **$39,871** |
| | | **Grand Subtotal** | **$4,038** | **$7,868** | **$14,473** | **$13,492** | **$39,871** |
| | | **Grand Total** | | | | | **$39,871** |

*Note: Herrera adjusts labor rates annually in January unless contract specifies otherwise.*

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH HERRERA ENVIRONMENTAL CONSULTANTS FOR THE STORMWATER MANAGEMENT ACTION PLAN (SMAP) UPDATE 2025 AND DOCUMENTING PROCUREMENT PROCEDURES**

**WHEREAS,** the City of Port Orchard is required to complete and submit an updated Stormwater Management Action Plan (SMAP) by March 31, 2027, in accordance with the Western Washington Phase II Municipal Stormwater Permit; and

**WHEREAS,** the SMAP identifies stormwater retrofit projects, program enhancements, and strategies to improve water quality and meet regulatory requirements; and

**WHEREAS,** pursuant to RCW 39.80 and the City's procurement policies, the City issued a Request for Qualifications (RFQ) on July 14, 2025, for professional engineering services to prepare the SMAP Update; and

**WHEREAS,** by the August 18, 2025 deadline, three (3) Statements of Qualifications were received, and after evaluation, the City's Public Works Department determined Herrera Environmental Consultants to be the most qualified firm; and

**WHEREAS,** Public Works staff worked with Herrera Environmental Consultants to finalize the scope, fee, and contract terms, and the agreement totals Forty-Five Thousand Dollars ($45,000); and

**WHEREAS,** the Port Orchard City Council wishes to document the consultant selection process for this contract by Resolution. Now, therefore,

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**THAT:** It is the intent of the Port Orchard City Council that the recitals set forth above are hereby adopted and incorporated as findings in support of this Resolution**.**

**THAT: The** City Council approves and authorizes the Mayor to execute a consultant services agreement with Herrera Environmental Consultants for the Stormwater Management Action Plan Update 2025, in the amount of Forty-Five Thousand Dollars ($45,000), as attached hereto as Exhibit A and incorporated herein by this reference.

**THAT:** This Resolution shall take full force and effect upon passage and signatures hereon.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the Clerk in authentication of such passage this 13th day of January 2026.

_____
Robert Putaansuu, Mayor

ATTEST:

_____
City Clerk, Brandy Wallace, MMC

11114410.1 - 366922 - 0001

**City of Port Orchard**
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

# Agenda Staff Report

**Business Items:** 8.D. Adoption of a Resolution Accepting Three Temporary Construction Easements for the SR166/Bay Street Improvements Project (Ryan)
**Meeting Date:** January 13, 2026
**Presenter:** Denis Ryan, Public Works Director

**Summary and Background:**
As part of the SR166/Bay Street Improvements Project (the "Project"), the City has secured three agreement from property owners to provide Temporary Construction Easements (TCEs) to facilitate construction activities and improve access to the work area. These easements were granted by property owners along the project corridor and will allow the City and its contractors to perform necessary work, including excavation, utility installation, sidewalk and driveway reconstruction, and restoration activities. The easements cover the following parcels: Parcel No. 4055-010-007-0008 (Flying Dutchman LLC) – 2,215 SF - $12,000.00 Parcel No. 4650-009-001-0005 (Kitsap Bank) – 5,268 SF - $23,800.00 Parcel No. 4650-012-003-0007 (Kitsap Bank) – 3,208 SF - $17,400.00 Each easement will expire on November 30, 2026, or upon formal closeout of the Project, whichever occurs first. Although acceptance is a component of the Project that was pre-approved by the Council, the Council's concurrence is being sought for additional transparency. The City anticipates bringing forward three additional temporary construction easements for Council consideration at a later date.

**Relationship to Comprehensive Plan:** 8 - Transportation

**Recommendation:** Staff recommends that the City Council adopt a Resolution authorizing the Mayor to accept three temporary construction easements for the SR166/Bay Street Improvements Project.

**Motion for Consideration:** I move to adopt a Resolution authorizing the Mayor or designee to accept three temporary construction easements for the SR166/Bay Street Improvements Project.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** Compensation for these easements has been included in the Project budget.

**Alternatives:** Do not approve and provide further guidance.

**Attachments:**

1. Temporary_Easement_4650-009-001-0005
2. Temporary_Easement_4650-012-003-0007
3. Temporary_Easement_4055-010-007-0008
4. RESOLUTION_-_SR166_Temporary_Easements

RES Group Northwest

**Transmittal Memo**

| | |
|---|---|
| **To:** | **Kenneth C. Hammer, City Engineer, City of Port Orchard** |
| **Cc:** | John McMillan, PE, kpff |
| **From:** | Kristina Guzman, Senior ROW Agent, RES Group NW |
| **Date:** | December 8, 2025 |
| **Project:** | City of Port Orchard |
| **Owner:** | **Kitsap Bank -** 4650 -009-001-0005 |

Enclosed in this transmittal are the following documents for signature.

| Quantity | Description | Action required by City |
|---|---|---|
| 1 | Temporary Easement (4650 -009-001-0005) | Review and record |
| 1 | Voucher | Review, execute and return a **copy** RESGNW<br><br>**** Please send payment Certified Mail and provide RESGNW with a copy of the check and certified mail receipt** |
| 1 | W-9 | City should have W9 on file for the bank. If not, please inform RESGNW to obtain one. |

Payment should be made to the owner immediately after recording.

Sincerely,

Kristina Guzman
RES Group NW
(206) 459-7694

# REAL PROPERTY VOUCHER

| | |
|---|---|
| AGENCY NAME<br>City of Port Orchard – Clerk's Office<br>216 Prospect Street<br>Port Orchard, WA 98336 | I hereby certify under penalty of perjury that the items and amounts listed herein are proper charges against the Agency, that the same or any part thereof has not been paid, and that I am authorized to sign for the claimant.<br>SIGNATURE (IN INK) FOR EACH CLAIMANT — DATED |
| GRANTOR OR CLAIMANT (NAME, ADDRESS)<br>Kitsap Bank<br>Attn: Larry Grohn, Senior VP<br>PO Box 9<br>Port Orchard, WA 98366<br>TIN/SSN: | X Larry Grohn SVP, K — 12/3/25 |
| PROJECT NO. AND TITLE<br>SR166/Bay Street Improvements - Preservation | X |
| FEDERAL AID NO. CDS-0166(013)<br>PARCEL NO. 4650-009-001-0005 | |

| In full, complete and final payment and settlement for the title or interest conveyed or released, as fully set forth in: | DATED 12-3-25 | $ AMOUNT |
|---|---|---|
| **LAND: Temporary Easement - 5,268 SF** | + | $23,706.00 |
| | + | |
| **IMPROVEMENTS:** | + | |
| **DAMAGES:** | | |
| Cost to Cure | + | |
| Proximity | + | |
| Other | + | |
| **SPECIAL BENEFITS** | | |
| **JC (Just Compensation) Amount (Rounded)** | | $23,800.00 (R) |
| **REMAINDER:** | | |
| Uneconomic Remnant | + | |
| Excess Acquisition | + | |
| **DEDUCTIONS:** | | |
| Amount Previously Paid | | |
| Performance Bond | | |
| Salvage Amount | | |
| Pre Paid Rent | | |
| Other | | |
| **ADMINISTRATIVE SETTLEMENT** | + | |
| **STATUTORY EVALUATION ALLOWANCE** | + | |
| **ESCROW FEE** | + | |
| **REAL ESTATE EXCISE TAX** | + | |
| **OTHER:** | + | |

| | | | |
|---|---|---|---|
| ACQUISITION AGENT | DATE 12/3/25 | Voucher No. | TOTAL AMOUNT PAID $23,800.00 |
| AUTHORIZED AGENT FOR AGENCY | DATE | | |

LPA-321 10/2014

After recording return document to:

City of Port Orchard – Clerk's Office
216 Prospect Street
Port Orchard, WA 98336

**Document Title: Temporary Easement**
**Reference Number of Related Document:** N/A
**Grantor(s):** Kitsap Bank
**Grantee(s):** City of Port Orchard
**Legal Description:** Lots 1 and 2, Block 9, S.M. Steven's Town Plat of Sidney, According to Plat Recorded in Volume 1 of Plats, Page 1 of Kitsap County, Washington.
**Assessor's Tax Parcel Number:** 4650-009-001-0005

## TEMPORARY EASEMENT

**SR166/Bay Street Improvements - Preservation**

The Grantor(s), **Kitsap Bank, a bank corporation organized under the laws of the State of Washington,** for and in consideration of TEN AND NO/100 ($10.00) DOLLARS, and other valuable consideration, conveys and grants unto the **City of Port Orchard, a Washington municipal corporation**, 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 Ingress, egress and the placement of personnel and equipment for construction of public street and utility improvements with necessary appurtenances, including, but not limited to, removal of existing landscaping, driveway pavement, sidewalks, walls, and fences; temporary excavation and placement of construction concrete forms to rebuild public sidewalks and driveways; restoration and access conformance activities, such as regrading, restoration of landscaping areas, reconstruction of driveways, sidewalks, paths, and walkways; underground and above ground utility construction work, including supporting activities such as temporary excavation and shoring work, backfilling, and joint utility trench construction.

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

**TEMPORARY EASEMENT**

The term of this Temporary Easement shall commence on the date of acceptance of this Temporary Easement by Grantee and shall terminate on November 30, 2026, hereinafter the "Term."

It is further agreed that this Temporary Easement may be extended by up to 1 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 determined by an updated waiver valuation; whichever is higher. Grantee shall notify Grantor in writing, and render payment, prior to exercising this option.

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 the City of Port Orchard unless and until accepted and approved hereon in writing for the City of Port Orchard, by its authorized agent.

Dated: 12-02, 20 25

By: LARRY GROHN
Its: SVP, KITSAP BANK

Accepted and Approved

City of Port Orchard

By:_____
Rob Putaansuu
Mayor

Date: _____, 20____

**TEMPORARY EASEMENT**

Acknowledgement

STATE OF WASHINGTON )
: ss
County of Kitsap )

On this 2 day of December 2025, before me personally appeared Larry J. Grohn to me known to be the Sr. VP of the corporation that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that (he/she is) (they are) authorized to execute said instrument.

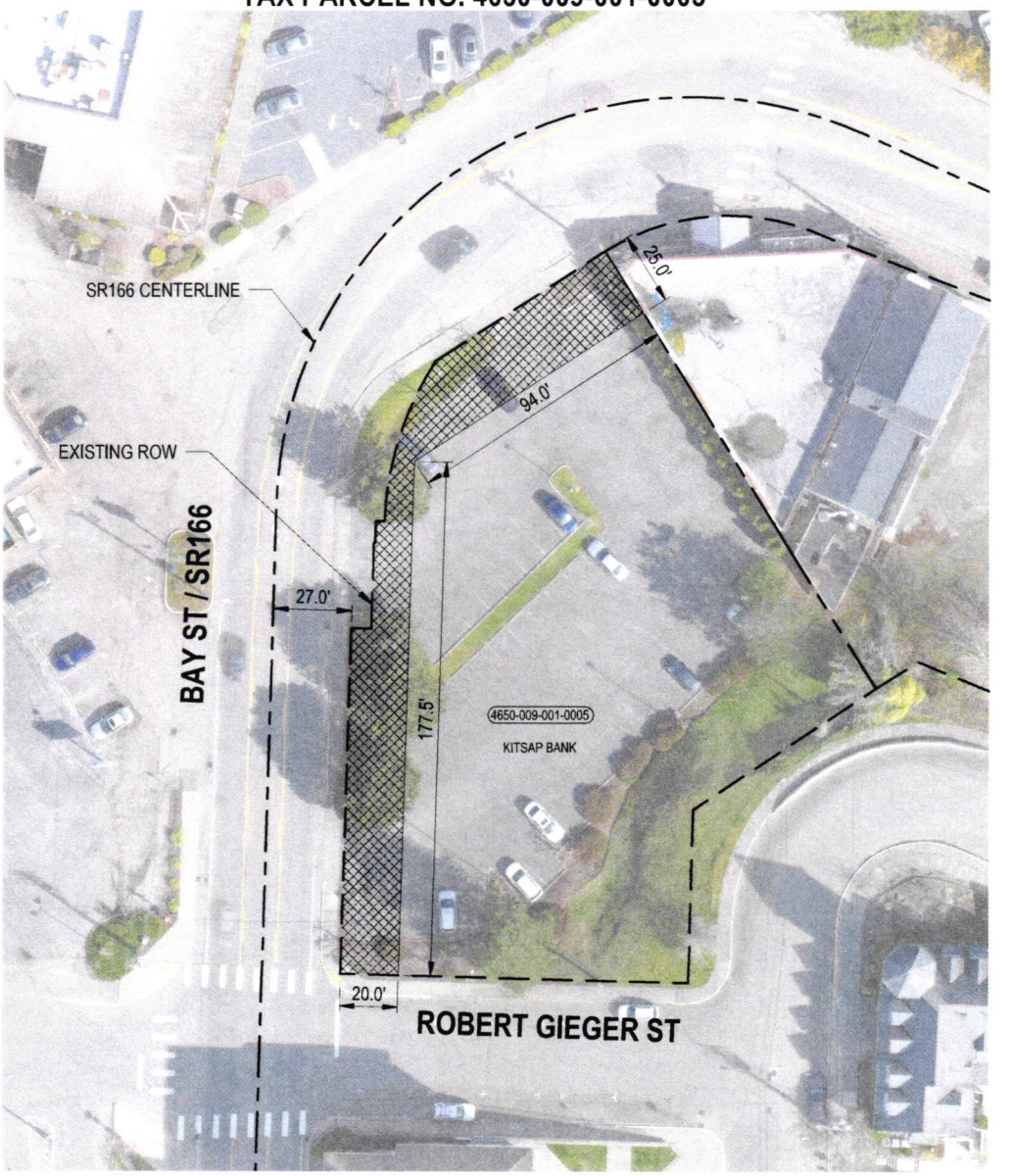
GIVEN under my hand and official seal the day and year last above written.

Karl C Emery Jr. FSS
Notary Public in and for the State of Washington, residing at Port Orchard

Notary Public
State of Washington
KARL C EMERY
COMM. EXP. MAY 29, 2028
COMM. NO. 15239

My commission expires 5-29-2028

# EXHIBIT A
## TAX PARCEL NO. 4650-009-001-0005




REVIEWED:

INITIALS DATE

## LEGEND:

PROPERTY LINE

TEMPORARY CONSTRUCTION EASEMENT

TOTAL TEMPORARY CONTRUCTION EASEMENT = 5,268 SF

TAX PARCEL NO. 4650-009-001-0005
PROJECT PARCEL NO. 4

N

0 20 40 80
1 inch = 40 feet

CITY OF PORT ORCHARD
SR 166
BAY STREET
PORT ORCHARD, WA

kpff

**RESOLUTION OF THE**
**BOARD OF DIRECTORS**
**OF**
**KITSAP BANK**

I, the undersigned Secretary of Kitsap Bank, a corporation organized and existing under the laws of the State of Washington, do hereby certify that at a meeting of the Board of Directors of said corporation, held at Port Orchard, Washington on the 20th day of November, 2025 at which meeting a quorum was present, the following resolution was unanimously authorized, adopted and recorded according to the by-laws of said corporation and is in full force and effect to wit:

Be it resolved that Linda A. Smith Executive Vice President and Larry Grohn Senior Vice President of the corporation, with full power to act alone, are the authorized proper officers to transact business and enter into contracts with respect to the sale and transfer of title for "Other Real Estate Owned (OREO)".

In witness whereof I have hereunto subscribed my name and affixed the seal of this corporation this 20th day of November, 2025 by order of the Board of Directors.

Leigh H. Hagen
Secretary to the Board

After recording return document to:

City of Port Orchard – Clerk's Office
216 Prospect Street
Port Orchard, WA 98336

**Document Title: Temporary Easement**
**Reference Number of Related Document:** N/A
**Grantor(s):** Kitsap Bank
**Grantee(s):** City of Port Orchard
**Legal Description:** Lots 1 and 2, Block 12, S.M. Stevens' Town Plat of Sidney, as per plat recorded in Volume 1 of Plats, Page 1, Records of Kitsap County; together with tidelands fronting; also together with vacated road
**Additional Legal Description - See Exhibit A**
**Assessor's Tax Parcel Number:** 4650-012-001-0009

## TEMPORARY EASEMENT

**SR166/Bay Street Improvements - Preservation**

The Grantor(s), **Kitsap Bank, a bank corporation organized under the laws of the State of Washington,** for and in consideration of TEN AND NO/100 ($10.00) DOLLARS, and other valuable consideration, conveys and grants unto the **City of Port Orchard, a Washington municipal corporation**, 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 Ingress, egress and the placement of personnel and equipment for construction of public street and utility improvements with necessary appurtenances, including, but not limited to, removal of existing landscaping, driveway pavement, sidewalks, walls, and fences; temporary excavation and placement of construction concrete forms to rebuild public sidewalks and driveways; restoration and access conformance activities, such as regrading, restoration of landscaping areas, reconstruction of driveways, sidewalks, paths, and walkways; underground and above ground utility construction work, including supporting activities such as temporary excavation and shoring work, backfilling, and joint utility trench construction.

Said lands being situated in Kitsap County, State of Washington, and described in Exhibit

**TEMPORARY EASEMENT**

STATE OF WASHINGTON )
: ss
County of Kitsap )

On this 3 day of December 2025, before me personally appeared Larry Gronn to me known to be the SVP of the Kitsap Bank, a bank corporation organized under the laws of the State of Washington, that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that (he/she is) (they are) authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

Notary Public in and for the State of Washington, residing at Shoreline

My commission expires 6/15/27

KRISTINA L GUZMAN
116846
NOTARY
PUBLIC
COMMISSION EXPIRES 06-15-27
STATE OF WASHINGTON

**TEMPORARY EASEMENT**

A, 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 November 30, 2026, hereinafter the "Term".

It is further agreed that this Temporary Easement may be extended by up to 1 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 determined by an updated waiver valuation; whichever is higher. Grantee shall notify Grantor in writing, and render payment, prior to exercising this option.

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 the City of Port Orchard unless and until accepted and approved hereon in writing for the City of Port Orchard, by its authorized agent.

Dated: 12-3, 2025

By: LARRY GROHNI
Its: SVP, KITSAP BANK

Accepted and Approved

City of Port Orchard

By:_____
Rob Putaansuu
Mayor

Date: _____, 20____

# EXHIBIT A
## TAX PARCEL NO. 4650-012-001-0009

REVIEWED:

INITIALS DATE

## LEGEND:

PROPERTY LINE

TEMPORARY CONSTRUCTION EASEMENT

TOTAL TEMPORARY CONTRUCTION EASEMENT = 1,904 SF

TAX PARCEL NO. 4650-012-001-0009
PROJECT PARCEL NO. 6

N

CITY OF PORT ORCHARD
SR 166
BAY STREET
PORT ORCHARD, WA

kpff

0 10 20 40
1 inch = 20 feet

# REAL PROPERTY VOUCHER

| | |
|---|---|
| AGENCY NAME<br>City of Port Orchard – Clerk's Office<br>216 Prospect Street<br>Port Orchard, WA 98336 | I hereby certify under penalty of perjury that the items and amounts listed herein are proper charges against the Agency, that the same or any part thereof has not been paid, and that I am authorized to sign for the claimant. |
| GRANTOR OR CLAIMANT (NAME, ADDRESS)<br>Kitsap Bank<br>Attn: Larry Grohn, Senior VP<br>PO Box 9<br>Port Orchard, WA 98366<br>TIN/SSN: | SIGNATURE (IN INK) FOR EACH CLAIMANT<br>X LARRY GROHN SVP, KITSAP BANK<br>X<br>DATED 12/3/25 |
| PROJECT NO. AND TITLE<br>SR166/Bay Street Improvements - Preservation | |
| FEDERAL AID NO. CDS-0166(013)<br>PARCEL NOS.<br>4650-012-003-0007<br>4650-012-001-0009 | |

| In full, complete and final payment and settlement for the title or interest conveyed or released, as fully set forth in: | DATED 12-3-25 | $ AMOUNT |
|---|---|---|
| LAND: Temporary Easement - 3,208 SF | + | $17,323.00 |
| | + | |
| IMPROVEMENTS: | + | |
| DAMAGES: | | |
| Cost to Cure | + | |
| Proximity | + | |
| Other | + | |
| SPECIAL BENEFITS | | |
| JC (Just Compensation) Amount (Rounded) | | $17,400.00 (R) |
| REMAINDER: | | |
| Uneconomic Remnant | + | |
| Excess Acquisition | + | |
| DEDUCTIONS: | | |
| Amount Previously Paid | | |
| Performance Bond | | |
| Salvage Amount | | |
| Pre Paid Rent | | |
| Other | | |
| ADMINISTRATIVE SETTLEMENT | + | |
| STATUTORY EVALUATION ALLOWANCE | + | |
| ESCROW FEE | + | |
| REAL ESTATE EXCISE TAX | + | |
| OTHER: | + | |

| | | | |
|---|---|---|---|
| ACQUISITION AGENT | DATE 12/3/25 | Voucher No. | TOTAL AMOUNT PAID $17,400.00 |
| AUTHORIZED AGENT FOR AGENCY | DATE | | |

LPA-321 10/2014

**RESOLUTION OF THE**
**BOARD OF DIRECTORS**
**OF**
**KITSAP BANK**

I, the undersigned Secretary of Kitsap Bank, a corporation organized and existing under the laws of the State of Washington, do hereby certify that at a meeting of the Board of Directors of said corporation, held at Port Orchard, Washington on the 20th day of November, 2025 at which meeting a quorum was present, the following resolution was unanimously authorized, adopted and recorded according to the by-laws of said corporation and is in full force and effect to wit:

Be it resolved that Linda A. Smith Executive Vice President and Larry Grohn Senior Vice President of the corporation, with full power to act alone, are the authorized proper officers to transact business and enter into contracts with respect to the sale and transfer of title for "Other Real Estate Owned (OREO)".

In witness whereof I have hereunto subscribed my name and affixed the seal of this corporation this 20th day of November, 2025 by order of the Board of Directors.

Leigh H. Hagen
Secretary to the Board

**Transmittal Memo**

| | |
|---|---|
| **To:** | **Kenneth C. Hammer, City Engineer, City of Port Orchard** |
| **Cc:** | John McMillan, PE, kpff |
| **From:** | Kristina Guzman, Senior ROW Agent, RES Group NW |
| **Date:** | December 8, 2025 |
| **Project:** | City of Port Orchard |
| **Owner:** | **Flying Dutchman L.L.C.** – 4055-010-007-0008 |

Enclosed in this transmittal are the following documents for signature.

| Quantity | Description | Action required by City |
|---|---|---|
| 1 | Temporary Easement (4055-010-007-0008) | Review and record |
| 1 | Voucher | Review, execute and return a **copy** RESGNW<br><br>**** Please send payment Certified Mail and provide RESGNW with a copy of the check and certified mail receipt** |
| 1 | W-9 | W9 provided to your accounting department |

Payment should be made to the owner immediately after recording.

Sincerely,

Kristina Guzman
RES Group NW
(206) 459-7694

After recording return document to:

City of Port Orchard – Clerk's Office
216 Prospect Street
Port Orchard, WA 98336

**Document Title: Temporary Easement**
**Reference Number of Related Document:** N/A
**Grantor(s):** Flying Dutchman LLC
**Grantee(s):** City of Port Orchard
**Legal Description:** Lot 7, Replat of Block 10, Sidney Tidelands, V/P 9/50
**Assessor's Tax Parcel Number:** 4055-010-007-0008

## TEMPORARY EASEMENT

**SR166/Bay Street Improvements - Preservation**

The Grantor(s), **Flying Dutchman LLC, a Washington limited liability company,** for and in consideration of TEN AND NO/100 ($10.00) DOLLARS, and other valuable consideration, conveys and grants unto the **City of Port Orchard, a Washington municipal corporation**, 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 Ingress, egress and the placement of personnel and equipment for construction of public street and utility improvements with necessary appurtenances, including, but not limited to, removal of existing landscaping, driveway pavement, sidewalks, walls, and fences; temporary excavation and placement of construction concrete forms to rebuild public sidewalks and driveways; restoration and access conformance activities, such as regrading, restoration of landscaping areas, reconstruction of driveways, sidewalks, paths, and walkways; underground and above ground utility construction work, including supporting activities such as temporary excavation and shoring work, backfilling, and joint utility trench construction.

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

**TEMPORARY EASEMENT**

STATE OF WASHINGTON )
: ss
County of Kitsap )

On this 3 day of December 2025, before me personally appeared Shirley Vlist, to me known to be the Member of Flying Dutchman LLC, a Washington Limited Liability Company and the Personal Representative of the Estate of Harold H. "Dick" Vlist that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said Limited Liability Company, for the uses and purposes therein mentioned, and on oath stated that (he/she/they) (is/are) authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

KRISTINA L GUZMAN
116846
NOTARY
PUBLIC
STATE OF WASHINGTON

Notary Public in and for the State of Washington, residing at Shoreline

My commission expires 6-15-27

**TEMPORARY EASEMENT**

The term of this Temporary Easement shall commence on the date of acceptance of this Temporary Easement by Grantee and shall terminate on November 30, 2026, hereinafter the "Term".

It is further agreed that this Temporary Easement may be extended by up to 1 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 determined by an updated waiver valuation; whichever is higher. Grantee shall notify Grantor in writing, and render payment, prior to exercising this option.

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 the City of Port Orchard unless and until accepted and approved hereon in writing for the City of Port Orchard, by its authorized agent.

Dated: December 3, 2025

By: Shirley J Vlist
Shirley Vlist, Member

By: Estate of Harold H. "Dick" Vlist.

By: Shirley J Vlist
Shirley Vlist
Its: Personal Representative

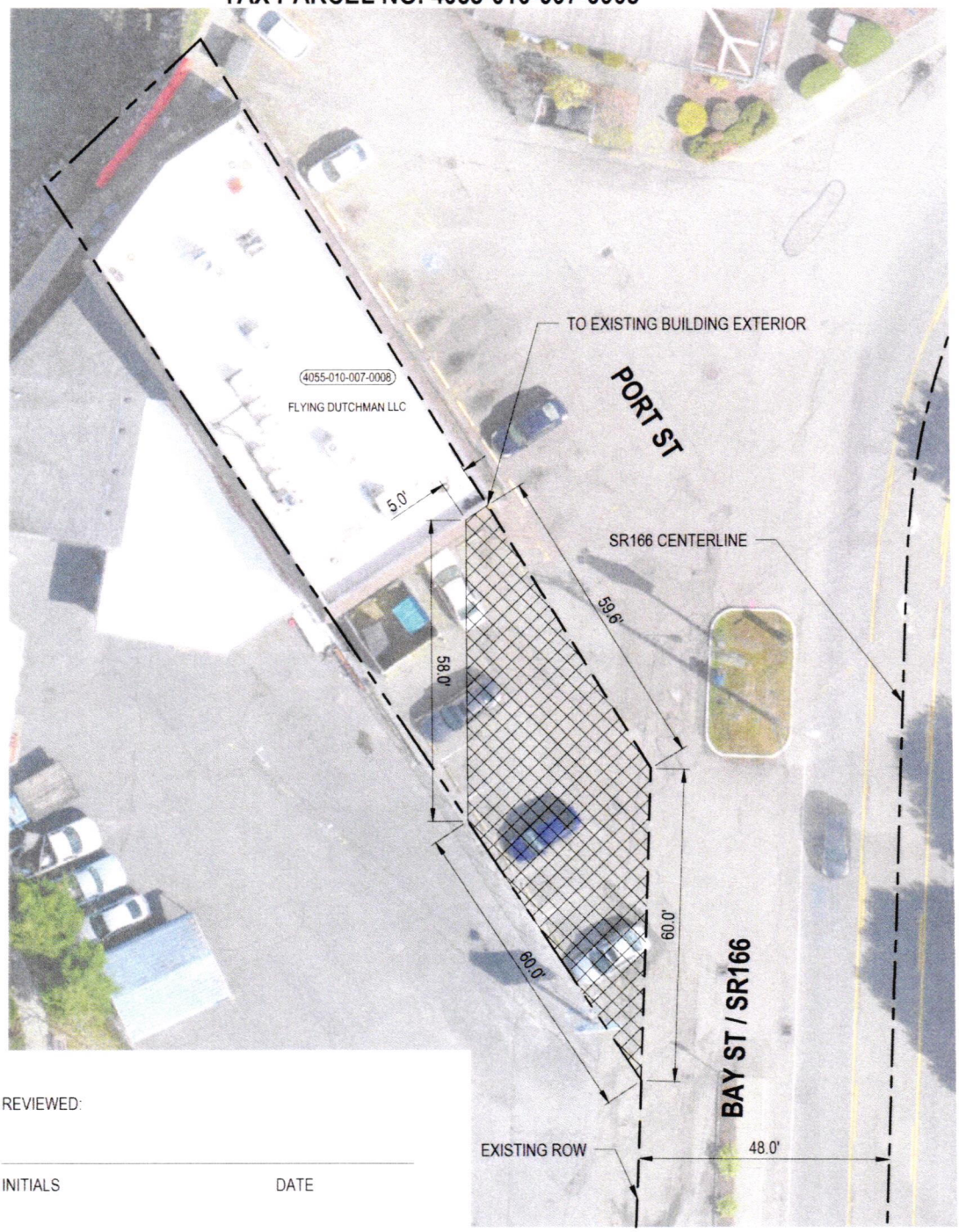
Accepted and Approved

City of Port Orchard

By:_____
Rob Putaansuu
Mayor

Date: _____, 20_____

# EXHIBIT A
## TAX PARCEL NO. 4055-010-007-0008




REVIEWED:

INITIALS DATE

## LEGEND:

PROPERTY LINE

TEMPORARY CONSTRUCTION EASEMENT

TOTAL TEMPORARY CONTRUCTION EASEMENT = 2,215 SF

TAX PARCEL NO. 4055-010-007-0008
PROJECT PARCEL NO. 3

N

0 10 20 40
1 inch = 20 feet

CITY OF PORT ORCHARD
SR 166
BAY STREET
PORT ORCHARD, WA

kpff

## REAL PROPERTY VOUCHER

| | | | |
|---|---|---|---|
| AGENCY NAME<br>City of Port Orchard – Clerk's Office<br>216 Prospect Street<br>Port Orchard, WA 98336 | | I hereby certify under penalty of perjury that the items and amounts listed herein are proper charges against the Agency, that the same or any part thereof has not been paid, and that I am authorized to sign for the claimant.<br>SIGNATURE (IN INK) FOR EACH CLAIMANT | DATED |
| GRANTOR OR CLAIMANT (NAME, ADDRESS)<br>Flying Dutchman LLC<br>514 Bay St.<br>Port Orchard, WA 98366 | TIN/SSN: | X Shirley J Wiles | 12/3/25 |
| PROJECT NO. AND TITLE<br>SR166/Bay Street Improvements - Preservation | | X | |
| FEDERAL AID NO. CDS-0166(013) | PARCEL NO.<br>4055-010-007-0008 | | |

| In full, complete and final payment and settlement for the title or interest conveyed or released, as fully set forth in: | DATED 12/3/25 | $ AMOUNT |
|---|---|---|
| **LAND: Temporary Easement - 2,215 SF** | + | $11,961.00 |
| | + | |
| **IMPROVEMENTS:** | + | |
| **DAMAGES:** | | |
| Cost to Cure | + | |
| Proximity | + | |
| Other | + | |
| **SPECIAL BENEFITS** | | |
| **JC (Just Compensation) Amount (Rounded)** | | $12,000.00 (R) |
| **REMAINDER:** | | |
| Uneconomic Remnant | + | |
| Excess Acquisition | + | |
| **DEDUCTIONS:** | | |
| Amount Previously Paid | | |
| Performance Bond | | |
| Salvage Amount | | |
| Pre Paid Rent | | |
| Other | | |
| **ADMINISTRATIVE SETTLEMENT** | + | |
| **STATUTORY EVALUATION ALLOWANCE** | + | |
| **ESCROW FEE** | + | |
| **REAL ESTATE EXCISE TAX** | + | |
| **OTHER:** | + | |

| ACQUISITION AGENT | DATE | Voucher No. | TOTAL AMOUNT PAID |
|---|---|---|---|
| | 12-3-25 | | $12,000.00 |
| AUTHORIZED AGENT FOR AGENCY | DATE | | |
| | | | |

LPA-321 10/2014

**RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, APPROVING THREE TEMPORARY CONSTRUCTION EASEMENTS FOR THE SR166/BAY STREET IMPROVEMENTS PROJECT**

**WHEREAS,** the City Public Works Department is currently undertaking the SR166/Bay Street Improvements Project (the "Project") to improve public infrastructure and utilities serving downtown Port Orchard; and

**WHEREAS,** the City identified that temporary construction easements from abutting property owners are needed to facilitate the City's work on the Project; and

**WHEREAS**, the following property owners have agreed to provide temporary construction easements:

Parcel No. 4055-010-007-0008 (Flying Dutchman LLC) – 2,215 SF
Parcel No. 4650-009-001-0005 (Kitsap Bank) – 5,268 SF
Parcel No. 4650-012-003-0007 (Kitsap Bank) – 3,208 SF; and

**WHEREAS**, these easements will allow the City and its contractors to perform necessary work, including excavation, utility installation, sidewalk and driveway reconstruction, and restoration activities; and

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**THAT: The** City Council approves and authorizes the Mayor or designee to execute the three temporary construction easements for the SR166/Bay Street Improvements Project.

**THAT:** The Resolution shall take full force and effect upon passage and signatures hereon.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage on this 13th day of January 2026.

_____
Robert Putaansuu, Mayor

ATTEST:

_____
Brandy Wallace, MMC, City Clerk

**City of Port Orchard**
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

# Agenda Staff Report

**Business Items:** 8.E. Adoption of a Resolution Authorizing the Mayor to Execute an Agreement with the WA State Department of Ecology for FY2025-2027 Stormwater Capacity Grant (Ryan)
**Meeting Date:** January 13, 2026
**Presenter:** Denis Ryan, Public Works Director

**Summary and Background:**
The City of Port Orchard's Public Works Department applied for a Water Quality Stormwater Capacity Grant offered by the Washington State Department of Ecology (Ecology) under Ecology's FY2025-2027 Biennial Stormwater Capacity Grants Program. The City was notified that it has been awarded funding in the amount of $120,000, from the FY2025-2027 Biennial Stormwater Capacity Grants Program. This State funded grant requires no local matching funds. Staff anticipates using the grant funding to fund Stormwater operation and maintenance program activities.

**Relationship to Comprehensive Plan:** 7 - Utilities

**Recommendation:** Staff recommends that City Council adopt a Resolution authorizing the the Mayor to execute an Agreement with the Washington State Department of Ecology for Water Quality Stormwater Capacity Grant funding Agreement No. WQSWCAP-2527-PoOrPW-00172, in the amount of $120,000.

**Motion for Consideration:** I move to adopt a Resolution, approving and ratifying the Mayor's execution of an Agreement with the Washington State Department of Ecology for Water Quality Stormwater Capacity Grant funding Agreement No. WQSWCAP-2527-PoOrPW-00172, in the amount of $120,000.

**Has item been presented to Committee/Work Study?** Yes
**If so, which one:** Utilities

**Fiscal Impact:** Funding is 100% grant funded; no match required.

**Alternatives:** Do not authorize and provide alternative direction.

**Attachments:**

1. Stormwater_Capacity_Grant_7.1.25-3.31.27_-_WQSWCAP-2527-PoOrPW-00172
2. RESOLUTION_-_Stormwater_Capapcity_Grant

# Agreement No. WQSWCAP-2527-PoOrPW-00172

**WATER QUALITY STORMWATER CAPACITY AGREEMENT**

**BETWEEN**

**THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY**

**AND**

**CITY OF PORT ORCHARD**

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and City of Port Orchard, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

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**GENERAL INFORMATION**

| | |
|---|---|
| Project Title: | 2025-2027 Biennial Stormwater Capacity Grant |
| Total Cost: | $120,000.00 |
| Total Eligible Cost: | $120,000.00 |
| Ecology Share: | $120,000.00 |
| Recipient Share: | $0.00 |
| The Effective Date of this Agreement is: | 07/01/2025 |
| The Expiration Date of this Agreement is no later than: | 03/31/2027 |
| Project Type: | Capacity Grant |

Project Short Description:
This project will assist Phase I and II Permittees in implementation or management of municipal stormwater programs.

Project Long Description:
N/A

Overall Goal:
This project will improve water quality in the State of Washington by reducing stormwater pollutants discharged to state water bodies.

## RECIPIENT INFORMATION

Organization Name: City of Port Orchard

Federal Tax ID: 91-6001487
UEI Number: EA6VQLNKKKF7

Mailing Address: 216 Prospect Street
Port Orchard, WA 98366

Physical Address: 216 Prospect Street
Port Orchard, Washington 98366

Organization Email: kcain@portorchardwa.gov

### Contacts

| | |
|---|---|
| **Project Manager** | Melinda Lohre<br>Administrative Assistant<br><br>216 Prospect Street<br>Port Orchard, Washington 98366<br>Email: mlohre@portorchardwa.gov<br>Phone: (360) 876-4991 |
| **Billing Contact** | Kathy Cain<br>Admin Asst III<br><br>216 Prospect St<br>Port Orchard, Washington 98366<br>Email: kcain@portorchardwa.gov<br>Phone: (360) 876-4407 |
| **Authorized Signatory** | Robert B Putaansuu<br>Mayor<br><br>216 Prospect Street<br>Port Orchard, Washington 98366<br>Email: rputaansuu@cityofportorchard.us<br>Phone: (360) 876-4991 |

## ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Water Quality
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Water Quality
300 Desmond Drive SE
Lacey, WA 98503

### Contacts

| | |
|---|---|
| **Project Manager** | Kyle Graunke<br><br>PO Box 47600<br>Olympia, Washington 98504-7600<br>Email: kygr461@ecy.wa.gov<br>Phone: (360) 628-3890 |
| **Financial Manager** | Kyle Graunke<br><br>PO Box 47600<br>Olympia, Washington 98504-7600<br>Email: kygr461@ecy.wa.gov<br>Phone: (360) 628-3890 |

**AUTHORIZING SIGNATURES**

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

IN WITNESS WHEREOF: the parties hereto, having read this Agreement in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

| Washington State Department of Ecology | City of Port Orchard |
|---|---|
| By: _____ | By: _____ |
| Jon Kenning, PhD — Date | Robert B Putaansuu — Date |
| Water Quality | Mayor |
| Program Manager | |

Template Approved to Form by
Attorney General's Office

Chris Hammer

Grant Project Manager Date

## SCOPE OF WORK

Task Number: 1 **Task Cost:** $0.00

Task Title: Project Administration/Management

Task Description:
A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: Maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and the EAGL (Ecology Administration of Grants and Loans) recipient closeout report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be available upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:
Properly managed and fully documented project that meets ECOLOGY's grant and loan administrative requirements.

Task Expected Outcome:
Conduct work related to implementation of municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit requirements. If the RECIPIENT is out of compliance with the Municipal Stormwater National Pollutant Discharge Elimination System (NPDES) permit, the RECIPIENT will use funds to attain compliance where applicable. The following is a list of elements projects may include:

1) Public education and outreach activities, including stewardship activities.
2) Public involvement and participation activities.
3) Illicit discharge detection and elimination (IDDE) program activities, including:
   a) Mapping of municipal separate storm sewer systems (MS4s).
   b) Staff training.
   c) Activities to identify and remove illicit stormwater discharges.
   d) Field screening procedures.
   e) Complaint hotline database or tracking system improvements.
4) Activities to support programs to control runoff from new development, redevelopment, and construction sites, including:
   a) Development of an ordinance and associated technical manual or update of applicable codes.
   b) Inspections before, during, and upon completion of construction, or for post-construction long-term maintenance.
   c) Training for plan review or inspection staff.
   d) Participation in applicable watershed planning effort.
5) Pollution prevention, good housekeeping, and operation and maintenance program activities, such as:

a) Inspecting and/or maintaining the MS4 infrastructure.
b) Developing and/or implementing policies, procedures, or stormwater pollution prevention plans at municipal properties or facilities. 6) Annual reporting activities.
7) Establishing and refining stormwater utilities, including stable rate structures.
8) Water quality monitoring to implement permit requirements for a Water Cleanup Plan (Total Maximum Daily Load (TMDL)). Note that any monitoring funded by this program requires submittal of a Quality Assurance Project Plan (QAPP) that ECOLOGY approves prior to awarding funding for monitoring. Monitoring must directly meet a Phase I or II permit requirement.
9) Structural stormwater controls program activities (Phase I permit requirement).
10) Source control for existing development (Phase I permit requirement), including:
a) Inventory and inspection program.
b) Technical assistance and enforcement.
c) Staff training.
11) Equipment purchases that result directly in improved permit compliance. Equipment purchases must be specific to implementing a permit requirement (such as a vactor truck) rather than general use (such as a pick-up truck). Equipment purchases over $5,000.00 must be pre-approved by ECOLOGY.

Documentation of all tasks completed is required. Documentation may include field reports, dates and number of inspections conducted, dates of trainings held and participant lists, number of illicit discharges investigated and removed, summaries of planning, stormwater utility or procedural updates, annual reports, copies of approved QAPPs, summaries of structural or source control activities, summaries of how equipment purchases have increased or improved permit compliance.

Ineligible expenses include capital construction projects, incentives or give-a-ways, grant application preparation, Technology Assessment Protocol - Ecology (TAPE) review for proprietary treatment systems, or tasks that do not support Municipal Stormwater Permit implementation.

**Project Administration/Management**

**Deliverables**

| Number | Description | Due Date |
|---|---|---|
| 1.1 | Progress Reports that include descriptions of work accomplished, project challenges or changes in the project schedule. Submitted at least quarterly. | |
| 1.2 | Recipient Closeout Report (EAGL Form). | |

**SCOPE OF WORK**

Task Number: 2 **Task Cost:** $120,000.00

Task Title: Permit Implementation

Task Description:
Conduct work related to implementation of municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit requirements. If the RECIPIENT is out of compliance with the Municipal Stormwater National Pollutant Discharge Elimination System (NPDES) permit, the RECIPIENT will use funds to attain compliance where applicable. The following is a list of elements projects may include:

1) Public education and outreach activities, including stewardship activities.
2) Public involvement and participation activities.
3) Illicit discharge detection and elimination (IDDE) program activities, including:
   a) Mapping of municipal separate storm sewer systems (MS4s).
   b) Staff training.
   c) Activities to identify and remove illicit stormwater discharges.
   d) Field screening procedures.
   e) Complaint hotline database or tracking system improvements.
4) Activities to support programs to control runoff from new development, redevelopment, and construction sites, including:
   a) Development of an ordinance and associated technical manual or update of applicable codes.
   b) Inspections before, during, and upon completion of construction, or for post-construction long-term maintenance.
   c) Training for plan review or inspection staff.
   d) Participation in applicable watershed planning effort.
5) Pollution prevention, good housekeeping, and operation and maintenance program activities, such as:
   a) Inspecting and/or maintaining the MS4 infrastructure.
   b) Developing and/or implementing policies, procedures, or stormwater
pollution prevention plans at municipal properties or facilities. 6) Annual reporting activities.
7) Establishing and refining stormwater utilities, including stable rate structures.
8) Water quality monitoring to implement permit requirements for a Water Cleanup Plan (Total Maximum Daily Load (TMDL)). Note that any monitoring funded by this program requires submittal of a Quality Assurance Project Plan (QAPP) that ECOLOGY approves prior to awarding funding for monitoring. Monitoring must directly meet a Phase I or II permit requirement.
9) Structural stormwater controls program activities (Phase I permit requirement).
10) Source control for existing development (Phase I permit requirement), including:
   a) Inventory and inspection program.
   b) Technical assistance and enforcement.
   c) Staff training.
11) Equipment purchases that result directly in improved permit compliance. Equipment purchases must be specific to implementing a permit requirement (such as a vactor truck) rather than general use (such as a pick-up truck). Equipment purchases over $5,000.00 must be pre-approved by ECOLOGY.

Documentation of all tasks completed is required. Documentation may include field reports, dates and number of inspections conducted, dates of trainings held and participant lists, number of illicit discharges investigated and removed, summaries of planning, stormwater utility or procedural updates, annual reports, copies of approved QAPPs, summaries of structural or source control activities, summaries of how equipment purchases have increased or

improved permit compliance.

Ineligible expenses include capital construction projects, incentives or give-a-ways, grant application preparation, Technology Assessment Protocol - Ecology (TAPE) review for proprietary treatment systems, or tasks that do not support Municipal Stormwater Permit implementation.

Task Goal Statement:
This task will improve water quality in the State of Washington by reducing the pollutants delivered by stormwater to lakes, streams, and the Puget Sound by implementing measures required by Phase I and II NPDES permits.

Task Expected Outcome:
RECIPIENTs will implement measures required by Phase I and II NPDES permits.

**Permit Implementation**

**Deliverables**

| Number | Description | Due Date |
|---|---|---|
| 2.1 | Documentation of tasks completed | |

## BUDGET

### Funding Distribution EG260229

**NOTE:** *The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.*

Funding Title: 2025-2027 Biennial Stormwater Capacity Grant
Funding Type: Grant
Funding Effective Date: 07/01/2025 Funding Expiration Date: 03/31/2027
Funding Source:

Title: Model Toxics Control Stormwater Account (MTCSA)

Fund: FD
Type: State
Funding Source %: 100%
Description: MTCSA

Approved Indirect Costs Rate: Approved State Indirect Rate: 30%
Recipient Match %: 0%
InKind Interlocal Allowed: No
InKind Other Allowed: No
Is this Funding Distribution used to match a federal grant? No

| 2025-2027 Biennial Stormwater Capacity Grant | Task Total |
|---|---|
| Permit Implementation | $ 120,000.00 |

**Total: $ 120,000.00**

**Funding Distribution Summary**

**Recipient / Ecology Share**

| Funding Distribution Name | Recipient Match % | Recipient Share | Ecology Share | Total |
|---|---|---|---|---|
| 2025-2027 Biennial Stormwater Capacity Grant | 0.00 % | $ 0.00 | $ 120,000.00 | $ 120,000.00 |
| **Total** | | **$ 0.00** | **$ 120,000.00** | **$ 120,000.00** |

**AGREEMENT SPECIFIC TERMS AND CONDITIONS**

N/A

**SPECIAL TERMS AND CONDITIONS**

**GENERAL FEDERAL CONDITIONS**

**If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.**

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled

"CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than $30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than $25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.sam.gov <http://www.sam.gov/> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov/>.

For more details on FFATA requirements, see www.fsrs.gov <http://www.fsrs.gov/>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232 <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management (SAM) <https://sam.gov/SAM/> exclusion list.

## GENERAL TERMS AND CONDITIONS

### Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS
For DEPARTMENT OF ECOLOGY GRANTS and LOANS
07/01/2023 Version

1. ADMINISTRATIVE REQUIREMENTS

a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (https://fortress.wa.gov/ecy/publications/SummaryPages/2301002.html)
b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (https://ocio.wa.gov/policy/accessibility) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.
The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.
RECIPIENT shall:
a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
• Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
* For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.
• For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.
RECIPIENT shall:
• Keep the IDP at the project site.
• Make the IDP readily available to anyone working at the project site.
• Discuss the IDP with staff, volunteers, and contractors working at the project site.
• Implement the IDP when Cultural Resources or human remains are found at the project site.
c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
• Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
• Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT
No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION
RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION
a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, https://ofm.wa.gov/it-systems/statewide-vendorpayee-services. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.

b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.

c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.

d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

a) RECIPIENT notifies the funding program of an appeal request.

b) Appeal request must be in writing and state the disputed issue(s).

c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.

d) ECOLOGY reviews the RECIPIENT's appeal.

e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the

review.
The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.
The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.
Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.
Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:
• Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
• Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
• Submit the QAPP to ECOLOGY for review and approval before the start of the work.
b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: http://www.ecy.wa.gov/eim.
c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.
To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.
Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:
a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:
a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.
Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.
Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.
RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress

reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
c) RECIPIENT shall use ECOLOGY's provided progress report format.
d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.
All records shall:
a) Be kept in a manner which provides an audit trail for all expenditures.
b) Be kept in a common file to facilitate audits and inspections.
c) Clearly indicate total receipts and expenditures related to this Agreement.
d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.
RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.
ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.
All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.
RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.
All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.
RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.
RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.
Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.

b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing, https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement. Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.
RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement
ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination
All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.
Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY
RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER
Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions

**RESOLUTION NO. ****

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF ECOLOGY THEREBY ACCEPTING A CAPACITY GRANT FROM THE FY2025-2027 BIENNIAL STORMWATER CAPACITY GRANTS PROGRAM.**

**WHEREAS,** the City of Port Orchard's Public Works Department applied for a Water Quality Stormwater Capacity Grant offered by the Washington State Department of Ecology (Ecology) under Ecology's FY2023-2025 Biennial Stormwater Capacity Grants Program; and

**WHEREAS,** the City has been notified that Ecology had awarded funding in the amount of $120,000, from the FY2025-2027 Biennial Stormwater Capacity Grants Program; and

**WHEREAS**, this is a State funded grant which requires no local matching funds; and

**WHEREAS,** the Port Orchard City Council has determined it to be in the best interest of the City to accept the Capacity grant funding from Ecology; now, therefore,

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**THAT:** It is the intent of the Port Orchard City Council that the recitals set forth above are hereby adopted and incorporated as findings in support of this Resolution**.**

**THAT:** The City Council authorizes the Mayor to Execute the Agreement with the Washington State Department of Ecology for Water Quality Stormwater Capacity Grant funding, attached hereto as Exhibit A and incorporated herein by this reference, and to take all actions consistent with this authorization to effectuate the City's receipt of this grant.

**THAT:** The Resolution shall take full force and effect upon passage and signatures hereon.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage this 13th day of January, 2026.

_____

Robert Putaansuu, Mayor

ATTEST:

_____

Brandy Wallace, MMC, City Clerk

**City of Port Orchard**
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

# Agenda Staff Report

**Business Items:** 8.F. Adoption of a Resolution Accepting the Lodging Tax Advisory Committee's Recommendation for 2026 Funding (Wallace)
**Meeting Date:** January 13, 2026
**Presenter:** Brandy Wallace, City Clerk

**Summary and Background:**
For many years, the City has elected to collect Lodging Tax dollars, in accordance with RCW 67.28, to help aid in Tourism for the City. Part of that process is for a committee review funding requests and provide a recommendation to the Council for their consideration. On December 17, 2025, the Lodging Tax Advisory Committee heard presentations from applicants and then deliberated and came to a consensus on the allocations. The Committee discussed the following: All the applicants do tremendous amounts of work either by putting on events, which results in more tourism traffic and/or by increases in the sale tax dollars from eating and shopping in the City; to marketing Port Orchard. They felt the amount allocated to Visit Kitsap in 2025 did not equal the amount of return expected for the funds. Rather than award another small amount, they felt that small amount would be better spent elsewhere, therefore did not allocate any funds to them. The funding amount for SK Chamber is significantly different than the ask and other alike partners because it was stated that they are restructuring the organization and would be hard-pressed to allocate much time. So again, the funds were redistributed to better fit the needs of the City. The Committee is recommending the funding be distributed as follows: Organization Funding Request Type Amount Requesting Amount Awarding Fathoms O' Fun Event Marketing $50,500 $35,000 Kitsap Mustang Club Event Marketing $4,000 $2,500 PO Historic Theatre Foundation Event and Tourism Marketing $2,000 $1,500 Port Orchard Waterfront Alliance Event and Tourism Marketing $31,729 $31,000 South Kitsap Chamber of Commerce Event and Tourism Marketing $30,500 $18,500 Saints Car Club Event Marketing $10,000 $9,500 Visit Kitsap Tourism Marketing $40,000 $0 Love Kitsap Tourism Marketing $51,000 $32,000 Total $219,729 $130,000 I would like to point out that on December 23, 2025, staff was made aware that one of the committee members representing a Hotelier (Airbnb) that collects the tax business location may not be in the City limits. On December 30, 2025, it was confirmed the business is one parcel away from being in City Limits. In looking at State and City requirements, along with the unanimous consensus of the committee, the outcome of allocations would not be different, therefor staff is presenting the recommendation. It is understood that moving forward, all future committee members will have all aspects of the State and City requirements met and confirmed by staff, before committee appointments.

**Relationship to Comprehensive Plan:** 6 - Economic Development

**Recommendation:** Staff recommends adoption of a resolution approving the lodging tax recommendations for 2026 distribution, as presented.

**Motion for Consideration:** I move to adopt a resolution, adopting the Lodging Tax Advisory Committee's recommendation for the 2026 funding allocation, as presented.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** $130,000 has been budgeted in the 2026 expenditure portion of the 2025/2026 Biennial Budget.

**Alternatives:** Do not approve and send back to committee for further deliberations.

**Attachments:**
1. Historical_Funding_Allocations_2026_and_prior
2. Resolution_2026_Lodging_Tax_Allocations
3. FINAL_FY2026_Port_Orchard_LTAC_Visit_Kitsap_Peninsula
4. 2026_LTAC_POLARIS_APP
5. 2026_SKCOC_TVC_LTAC_APPLICATION
6. Saints_2026_Lodging_Applicaiton
7. POWA_2026.LTAC._APPLICATION
8. LoveKitsap_PortOrchard_2026_LTAC_Application
9. 2026_App_Kitsap_Mustang_Club_Full
10. 2026_Fathoms_LTAC_Application_PDF

| Organization/Event | FY' 2026 Funds Requested | Committee Recommendation | FY' 2025 Funds Requested | Funds Allocated | FY' 2024 Funds Requested | Funds Allocated | FY' 2023 Funds Requested | Funds Allocated | FY' 2022 Funds Requested | Funds Allocated | FY' 2021 Funds Requested | Funds Allocated |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Fathoms O 'Fun Festival | $50,500 | $35,000 | $53,000 | $28,000 | $32,500 | $29,715 | $33,500 | $33,500 | $29,114 | $25,096 | $25,560 | $25,560 |
| Kitsap Mustang Club | $4,000 | $2,500 | $4,000 | $2,500 | $3,000 | $3,000 | $3,000 | $3,000 | $2,500 | $2,500 | | |
| PO Historic Theatre Foundation | $2,000 | $1,500 | $4,000 | $3,000 | $5,000 | $5,000 | N/A | $0 | $2,500 | $2,500 | | |
| PO Waterfront Alliance | $31,729 | $31,000 | $34,722.20 | $25,000 | $36,233 | $29,280 | $37,900 | $25,000 | $22,035 | $19,079 | $9,000 | $9,000 |
| South Kitsap Chamber of Commerce | $30,500 | $18,500 | | | N/A | N/A | | | | | | |
| Saints Car Club ( The Cruz) | $10,000 | $9,500 | $10,000 | $6,000 | $5,000 | $5,000 | $5,000 | $5,000 | $3,500 | $3,500 | $3,500 | $3,500 |
| Visit Kitsap | $40,000 | $0 | $5,000 | $5,000 | $75,580 | $0 | $27,000 | $15,000 | $18,000 | $15,300 | $24,000 | $20,000 |
| Love Kitsap | $51,000 | $32,000 | | | | | | | | | | |
| **Grand Total of Requests** | **$219,729** | **$130,000** | **$175,170** | **$110,000** | **$224,362** | **$125,000** | **$146,460** | **$121,560** | **$113,649** | **$100,000** | **$115,510** | **$87,060** |

FY'2026 Budgeted Amount: $100,000; Plus an additional $30,000

FY'2025 Budgeted Amount: $100,000; Plus an extra $10,000

FY' 2024 Budgeted Amount: $100,000; with an additional $25,000 allocation at the request of the committee

FY' 2023 Budgeted Amount: $100,000

FY' 2022 Projected Revenues: $100,000

FY' 2021 Projected Revenues: $100,000

FY' 2020 Projected Revenues: $100,000

FY' 2019 Projected Revenues: $100,000

FY's 2018 Remaining Revenues: $91,000

FY'2017/2018 Projected Revenues: $190,000 (2017 Allocations- $101,000)

FY'2016 Projected Revenues: $84,000

FY'2015 Projected Revenues: $76,000

FY'2014 Projected Revenues: $64,000

FY'2013 Projected Revenues: $87,000

FY'2012 Projected Revenues: $71,000

FY'2011 Projected Revenues: $71,000

FY'2010 Projected Revenues: $59,785

| FY' 2020 Funds Requested | Funds Allocated | FY' 2019 Funds Requested | Funds Allocated | FY' 2018 Funds Requested | Funds Allocated | FY' 2017 Funds Requested | Funds Allocated |
|---|---|---|---|---|---|---|---|
| $32,500 | $21,000 | $34,500 | $21,532 | $30,000 | $20,814 | $24,000 | $22,000 |
| $2,500 | $2,500 | $2,500 | $2,500 | $1,500 | $1,314 | | |
| | | | | | | | |
| $28,345 | $15,000 | $27,013 | $15,380 | $24,533 | $13,814 | $17,100 | $15,100 |
| | | $30,203 | $22,010 | | | | |
| $3,000 | $3,000 | $2,400 | $2,400 | $2,300 | $2,113 | $1,850 | $1,850 |
| $18,000 | $18,000 | $24,000 | $16,918 | $12,000 | $12,000 | $12,000 | $12,000 |
| | | | | | | | |
| **$134,005** | **$100,000** | **$143,111** | **$100,000** | **$124,594** | **$90,186** | **$156,409** | **$99,000** |

**RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, ADOPTING THE LODGING TAX ADVISORY COMMITTEE'S RECOMMENDATION FOR 2026 FUNDING ALLOCATION.**

**WHEREAS**, on October 14, 2025, City Council adopted Resolution No. 064-25, confirming the Mayor's appointment to the Committee; and

**WHEREAS,** on November 10, 2025, the Lodging Tax Advisory Committee met to discuss the criteria of the proposals and timeline of the acceptance; and

**WHEREAS,** on November 17 and November 28, 2025, notices were sent to the City's newspaper of record and emailed to past participants stating the City was accepting proposals for Hotel/Motel Lodging Tax funding for 2026; and

**WHEREAS,** proposals were due to the City Clerk no later than 2:00pm on December 1, 2026, However, an extension was granted December 3, 2025, to extend the submittal date to December 5, 2025, in which 8 proposals were received; and

**WHEREAS,** on December 17, 2025, the committee met with each of the applicants who presented their proposals for funding and reviewed the proposals coming to a consensus on the recommended allocation for Council consideration; and

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**THAT:** The City Council accepts the Lodging Tax Advisory Committee's 2026 lodging tax recommendations as follows:

| **Organization** | **Funding Request Type** | **Amount Requesting** | **Amount Awarding** |
|---|---|---|---|
| Fathoms O' Fun | Event Marketing | $50,500 | $35,000 |
| Kitsap Mustang Club | Event Marketing | $4,000 | $2,500 |
| Port Orchard Historic Theatre Foundation | Event and Tourism Marketing | $2,000 | $1,500 |
| Port Orchard Waterfront Alliance | Event and Tourism Marketing | $31,729 | $31,000 |
| South Kitsap Chamber of Commerce | Event and Tourism Marketing | $30,500 | $18,500 |
| Saints Car Club | Event Marketing | $10,000 | $9,500 |
| Visit Kitsap | Tourism Marketing | $40,000 | $0 |
| Love Kitsap | Tourism Marketing | $51,000 | $32,000 |
| Total | | $219,729 | $130,000 |

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage this 13th day of January 2026.

_____
Robert Putaansuu, Mayor

ATTEST:

_____
Brandy Wallace, MMC, City Clerk

# 2026 Lodging Tax Application
# Applicant Acknowledgement

***Applicants accept the following conditions:***

***Application Deadline – Monday, December 1, 2025, by 2PM***
***Applications will be accepted by e-mail at cityclerk@portorchardwa.gov***

- ***Late and incomplete applications will not be accepted***

- ***Responses to be limited to 3 pages, plus required attachment***

- ***2026 allocations will be weighed on activities and/or marketing for FIFA World Cup visitors.***

- ***Successful, eligible applicants may be contacted to schedule an interview with the Lodging Tax Advisory Committee – Please note date scheduled is December 4th or 5th- Date to be announced soon.***

*If funded, the individual who has the authority to sign contracts and provide documents to the City of Port Orchard is requested to sign below; and to also acknowledge your responsibility to notify (enter who to notify and how) of any changes to your organization's contact information.*

**Point of Contact** Aljolynn Sperber

**Title** Executive Director

**Signature**

**Phone** (310) 994-7383

**Email** aljolynn@visitkitsap.com

# 2026 Lodging Tax Application Checklist

**Submittal Checklist**

Application Transmittal

☒ Checklist

☐ Applicant Acknowledgement

Submitted by **Monday, December 1, 2025 by 2PM**

**Responses*:**

☒Marketing Plan

☒Financial Status

☒Reporting Requirements

***Does not exceed 3 pages***

**Attachments:**

☒ Total LTAC Budget

☒ Up to 5 Examples of Marketing

☒ 2025 Year-To-Date Income Statement

☒ 2025 Year-To-Date Balance Sheet

☒ 2024 Income Statement

☒ 2024 Balance Sheet

☒ Most Recent Tax Return or Financial Statement from an independent source

# 2026 Lodging Tax Application Coversheet

**Organization Name:** Visit Kitsap Peninsula

Month/Timeframe of Event or Operations January 1 through December 31, 2026

**Event/Activity** (check/complete all that apply)

☒ Tourism Promotion

☐ Operations (Event/Festival Title)

☐ Operations (Facility, Staffing, Other)

**Amount of Request $** $40,000

**Presenter & Title** Aljolynn Sperber, Executive Director

**Phone** (310) 994-7383

**Email** aljolynn@visitkitsap.com

# 2026 Lodging Tax Application
# Instructions

**2026 Application** and all related materials must be submitted *electronically* to the City Clerk's office at cityclerk@portorchardwa.gov no later than **Monday, December 1, 2025, by 2:00pm.**

**1. Required Application Format:**

a) The application must include the cover sheet and applicant acknowledgement; and be signed by the individual who has the authority to sign documents such as contracts.
b) The questions must be completed in order.
c) The application must not exceed 3 pages, not including attachments.
d) Applicants are encouraged to include some FIFA World Cup 2026 activities and/or marketing.

**2. Application Requirements:**

***a) Marketing Plan***

i. Explain your Marketing Plan to promote tourism in Port Orchard. Specify your audience.
ii. Discuss how your marketing plan generates "heads in beds" (overnight stays) in Port Orchard and/or draws visitors from 50+ miles away.
iii. What percent of your budget is marketing? What percentage of your request is marketing? Provide a summary of the types of marketing and include the total amount spent for each type that your organization uses.

***b) Financial Status***

i. Has your organization applied for funding through other sources? Will your organization be pursuing other funding in the future? And if no, why?
ii. If your organization collaborates with other organizations on tourism, how is this accomplished? What do you collaborate about? And is this done without duplicating another organizations efforts?
iii. If your organization does sole marketing, are you currently considering opportunities for collaboration?
iv. What is your organization doing to become financially sustainable?
v. If you received part of your requested funding, would your program or event be possible?

***c) Reporting Requirements (Please respond with estimates for 2026):***

i. How many visitors will your program or event bring to Port Orchard?
ii. How many visitors will travel to Port Orchard and stay overnight?
iii. How many visitors will travel 50 miles+ for the day or stay overnight? If from outside WA, indicate how many and from what States and/or Countries when possible.
iv. What revenue is expected to be generated by your program or event?
v. Please explain your methodology for collecting and/or estimating tourist data.

**3. Required Attachments:**

a) LTAC Budget:

- note your top 3 funding priorities
- designate line items for tourism-related expenses
- document all sources of revenue that support your tourism activities or events (example: municipalities, grants, fundraising, ticket sales, etc..)

b) Up to 5 examples of Marketing
c) 2024 Year-To-Date Income Statement (Revenue & Expense)
d) 2024 Year-To-Date Balance Sheet (Assets & Liabilities)
e) 2023 Income Statement (Revenue & Expense)
f) 2023 Balance Sheet (Assets & Liabilities)
g) Current Tax Return or Financial Statement from an independent source

**Please note:**

1) **Attachments are not included in the 3 page limit for application**
2) **Incomplete application and incomplete supporting documents will not be accepted**

Applicants are welcome to request an appointment for assistance or send questions directly to City Clerk at cityclerk@portorchardwa.gov or by calling Brandy Wallace at 360 876-7030, Monday through Friday 8AM to 4PM.

# Marketing Plan

Visit Kitsap Peninsula (VKP) serves as the destination management and marketing organization for the Kitsap Peninsula region and works collaboratively across jurisdictions to promote Port Orchard as a welcoming, year-round coastal destination. In partnership with the City of Port Orchard, VKP leads regional tourism marketing designed to attract visitors from 50+ miles away, strengthen overnight visitation, and elevate Port Orchard's visibility during the 2026 FIFA World Cup—when Washington state will welcome unprecedented international travel activity.

For 2026, VKP proposes a Port Orchard Shoulder Season Tourism Campaign (Jan-April and then Oct-Dec 2026), timed to stabilize seasonal visitation valleys and showcase Port Orchard's waterfront charm, cultural identity, and lodging value. This campaign includes the development of a new suite of evergreen landing pages—positioning Port Orchard as an ideal "basecamp" for both domestic and international travelers seeking authentic small-town Pacific Northwest experiences.

## Evergreen & FIFA-Aligned Landing Page Buildout

**VKP will create a new cluster of high-impact Port Orchard tourism pages, including:**

- Welcome to Real Washington: A First-Timer's Guide to Port Orchard
- Port Orchard Waterfront Culture: Stories, Makers & Maritime Life
- The Calm Basecamp: Quiet Nights & Big Days
- Port Orchard for the Long-Haul Traveler: 3–7 Day Slow Travel Experiences
- Foot Ferry to Bremerton Fan Zone, Lodging Guide, Outdoor Recreation, Bay Street Shopping, Farmers Market Guide, Thrift & Vintage Trail

## Primary Audiences

- Regional travelers from Portland, Spokane, Bellingling, Vancouver WA
- Travel writers, editors, and influencers
- International FIFA visitors seeking quieter, value-friendly lodging
- Cultural, culinary, maritime, and outdoor travelers
- Long-stay and slow-travel visitors

## Group Sales & Marketing Activities

**Advertising & Promotion ($20,000):** Targeted campaigns reaching 50+ mile travelers via Datafy, social media, YouTube, Google, highlighting Port Orchard's waterfront charm and accessibility to the Bremerton Fan Zone.

**Creative Design & Content ($10,000):** Now that we have updated photography let's create new evergreen landing pages, video assets, itineraries, and visual content featuring Bay Street, makers, waterfront sunsets, Farmers Market scenes, and seasonal attractions.

**Press & FAM Trips ($5,000):** Late winter or early spring, and then fall (Q1 and Q3 of 2026) hosting of press and content creators to explore and share about Port Orchard's maritime heritage and slow-travel experiences.

**Campaign Management & Analytics ($5,000):** Creative briefs, content coordination, Datafy reporting, AirDNA insights, and visitor analytics.

**Marketing Impact**

VKP dedicates 87% of its organizational budget to marketing, and 100% of this lodging tax request will be directed toward tourism promotion.

## Budget Summary

| Category | Amount | Description |
|---|---|---|
| Shoulder Season Advertising | $20,000 | Datafy ads, social, YouTube, Google, targeted 50+ mile markets |
| Creative Design & Content | $10,000 | Photography, videography, landing pages, itineraries |
| Campaign Management & Analytics | $5,000 | Creative briefs, coordination, reports & dashboards |
| Spring & Fall FAM Trips | $5,000 | Late winter/early spring and then fall Familiarization trips for press coverage about visiting Port Orchard. |
| **Total Marketing Investment** | **$40,000** | **100% dedicated to tourism promotion** |

## Financial Status

VKP receives funding from Kitsap County LTAC, Bremerton LTAC, Poulsbo LTAC, sponsorships, and will launch a membership program in 2026.

Since its founding in 1983, VKP collaborates and has enhanced relationships, since 2023, with chambers, downtown associations, makers, and regional partners while avoiding duplication via its exclusive role in 50+ mile tourism marketing.

Sustainability is strengthened through sponsorships, TPA development, earned media, and expanded advertising partnerships.

If partial funding is awarded, VKP prioritizes digital advertising, FIFA-aligned content, and analytics reporting.

**Reporting Requirements – 2026 Estimates**

| Metric | Estimated Outcome |
|---|---|
| Total Visitors (Digital Reach) | 45,000+ |
| Overnight Visitors | 8,500 |
| Visitors Traveling 50+ Miles | 30,000+ |
| Out-of-State/International Visitors | 3,000+ (Oregon, California, BC, Australia, UK, Mexico, Brazil, France, Korea) |
| Estimated Economic Impact | $1.9M total; $225,000 lodging revenue |
| **Marketing ROI** | **approx. $200–$240 : $1 (based on VKP/Datafy benchmarks)** |

## Methodology for Tracking and Reporting

VKP uses Datafy, AirDNA, CoStar, analytics dashboards, hotel partner feedback, media value reporting, and JLARC-compliant documentation to track success. VKP provides a thorough year-end report detailing visitor volume, economic impact, media reach, and conversion metrics.

## Full FY2026 LTAC Budget Summary

| Category | Amount | Description |
|---|---|---|
| Poulsbo Shoulder Season Tourism Promotion | $30,000 | • $24,000 - Advertising (YouTube, Datafy, and Google advertising)<br>• $6,000 - Operations (ad management and additional landing page builds) |
| Port Orchard Shoulder Season Tourism Promotion ASK | $40,000 | • $20,000 - Advertising (YouTube, Datafy, social media, and Google advertising)<br>• $10,000 - Creative Design & Content<br>• $5,000 - Campaign Management & Analytics<br>• $5,000 - Spring & Fall FAM Trips |
| 2026 VKP Memberships | $20,000 | Conservative estimate after we launch in Q2 2026 |
| 2026 Partnerships & Sponsorships | $50,000 | Estimates for:<br>• Corporate sponsorships<br>• Cooperative advertising<br>• Partnerships via advertising on VKP channels |
| TBA: Bremerton | | Shoulder season promotion and group sales |
| TBA: Bainbridge Island | | Shoulder season promotion |
| TBA: Kitsap County | | Priorities: Shoulder season, Sound-off campaign, membership roll-out, and niche group sales; i.e. film/sports/agritourism. |
| **Total Estimated Marketing Investment** | **$140,000** | **100% dedicated to tourism promotion** |

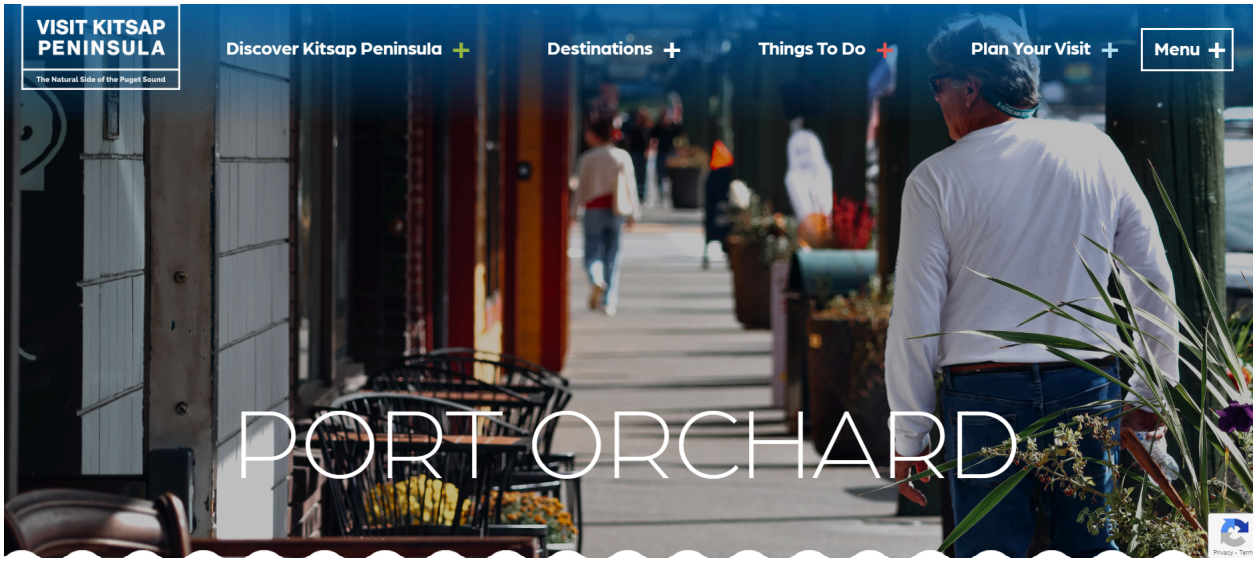
## VKP MARKETING EXAMPLE 1

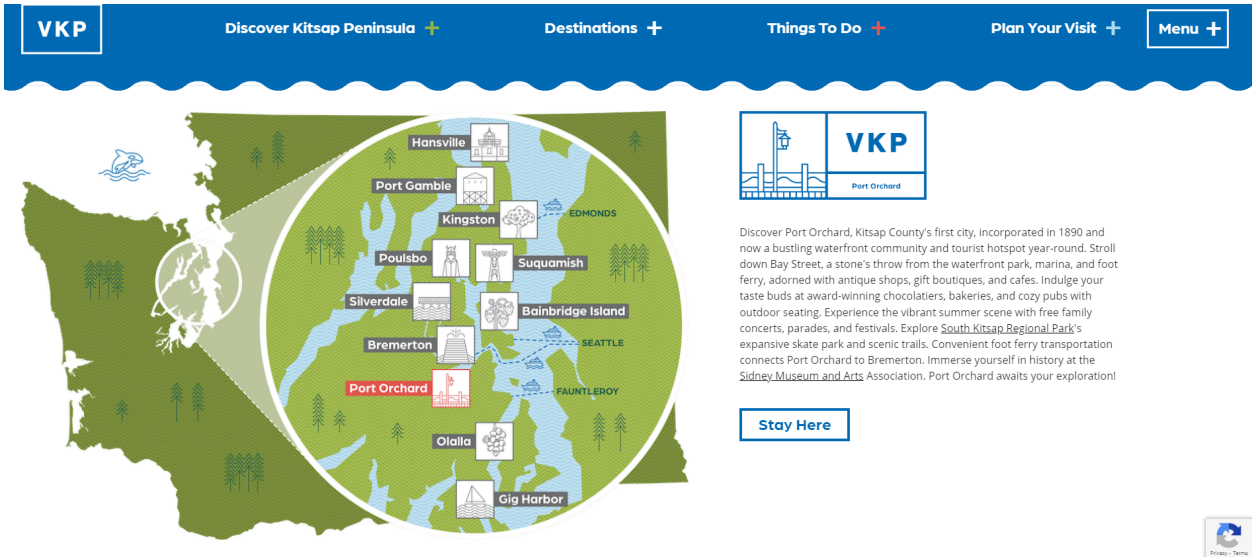
Interactions
35

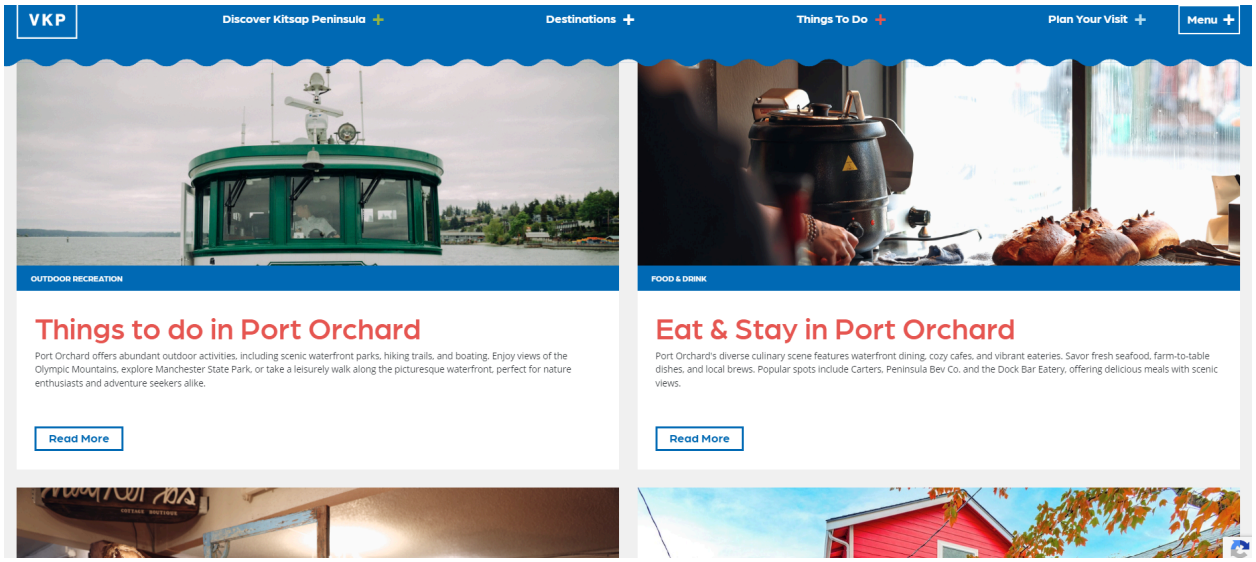
| Likes and reactions | Comments | Shares | Saves |
|---|---|---|---|
| 31 | 1 | 3 | 0 |

## VKP MARKETING EXAMPLE 2

Thanks to the 2025 investment from the City of Port Orchard, we have been able to take new photos that capture some of Port Orchard's culture so that we can use them for the Destination page on visitkitsap.com and also use them for the shoulder season promotions: https://visitkitsap.com/location/port-orchard/.


VISIT KITSAP PENINSULA
The Natural Side of the Puget Sound
Discover Kitsap Peninsula
Destinations
Things To Do
Plan Your Visit
Menu
PORT ORCHARD


VKP
Discover Kitsap Peninsula
Destinations
Things To Do
Plan Your Visit
Menu
Hansville
Port Gamble
Kingston
EDMONDS
Poulsbo
Suquamish
Silverdale
Bainbridge Island
Bremerton
SEATTLE
Port Orchard
FAUNTLEROY
Olalla
Gig Harbor
VKP
Port Orchard
Discover Port Orchard, Kitsap County's first city, incorporated in 1890 and now a bustling waterfront community and tourist hotspot year-round. Stroll down Bay Street, a stone's throw from the waterfront park, marina, and foot ferry, adorned with antique shops, gift boutiques, and cafes. Indulge your taste buds at award-winning chocolatiers, bakeries, and cozy pubs with outdoor seating. Experience the vibrant summer scene with free family concerts, parades, and festivals. Explore South Kitsap Regional Park's expansive skate park and scenic trails. Convenient foot ferry transportation connects Port Orchard to Bremerton. Immerse yourself in history at the Sidney Museum and Arts Association. Port Orchard awaits your exploration!
Stay Here


VKP
Discover Kitsap Peninsula
Destinations
Things To Do
Plan Your Visit
Menu
OUTDOOR RECREATION
FOOD & DRINK
Things to do in Port Orchard
Port Orchard offers abundant outdoor activities, including scenic waterfront parks, hiking trails, and boating. Enjoy views of the Olympic Mountains, explore Manchester State Park, or take a leisurely walk along the picturesque waterfront, perfect for nature enthusiasts and adventure seekers alike.
Read More
Eat & Stay in Port Orchard
Port Orchard's diverse culinary scene features waterfront dining, cozy cafes, and vibrant eateries. Savor fresh seafood, farm-to-table dishes, and local brews. Popular spots include Carters, Peninsula Bev Co. and the Dock Bar Eatery, offering delicious meals with scenic views.
Read More

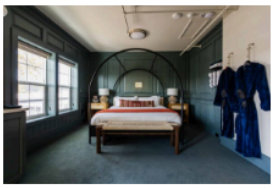
**VKP MARKETING EXAMPLE 3**

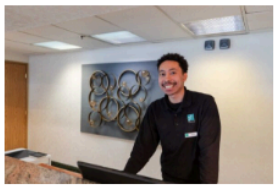
Just like the **"Stay in Poulsbo"** (https://visitkitsap.com/stay-in-poulsbo/) landing page organizes lodging options based on **traveler purpose** (families, remote workers, romantic getaways, waterfront seekers, etc.), each new Port Orchard landing page will help visitors understand **how to experience the city based on who they are, why they're traveling, and what they want to do.**

The goal is simple: Turn Port Orchard into an intuitive, confidence-building, easy-to-book destination for both domestic and international travelers—especially those visiting during the 2026 FIFA World Cup.

# Where to Stay in Poulsbo, WA

Whether you're here for work, play, or a weekend escape, Poulsbo has lodging options for every kind of traveler. This charming Nordic town offers cozy stays, modern amenities, and quick access to the waterfront, trails, and events. Here's where to stay based on how you travel:





## Business & Government Travelers

- Fairfield Inn & Suites Poulsbo – Located just off Hwy 305, this reliable brand offers free breakfast, a fitness center, meeting space, and easy access to Naval Base Kitsap and downtown.
- GuestHouse Inn & Suites – A budget-friendly option with free Wi-Fi and complimentary breakfast, conveniently located near business hubs and the ferry.

## VKP MARKETING EXAMPLE 4

An example of a quarterly article we write for Tideland magazine to promote different experiences and trips on the Kitsap Peninsula and our ad right next to it. The goal is to leverage Tideland's storytelling as the quarterly visitor guide that will direct to a digital guide, prompted by strong storytelling of our region in Tideland.

Reader sees VKP ad >> scans QR code >> lands on digital guide >> digital guide has information about where to stay, play, dine, shop, as well as the GPT we built to help with more intuitive itinerary building.

EXPLORE

"It's not just about getting in and out. It's about slowing down and making memories."

and food vendors. Last year, dozens of mini photo sessions turned the farm into a backdrop for countless family portraits.

Katie Walters, a county commissioner, has been coming to Hubert's with her family since the 1990s. For her family, the farm is woven into their holiday story—generations wandering the rows together, searching for the right tree. The laughter, cider and festive energy make Hubert's feel "like the holidays the moment you arrive," she said.

Seabeck resident Emma Avery discovered Hubert's more recently but it quickly became a favorite. She and her family were drawn to the festive atmosphere, cutting down their tree, grabbing drinks from the coffee bus and posing for photos with Mr. and Mrs. Claus, who happily included their two dogs. "It felt magical," said Avery.

The annual tree decorating contest has become a signature tradition. Families pre-tag their trees with bright orange ribbons, then decorate them in the field over three weeks leading to opening day. On contest day, the Billicks walk the rows and award the winning display a free tree.

Hubert's is open daily, starting the Saturday before Thanksgiving through Dec. 22, or until the last trees are gone. Visitors typically spend hours on the farm. Some tailgate in the parking lot. Others finish their day with pizza in Seabeck or hearty meals at Camp Union Saloon, The 19th Hole or Pinoy Kitchen. "It's not just about getting in and out," said Randy. "It's about slowing down and making memories."

**tree farms in kitsap county**

**Bacon's Christmas Tree Farm**
9383 W Belfair Valley Rd
Bremerton

**Bainbridge Island Suyematsu Farms**
13610 Manzanita Rd NE
Bainbridge Island

**Christmas Traditions Tree Farm**
9476 Sidney Rd SW
Port Orchard

**Hubert's Christmas Trees**
4601 Seabeck Hwy NW
Bremerton

**Olmsted Tree Farms**
17526 Clear Creek Rd NW
Poulsbo

**Stock's Tree Farm**
1894 Vista Raina Dr E
Port Orchard

**The Wreath Works**
15384 Glenwood Rd SW
Port Orchard

52 tideland / WINTER 2025



tidelandmag.com 53

## VKP MARKETING EXAMPLE 5

Display ad example for our shoulder season campaign that directs visitors here.

# Balance Sheet

## VISIT KITSAP PENINSULA

As of December 31, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| Kitsap Bank/ck | 50,656.68 |
| **Total for Bank Accounts** | **$50,656.68** |
| Accounts Receivable | |
| Accts Rec | 62,921.97 |
| **Total for Accounts Receivable** | **$62,921.97** |
| Other Current Assets | |
| Rent Deposit | 0.00 |
| Undeposited Funds | 0.00 |
| **Total for Other Current Assets** | **$0.00** |
| **Total for Current Assets** | **$113,578.65** |
| Fixed Assets | |
| Accum. Depr. | -2,942.34 |
| Capitalized Building Expns/SVIC | 4,087.50 |
| Computers & Software | 639.20 |
| Furniture & Equipment | 2,000.00 |
| **Total for Fixed Assets** | **$3,784.36** |
| Other Assets | |
| **Total for Assets** | **$117,363.01** |
| Liabilities and Equity | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| *Accounts Payable | 4,130.00 |
| **Total for Accounts Payable** | **$4,130.00** |
| Credit Cards | |
| Kitsap Bank Visa 5148 | 573.83 |
| Kitsap Bank Visa 6331 | 24.00 |

# Balance Sheet

## VISIT KITSAP PENINSULA

As of December 31, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| **Total for Credit Cards** | **$597.83** |
| Other Current Liabilities | |
| Health Insurance Payable | 0.00 |
| Payroll Liabilities | $0.00 |
| 941 Payable | 2,077.31 |
| Federal Unemployment (deleted) | 84.00 |
| FUTA Payable | 0.00 |
| L & I Payable | 159.77 |
| PFML Payable | 226.26 |
| SUTA Payable | 155.23 |
| WA Cares Fund Payable | 248.27 |
| **Total for Payroll Liabilities** | **$2,950.84** |
| Payroll Payable | 0.00 |
| **Total for Other Current Liabilities** | **$2,950.84** |
| **Total for Current Liabilities** | **$7,678.67** |
| Long-term Liabilities | |
| **Total for Liabilities** | **$7,678.67** |
| Equity | |
| Fund Balance | 28,343.16 |
| Opening Bal Equity | 0.00 |
| Unrestricted Net Assets | 77,286.18 |
| Net Income | 4,055.00 |
| **Total for Equity** | **$109,684.34** |
| **Total for Liabilities and Equity** | **$117,363.01** |

# Profit and Loss

## VISIT KITSAP PENINSULA

January-December, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Income | |
| Primary Income | |
| City of Bremerton | 54,445.14 |
| City of Poulsbo | 4,800.00 |
| Kitsap County | 295,525.00 |
| Kitsap County-ARPA | 113,589.34 |
| **Total for Primary Income** | **$468,359.48** |
| Secondary Income | |
| Community Sponsor | 5,000.00 |
| Corporate Funding | 19,982.66 |
| Grant/Partnership Funds | 9,900.00 |
| **Total for Secondary Income** | **$34,882.66** |
| **Total for Income** | **$503,242.14** |
| Cost of Goods Sold | |
| **Gross Profit** | **$503,242.14** |
| Expenses | |
| Annual Board & Staff Meetings | 545.05 |
| Bank Service Charge | |
| Service Charge | 423.38 |
| **Total for Bank Service Charge** | **$423.38** |
| Business Development/Sales | |
| BD Marketing | 21.83 |
| Client/Sales Events | 676.85 |
| Conferences/Educational Events | 2,968.68 |
| Group Sales Sponsorship | 1,705.22 |
| Industry Assoc Membership Dues | 905.00 |
| Networking Events Hotel/Local | 1,000.72 |
| **Total for Business Development/Sales** | **$7,278.30** |
| Community Sponsorship | 600.00 |
| Conference,convention, meetings | |
| Meetings (deleted) | 428.88 |
| **Total for Conference,convention, meetings** | **$428.88** |
| Continuing Education | 1,759.16 |
| Depreciation Expense | 467.81 |
| Employee Benefits | 2,287.00 |
| Equipment | |
| Copier (deleted) | 1,030.07 |
| Postage Meter (deleted) | 2,120.63 |
| **Total for Equipment** | **$3,150.70** |
| Gift | 131.74 |

# Profit and Loss

## VISIT KITSAP PENINSULA

January-December, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Insurance | |
| Insurance - Liability, D and O | 3,004.00 |
| **Total for Insurance** | **$3,004.00** |
| Licenses and Permits | 20.00 |
| Marketing | $1,164.38 |
| Advertising | 38,667.90 |
| Broadcast Media (deleted) | 15,500.00 |
| Creative Design | 20,840.00 |
| Production | 6,303.53 |
| Promotion (deleted) | 114,770.88 |
| Research | 32,493.04 |
| VKP Website | 4,520.75 |
| **Total for Marketing** | **$234,260.48** |
| Meals and Entertainment | 342.66 |
| Membership Dues | 2,580.00 |
| Networking | 535.51 |
| Office Supplies | |
| Office Supplies (deleted) | 330.33 |
| Printing and Copying | 1,324.89 |
| Software | 3,718.50 |
| **Total for Office Supplies** | **$5,373.72** |
| Payroll Expenses | |
| Exec Director | 156,225.55 |
| Health Coverage Allowance | 8,792.54 |
| **Total for Payroll Expenses** | **$165,018.09** |
| Postage and Delivery | 15.85 |
| Professional Fees | |
| Accounting | 14,785.00 |
| Consulting/Legal | 2,003.00 |
| Photography (deleted) | 10,352.40 |
| Web Site Development (deleted) | 575.00 |
| **Total for Professional Fees** | **$27,715.40** |
| Rent | 16,660.76 |
| Subscription Fees | 1,387.42 |
| Taxes/Payroll | $17,516.71 |
| Medicare | 0.00 |
| Soc Sec | 0.00 |
| **Total for Taxes/Payroll** | **$17,516.71** |
| Telephone | $871.76 |
| Mobile | 1,001.10 |
| **Total for Telephone** | **$1,872.86** |

# Profit and Loss

## VISIT KITSAP PENINSULA

January-December, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Travel | $256.95 |
| Ferry | 35.80 |
| Fuel | 5,700.00 |
| Parking | 43.91 |
| **Total for Travel** | **$6,036.66** |
| **Total for Expenses** | **$499,412.14** |
| **Net Operating Income** | **$3,830.00** |
| Other Income | |
| Office Garage Sale (deleted) | 225.00 |
| **Total for Other Income** | **$225.00** |
| Other Expenses | |
| **Net Other Income** | **$225.00** |
| **Net Income** | **$4,055.00** |

# Profit and Loss

## VISIT KITSAP PENINSULA

January 1-November 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Income | |
| Advertising Income | 3,828.76 |
| Primary Income | |
| City of Bremerton | 18,458.37 |
| City of Poulsbo | 22,207.34 |
| Kitsap County | 176,227.38 |
| **Total for Primary Income** | **$216,893.09** |
| Sales | 49,022.62 |
| Secondary Income | |
| Corporate Funding | 13,000.00 |
| Grant/Partnership Funds | 11,350.00 |
| **Total for Secondary Income** | **$24,350.00** |
| **Total for Income** | **$294,094.47** |
| **Gross Profit** | **$294,094.47** |
| Expenses | |
| Annual Board & Staff Meetings | 842.64 |
| Bank Service Charge | $155.91 |
| Service Charge | 391.40 |
| **Total for Bank Service Charge** | **$547.31** |
| Business Development/Sales | |
| BD Marketing | 2,263.24 |
| Client/Sales Events | 473.30 |
| Conferences/Educational Events | 2,632.20 |
| Industry Assoc Membership Dues | 575.00 |
| Networking Events Hotel/Local | 280.34 |
| **Total for Business Development/Sales** | **$6,224.08** |
| Conference,convention, meetings | 3,533.74 |
| Continuing Education | 537.22 |
| Employee Benefits | 9,695.52 |
| Gift | 43.95 |
| Insurance | |
| Insurance - Liability, D and O | 1,910.00 |
| **Total for Insurance** | **$1,910.00** |
| Licenses and Permits | 97.44 |
| Marketing | $0.00 |
| Advertising | 14,613.85 |
| Creative Design | 6,300.00 |
| Marketing Management | 9,000.00 |
| Production | 63,999.76 |
| Research | 30,832.65 |

# Profit and Loss

## VISIT KITSAP PENINSULA

January 1-November 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| VKP Website | 634.75 |
| **Total for Marketing** | **$125,381.01** |
| Meals and Entertainment | 556.69 |
| Membership Dues | 1,070.00 |
| Networking | 72.85 |
| Office Supplies | 35.96 |
| Payroll Expenses | |
| Director | 44,917.16 |
| Exec Director | 59,898.25 |
| Health Coverage Allowance | 7,500.06 |
| **Total for Payroll Expenses** | **$112,315.47** |
| Professional Fees | |
| Accounting | 10,650.00 |
| Consulting/Legal | 8,306.00 |
| **Total for Professional Fees** | **$18,956.00** |
| Rent | 13,998.75 |
| Subscription Fees | 3,628.07 |
| Taxes/Payroll | 11,992.84 |
| Telephone | $675.00 |
| Mobile | 895.40 |
| **Total for Telephone** | **$1,570.40** |
| Travel | |
| Ferry | 10.25 |
| Fuel | 4,500.00 |
| Parking | 36.35 |
| **Total for Travel** | **$4,546.60** |
| Uncategorized Expense | 469.99 |
| **Total for Expenses** | **$318,026.53** |
| **Net Operating Income** | **-$23,932.06** |
| **Net Other Income** | |
| **Net Income** | **-$23,932.06** |

# Balance Sheet

## VISIT KITSAP PENINSULA

As of November 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| Kitsap Bank/ck | 48,411.68 |
| **Total for Bank Accounts** | **$48,411.68** |
| Accounts Receivable | |
| Accts Rec | 17,730.11 |
| **Total for Accounts Receivable** | **$17,730.11** |
| Other Current Assets | |
| Rent Deposit | 0.00 |
| Undeposited Funds | 0.00 |
| **Total for Other Current Assets** | **$0.00** |
| **Total for Current Assets** | **$66,141.79** |
| Fixed Assets | |
| Accum. Depr. | -2,942.34 |
| Capitalized Building Expns/SVIC | 4,087.50 |
| Computers & Software | 639.20 |
| Furniture & Equipment | 2,000.00 |
| **Total for Fixed Assets** | **$3,784.36** |
| **Total for Assets** | **$69,926.15** |
| Liabilities and Equity | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| *Accounts Payable | 2,700.00 |
| **Total for Accounts Payable** | **$2,700.00** |
| Credit Cards | |
| Kitsap Bank Visa 5148 | 380.00 |
| Kitsap Bank Visa 6331 | 458.80 |
| **Total for Credit Cards** | **$838.80** |
| Other Current Liabilities | |
| Health Insurance Payable | 319.12 |
| Payroll Liabilities | $0.00 |
| 941 Payable | -6,151.25 |
| FUTA Payable | 84.00 |
| L & I Payable | 3.75 |
| PFML Payable | 15.33 |
| SUTA Payable | -13.40 |
| WA Cares Fund Payable | -0.06 |

# Balance Sheet

## VISIT KITSAP PENINSULA

As of November 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| **Total for Payroll Liabilities** | **-$6,061.63** |
| Payroll Payable | -13,622.42 |
| **Total for Other Current Liabilities** | **-$19,364.93** |
| **Total for Current Liabilities** | **-$15,826.13** |
| Long-term Liabilities | |
| **Total for Liabilities** | **-$15,826.13** |
| Equity | |
| Fund Balance | 28,343.16 |
| Opening Bal Equity | 0.00 |
| Unrestricted Net Assets | 81,341.18 |
| Net Income | -23,932.06 |
| **Total for Equity** | **$85,752.28** |
| **Total for Liabilities and Equity** | **$69,926.15** |

**Parker Mooers & Cena, LLC**
**9222 Bay Shore Dr NW Ste 150**
**Silverdale, WA 98383**
**360-692-8808**

Visit Kitsap Peninsula
19225 8th Ave NE Suite 201-2022
Poulsbo, WA 98370

**2024 TAX RETURN ENGAGEMENT LETTER**

Dear Client ("Client", "you", or "your"),

Thank you for selecting Parker Mooers & Cena, LLC, a subsidiary of Archer Lewis, LLC ("Firm", "we", "us" or "our") to assist you. This letter, together with the Standard Terms and Conditions of Engagement and any Statement of Work as may be agreed between the parties (this "Engagement Letter") confirms the objectives of our engagement and the terms and conditions on which we will provide services. We appreciate the opportunity to serve you. If you have questions about the contents of this Engagement Letter, please contact our office.

## I. Services, Responsibilities, Representations and Limitations - Tax returns

If we are providing you with tax return services, the following applies to you:

A. Client Responsibilities and Representations

It is the responsibility of you or your representatives to provide all the information required for the preparation of complete and accurate tax returns, including information about your foreign assets and digital assets. Your returns will be prepared from the information submitted by your representatives. We will not audit or otherwise verify the information submitted to us. However, we may ask for additional documentation and clarification of some of the information. We anticipate that you or your representatives will furnish all the requested information in a timely and organized manner. During the term of our engagement, we may advise you to make certain online tax elections, online registrations, or online payments. We are not responsible for making these online tax elections, online registrations, or online payments. It is the responsibility of you or your representative to ensure these online actions are completed.

*If you are a business*:

It is your responsibility to make all federal, state, and local tax deposits. It is also your responsibility to determine employee versus independent contractor status. If you have any questions regarding the classification of employees versus independent contractors, we strongly encourage you to consult with legal counsel experienced in employment practice matters. We will not reconcile the payroll tax returns with the withholding records. By your signature below, you acknowledge that it is your responsibility to verify the accuracy of the compensation and withholding records being provided to us.

The Internal Revenue Service and various other federal and state authorities require the reporting of information concerning activities and holdings outside the United States. Examples include

having foreign bank and other financial accounts, ownership interests in certain entities outside of the United States, as well as other "reportable" and "listed" transactions. It is your responsibility to make us aware of all such transactions and information.

Our engagement cannot be relied on to uncover errors, fraud, or other irregularities in the underlying information submitted to us and incorporated in your tax returns, should any exist. However, we will inform you of any such matters that come to our attention.

Because you have ultimate responsibility for the tax returns, you or a responsible representative should review the returns prior to signing and filing them (or authorizing us to file the tax returns on behalf of you). You or your representative shall be authorized to make decisions regarding tax positions reflected on your tax returns or which we have brought to the attention of you or your representative. You agree and acknowledge that, by signing and filing (or authorizing the filing) of the tax returns, you represent that you or your representative provided us with all information required for the preparation of complete and accurate tax returns.

All tax returns and other tax filings are subject to examination by the taxing authorities. In the event of an examination, you or your representatives may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on the returns. In preparing the returns, we will rely upon your representations that its representatives understand, and have complied with, applicable documentation requirements.

B. Our Responsibilities and Limitations

The nature of our engagement requires us to exercise our professional judgment with respect to various tax, accounting, and related issues and to comply with professional standards. We will adopt in the tax returns whatever position you request, so long as it is consistent with our professional standards, ethics, and the laws of the applicable taxing jurisdictions. If we do not have a reasonable belief that a position on your tax return has "substantial authority" to be sustained on its merits (or "more likely than not" in the case of a "tax shelter" or a "reportable transaction"), we will not be able to complete the preparation of your returns unless your representatives agree to adequately disclose the position on the return and there is a reasonable basis for the position. You acknowledge and agree that, in the event you (i) ask us to take an unsupported tax position or (ii) take a tax position and refuse to make any required disclosures, we may withdraw from the engagement without completing or delivering the tax returns.

Your returns will be prepared from the information you provide. We may ask for explanation or clarification of some items, but we will not audit or otherwise verify your data. You are responsible for the completeness and accuracy of information used to prepare the returns. Our responsibility is to prepare the returns in accordance with applicable tax laws. By executing this Engagement Letter, you hereby consent to the transfer from any prior firm to us of all your client files, work papers, and work product.

We shall not be responsible for any late filings, penalties, interest, missed elections or other consequences which may result from such a delay due to non-payment of invoices by Client. For all tax compliance engagements, we reserve the right to place your return(s) on extension and you hereby authorize us to do so.

Your return may be selected for examination by state or federal tax agencies. In that event, we will be available to assist you in defending and explaining the return. This service is not part of our engagement to prepare your returns and would be the subject of a separate agreement for such services.

**II. Services, Responsibilities, Representations and Limitations - Accounting, bookkeeping and related, ancillary services**

If we are providing you with accounting, bookkeeping and related ancillary services, the following applies to you:

A. Client Responsibilities and Representations

We may be recording your financial transactions and maintaining financial records. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts. By executing this engagement letter, you hereby consent to the transfer from any prior firm to us of all your client files, work papers, and work product.

Client is solely responsible for maintaining their books and records and should not rely on us as their record-keeper or repository for any final work product for which we have been engaged.

Client expressly acknowledges that any delay in Client providing relevant information or Client providing incomplete or inaccurate information may delay the completion of the Services. Any delay in project deliverables due to withheld, incomplete, or inaccurate information from you will not be our responsibility. We will be entitled to rely on accuracy, completeness and reliability for all information provided by and on all decisions and approvals of you (and your retained advisors, consultants, or legal counsel).

Client expressly acknowledges that they have not:

- Violated any local, state, or federal laws relevant to client's occupation or business (including federal laws related to cannabis).
- Dealt with any individual or entity (including you or your business) that is subject to sanctions under the Office of Foreign Assets Control or any organizations that have been designated terrorist organizations or sponsors thereof.
- Conducted business with any individual or entity in any of the following countries: Afghanistan, Belarus, Burma, Central African Republic, Cuba, Democratic Republic of the Congo, Ethiopia, Iran, Iraq, Lebanon, Libya, Mali, Nicaragua, North Korea, Russia, Somalia, Sudan, Syria, Ukraine, Yemen, Venezuela.
- Been subject to any sanctions or punitive actions related to corruption, bribery, fraud, forgery, counterfeiting, embezzlement, kickbacks, competition, anti-trust laws, or money laundering.
- Been prohibited from providing services in a regulated industry.

B. Our Responsibilities and Limitations

We will provide advice and recommendations in an advisory capacity to assist management of the Client in performing its functions and making decisions.

Our work in connection with this engagement is not intended to result in the preparation of financial statements for Client as defined by Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Such an engagement, as defined by professional standards, has as its objective to prepare financial statements pursuant to a specified financial reporting framework. The Client understands that the preparation of financial statements as defined above is outside the scope of this engagement.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any fraud or

other wrongdoing within the Client or noncompliance with laws and regulation. The Client understands that we have no responsibility to identify and communicate deficiencies in the Client's internal controls as part of this engagement and agrees that the Client is responsible for preventing and detecting fraud.

**III. Termination of Engagement**

In the case of tax return services, the term of this engagement shall commence on the date set forth above and end upon the earlier of (i) twelve (12) months from the date of this Engagement Letter, (ii) where applicable, filing the final work product for which we have been engaged, not including any subsequent account payable reminder, revised bill, or other communications concerning completed services or (iii) termination by either party of this contract upon thirty (30) days prior written notice (email, mail, or overnight courier) to the other party. In the case of accounting, booking, and related ancillary services, the term of this engagement shall commence on the date set forth above and end upon termination by either party of this contract upon thirty (30) days prior written notice (email, mail, or overnight courier) to the other party. Notwithstanding the foregoing, the Firm may terminate the Engagement Letter effective immediately upon written notice to Client (a) if Firm determines in its professional judgment that it is unable to complete the services in accordance with applicable law or professional standards, (b) for reasonable cause (including failure to provide the information or cooperation necessary for successful performance of the services) or (c) if Client's account becomes overdue. Client will be obligated to compensate Firm for the time expended and all expenses and out-of-pocket costs through the date of termination.

**IV. Standard Terms and Conditions of Engagement**

These Standard Terms and Conditions of Engagement apply to the Engagement Letter and supersede any inconsistent terms, and also apply to any additional work we may be asked to perform for you within twelve months of such Engagement Letter (unless a separate engagement letter is used).

1. Client Information and Confidentiality: In accordance with applicable federal, state and local rules, or any other applicable laws, rules and regulations, we will not disclose confidential client information without Client consent, except that we shall be permitted to disclose confidential client information (i) to any government agency or regulatory body to the extent and in the form or manner necessary or required to comply with any rule, regulation or order of such government agency or regulatory order, or (ii) pursuant to subpoena or other legal process. We utilize appropriate safeguards, policies, and procedures to maintain the confidentiality of confidential client information. We may transmit or receive information or documents through electronic means, including through the firm's secure portal, if applicable. Client hereby consents that for the purpose of providing comprehensive services, we may share relevant client information with our affiliates. The term 'affiliate' shall refer to entities that are directly or indirectly controlled by or under common control. We will take reasonable measures to ensure that any shared information remains confidential and is used solely for the purpose of delivering services to the Client. In the event we use third-party service providers to assist in providing professional services, we may share confidential client information with those service providers.

Client hereby consents to disclosure of its confidential client information to third party service providers for the purpose of the third-party service provider assisting with the services provided pursuant to this Engagement Letter. Additionally, for non-individual taxpayers, you hereby consent and authorize that any and all information furnished to us for or in connection with the preparation of tax returns under this engagement letter may, for a period of up to five years from the date of this engagement letter, be disclosed to any affiliated firm or contracted third-party service provider engaged directly or indirectly in providing tax planning or preparation of your

tax returns. For non-individual taxpayers, you acknowledge that tax return information may be disclosed to our affiliates, related entities or subcontractors located outside the United States. Disclosures under this paragraph may consist of all information contained in tax returns. If you wish to request a limited disclosure of tax return information, you must inform us.

We may use Client information provided in connection with the services set forth in this Engagement Letter ("Client Data") for the purpose of aggregating Client Data with similar data from other clients and with similar data purchased from industry sources (collectively, the "Aggregated Data") for the purpose of analyzing, summarizing and standardizing the aggregated data for benchmarking (the "Benchmarking"). All Client Data and Aggregated Data shall be maintained by us on a secure database. We shall keep and maintain as confidential Client Data and shall not disclose or provide access to Client Data except as set forth herein or as otherwise agreed by the parties in writing, except that we may disclose Aggregated Data, masked to remove identification of any client, to third-parties, which in our sole discretion have an interest in the Aggregated Data for business purposes. Any and all Aggregated Data, including Client Data, shall be sufficiently aggregated and masked so that no recipient of Aggregated Data will be able to access or identify individual data points of any specific client. We may transmit or receive information or documents through electronic means, including through the firm's secure portal. Client shall always comply with the terms of use of our portal and shall only permit authorized users to access information through the portal. If Client creates one or more user accounts to access information or documents transmitted through the portal, Client shall notify us to disable any user account for which an individual(s) is no longer authorized to access Client information transmitted through our client portal. Client is solely responsible for maintaining their books and records and should not rely on us as their record-keeper or repository for any final work product for which we have been engaged. We shall have no responsibility for maintaining Client's records, including any work product we provide to you and records that we return to you, for future use, including potential examination by any government or regulatory agency. Client agrees to retrieve final work product from the portal within a reasonable period of time after the conclusion of the engagement.

2. Work Papers: All workpapers prepared in conjunction with this engagement are confidential and are considered our property. Work papers and Client documents and information will be retained in accordance with our document retention policies.

3. No Third-Party Beneficiary: The engagement is being undertaken solely for Client's benefit and the parties do not intend to benefit from or provide contractual, equitable or other rights to any other person or entity.

4. Employees and Subsidiaries: We may assign employees or employees of our subsidiaries and affiliates, or third-party service providers engaged by us who are located either inside or outside the United States, to work on Client's engagement, and to provide us with operational support services. Client hereby consents to us (a) assigning employees and affiliated entities located inside or outside the United States to this engagement, and (b) transmitting Client information to such employees and affiliated entities as needed to perform the services for Client and to perform operational services. If applicable, Client agrees to timely complete and return to us an executed consent complying with IRS Code Section 7216.

5. Non-Solicitation: During the performance of the services and for one (1) year thereafter, in the event Client hires a firm employee/partner, Client will pay a fee equal to one times that individual's total annual compensation (which shall be payable at the time of employment), provided however, that such fee shall not apply when the individual is hired with Firm's express written consent.

6. Out-of-Scope Services: Any services outside the services set forth in this Engagement Letter

will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. In the event an engagement letter for the out-of-scope services is not issued, each such out-of-scope service shall be a separate and new engagement performed pursuant to these Terms and Conditions of Engagement and billed at our standard rates for the type of service.

7. Limitations of Liability and Indemnification:

A. LIMITATION OF LIABILITY: OUR AND ALL OF OUR SUBSIDIARIES, MEMBERS, AGENTS, SUCCESSORS, ASSIGNS, OTHER AFFILIATES, OR OUR PERSONNEL'S MAXIMUM LIABILITY

B. FOR DAMAGES RELATING TO THE SERVICES PROVIDED PURSUANT TO THIS ENGAGEMENT LETTER, SHALL BE LIMITED TO THE FEES PAID FOR THE SERVICE OR WORK PRODUCT GIVING RISE TO LIABILITY, PROVIDED THAT SUCH LIMITATION SHALL NOT APPLY WHERE DAMAGES ARE JUDICIALLY DETERMINED TO HAVE BEEN CAUSED BY OUR FRAUD, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

C. NO SPECIAL DAMAGES: IN NO EVENT SHALL WE, OUR SUBSIDIARIES, MEMBERS, AGENTS, SUCCESSORS, ASSIGNS, OTHER AFFILIATES, OR OUR PERSONNEL BE LIABLE TO CLIENT FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE OR SPECIAL DAMAGES IN CONNECTION WITH CLAIMS ARISING OUT OF OR RELATED TO THIS ENGAGEMENT LETTER OR THE SERVICES DESCRIBED HEREIN, INCLUDING ANY AMOUNT FOR LOSS OF PROFIT, DATA OR GOODWILL, WHETHER OR NOT THE LIKELIHOOD OF SUCH LOSS OR DAMAGE WAS CONTEMPLATED.

D. Indemnification: The Services, work product, deliverables, advice, and/or recommendations provided under this Engagement Letter are for the use and benefit of Client only. Client shall indemnify and hold us harmless for any time expended, fees, fines, expenses (including reasonable legal fees and costs), costs, damages and/or losses (collectively, "Losses") incurred in connection with any claim, allegation, lawsuit or other legal or regulatory action or proceeding brought by a third party (including Client's affiliates, members and/or partners) involving or relating to the Services under this Engagement Letter, provided that such indemnification shall not apply where such expenses or losses are judicially determined to have been caused by our fraud, gross negligence or willful misconduct.

E. Client Representations: Because of the importance of Client's representations to the services, Client agrees to release and indemnify us and our personnel and affiliates from and against any liability and costs relating to our services under this Engagement Letter attributable to any misrepresentations by Client.

8. Invoicing: An administrative and technology charge of 5% of fees may be added to each invoice to cover costs such as technology usage, software licensing, research databases, word processing, telecommunications, etc. Invoices not paid in full within twenty (20) days of receipt will accrue interest of 1% per month (12% annually) from the date of the invoice until paid. Client shall reimburse Firm for reasonable costs and attorneys' fees incurred by Firm should it prevail in proceedings to collect unpaid fees and expenses. If the Client believes that there is a discrepancy with any invoice, the Client will have twenty (20) days from the date of the invoice to raise the objection to us in writing, and the parties agree to work in good faith to resolve such discrepancy. If the Client does not notify the Firm in writing within this twenty (20) day period, the invoice will be considered accurate and accepted by the Client, and the Client waives any

right to dispute the invoice later. Our fee for the Services is based on the complexity of the engagement, the timeliness and completeness of the information and documentation provided to us, and the time required of personnel. You agree to pay Firm fees for its services based upon the time expended by Firm in performing the services plus out-of-pocket expenses and our administrative and technology charge. In the event invoices are not paid when due, we shall not be required to perform any further services until we have received such payment, whereupon we will resume our work as soon as the individuals working on the engagement become available. Further, we shall not be responsible for any late filings, penalties, interest, missed elections or other consequences which may result from such a delay due to non-payment of invoices by Client.

9. Reimbursement of Expenses Related to Compliance with Legal Proceedings: In the event that we receive a subpoena or become involved in any other legal claim, process, action or proceeding in which a party seeks from us any testimony, documents, information or cooperation related to the services provided pursuant to this Engagement Letter, Client shall reimburse us for all costs and expenses (including reasonable legal fees and costs) associated with providing such testimony, documents or information, including any time expended at our then standard rates.

10. Statute of Limitations: Any legal action or proceeding asserting a claim against us arising out of or relating to this Engagement Letter or the services provided under this Engagement Letter shall be asserted within one (1) year from the date of the Services giving rise to such action or claim unless a longer period is required by an applicable statute of limitations for the Service at issue, as defined in the Engagement Letter.

11. Jurisdiction, Choice of Law, and Jury Waiver:

A. Delaware Law and Jurisdiction: The terms of this Engagement Letter and all related matters, including any dispute or claim that may arise between us related to the services provided hereunder, shall be governed by the laws of the State of Delaware without giving effect to choice of law principles and any legal action or proceeding related to this Engagement Letter or the services performed or to be performed pursuant hereto shall be brought in any appropriate court in the State of Delaware.

B. Arbitration. Any dispute, controversy or claim arising out of or related to this Agreement, including any dispute regarding the interpretation, construction or application of any term or provision of this Agreement, shall be resolved under the Delaware Rapid Arbitration Act, which shall be binding and not subject to appeal. The arbitrators will have no authority to award punitive or other damages not measured by the prevailing party's actual damages, except as may be required by law.

C. WE AND THE CLIENT WAIVE ANY RIGHT TO ASSERT ANY CLAIMS AGAINST THE OTHER PARTY AS A REPRESENTATIVE OR MEMBER IN ANY CLASS OR REPRESENTATIVE ACTION, EXCEPT WHERE SUCH WAIVER IS PROHIBITED BY LAW OR DEEMED BY A COURT OF LAW TO BE AGAINST PUBLIC POLICY. TO THE EXTENT EITHER PARTY IS PERMITTED BY LAW OR COURT OF LAW TO PROCEED WITH A CLASS OR REPRESENTATIVE ACTION AGAINST THE OTHER, THE PARTIES AGREE THAT: (I) THE PREVAILING PARTY SHALL NOT BE ENTITLED TO RECOVER ATTORNEYS' FEES OR COSTS ASSOCIATED WITH PURSUING THE CLASS OR REPRESENTATIVE ACTION (NOT WITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT); AND (II) THE PARTY WHO INITIATES OR PARTICIPATES AS A MEMBER OF THE CLASS WILL NOT SUBMIT A CLAIM OR OTHERWISE PARTICIPATE IN ANY RECOVERY SECURED THROUGH THE CLASS OR REPRESENTATIVE ACTION.

D. JURY WAIVER: WE AND CLIENT, TO THE EXTENT PERMITTED BY LAW, EACH KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVE THE RIGHT TO A TRIAL BY JURY IN ANY ACTION ARISING OUT OF OR RELATING TO THIS ENGAGEMENT LETTER OR THE SERVICES TO BE PERFORMED BY US PURSUANT HERETO. THIS WAIVER APPLIES TO ANY LEGAL ACTION OR PROCEEDING WHETHER SOUNDING IN CONTRACT, TORT, NEGLIGENCE OR OTHERWISE.

12. Miscellaneous: This Engagement Letter shall not be amended, unless in writing and signed by authorized representatives of all parties. This Engagement Letter contains the full and complete understanding between us and Client with respect to the subject matter and services described in this Engagement Letter and supersedes all prior representations, agreements, contracts, and understandings concerning such subject matter and services, whether they be oral or written, including but not limited to any prior non-disclosure agreements. The signatories to this Engagement Letter represent and warrant that such persons are lawfully authorized and empowered to execute the Engagement Letter on behalf of the party on whose behalf such person is signing, and that upon execution, this Engagement Letter will be binding upon such party, without any further approval, ratification, or other action. Any provision of this Engagement Letter which is prohibited or unenforceable shall be so only as to the prohibited and unenforceable provisions, but all the remaining provisions of this Engagement Letter shall remain valid and enforceable. No party to this Engagement Letter shall assign its rights and obligations under this Engagement Letter without prior written consent of the other party, except that we may assign this Engagement Letter and any and all of our rights and obligations hereunder without prior written consent in connection with (a) a sale, assignment, corporate restructuring, reorganization or transfer of substantially all of our assets, (b) a change in control transaction and (c) an assignment to an affiliate under common control with us (either (a), (b) or (c), a "Transaction"). Client acknowledges and agrees that upon such assignment by us in connection with a Transaction, the assignee shall have the right to enforce the terms of this Engagement Letter as if it were an original party hereto. Further, in the event of a Transaction, Client hereby consents to the disclosure and transfer to the assignee of the entire client file, and all documents and information necessary for the assignee to perform the services hereunder, including confidential client information.

Please indicate acceptance of the Engagement Letter, including the Standard Terms and Conditions of Engagement and any Statement of Work as may be agreed to between the parties, if any, by signing and returning this letter to us. When you submit your tax information to us, you acknowledge and agree to the following terms and conditions for our services outlined in this Engagement Letter even without a signature to this Engagement Letter.

This Engagement Letter may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Delivery of an executed counterpart's signature page of this Engagement Letter by facsimile, email in portable document format (.pdf), or by any other electronic means has the same effect as delivery of an executed original of this engagement letter.

Very truly yours,

Parker Mooers & Cena, LLC

Accepted:

This Engagement Letter correctly sets forth the understanding of Client:

Signature:_____

Print Name:_____

Company Name (if applicable):_____

Title (if applicable):_____

Date:_____

## Statement of Work

As compensation for the Services provided under this Statement of Work, the Client will pay for work performed based upon the time worked by our staff at our current rates, as adjusted from time to time.

Our fee for the Services is based on the complexity of the engagement, the timeliness and completeness of the information and documentation provided to us, and the time required of personnel. You agree to pay Firm fees for its services based upon the time expended by Firm in performing the services plus out-of-pocket expenses and our administrative and technology charge set forth in the Terms and Conditions of Engagement. In the event invoices are not paid when due, we shall not be required to perform any further services until we have received such payment, whereupon we will resume our work as soon as the individuals working on the engagement become available. Further, we shall not be responsible for any late filings, penalties, interest, missed elections or other consequences which may result from such a delay due to non-payment of invoices by Client.

# Forms 990 / 990-EZ Return Summary

For calendar year 2024, or tax year beginning , and ending

**91-1146544**

**Visit Kitsap Peninsula**

| | | | |
|---|---|---|---|
| **Net Asset / Fund Balance at Beginning of Year** | | | 102,183 |
| **Revenue** | | | |
| Contributions | 503,467 | | |
| Program service revenue | | | |
| Investment income | | | |
| Capital gain / loss | | | |
| Fundraising / Gaming: | | | |
| Gross revenue | | | |
| Direct expenses | | | |
| Net income | | | |
| Other income | 0 | | |
| **Total revenue** | | 503,467 | |
| **Expenses** | | | |
| Program services | 435,167 | | |
| Management and general | 64,246 | | |
| Fundraising | | | |
| **Total expenses** | | 499,413 | |
| **Excess / (deficit)** | | | 4,054 |
| Changes | | | |
| **Net Asset / Fund Balance at End of Year** | | | 106,237 |

**Reconciliation of Revenue**

| | |
|---|---|
| Total revenue per financial statements | |
| Less: | |
| Unrealized gains | |
| Donated services | |
| Recoveries | |
| Other | |
| Plus: | |
| Investment expenses | |
| Other | |
| **Total revenue per return** | 503,467 |

**Reconciliation of Expenses**

| | |
|---|---|
| Total expenses per financial statements | |
| Less: | |
| Donated services | |
| Prior year adjustments | |
| Losses | |
| Other | |
| Plus: | |
| Investment expenses | |
| Other | |
| **Total expenses per return** | 499,413 |

**Balance Sheet**

| | Beginning | Ending | Differences |
|---|---|---|---|
| Assets | 108,899 | 113,915 | |
| Liabilities | 6,716 | 7,678 | |
| Net assets | 102,183 | 106,237 | 4,054 |

**Miscellaneous Information**

| | |
|---|---|
| Amended return | |
| Return / extended due date | 11/17/25 |
| Failure to file penalty | |

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

# IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2024, or fiscal year beginning ....., 2024, and ending ....., 20 .....

**Do not send to the IRS. Keep for your records.**
**Go to** *www.irs.gov/Form8879TE* **for the latest information.**

OMB No. 1545-0047

**2024**

Name of filer: Visit Kitsap Peninsula

EIN or SSN: 91-1146544

Name and title of officer or person subject to tax: Aljolynn Sperber
Excutive Director

## Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

| | | | | | |
|---|---|---|---|---|---|
| **1a** | **Form 990** check here | [X] | **b Total revenue,** if any (Form 990, Part VIII, column (A), line 12) | **1b** | 503,467 |
| **2a** | **Form 990-EZ** check here | [ ] | **b Total revenue,** if any (Form 990-EZ, line 9) | **2b** | |
| **3a** | **Form 1120-POL** check here | [ ] | **b Total tax** (Form 1120-POL, line 22) | **3b** | |
| **4a** | **Form 990-PF** check here | [ ] | **b Tax based on investment income** (Form 990-PF, Part V, line 5) | **4b** | |
| **5a** | **Form 8868** check here | [ ] | **b Balance due** (Form 8868, line 3c) | **5b** | |
| **6a** | **Form 990-T** check here | [ ] | **b Total tax** (Form 990-T, Part III, line 4) | **6b** | |
| **7a** | **Form 4720** check here | [ ] | **b Total tax** (Form 4720, Part III, line 1) | **7b** | |
| **8a** | **Form 5227** check here | [ ] | **b FMV of assets at end of tax year** (Form 5227, Item D) | **8b** | |
| **9a** | **Form 5330** check here | [ ] | **b Tax due** (Form 5330, Part II, line 19) | **9b** | |
| **10a** | **Form 8038-CP** check here | [ ] | **b Amount of credit payment requested** (Form 8038-CP, Part III, line 22) | **10b** | |

## Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that [X] I am an officer of the above entity or [ ] I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2024 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

**PIN: check one box only**

[X] I authorize **Parker Mooers & Cena LLC** (ERO firm name) to enter my PIN **98383** (Enter five numbers, but do not enter all zeros) as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[ ] As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date **06/15/25**

## Part III Certification and Authentication

**ERO's EFIN/PIN.** Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. **91726915151** (Do not enter all zeros)

I certify that the above numeric entry is my PIN, which is my signature on the 2024 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature **Parker Mooers & Cena LLC** Date **06/15/25**

**ERO Must Retain This Form — See Instructions**
**Do Not Submit This Form to the IRS Unless Requested To Do So**

**For Privacy Act and Paperwork Reduction Act Notice, see back of form.**

DAA

Form **990**

Department of the Treasury
Internal Revenue Service

# Return of Organization Exempt From Income Tax

**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)**

**Do not enter social security numbers on this form as it may be made public.**

**Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

**2024**

**Open to Public Inspection**

**A For the 2024 calendar year, or tax year beginning , and ending**

**B** Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

**C** Name of organization: Visit Kitsap Peninsula

Doing business as

Number and street (or P.O. box if mail is not delivered to street address): 19225 8th Ave NE Suite 201-2022 | Room/suite

City or town, state or province, country, and ZIP or foreign postal code: Poulsbo WA 98370

**D Employer identification number:** 91-1146544

**E** Telephone number: 800-337-0580

**G** Gross receipts $ 503,467

**F** Name and address of principal officer: Pete Orbea

**H(a)** Is this a group return for subordinates? [ ] Yes [X] No

**H(b)** Are all subordinates included? [ ] Yes [ ] No

If "No," attach a list. See instructions

**I** Tax-exempt status: [ ] 501(c)(3) [X] 501(c) ( 6 ) (insert no.) [ ] 4947(a)(1) or [ ] 527

**J Website:** visitkitsap.com

**H(c)** Group exemption number

**K** Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other

**L** Year of formation: 1981

**M** State of legal domicile:

## Part I Summary

**Activities & Governance**

1 Briefly describe the organization's mission or most significant activities:
See Schedule O

2 Check this box [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets.

| | | | |
|---|---|---|---|
| 3 | Number of voting members of the governing body (Part VI, line 1a) | 3 | 15 |
| 4 | Number of independent voting members of the governing body (Part VI, line 1b) | 4 | 15 |
| 5 | Total number of individuals employed in calendar year 2024 (Part V, line 2a) | 5 | 2 |
| 6 | Total number of volunteers (estimate if necessary) | 6 | 0 |
| 7a | Total unrelated business revenue from Part VIII, column (C), line 12 | 7a | 0 |
| b | Net unrelated business taxable income from Form 990-T, Part I, line 11 | 7b | 0 |

Client Copy - Do Not File

| | | | Prior Year | Current Year |
|---|---|---|---|---|
| Revenue | 8 | Contributions and grants (Part VIII, line 1h) | 502,882 | 503,467 |
| | 9 | Program service revenue (Part VIII, line 2g) | | 0 |
| | 10 | Investment income (Part VIII, column (A), lines 3, 4, and 7d) | | 0 |
| | 11 | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) | | 0 |
| | 12 | Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12) | 502,882 | 503,467 |
| Expenses | 13 | Grants and similar amounts paid (Part IX, column (A), lines 1–3) | 7,285 | 600 |
| | 14 | Benefits paid to or for members (Part IX, column (A), line 4) | | 0 |
| | 15 | Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) | 176,449 | 184,823 |
| | 16a | Professional fundraising fees (Part IX, column (A), line 11e) | | 0 |
| | b | Total fundraising expenses (Part IX, column (D), line 25) 0 | | |
| | 17 | Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e) | 307,817 | 313,990 |
| | 18 | Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25) | 491,551 | 499,413 |
| | 19 | Revenue less expenses. Subtract line 18 from line 12 | 11,331 | 4,054 |
| | | | **Beginning of Current Year** | **End of Year** |
| Net Assets or Fund Balances | 20 | Total assets (Part X, line 16) | 108,899 | 113,915 |
| | 21 | Total liabilities (Part X, line 26) | 6,716 | 7,678 |
| | 22 | Net assets or fund balances. Subtract line 21 from line 20 | 102,183 | 106,237 |

## Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer | Date

Aljolynn Sperber Excutive Director

Type or print name and title

**Paid Preparer Use Only**

| Preparer's name | Preparer's signature | Date | Check [ ] if self-employed | PTIN |
|---|---|---|---|---|
| Dennis Bryan, CPA | Dennis Bryan, CPA | 07/18/25 | | P00314405 |

Firm's name: Parker Mooers & Cena, LLC | Firm's EIN: 99-3460705

Firm's address: 9222 Bay Shore Dr NW, Suite 150 Silverdale, WA 98383 | Phone no. 360-692-8808

May the IRS discuss this return with the preparer shown above? See instructions [X] Yes [ ] No

**For Paperwork Reduction Act Notice, see the separate instructions.**

DAA

**Part III** **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III [X]

**1** Briefly describe the organization's mission:

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: ) (Expenses $ including grants of $ ) (Revenue $ )

To create positive economic growth and development on the Kitsap Peninsula by effectively marketing the area as a world class visitor destination. Through effectively promoting and supporting tourism, the organization helps small businesses and promotes a better quality of life.

**4b** (Code: ) (Expenses $ including grants of $ ) (Revenue $ )

N/A

**4c** (Code: ) (Expenses $ including grants of $ ) (Revenue $ )

N/A

**4d** Other program services (Describe on Schedule O.)

(Expenses $ including grants of $ ) (Revenue $ )

**4e** Total program service expenses

**Part IV Checklist of Required Schedules**

| | | | Yes | No |
|---|---|---|---|---|
| 1 | Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A* | 1 | | X |
| 2 | Is the organization required to complete Schedule B, Schedule of Contributors? See instructions | 2 | | X |
| 3 | Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I* | 3 | | X |
| 4 | **Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II* | 4 | | |
| 5 | Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III* | 5 | | X |
| 6 | Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I* | 6 | | X |
| 7 | Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II* | 7 | | X |
| 8 | Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III* | 8 | | X |
| 9 | Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV* | 9 | | X |
| 10 | Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V* | 10 | | X |
| 11 | If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable. | | | |
| a | Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI* | 11a | X | |
| b | Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII* | 11b | | X |
| c | Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII* | 11c | | X |
| d | Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX* | 11d | | X |
| e | Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X* | 11e | X | |
| f | Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X* | 11f | | X |
| 12a | Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII* | 12a | | X |
| b | Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional* | 12b | | X |
| 13 | Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E* | 13 | | X |
| 14a | Did the organization maintain an office, employees, or agents outside of the United States? | 14a | | X |
| b | Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV* | 14b | | X |
| 15 | Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV* | 15 | | X |
| 16 | Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV* | 16 | | X |
| 17 | Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions | 17 | | X |
| 18 | Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II* | 18 | | X |
| 19 | Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III* | 19 | | X |
| 20a | Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H* | 20a | | X |
| b | If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? | 20b | | |
| 21 | Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II* | 21 | | X |

**Part IV Checklist of Required Schedules** *(continued)*

| | | | Yes | No |
|---|---|---|---|---|
| 22 | Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III* | 22 | | X |
| 23 | Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J* | 23 | | X |
| 24a | Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a* | 24a | | X |
| b | Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? | 24b | | |
| c | Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? | 24c | | |
| d | Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? | 24d | | |
| 25a | **Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I* | 25a | | |
| b | Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I* | 25b | | |
| 26 | Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II* | 26 | | X |
| 27 | Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III* | 27 | | X |
| 28 | Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions). | | | |
| a | A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV* | 28a | | X |
| b | A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV* | 28b | | X |
| c | A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV* | 28c | | X |
| 29 | Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M* | 29 | | X |
| 30 | Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M* | 30 | | X |
| 31 | Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I* | 31 | | X |
| 32 | Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II* | 32 | | X |
| 33 | Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I* | 33 | | X |
| 34 | Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1* | 34 | | X |
| 35a | Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 35a | | X |
| b | If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2* | 35b | | |
| 36 | **Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2* | 36 | | |
| 37 | Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI* | 37 | | X |
| 38 | Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O. | 38 | | X |

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V ☐

| | | | | Yes | No |
|---|---|---|---|---|---|
| 1a | Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable | 1a | 9 | | |
| b | Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable | 1b | 0 | | |
| c | Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? | 1c | | | X |

**Part V Statements Regarding Other IRS Filings and Tax Compliance** *(continued)*

| | | | | Yes | No |
|---|---|---|---|---|---|
| 2a | Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return | 2a 2 | | | |
| b | If at least one is reported on line 2a, did the organization file all required federal employment tax returns? | | 2b | | X |
| 3a | Did the organization have unrelated business gross income of $1,000 or more during the year? | | 3a | | X |
| b | If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O* | | 3b | | |
| 4a | At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? | | 4a | | X |
| b | If "Yes," enter the name of the foreign country | | | | |
| | See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | | | | |
| 5a | Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? | | 5a | | X |
| b | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? | | 5b | | X |
| c | If "Yes" to line 5a or 5b, did the organization file Form 8886-T? | | 5c | | |
| 6a | Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? | | 6a | | X |
| b | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? | | 6b | | |
| 7 | **Organizations that may receive deductible contributions under section 170(c).** | | | | |
| a | Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor? | | 7a | | |
| b | If "Yes," did the organization notify the donor of the value of the goods or services provided? | | 7b | | |
| c | Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? | | 7c | | |
| d | If "Yes," indicate the number of Forms 8282 filed during the year | 7d | | | |
| e | Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? | | 7e | | |
| f | Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? | | 7f | | |
| g | If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? | | 7g | | |
| h | If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? | | 7h | | |
| 8 | **Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? | | 8 | | |
| 9 | **Sponsoring organizations maintaining donor advised funds.** | | | | |
| a | Did the sponsoring organization make any taxable distributions under section 4966? | | 9a | | |
| b | Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? | | 9b | | |
| 10 | **Section 501(c)(7) organizations.** Enter: | | | | |
| a | Initiation fees and capital contributions included on Part VIII, line 12 | 10a | | | |
| b | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities | 10b | | | |
| 11 | **Section 501(c)(12) organizations.** Enter: | | | | |
| a | Gross income from members or shareholders | 11a | | | |
| b | Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) | 11b | | | |
| 12a | **Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041? | | 12a | | |
| b | If "Yes," enter the amount of tax-exempt interest received or accrued during the year | 12b | | | |
| 13 | **Section 501(c)(29) qualified nonprofit health insurance issuers.** | | | | |
| a | Is the organization licensed to issue qualified health plans in more than one state? | | 13a | | |
| | **Note:** See the instructions for additional information the organization must report on Schedule O. | | | | |
| b | Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans | 13b | | | |
| c | Enter the amount of reserves on hand | 13c | | | |
| 14a | Did the organization receive any payments for indoor tanning services during the tax year? | | 14a | | X |
| b | If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O* | | 14b | | |
| 15 | Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? | | 15 | | X |
| | If "Yes," see instructions and file Form 4720, Schedule N. | | | | |
| 16 | Is the organization an educational institution subject to the section 4968 excise tax on net investment income? | | 16 | | X |
| | If "Yes," complete Form 4720, Schedule O. | | | | |
| 17 | **Section 501(c)(21) organizations.** Did the trust, any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? | | 17 | | |
| | If "Yes," complete Form 6069. | | | | |

**Part VI** **Governance, Management, and Disclosure.** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI ☐

## Section A. Governing Body and Management

| | | | | Yes | No |
|---|---|---|---|---|---|
| 1a | Enter the number of voting members of the governing body at the end of the tax year | 1a | 15 | | |
| | If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O. | | | | |
| b | Enter the number of voting members included on line 1a, above, who are independent | 1b | 15 | | |
| 2 | Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? | 2 | | | X |
| 3 | Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? | 3 | | | X |
| 4 | Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? | 4 | | | X |
| 5 | Did the organization become aware during the year of a significant diversion of the organization's assets? | 5 | | | X |
| 6 | Did the organization have members or stockholders? | 6 | | | X |
| 7a | Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? | 7a | | | X |
| b | Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? | 7b | | | X |
| 8 | Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: | | | | |
| a | The governing body? | 8a | | X | |
| b | Each committee with authority to act on behalf of the governing body? | 8b | | X | |
| 9 | Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O* | 9 | | | X |

## Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

| | | | Yes | No |
|---|---|---|---|---|
| 10a | Did the organization have local chapters, branches, or affiliates? | 10a | | X |
| b | If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? | 10b | | |
| 11a | Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? | 11a | | X |
| b | Describe on Schedule O the process, if any, used by the organization to review this Form 990. | | | |
| 12a | Did the organization have a written conflict of interest policy? *If "No," go to line 13* | 12a | | X |
| b | Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? | 12b | | |
| c | Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done* | 12c | | |
| 13 | Did the organization have a written whistleblower policy? | 13 | | X |
| 14 | Did the organization have a written document retention and destruction policy? | 14 | | X |
| 15 | Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? | | | |
| a | The organization's CEO, Executive Director, or top management official | 15a | | X |
| b | Other officers or key employees of the organization | 15b | | X |
| | If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions. | | | |
| 16a | Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? | 16a | | X |
| b | If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? | 16b | | |

## Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **None**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☐ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

**Patricia Graf-Hoke** **9230 Bay Shore Dr NW Ste 101**
**Silverdale** **WA 98383** **800-337-0580**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII ☐

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A) Name and title | (B) Average hours per week (list any hours for related organizations below dotted line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC) | (E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| (1) Christine Cochran<br>Treasurer | 0.00<br>0.00 | | | X | | | | 0 | 0 | 0 |
| (2) Monica Downen<br>Vice President | 0.00<br>0.00 | | | X | | | | 0 | 0 | 0 |
| (3) Pete Orbea<br>President | 0.00<br>0.00 | | | X | | | | 0 | 0 | 0 |
| (4) Aljolynn Sperber<br>Excutive Director | 0.00<br>0.00 | | | X | | | | 0 | 0 | 0 |
| (5) Melissa Wheeler<br>Secretary | 0.00<br>0.00 | | | X | | | | 0 | 0 | 0 |
| (6) | | | | | | | | | | |
| (7) | | | | | | | | | | |
| (8) | | | | | | | | | | |
| (9) | | | | | | | | | | |
| (10) | | | | | | | | | | |
| (11) | | | | | | | | | | |

**Part VII** **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

| (A) Name and title | (B) Average hours per week (list any hours for related organizations below dotted line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC) | (E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| (12) | | | | | | | | | | |
| (13) | | | | | | | | | | |
| (14) | | | | | | | | | | |
| (15) | | | | | | | | | | |
| (16) | | | | | | | | | | |
| (17) | | | | | | | | | | |
| (18) | | | | | | | | | | |
| (19) | | | | | | | | | | |
| **1b Subtotal** | | | | | | | | | | |
| **c Total from continuation sheets to Part VII, Section A** | | | | | | | | | | |
| **d Total (add lines 1b and 1c)** | | | | | | | | | | |

**2** Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization **0**

| | | | Yes | No |
|---|---|---|---|---|
| **3** | Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual* | 3 | | X |
| **4** | For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual* | 4 | | X |
| **5** | Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person* | 5 | | X |

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A) Name and business address | (B) Description of services | (C) Compensation |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

**2** Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization **0**

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII ☐

| | | | | (A) Total revenue | (B) Related or exempt function revenue | (C) Unrelated business revenue | (D) Revenue excluded from tax under sections 512-514 |
|---|---|---|---|---|---|---|---|
| Contributions, Gifts, Grants and Other Similar Amounts | 1a Federated campaigns | 1a | | | | | |
| | b Membership dues | 1b | | | | | |
| | c Fundraising events | 1c | | | | | |
| | d Related organizations | 1d | | | | | |
| | e Government grants (contributions) | 1e | 468,359 | | | | |
| | f All other contributions, gifts, grants, and similar amounts not included above | 1f | 35,108 | | | | |
| | g Noncash contributions included in lines 1a-1f | 1g | $ | | | | |
| | h **Total.** Add lines 1a–1f | | | 503,467 | | | |
| Program Service Revenue | | | Business Code | | | | |
| | 2a | | | | | | |
| | b | | | | | | |
| | c | | | | | | |
| | d | | | | | | |
| | e | | | | | | |
| | f All other program service revenue | | | | | | |
| | g **Total.** Add lines 2a–2f | | | | | | |
| Other Revenue | 3 Investment income (including dividends, interest, and other similar amounts) | | | | | | |
| | 4 Income from investment of tax-exempt bond proceeds | | | | | | |
| | 5 Royalties | | | | | | |
| | | | (i) Real / (ii) Personal | | | | |
| | 6a Gross rents | 6a | | | | | |
| | b Less: rental expenses | 6b | | | | | |
| | c Rental inc. or (loss) | 6c | | | | | |
| | d Net rental income or (loss) | | | | | | |
| | | | (i) Securities / (ii) Other | | | | |
| | 7a Gross amount from sales of assets other than inventory | 7a | | | | | |
| | b Less: cost or other basis and sales exps. | 7b | | | | | |
| | c Gain or (loss) | 7c | | | | | |
| | d Net gain or (loss) | | | | | | |
| | 8a Gross income from fundraising events (not including $ of contributions reported on line 1c). See Part IV, line 18 | 8a | | | | | |
| | b Less: direct expenses | 8b | | | | | |
| | c Net income or (loss) from fundraising events | | | | | | |
| | 9a Gross income from gaming activities. See Part IV, line 19 | 9a | | | | | |
| | b Less: direct expenses | 9b | | | | | |
| | c Net income or (loss) from gaming activities | | | | | | |
| | 10a Gross sales of inventory, less returns and allowances | 10a | | | | | |
| | b Less: cost of goods sold | 10b | | | | | |
| | c Net income or (loss) from sales of inventory | | | | | | |
| Miscellaneous Revenue | | | Business Code | | | | |
| | 11a | | | | | | |
| | b | | | | | | |
| | c | | | | | | |
| | d All other revenue | | | | | | |
| | e **Total.** Add lines 11a–11d | | | | | | |
| | 12 **Total revenue.** See instructions | | | 503,467 | 0 | 0 | 0 |

## Part IX Statement of Functional Expenses

*Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).*

Check if Schedule O contains a response or note to any line in this Part IX ☐

| *Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.* | (A) Total expenses | (B) Program service expenses | (C) Management and general expenses | (D) Fundraising expenses |
|---|---|---|---|---|
| 1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 | 600 | 600 | | |
| 2 Grants and other assistance to domestic individuals. See Part IV, line 22 | | | | |
| 3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 | | | | |
| 4 Benefits paid to or for members | | | | |
| 5 Compensation of current officers, directors, trustees, and key employees | | | | |
| 6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) | | | | |
| 7 Other salaries and wages | 156,226 | 124,981 | 31,245 | |
| 8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) | | | | |
| 9 Other employee benefits | 11,080 | 8,864 | 2,216 | |
| 10 Payroll taxes | 17,517 | 14,014 | 3,503 | |
| 11 Fees for services (nonemployees): | | | | |
| a Management | | | | |
| b Legal | 2,003 | | 2,003 | |
| c Accounting | 14,785 | | 14,785 | |
| d Lobbying | | | | |
| e Professional fundraising services. See Part IV, line 17 | | | | |
| f Investment management fees | | | | |
| g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.) | | | | |
| 12 Advertising and promotion | 254,194 | 254,194 | | |
| 13 Office expenses | 8,540 | 6,832 | 1,708 | |
| 14 Information technology | | | | |
| 15 Royalties | | | | |
| 16 Occupancy | 16,661 | 13,329 | 3,332 | |
| 17 Travel | | | | |
| 18 Payments of travel or entertainment expenses for any federal, state, or local public officials | | | | |
| 19 Conferences, conventions, and meetings | | | | |
| 20 Interest | | | | |
| 21 Payments to affiliates | | | | |
| 22 Depreciation, depletion, and amortization | 468 | 468 | | |
| 23 Insurance | 3,004 | 2,403 | 601 | |
| 24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.) | | | | |
| a Business Development | 7,278 | 5,822 | 1,456 | |
| b Dues and Subscriptions | 3,967 | 3,174 | 793 | |
| c Continued Education | 1,759 | | 1,759 | |
| d Board & Staff Meetings | 545 | | 545 | |
| e All other expenses | 786 | 486 | 300 | |
| 25 Total functional expenses. Add lines 1 through 24e | 499,413 | 435,167 | 64,246 | 0 |
| 26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720) | | | | |

## Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

| | | | | (A) Beginning of year | | (B) End of year |
|---|---|---|---|---|---|---|
| Assets | 1 | Cash—non-interest-bearing | | 14,213 | 1 | 50,657 |
| | 2 | Savings and temporary cash investments | | | 2 | |
| | 3 | Pledges and grants receivable, net | | | 3 | |
| | 4 | Accounts receivable, net | | 37,728 | 4 | 62,922 |
| | 5 | Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons | | | 5 | |
| | 6 | Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) | | | 6 | |
| | 7 | Notes and loans receivable, net | | | 7 | |
| | 8 | Inventories for sale or use | | | 8 | |
| | 9 | Prepaid expenses and deferred charges | | | 9 | |
| | 10a | Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D | 10a 7,746 | | | |
| | b | Less: accumulated depreciation | 10b 7,410 | 804 | 10c | 336 |
| | 11 | Investments—publicly traded securities | | | 11 | |
| | 12 | Investments—other securities. See Part IV, line 11 | | | 12 | |
| | 13 | Investments—program-related. See Part IV, line 11 | | | 13 | |
| | 14 | Intangible assets | | | 14 | |
| | 15 | Other assets. See Part IV, line 11 | | 56,154 | 15 | |
| | 16 | **Total assets.** Add lines 1 through 15 (must equal line 33) | | 108,899 | 16 | 113,915 |
| Liabilities | 17 | Accounts payable and accrued expenses | | 2,604 | 17 | 4,728 |
| | 18 | Grants payable | | | 18 | |
| | 19 | Deferred revenue | | | 19 | |
| | 20 | Tax-exempt bond liabilities | | | 20 | |
| | 21 | Escrow or custodial account liability. Complete Part IV of Schedule D | | | 21 | |
| | 22 | Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons | | | 22 | |
| | 23 | Secured mortgages and notes payable to unrelated third parties | | | 23 | |
| | 24 | Unsecured notes and loans payable to unrelated third parties | | | 24 | |
| | 25 | Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D | | 4,112 | 25 | 2,950 |
| | 26 | **Total liabilities.** Add lines 17 through 25 | | 6,716 | 26 | 7,678 |
| Net Assets or Fund Balances | | **Organizations that follow FASB ASC 958, check here ☐ and complete lines 27, 28, 32, and 33.** | | | | |
| | 27 | Net assets without donor restrictions | | | 27 | |
| | 28 | Net assets with donor restrictions | | | 28 | |
| | | **Organizations that do not follow FASB ASC 958, check here ☒ and complete lines 29 through 33.** | | | | |
| | 29 | Capital stock or trust principal, or current funds | | 22,978 | 29 | 22,978 |
| | 30 | Paid-in or capital surplus, or land, building, or equipment fund | | | 30 | |
| | 31 | Retained earnings, endowment, accumulated income, or other funds | | 79,205 | 31 | 83,259 |
| | 32 | Total net assets or fund balances | | 102,183 | 32 | 106,237 |
| | 33 | Total liabilities and net assets/fund balances | | 108,899 | 33 | 113,915 |

## Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI [X]

| | | | |
|---|---|---|---|
| 1 | Total revenue (must equal Part VIII, column (A), line 12) | 1 | 503,467 |
| 2 | Total expenses (must equal Part IX, column (A), line 25) | 2 | 499,413 |
| 3 | Revenue less expenses. Subtract line 2 from line 1 | 3 | 4,054 |
| 4 | Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A)) | 4 | 102,183 |
| 5 | Net unrealized gains (losses) on investments | 5 | |
| 6 | Donated services and use of facilities | 6 | |
| 7 | Investment expenses | 7 | |
| 8 | Prior period adjustments | 8 | |
| 9 | Other changes in net assets or fund balances (explain on Schedule O) | 9 | |
| 10 | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B)) | 10 | 106,237 |

## Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII [ ]

| | | | Yes | No |
|---|---|---|---|---|
| 1 | Accounting method used to prepare the Form 990: [ ] Cash [X] Accrual [ ] Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O. | | | |
| 2a | Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. [ ] Separate basis [ ] Consolidated basis [ ] Both consolidated and separate basis | 2a | | X |
| b | Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. [ ] Separate basis [ ] Consolidated basis [ ] Both consolidated and separate basis | 2b | | X |
| c | If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O. | 2c | | |
| 3a | As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? | 3a | | |
| b | If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits | 3b | | |

**SCHEDULE D (Form 990)**
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

# Supplemental Financial Statements

**Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
**Attach to Form 990.**
**Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

**Open to Public Inspection**

**Name of the organization**: Visit Kitsap Peninsula

**Employer identification number**: 91-1146544

## Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

| | | (a) Donor advised funds | (b) Funds and other accounts |
|---|---|---|---|
| 1 | Total number at end of year | | |
| 2 | Aggregate value of contributions to (during year) | | |
| 3 | Aggregate value of grants from (during year) | | |
| 4 | Aggregate value at end of year | | |

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

## Part II Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Preservation of a historically important land area
☐ Protection of natural habitat
☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

| | | | Held at the End of the Tax Year |
|---|---|---|---|
| a | Total number of conservation easements | 2a | |
| b | Total acreage restricted by conservation easements | 2b | |
| c | Number of conservation easements on a certified historic structure included on line 2a | 2c | |
| d | Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register | 2d | |

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conversation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year $

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

## Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 $

(ii) Assets included in Form 990, Part X $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items.

a Revenue included on Form 990, Part VIII, line 1 $

b Assets included in Form 990, Part X $

## Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

**3** Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

- **a** ☐ Public exhibition
- **b** ☐ Scholarly research
- **c** ☐ Preservation for future generations
- **d** ☐ Loan or exchange program
- **e** ☐ Other

**4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

**5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

## Part IV Escrow and Custodial Arrangements

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

**1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

**b** If "Yes," explain the arrangement in Part XIII and complete the following table.

| | | Amount |
|---|---|---|
| **c** Beginning balance | 1c | |
| **d** Additions during the year | 1d | |
| **e** Distributions during the year | 1e | |
| **f** Ending balance | 1f | |

**2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

**b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

## Part V Endowment Funds

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

| | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|---|---|---|---|---|---|
| **1a** Beginning of year balance | | | | | |
| **b** Contributions | | | | | |
| **c** Net investment earnings, gains, and losses | | | | | |
| **d** Grants or scholarships | | | | | |
| **e** Other expenditures for facilities and programs | | | | | |
| **f** Administrative expenses | | | | | |
| **g** End of year balance | | | | | |

**2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- **a** Board designated or quasi-endowment %
- **b** Permanent endowment %
- **c** Term endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

**3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

| | | Yes | No |
|---|---|---|---|
| **(i)** Unrelated organizations? | 3a(i) | | |
| **(ii)** Related organizations? | 3a(ii) | | |
| **b** If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b | | |

**4** Describe in Part XIII the intended uses of the organization's endowment funds.

## Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

| Description of property | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|---|---|---|---|---|
| **1a** Land | | | | |
| **b** Buildings | | | | |
| **c** Leasehold improvements | | | | |
| **d** Equipment | | | | |
| **e** Other | | 7,746 | 7,410 | 336 |
| **Total.** Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))* | | | | 336 |

## Part VII Investments – Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

| (a) Description of security or category (including name of security) | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---|---|---|
| (1) Financial derivatives | | |
| (2) Closely held equity interests | | |
| (3) Other | | |
| (A) | | |
| (B) | | |
| (C) | | |
| (D) | | |
| (E) | | |
| (F) | | |
| (G) | | |
| (H) | | |
| **Total.** *(Column (b) must equal Form 990, Part X, line 12, col. (B))* | | |

## Part VIII Investments – Program Related

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

| (a) Description of investment | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---|---|---|
| (1) | | |
| (2) | | |
| (3) | | |
| (4) | | |
| (5) | | |
| (6) | | |
| (7) | | |
| (8) | | |
| (9) | | |
| **Total.** *(Column (b) must equal Form 990, Part X, line 13, col. (B))* | | |

## Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

| (a) Description | (b) Book value |
|---|---|
| (1) | |
| (2) | |
| (3) | |
| (4) | |
| (5) | |
| (6) | |
| (7) | |
| (8) | |
| (9) | |
| **Total.** *(Column (b) must equal Form 990, Part X, line 15, col. (B))* | |

## Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

| 1. (a) Description of liability | (b) Book value |
|---|---|
| (1) Federal income taxes | |
| (2) | 2,950 |
| (3) | |
| (4) | |
| (5) | |
| (6) | |
| (7) | |
| (8) | |
| (9) | |
| **Total.** *(Column (b) must equal Form 990, Part X, line 25, col. (B))* | 2,950 |

**2.** Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

## Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

| | | | | | |
|---|---|---|---|---|---|
| 1 | Total revenue, gains, and other support per audited financial statements | | | 1 | |
| 2 | Amounts included on line 1 but not on Form 990, Part VIII, line 12: | | | | |
| a | Net unrealized gains (losses) on investments | 2a | | | |
| b | Donated services and use of facilities | 2b | | | |
| c | Recoveries of prior year grants | 2c | | | |
| d | Other (Describe in Part XIII.) | 2d | | | |
| e | Add lines 2a through 2d | | | 2e | |
| 3 | Subtract line 2e from line 1 | | | 3 | |
| 4 | Amounts included on Form 990, Part VIII, line 12, but not on line 1: | | | | |
| a | Investment expenses not included on Form 990, Part VIII, line 7b | 4a | | | |
| b | Other (Describe in Part XIII.) | 4b | | | |
| c | Add lines 4a and 4b | | | 4c | |
| 5 | Total revenue. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 12.)* | | | 5 | |

## Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

| | | | | | |
|---|---|---|---|---|---|
| 1 | Total expenses and losses per audited financial statements | | | 1 | |
| 2 | Amounts included on line 1 but not on Form 990, Part IX, line 25: | | | | |
| a | Donated services and use of facilities | 2a | | | |
| b | Prior year adjustments | 2b | | | |
| c | Other losses | 2c | | | |
| d | Other (Describe in Part XIII.) | 2d | | | |
| e | Add lines 2a through 2d | | | 2e | |
| 3 | Subtract line 2e from line 1 | | | 3 | |
| 4 | Amounts included on Form 990, Part IX, line 25, but not on line 1: | | | | |
| a | Investment expenses not included on Form 990, Part VIII, line 7b | 4a | | | |
| b | Other (Describe in Part XIII.) | 4b | | | |
| c | Add lines 4a and 4b | | | 4c | |
| 5 | Total expenses. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 18.)* | | | 5 | |

## Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**Part XIII Supplemental Information** *(continued)*

**SCHEDULE O (Form 990)**
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

# Supplemental Information to Form 990 or 990-EZ

**Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.**

**Attach to Form 990 or Form 990-EZ.**
**Go to** *www.irs.gov/Form990* **for instructions and the latest information.**

OMB No. 1545-0047

**Open to Public Inspection**

| Name of the organization | Employer identification number |
|---|---|
| Visit Kitsap Peninsula | 91-1146544 |

**Form 990 - Organization's Mission or Most Significant Activities**
To create positive economic growth and development on the Kitsap Peninsula by effectively marketing the area as a world class visitor destination. Through effectively promoting and supporting tourism, the organization helps small businesses and promotes a better quality of life.

**Form 990, Part III, Line 4d - All Other Accomplishments**
Visit Kitsap Peninsula provides advertising and marketing of events in Kitsap County and cities within Kitsap County. This is accomplished primarily through the Visit Kitsap website and other social media apps, which provides visitors with information about activities, attractions, museums, festivals, fairs and other local events. The website also provides links to other community and city websites.

**Form 990, Part VI, Line 11b - Organization's Process to Review Form 990**
No review was or will be conducted.

**Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation**
No documents available to the public

**Form 990, Part XI, Line 9 - Other Changes in Net Assets Explanation**
PPP Loan amount forgiven, not Income $ 0

Form **4562**

Department of the Treasury
Internal Revenue Service

# Depreciation and Amortization

**(Including Information on Listed Property)**

**Attach to your tax return.**

**Go to** *www.irs.gov/Form4562* **for instructions and the latest information.**

OMB No. 1545-0172

**2024**

Attachment Sequence No. **179**

Name(s) shown on return: **Visit Kitsap Peninsula**

Identifying number: **91-1146544**

Business or activity to which this form relates: **Indirect Depreciation**

## Part I Election To Expense Certain Property Under Section 179

**Note:** If you have any listed property, complete Part V before you complete Part I.

| | | | |
|---|---|---|---|
| 1 | Maximum amount (see instructions) | 1 | 1,220,000 |
| 2 | Total cost of section 179 property placed in service (see instructions) | 2 | |
| 3 | Threshold cost of section 179 property before reduction in limitation (see instructions) | 3 | 3,050,000 |
| 4 | Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0- | 4 | |
| 5 | Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions | 5 | |

| 6 | (a) Description of property | (b) Cost (business use only) | (c) Elected cost |
|---|---|---|---|
| | | | |
| | | | |

| | | | |
|---|---|---|---|
| 7 | Listed property. Enter the amount from line 29 | 7 | |
| 8 | Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7 | 8 | |
| 9 | Tentative deduction. Enter the **smaller** of line 5 or line 8 | 9 | |
| 10 | Carryover of disallowed deduction from line 13 of your 2023 Form 4562 | 10 | |
| 11 | Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions | 11 | |
| 12 | Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11 | 12 | |
| 13 | Carryover of disallowed deduction to 2025. Add lines 9 and 10, less line 12 | 13 | |

**Note:** Don't use Part II or Part III below for listed property. Instead, use Part V.

## Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

| | | | |
|---|---|---|---|
| 14 | Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions | 14 | |
| 15 | Property subject to section 168(f)(1) election | 15 | |
| 16 | Other depreciation (including ACRS) | 16 | |

## Part III MACRS Depreciation (Don't include listed property. See instructions.)

**Section A**

| | | | |
|---|---|---|---|
| 17 | MACRS deductions for assets placed in service in tax years beginning before 2024 | 17 | 468 |
| 18 | If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ☐ | | |

**Section B—Assets Placed in Service During 2024 Tax Year Using the General Depreciation System**

| (a) Classification of property | (b) Month and year placed in service | (c) Basis for depreciation (business/investment use only–see instructions) | (d) Recovery period | (e) Convention | (f) Method | (g) Depreciation deduction |
|---|---|---|---|---|---|---|
| 19a 3-year property | | | | | | |
| b 5-year property | | | | | | |
| c 7-year property | | | | | | |
| d 10-year property | | | | | | |
| e 15-year property | | | | | | |
| f 20-year property | | | | | | |
| g 25-year property | | | 25 yrs. | | S/L | |
| h Residential rental property | | | 27.5 yrs. | MM | S/L | |
| | | | 27.5 yrs. | MM | S/L | |
| i Nonresidential real property | | | 39 yrs. | MM | S/L | |
| | | | | MM | S/L | |

**Section C—Assets Placed in Service During 2024 Tax Year Using the Alternative Depreciation System**

| | | | | | | |
|---|---|---|---|---|---|---|
| 20a Class life | | | | | S/L | |
| b 12-year | | | 12 yrs. | | S/L | |
| c 30-year | | | 30 yrs. | MM | S/L | |
| d 40-year | | | 40 yrs. | MM | S/L | |

## Part IV Summary (See instructions.)

| | | | |
|---|---|---|---|
| 21 | Listed property. Enter amount from line 28 | 21 | |
| 22 | **Total.** Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions | 22 | 468 |
| 23 | For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs | 23 | |

**For Paperwork Reduction Act Notice, see separate instructions.**

There are no amounts for Page 2

# Federal Asset Report
## Form 990, Page 1



| Asset | Description | Date In Service | Cost | Bus % | Sec 179 | Bonus | Basis for Depr | Per | Conv | Meth | Prior | Current |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Prior MACRS:** | | | | | | | | | | | | |
| 1 | Furniture and Fixtures | 1/01/19 | 12,173 | | | X | 0 | 7 | HY | 200DB | 12,173 | 0 |
| | Sold/Scrapped: 12/31/24 | | | | | | | | | | | |
| 2 | Sign | 4/17/18 | 4,088 | | | X | 547 | 7 | HY | 200DB | 3,541 | 365 |
| 3 | Computers and Software | 1/01/18 | 6,473 | | | X | 0 | 5 | HY | 200DB | 6,473 | 0 |
| | Sold/Scrapped: 12/31/24 | | | | | | | | | | | |
| 4 | Computer | 7/01/21 | 1,019 | | | | 0 | 5 | HY | 200DB | 1,019 | 0 |
| 5 | Computers and Software | 1/01/18 | 639 | | | X | 0 | 5 | HY | 200DB | 639 | 0 |
| 6 | Furniture and Fixtures | 1/01/19 | 2,000 | | | X | 257 | 7 | HY | 200DB | 1,743 | 103 |
| | | | 26,392 | | | | 804 | | | | 25,588 | 468 |
| | **Grand Totals** | | 26,392 | | | | 804 | | | | 25,588 | 468 |
| | **Less: Dispositions and Transfers** | | 18,646 | | | | 0 | | | | 18,646 | 0 |
| | **Less: Start-up/Org Expense** | | 0 | | | | 0 | | | | 0 | 0 |
| | **Net Grand Totals** | | 7,746 | | | | 804 | | | | 6,942 | 468 |

# WA Asset Report
## Form 990, Page 1



| Asset | Description | Date In Service | Cost | Basis for Depr | WA Prior | WA Current | Federal Current | Difference Fed - WA |
|---|---|---|---|---|---|---|---|---|
| **Prior MACRS:** | | | | | | | | |
| 1 | Furniture and Fixtures | 1/01/19 | 12,173 | 0 | 12,173 | 0 | 0 | 0 |
| | Sold/Scrapped: 12/31/24 | | | | | | | |
| 2 | Sign | 4/17/18 | 4,088 | 0 | 4,088 | 0 | 365 | 365 |
| 3 | Computers and Software | 1/01/18 | 6,473 | 0 | 6,473 | 0 | 0 | 0 |
| | Sold/Scrapped: 12/31/24 | | | | | | | |
| 4 | Computer | 7/01/21 | 1,019 | 0 | 1,019 | 0 | 0 | 0 |
| 5 | Computers and Software | 1/01/18 | 639 | 0 | 639 | 0 | 0 | 0 |
| 6 | Furniture and Fixtures | 1/01/19 | 2,000 | 0 | 2,000 | 0 | 103 | 103 |
| | | | 26,392 | 0 | 26,392 | 0 | 468 | 468 |
| | **Grand Totals** | | 26,392 | 0 | 26,392 | 0 | 468 | 468 |
| | **Less: Dispositions** | | 18,646 | 0 | 18,646 | 0 | 0 | 0 |
| | **Less: Start-up/Org Expense** | | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Net Grand Totals** | | 7,746 | 0 | 7,746 | 0 | 468 | 468 |

# AMT Asset Report
## Form 990, Page 1



| Asset | Description | Date In Service | Cost | Bus % | Sec 179 | Bonus | Basis for Depr | Per | Conv | Meth | Prior | Current |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Prior MACRS:** | | | | | | | | | | | | |
| 1 | Furniture and Fixtures | 1/01/19 | 12,173 | | | X | 0 | 7 | HY | 200DB | 12,173 | 0 |
| | Sold/Scrapped: 12/31/24 | | | | | | | | | | | |
| 2 | Sign | 4/17/18 | 4,088 | | | X | 0 | 7 | HY | 200DB | 4,088 | 0 |
| 3 | Computers and Software | 1/01/18 | 6,473 | | | X | 0 | 5 | HY | 200DB | 6,473 | 0 |
| | Sold/Scrapped: 12/31/24 | | | | | | | | | | | |
| 4 | Computer | 7/01/21 | 1,019 | | | | 0 | 5 | HY | 200DB | 1,019 | 0 |
| 5 | Computers and Software | 1/01/18 | 639 | | | X | 0 | 5 | HY | 200DB | 639 | 0 |
| 6 | Furniture and Fixtures | 1/01/19 | 2,000 | | | X | 0 | 7 | HY | 200DB | 2,000 | 0 |
| | | | 26,392 | | | | 0 | | | | 26,392 | 0 |
| | **Grand Totals** | | 26,392 | | | | 0 | | | | 26,392 | 0 |
| | **Less: Dispositions and Transfers** | | 18,646 | | | | 0 | | | | 18,646 | 0 |
| | **Net Grand Totals** | | 7,746 | | | | 0 | | | | 7,746 | 0 |

# Bonus Depreciation Report

## Form 990, Page 1



| Asset | Property Description | Date In Service | Tax Cost | Bus Pct | Tax Sec 179 Exp | Current Bonus | Prior Bonus | Tax - Basis for Depr |
|---|---|---|---|---|---|---|---|---|
| 1 | Furniture and Fixtures | 1/01/19 | 12,173 | | 0 | 0 | 12,173 | 0 |
| 2 | Sign | 4/17/18 | 4,088 | | 0 | 0 | 3,541 | 547 |
| 3 | Computers and Software | 1/01/18 | 6,473 | | 0 | 0 | 6,473 | 0 |
| 4 | Computer | 7/01/21 | 1,019 | | 0 | 0 | 1,019 | 0 |
| 5 | Computers and Software | 1/01/18 | 639 | | 0 | 0 | 639 | 0 |
| 6 | Furniture and Fixtures | 1/01/19 | 2,000 | | 0 | 0 | 1,743 | 257 |
| | **Grand Total** | | 26,392 | | 0 | 0 | 25,588 | 804 |
| | **Less: Dispositions and Transfers** | | 18,646 | | 0 | 0 | 18,646 | 0 |
| | **Net Grand Total** | | 7,746 | | 0 | 0 | 6,942 | 804 |

# Depreciation Adjustment Report
## All Business Activities



| Form | Unit | Asset | Description | Tax | AMT | AMT Adjustments/ Preferences |
|---|---|---|---|---|---|---|
| **MACRS Adjustments:** | | | | | | |
| Page 1 | 1 | 1 | Furniture and Fixtures | 0 | 0 | 0 |
| Page 1 | 1 | 2 | Sign | 365 | 0 | 365 |
| Page 1 | 1 | 3 | Computers and Software | 0 | 0 | 0 |
| Page 1 | 1 | 4 | Computer | 0 | 0 | 0 |
| Page 1 | 1 | 5 | Computers and Software | 0 | 0 | 0 |
| Page 1 | 1 | 6 | Furniture and Fixtures | 103 | 0 | 103 |
| | | | | 468 | 0 | 468 |

# Future Depreciation Report FYE: 12/31/25



## Form 990, Page 1

| Asset | Description | Date In Service | Cost | Tax | AMT |
|---|---|---|---|---|---|
| **Prior MACRS:** | | | | | |
| 2 | Sign | 4/17/18 | 4,088 | 182 | 0 |
| 4 | Computer | 7/01/21 | 1,019 | 0 | 0 |
| 5 | Computers and Software | 1/01/18 | 639 | 0 | 0 |
| 6 | Furniture and Fixtures | 1/01/19 | 2,000 | 103 | 0 |
| | | | 7,746 | 285 | 0 |
| | **Grand Totals** | | 7,746 | 285 | 0 |

| Asset | Description | Date In Service | Cost | WA |
|---|---|---|---|---|
| **Prior MACRS:** | | | | |
| 2 | Sign | 4/17/18 | 4,088 | 0 |
| 4 | Computer | 7/01/21 | 1,019 | 0 |
| 5 | Computers and Software | 1/01/18 | 639 | 0 |
| 6 | Furniture and Fixtures | 1/01/19 | 2,000 | 0 |
| | | | 7,746 | 0 |
| | **Grand Totals** | | 7,746 | 0 |

Form **990**

# Two Year Comparison Report

For calendar year 2024, or tax year beginning , ending

**2023 & 2024**

Name: **Visit Kitsap Peninsula**

Taxpayer Identification Number: **91-1146544**

| | | | 2023 | 2024 | Differences |
|---|---|---|---|---|---|
| Revenue | 1. Contributions, gifts, grants | 1. | 21,736 | 35,108 | 13,372 |
| | 2. Membership dues and assessments | 2. | 599 | | -599 |
| | 3. Government contributions and grants | 3. | 480,547 | 468,359 | -12,188 |
| | 4. Program service revenue | 4. | | | |
| | 5. Investment income | 5. | | | |
| | 6. Proceeds from tax exempt bonds | 6. | | | |
| | 7. Net gain or (loss) from sale of assets other than inventory | 7. | | | |
| | 8. Net income or (loss) from fundraising events | 8. | | | |
| | 9. Net income or (loss) from gaming | 9. | | | |
| | 10. Net gain or (loss) on sales of inventory | 10. | | | |
| | 11. Other revenue | 11. | | | |
| | 12. **Total revenue.** Add lines 1 through 11 | 12. | 502,882 | 503,467 | 585 |
| Expenses | 13. Grants and similar amounts paid | 13. | 7,285 | 600 | -6,685 |
| | 14. Benefits paid to or for members | 14. | | | |
| | 15. Compensation of officers, directors, trustees, etc. | 15. | | | |
| | 16. Salaries, other compensation, and employee benefits | 16. | 176,449 | 184,823 | 8,374 |
| | 17. Professional fundraising fees | 17. | | | |
| | 18. Other professional fees | 18. | 14,156 | 16,788 | 2,632 |
| | 19. Occupancy, rent, utilities, and maintenance | 19. | 41,138 | 16,661 | -24,477 |
| | 20. Depreciation and Depletion | 20. | 468 | 468 | |
| | 21. Other expenses | 21. | 252,055 | 280,073 | 28,018 |
| | 22. **Total expenses.** Add lines 13 through 21 | 22. | 491,551 | 499,413 | 7,862 |
| | 23. **Excess or (Deficit).** Subtract line 22 from line 12 | 23. | 11,331 | 4,054 | -7,277 |
| Other Information | 24. Total exempt revenue | 24. | 502,882 | 503,467 | 585 |
| | 25. Total unrelated revenue | 25. | | | |
| | 26. Total excludable revenue | 26. | | | |
| | 27. Total assets | 27. | 108,899 | 113,915 | 5,016 |
| | 28. Total liabilities | 28. | 6,716 | 7,678 | 962 |
| | 29. Retained earnings | 29. | 102,183 | 106,237 | 4,054 |
| | 30. Number of voting members of governing body | 30. | 5 | 15 | |
| | 31. Number of independent voting members of governing body | 31. | 4 | 15 | |
| | 32. Number of employees | 32. | 1 | 2 | |
| | 33. Number of volunteers | 33. | | | |

Form **990** | **Tax Return History** | **2024**

Name: Visit Kitsap Peninsula

Employer Identification Number: 91-1146544

| | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|---|---|---|---|---|---|---|
| Contributions, gifts, grants | | 344,445 | 531,571 | 502,283 | 503,467 | |
| Membership dues | | 4,793 | | 599 | | |
| Program service revenue | | | | | | |
| Capital gain or loss | | | | | | |
| Investment income | | | | | | |
| Fundraising revenue (income/loss) | | | | | | |
| Gaming revenue (income/loss) | | | | | | |
| Other revenue | | | | | | |
| **Total revenue** | | 349,238 | 531,571 | 502,882 | 503,467 | |
| Grants and similar amounts paid | | 2,654 | 7,379 | 7,285 | 600 | |
| Benefits paid to or for members | | 400 | | | | |
| Compensation of officers, etc. | | | 91,396 | | | |
| Other compensation | | 135,350 | 94,383 | 176,449 | 184,823 | |
| Professional fees | | 6,295 | 16,352 | 14,156 | 16,788 | |
| Occupancy costs | | 13,050 | 21,710 | 41,138 | 16,661 | |
| Depreciation and depletion | | 1,732 | 509 | 468 | 468 | |
| Other expenses | | 236,875 | 291,888 | 252,055 | 280,073 | |
| **Total expenses** | | 396,356 | 523,617 | 491,551 | 499,413 | |
| **Excess or (Deficit)** | | -47,118 | 7,954 | 11,331 | 4,054 | |
| | | | | | | |
| Total exempt revenue | | 349,238 | 531,571 | 502,882 | 503,467 | |
| Total unrelated revenue | | | | | | |
| Total excludable revenue | | | | | | |
| Total Assets | | 91,190 | 115,299 | 108,899 | 113,915 | |
| Total Liabilities | | 8,292 | 24,447 | 6,716 | 7,678 | |
| Net Fund Balances | | 82,898 | 90,852 | 102,183 | 106,237 | |

# Federal Statements



## Form 990, Part IX, Line 24e - All Other Expenses

| Description | Total Expenses | Program Service | Management & General | Fund Raising |
|---|---|---|---|---|
| Bank Fees | $ 423 | $ 212 | $ 211 | $ |
| Meals and Entertainment | 343 | 274 | 69 | |
| License and Permits | 20 | | 20 | |
| Total | $ 786 | $ 486 | $ 300 | $ 0 |

Port ORCHARD

# 2026 Lodging Tax Application Coversheet

**Organization Name:** Port Orchard Historic Theatre Foundation

Month/Timeframe of Event or Operations May - Dec. 2026

**Event/Activity** (check/complete all that apply)

☐ Tourism Promotion

☒ Operations (Event/Festival Title)

☐ Operations (Facility, Staffing, Other)

**Amount of Request $** 2000

**Presenter & Title** Coreen Haydock/Joshua Johnson Board members

**Phone** 360 271 4028

**Email** coreen@watermanmp.com

~~polaris~~ polaristheater@gmail.com

# 2026 Lodging Tax Application
# Applicant Acknowledgement

***Applicants accept the following conditions:***

***Application Deadline – Monday, December 1, 2025, by 2PM***
***Applications will be accepted by e-mail at cityclerk@portorchardwa.gov***

- ***Late and incomplete applications will not be accepted***

- ***Responses to be limited to 3 pages, plus required attachment***

- ***2026 allocations will be weighed on activities and/or marketing for FIFA World Cup visitors.***

- ***Successful, eligible applicants may be contacted to schedule an interview with the Lodging Tax Advisory Committee – Please note date scheduled is December 4th or 5th- Date to be announced soon.***

*If funded, the individual who has the authority to sign contracts and provide documents to the City of Port Orchard is requested to sign below; and to also acknowledge your responsibility to notify (enter who to notify and how) of any changes to your organization's contact information.*

**Point of Contact** Coreen Haydock

**Title** Board Member

**Signature**

**Phone** 360-271-4028

**Email** coreen@watermanmp.com

**City of Port Orchard**
**2026 Lodging Tax Application**
**Port Orchard Historic Theatre Foundation/Polaris Theatre**

## A) Marketing Plan

**i.** In 1924 the Knights of Pythias built a meeting hall at 820/822 Bay St. and then leased the lower part of the building to a movie theatre operator. This building, purchased with personal funds in 2021 by four local individuals/family members comprising the company Brigadoon Ventures LLC, has ONLY operated as a movie theatre (with several closures over the years) and will be 102 years old in 2026 **making it the oldest theatre building in Kitsap county.**

Restoring and renovating the theatre is a significant capital expenditure of the foundation (which hs a lease agreement with building owners) and is a work still in process. In the short term, grant and community organization funding, allowed us to create the Polaris Backstage Alley in what was previously a muddy, weedy, dumpster filled vacant lot and eyesore in downtown (part of the theatre property).

In 2024 and 2025, through sponsorships, in-kind contributions and City Lodging Tax funding we were able to activate the Backstage Alley and provide entertainment, art, music, events and activities to thousands of individuals, families, tourists, students, artists and musicians through out 2024/25.

Our purpose in providing activities, events, entertainment in the Polaris Backstage Alley is in part, so the community will see our visible efforts at the theatre while fundraising continues for the sizable sum needed to finish restoration of the inside. And to provide addition l reasons and impetus for families, individuals, shoppers etc to come to downtown Port Orchard

We activate the Alley during wider downtown events, as well as at other times. This past year has also seen other businesses and organizations contract thru a user agreement to offer their own events and activities in the Backstage Alley as well.

In 2024/25 we were able to restore the front exterior of the theatre (exterior surface, doors, movie poster boxes and ticket booth) to as close to historic appearance as possible. And painting the word Theatre on the building as it previously appeared. This is part of our effort to receive Historical designation. We must also restore the marquee/blade to closer to its original state as well, but that is an expense we are not prepared for yet.

We are pleased that in 2025 we also secured a $377,000 WA State Capital grant for work on the roof of the building, HVAC, fire security and restrooms. That work is poised to start in early 2026. This will be a huge boost to our interior efforts and will provide impetus to larger private donors, corporations and foundations to help us secure the approximately $400,000 left to finfish the interior of the building.

**ii.** Until the theatre building can open as a movie theatre, entertainment and music venue and venue for meetings, weddings and other celebrations - we will continue to provide entertainment, music, art and history activities and events for families, students, kids and individuals in the Polaris Backstage Alley.

While many of our participants are local residents of South Kitsap, eager for and looking for entertainment , music and activities in Port Orchard, we have also promoted beyond Kitsap into all of Kitsap, Belfair, Gig Harbor, and parts of Pierce and King County. We are targeting all ages and economic levels, families, seniors and students - with an emphasis on art and music and historical presentations. In 2025, we hosted about 6 music events and artists, participative art activities, an outdoor family movie, a Haunted Alley, two Community Christmas events, with Karaoke and Carol singing, free popcorn events, service organization events, a beer garden, kids craft market and much more.

Overnight stays are very difficult to gauge and difficult to recruit for--until our building is fully opened. Marketing to those outside of South Kitsap primarily through social media and boosted ads and through local Bed and Breakfasts is our only avenue. But in all honestly, at this stage of our not for profit theatre/venue restoration project- we are primarily serving the residents of Kitsap and nearby areas.

**iii.** Marketing for our Backstage Alley events is done primarily through social media and some print materials, earned media, our website and our network of donors, supporters and community organizations and partners.

Our Budget for next year's entertainment, music, art and other activities is $4000. With an estimated 20% of total going to marketing of Backstage Alley events. Approximately 40 % of our Lodging Tax request of $2000 is for marketing, the rest to pay for entertainment, supplies, materials and other expenses. The 40% of Lodging tax funds for marketing will be used approximately: 75% for social media marketing and 25% for printed materials.

**B) Financial Status**

**i.** The Port Orchard Historic Theatre Foundation continues to apply for and receive funding from foundations, grantors, organizations and corporations for the renovation and restoration of this historic 102 year old theatre. We have not applied to other sources for the Backstage Alley events, activities and marketing, as all of our other focus and efforts is for the very large capital budget we are fund raising for to restore and renovate the theatre. We have received in-kind support from area businesses for those events and activities in 2025.

**ii/iii.** In addition, to our own activities and events, entertainment and presentations, the Port Orchard Theatre Foundation has made a concerted effort to participate and engage in all other activities in downtown. Our collaborations also includes in-kind contributions, shared marketing and other support from organizations such as Port Orchard Farmers Market, Port Orchard Waterfront Alliance, Fathoms O' Fun, Port Orchard Ford, Love Kitsap, John L. Scott,

Lowe's to name just a few. In return, the theatre has helped market downtown and other organization events on our theatre building marquee and through our social media sites for the greater good of our community.

**iv.** In the future, when we are able to open this venue and make it fully operational (estimated for mid to early 2027), we may continue to apply for LTAC for more targeted marketing of the venue and much, much bigger music, comedy, cinema and other types of activities and events. However, we will also then have a source of funding through admissions/tickets, concessions, wine and alcohol sales and venue bookings, as well as continued support from donors, supporters and grantors.

**v.** If we do not receive all of the funding requested for our 2026 activities, entertainment and events we would either scale back on such events or try to seek other local sponsorships. 90% of our fund raising efforts are going to and must go to the capital needed to complete the restoration and renovation of this very important, historic 102 year old theatre building in the heart of our downtown City, as well as insurance and utilities and other operation/administration expenses.

This venue will be a MUCH needed addition to downtown Port Orchard, available for musicians, comediennes, weddings, other private parties and functions, organization meetings and conferences, small stage shows, educational presentations, student activities, film festivals and of course movies. And it is also our intention to provide access to as many of these activities and events, especially movies to income challenged families and youth.

I am certain the City and downtown businesses agree that The Polaris Theatre is a MUCH needed space. There is NO movie theatre in Port Orchard or South Kitsap. There is almost NO available meeting/presentation/event space. The theatre will be a complimentary partner to the City of Port Orchard Community Event Center when completed. It is anticipated the completion of our small venue will precede the community event center completion by several years.

**C) Reporting Requirements**

i. We anticipate serving at least 20000 individuals at our 2026 events and activities.
ii. We estimate only 20 will stay overnight.
Iii, We estimate 75 will travel 50 miles or more. We are not able to estimate how many will come from other states or countries, if any.
Iv. Our programs and events are free to participants so we will not generate any revenue.
v. We hope to collect zip codes. We expect to create a passport of sorts that will help capture information about our attendees/participants. Social media ads and digital ads and boosting can provide some metrics on engagement.

# Port Orchard Historic Theatre Foundation

## Statement of Financial Position

As of December 31, 2023

| | TOTAL |
|---|---|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| BUSINESS CHECKING (0001) - 1 | 13,659.40 |
| **Total Bank Accounts** | **$13,659.40** |
| Accounts Receivable | |
| Accounts Receivable (A/R) | 2,475.00 |
| **Total Accounts Receivable** | **$2,475.00** |
| Other Current Assets | |
| Payments to deposit | 0.00 |
| **Total Other Current Assets** | **$0.00** |
| **Total Current Assets** | **$16,134.40** |
| Fixed Assets | |
| Leasehold Improvements | 140,188.55 |
| **Total Fixed Assets** | **$140,188.55** |
| **TOTAL ASSETS** | **$156,322.95** |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| **Total Liabilities** | |
| Equity | |
| Opening balance equity | 100.00 |
| Retained Earnings | 116,932.25 |
| Net Revenue | 39,290.70 |
| **Total Equity** | **$156,322.95** |
| **TOTAL LIABILITIES AND EQUITY** | **$156,322.95** |

# Acknowledgement and General Information for Entities That File Returns Electronically

**2024**

| Name(s) as shown on return | Tax ID Number |
|---|---|
| PORT ORCHARD HISTORIC THEATRE FOUNDATION | **-***7932 |

Entity address

PO BOX 1269

PORT ORCHARD, WA 98366

**Thank you for participating in IRS e-file.**

1. [X] 2024 990N income tax return for Federal was filed electronically.
The electronic filing services were provided by CLARKE WHITNEY CPA GROUP LLC .

2. [X] 990N income tax return was accepted on 11-14-2025 using a Personal Identification Number (PIN) as an electronic signature. The entity entered a PIN or authorized the Electronic Return Originator (ERO) to enter or generate a PIN signature.
The submission ID assigned to this return is 9199492025318m4oy5fw .

**PLEASE DO NOT SEND A PAPER COPY OF ENTITY'S RETURN TO THE IRS. IF YOU DO, IT WILL DELAY THE PROCESSING OF THE RETURN.**

EF_ACK.LD

Form **990-N**

# ELECTRONIC NOTICE (e-Postcard)

**For Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ.**

► Information about Form 990-N is at *www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard.*

**2024**

**Open to Public Inspection**

NOTE: This is not an IRS form. This form was created by Drake Software and is intended for information purposes only. **Do NOT mail this form to the IRS.**

**A. Tax Period:**

Start: 01-01-2024 Ending: 12-31-2024

**B. Employer Identification Number (EIN)**

87-2137932

**C. Legal Name:**

PORT ORCHARD HISTORIC THEATRE FOUNDATION

**D. Mailing Address:**

PO BOX 1269
PORT ORCHARD, WA 98366

**E. Doing Business As:**

**F. Gross receipts not greater than:**

$50,000

**G. Organization has terminated:**

**H. Principal Officer's Name and Address:**

BRENNAN BAGLIO
3780 SE MILE HILL DR
PORT ORCHARD, WA 98366

**I. Website URL:**

990_N.LD

# Port Orchard Historic Theatre Foundation

## Statement of Financial Position

As of October 23, 2024

| | TOTAL |
|---|---|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| BUSINESS CHECKING (0001) - 1 | 52,649.11 |
| **Total Bank Accounts** | **$52,649.11** |
| Accounts Receivable | |
| Accounts Receivable (A/R) | 2,475.00 |
| **Total Accounts Receivable** | **$2,475.00** |
| Other Current Assets | |
| Payments to deposit | 0.00 |
| **Total Other Current Assets** | **$0.00** |
| **Total Current Assets** | **$55,124.11** |
| Fixed Assets | |
| Leasehold Improvements | 141,043.55 |
| **Total Fixed Assets** | **$141,043.55** |
| **TOTAL ASSETS** | **$196,167.66** |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| **Total Liabilities** | |
| Equity | |
| Opening balance equity | 100.00 |
| Retained Earnings | 156,222.95 |
| Net Revenue | 39,844.71 |
| **Total Equity** | **$196,167.66** |
| **TOTAL LIABILITIES AND EQUITY** | **$196,167.66** |

# Port Orchard Historic Theatre Foundation

## Profit and Loss by Tag Group

January 1 - October 23, 2024

| | TOTAL |
|---|---|
| Revenue | |
| Contributed income | |
| Corporate & foundation grants | 550.00 |
| Donations directed by individuals | 56,974.99 |
| **Total Contributed income** | **57,524.99** |
| **Total Revenue** | **$57,524.99** |
| GROSS PROFIT | **$57,524.99** |
| Expenditures | |
| Advertising & marketing | 690.93 |
| Licensing Fees | 170.00 |
| Social media | 194.16 |
| **Total Advertising & marketing** | **1,055.09** |
| Insurance | 1,614.05 |
| Occupancy | |
| Utilities | 2,485.60 |
| **Total Occupancy** | **2,485.60** |
| Office expenses | |
| Bank fees & service charges | 1.00 |
| Internet & TV services | 2,233.12 |
| Merchant account fees | -55.86 |
| Office supplies | 4,627.06 |
| Shipping & postage | 222.00 |
| **Total Office expenses** | **7,027.32** |
| Payroll expenses | |
| Salaries & wages | 3,073.92 |
| **Total Payroll expenses** | **3,073.92** |
| Supplies | |
| Supplies & materials | 2,424.30 |
| **Total Supplies** | **2,424.30** |
| **Total Expenditures** | **$17,680.28** |
| NET OPERATING REVENUE | **$39,844.71** |
| NET REVENUE | **$39,844.71** |

# Port Orchard Historic Theatre Foundation

## Profit and Loss by Tag Group

January - December 2023

| | TOTAL |
|---|---|
| Revenue | |
| Contributed income | |
| Corporate & foundation grants | 1,000.00 |
| Donations directed by individuals | 32,435.22 |
| Grants from other nonprofits | 10,000.00 |
| **Total Contributed income** | **43,435.22** |
| Sales | 1,857.83 |
| Services | 3,975.00 |
| **Total Revenue** | **$49,268.05** |
| GROSS PROFIT | **$49,268.05** |
| Expenditures | |
| Advertising & marketing | 1,258.91 |
| Licensing Fees | 10.00 |
| **Total Advertising & marketing** | **1,268.91** |
| Contract & professional fees | |
| Fundraising fees | 1,050.00 |
| **Total Contract & professional fees** | **1,050.00** |
| Insurance | |
| Directors & officers insurance | 667.00 |
| Liability insurance | 546.00 |
| **Total Insurance** | **1,213.00** |
| Occupancy | |
| Utilities | 3,115.01 |
| **Total Occupancy** | **3,115.01** |
| Office expenses | 357.40 |
| Memberships & subscriptions | 90.00 |
| Merchant account fees | 280.48 |
| Office supplies | 272.46 |
| Shipping & postage | 216.00 |
| Small tools & equipment | 407.11 |
| **Total Office expenses** | **1,623.45** |
| QuickBooks Payments Fees | 50.53 |
| Supplies | |
| Supplies & materials | 1,656.45 |
| **Total Supplies** | **1,656.45** |
| **Total Expenditures** | **$9,977.35** |
| NET OPERATING REVENUE | **$39,290.70** |
| NET REVENUE | **$39,290.70** |

# Management Report

## Port Orchard Historic Theatre Foundation
## For the period ended November 30, 2025

Prepared on
December 1, 2025

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# Statement of Activity

January - November, 2025

| | Total |
|---|---|
| REVENUE | |
| Contributed income | |
| Corporate & foundation grants | 4,981.30 |
| Donations directed by individuals | 6,772.63 |
| Grants from other nonprofits | 3,214.80 |
| **Total Contributed income** | **14,968.73** |
| **Total Revenue** | **14,968.73** |
| GROSS PROFIT | **14,968.73** |
| EXPENDITURES | |
| Advertising & marketing | 312.71 |
| Listing fees | 20.00 |
| Social media | 106.81 |
| Website ads | 301.39 |
| **Total Advertising & marketing** | **740.91** |
| Contract & professional fees | 1,080.05 |
| Fundraising fees | 2,240.00 |
| **Total Contract & professional fees** | **3,320.05** |
| Insurance | 1,860.54 |
| Directors & officers insurance | 1,424.00 |
| **Total Insurance** | **3,284.54** |
| Occupancy | |
| Utilities | 3,283.93 |
| **Total Occupancy** | **3,283.93** |
| Office expenses | 12.54 |
| Bank fees & service charges | 15.38 |
| Business License | 170.00 |
| Internet & TV services | 941.24 |
| Merchant account fees | 15.00 |
| Office supplies | 1,632.59 |
| Shipping & postage | 234.00 |
| **Total Office expenses** | **3,020.75** |
| Supplies | |
| Supplies & materials | 1,840.85 |
| **Total Supplies** | **1,840.85** |
| **Total Expenditures** | **15,491.03** |
| NET OPERATING REVENUE | **-522.30** |
| NET REVENUE | **$ -522.30** |

# Statement of Financial Position

As of November 30, 2025

| | Total |
|---|---|
| ASSETS | |
| **Current Assets** | |
| **Bank Accounts** | |
| BUSINESS CHECKING (0001) - 1 | 8,083.84 |
| **Total Bank Accounts** | **8,083.84** |
| **Accounts Receivable** | |
| Accounts Receivable (A/R) | 2,700.00 |
| **Total Accounts Receivable** | **2,700.00** |
| **Total Current Assets** | **10,783.84** |
| **Fixed Assets** | |
| Leasehold Improvements | 195,305.05 |
| **Total Fixed Assets** | **195,305.05** |
| **TOTAL ASSETS** | **$206,088.89** |
| LIABILITIES AND EQUITY | |
| **Liabilities** | |
| **Total Liabilities** | |
| **Equity** | |
| Opening balance equity | 100.00 |
| Retained Earnings | 206,511.19 |
| Net Revenue | -522.30 |
| **Total Equity** | **206,088.89** |
| **TOTAL LIABILITIES AND EQUITY** | **$206,088.89** |

**City of Port Orchard**
**2026 Lodging Tax Application**
**Port Orchard Historic Theatre Foundation/Polaris Theatre**
**Backstage Alley 2026 Entertainment/Events Budget**

Our top 3 funding priorities are Entertainment/presentation expenses (musicians/art activation/speakers); marketing (print/social media/advertising) and supplies/ materials

**Expenses**

| | |
|---|---|
| Entertainment | $1500 |
| Marketing | $1750 |
| Materials/Supplies/Misc. | $ 750 |
| Total | $4000 |

**Revenue**

| | |
|---|---|
| City of Port Orchard LTAC | $2000 |
| Sponsorships | $ 500 |
| In Kind contributions | $1500 |
| Total | $4000 |

# 2026 Lodging Tax Application
# Applicant Acknowledgement

***Applicants accept the following conditions:***

***Application Deadline – Monday, December 1, 2025, by 2PM***
***Applications will be accepted by e-mail at cityclerk@portorchardwa.gov***

- ***Late and incomplete applications will not be accepted***

- ***Responses to be limited to 3 pages, plus required attachment***

- ***2026 allocations will be weighed on activities and/or marketing for FIFA World Cup visitors.***

- ***Successful, eligible applicants may be contacted to schedule an interview with the Lodging Tax Advisory Committee – Please note date scheduled is December 4th or 5th- Date to be announced soon.***

*If funded, the individual who has the authority to sign contracts and provide documents to the City of Port Orchard is requested to sign below; and to also acknowledge your responsibility to notify (enter who to notify and how) of any changes to your organization's contact information.*

**Point of Contact** *Jaclyn Williams*

**Title** *Executive Director*

**Signature** *Jaclyn Williams*

**Phone** *360-876-3505*

**Email** *Admin@portorchard.com*

# 2026 Lodging Tax Application Checklist

**Submittal Checklist**

Application Transmittal

☑ Checklist

☑ Applicant Acknowledgement

Submitted by **Monday, December 1, 2025 by 2PM**

**Responses*:**

☑ Marketing Plan

☑ Financial Status

☑ Reporting Requirements

***Does not exceed 3 pages***

**Attachments:**

☑ Total LTAC Budget

☑ Up to 5 Examples of Marketing

☑ 2025 Year-To-Date Income Statement

☑ 2025 Year-To-Date Balance Sheet

☑ 2024 Income Statement

☑ 2024 Balance Sheet

☑ Most Recent Tax Return or Financial Statement from an independent source

# 2026 Lodging Tax Application Coversheet

**Organization Name:** South Kitsap Chamber of Commerce

Month/Timeframe of Event or Operations 2026 Year

**Event/Activity** (check/complete all that apply)

☐ Tourism Promotion

☐ Operations (Event/Festival Title)

☑ Operations (Facility, Staffing, Other)

**Amount of Request $ 30,500**

**Presenter & Title: Jaclyn Williams - Executive Director**

**Phone : 360-876-3505**

**Email: admin@portorchard.com**

South Kitsap
CHAMBER OF COMMERCE

Promoting Business & Encouraging Community

11/24/2025
City LTAC Application – Operations (Facility, Staffing, Other)

## Marketing Plan

**i. Explain your Marketing Plan to promote tourism in Port Orchard. Specify your audience.**

The South Kitsap Chamber of Commerce is requesting LTAC funding to support our *operational needs* in managing our 2026 Tourism Marketing & Visitor Engagement. Our goal is to attract regional visitors, increase overnight stays, and strengthen Port Orchard's visibility as a destination for dining, shopping, recreation, and waterfront experiences. We are seeking approximately 20% of our operational budget to focus on our marketing initiative.

Our marketing initiative focuses on the following key strategies:

1. Regional Destination Marketing:

Promotion through digital ads, website upgrades, social media campaigns, regional tourism calendars, and collaborations with DMO partners.
Content highlighting Port Orchard's restaurants, waterfront, seasonal events, lodging, and year-round visitor experiences.

2. Event-Driven Tourism Promotion and Execution:

Enhanced marketing and event enhancements for major Chamber events that draw regional visitors, including the Kitsap County Cornhole Classic, Seagull Calling Contest, Shop Local campaigns, seasonal festivals, and business-community celebrations.

3. World Cup 2026 Visitor Tie-In:

With Seattle hosting FIFA World Cup matches, Port Orchard is positioned to capture overflow visitors seeking quieter, scenic, and affordable lodging nearby. We will provide campaign messaging that will highlight Port Orchard with transportation guidance, partner event promotion, and dining/lodging features.

4. Visitor Center Enhancements:

Upgrading the visitor center at the Public Market on Bay Street to create a more welcoming and informative visitor experience. Requested funding will also go toward improved signage at the Chamber office to help visitors easily locate tourism information. Increasing visitor center staffing, especially during World Cup activity, to enhance visitor engagement and gather improved demographic data.

**ii. Discuss how your marketing plan generates "heads in beds" (overnight stays) in Port Orchard and/or draws visitors from 50+ miles away.**

Through consistent outreach, targeted digital marketing, and effective community event promotion, our plan successfully attracts visitors from beyond a 50-mile radius, encouraging them to stay, explore, and invest in Port Orchard, supporting both the hospitality sector and the broader business community.

**iii. What percent of your budget is marketing? What percentage of your request is marketing? Provide a summary of the types of marketing and include the total amount spent for each type that your organization uses.**

Approximately 20% funding will be dedicated to marketing initiatives. These funds will be used to support digital marketing, Investments in visitor centers, signage, printed materials, and tools to enhance the experience of tourists and encourage longer stays.

1180 Bethel Avenue, Suite 120
Port Orchard, WA. 98366
360-876-3505
skchamber.org

11/24/2025
City LTAC Application – Operations (Facility, Staffing, Other)

## Financial Status

**i. Has your organization applied for funding through other sources? Will your organization be pursuing other funding in the future? And if no, why?**

The Chamber receives support through membership dues and sponsorships, which help sustain main operations and some event-specific expenses. However, no other dedicated tourism-promotion funding sources are currently available to the Chamber. LTAC support is essential for targeted visitor outreach and for expanding our ability to attract regional travelers.

**ii. If your organization collaborates with other organizations on tourism, how is this accomplished? What do you collaborate about? And is this done without duplicating another organizations efforts?**

The Chamber regularly seeks partnership opportunities with various community partners such as Visit Kitsap, Kitsap Tourism Coalition (love Kitsap), POBSA/POWA, and the City of Port Orchard. These partnerships are instrumental in raising awareness and driving tourism that contributes to the economic vitality of South Kitsap. We remain committed to fostering and strengthening these relationships to ensure that South Kitsap is recognized as a location for growing tourism.

**iii. If your organization does sole marketing, are you currently considering opportunities for collaboration?**

The Chamber is always open to collaboration and actively seeks opportunities to partner with organizations that share our goal of strengthening Port Orchard's economic vitality. While we manage a significant portion of our own marketing efforts, we recognize that collaborative promotion amplifies reach, reduces duplication, and creates a more unified message for visitors and businesses.

**v. What is your organization doing to become financially sustainable?**

The South Kitsap Chamber of Commerce is actively working to strengthen long-term financial sustainability through diversified revenue streams and strategic operational planning. We continue to expand membership, develop new sponsorship opportunities, and create value-driven programs that encourage year-round engagement from local businesses. Our event portfolio is also being refined to ensure key events are both mission-aligned and financially self-supporting.

In addition, we are growing non-dues revenue through educational programs, fundraising initiatives, and visitor-oriented services. Internally, we prioritize responsible budgeting, careful cost management, and continual evaluation of program return-on-investment to ensure resources are used effectively.

By broadening revenue sources, strengthening community partnerships, and improving operational efficiencies, we are positioning the Chamber for long-term financial stability while maintaining high-quality services for members, visitors, and the broader South Kitsap community.

**iv. If you received part of your requested funding, would your program or event be possible?**

Yes, but we would likely operate on a much smaller scale. Reduced funding would limit our ability to market broadly, provide enhanced visitor experiences, and support the full range of activities we typically coordinate. Even with these limitations, we remain committed to delivering a meaningful and well-organized experience. Our team would prioritize the core aspects to ensure success, while continuing to pursue partnerships, sponsorships, and in-kind support to help bridge any gaps created by reduced funding.

1180 Bethel Avenue, Suite 120
Port Orchard, WA. 98366
360-876-3505
skchamber.org

11/24/2025

City LTAC Application – Operations (Facility, Staffing, Other)

**Reporting Requirements**

**i. How many visitors will your program or event bring to Port Orchard?**

**ii. How many visitors will travel to Port Orchard and stay overnight?**

**iii. How many visitors will travel 50 miles+ for the day or stay overnight? If from outside WA, indicate how many and from what States and/or Countries when possible.**

**iv. What revenue is expected to be generated by your program or event?**

**v. Please explain your methodology for collecting and/or estimating tourist data.**

Tracking the number of visitors generated through our marketing efforts is inherently challenging; however, we employ multiple strategies to estimate our impact. With the upcoming FIFA event, we anticipate a substantial increase in tourism to Port Orchard during the summer of 2026, providing a unique opportunity to measure visitor engagement in ways we have not seen before.

Each year, we see growing participation from visitors outside Port Orchard at our events, reflecting increased regional awareness and interest. To better understand who we are reaching and how they are engaging with our community, we will continue refining our data collection efforts. This includes leveraging shared analytics from our Destination Marketing Organization (DMO) partners, collecting zip code information from event attendees, and gathering visitor insights through both of our visitor center locations.

In addition, our social media reach has expanded significantly this year, allowing us to engage new audiences from across the region, and even out of state. We are using platform analytics to track geographic engagement, impressions, click-through rates, and interactions on tourism-focused content. These metrics provide another valuable layer of data, helping us understand how far our messaging extends and how it influences visitor behavior.

Together, these tools, DMO data, direct visitor interactions, event-based surveys, and social media analytics, give us a clearer picture of our tourism impact. Combined, they allow us to more accurately estimate the reach of our marketing efforts, the movement of visitors into Port Orchard, and the direct economic benefit our initiatives bring to the community.

1180 Bethel Avenue, Suite 120
Port Orchard, WA. 98366
360-876-3505
skchamber.org

**LTAC Budget:**

- note your top 3 funding priorities
- designate line items for tourism-related expenses
- document all sources of revenue that support your tourism activities or events (example: municipalities, grants, fundraising, ticket sales, etc..)

- **Funding Priorities**

Support in daily operational funding that will provide:

1. Marketing and Promotion – Updating our "Explore Port Orchard" website and digital presence, social media promotion, and visitor center enhancements to attract tourists to Port Orchard.
2. Event Production and Enhancement – Support for signature community events, festivals, and other programs that draw visitors and stimulate local economic activity. (Eg: Kitsap County Cornhole, Seagull Calling Contest, seasonal festivals, and other community-engaging events that would interest those from out of town, such as comedy shows, concerts, etc.)
3. Visitor Experience & Engagement – Investments in visitor centers, signage, printed materials, and tools to enhance the experience of tourists and encourage longer stays.

| Funding Project | Proposed LTAC Request | Projected Overall Project Amount |
|---|---|---|
| Marketing & Promotion | 5,500.00 | 12,600.00 |
| Event Production & Enhancements | 10,000.00 | 16,000.00 |
| Visitor Experience & Engagement | 15,000.00 | 25,000.00 |
| | 30,500.00 | 53,600.00 |

- **Tourism-Related Line Items**

Digital Marketing & Social Media Campaigns

Regional Advertising & Print Materials

Event Coordination & Production Costs (including entertainment, vendors, and equipment procurement)

Visitor Center Operations & Materials

Signage, Maps, and Tourism Guides

- **Sources of Revenue Supporting Tourism Activities/Events**

Municipal Support: LTAC funding from the City of Port Orchard

Sponsorships: Corporate and small business sponsorships for events

Ticket Sales & Participation Fees: Revenue from ticketed events, workshops, or special activities

In-Kind Support: Donated services, goods, or volunteer labor that directly contributes to tourism activities

South Kitsap
CHAMBER OF COMMERCE
skchamber.org
SouthKitsapCOC
Live, Work, Play
Getaway for the Day
Dining • Golf • Festivals • Car Shows • Arts & Culture • Shopping • Marina • Outdoor Recreation

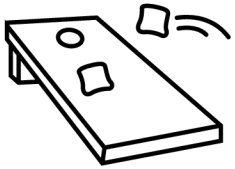
6TH ANNUAL
KITSAP COUNTY CORNHOLE CLASSIC
PRESENTED BY THE
SOUTH KITSAP CHAMBER OF COMMERCE
IN PARTNERSHIP WITH
KITSAP CORNHOLE

WHEN: SATURDAY, AUGUST 16, 2025

WHERE: SOUTH KITSAP WESTERN LITTLE LEAGUE - MINORS FIELD AT 4611 SIDNEY ROAD SW, PORT ORCHARD, WA

TIME: CHECK-IN: 10:00 AM
TOURNAMENT BEGINS: 11:00 AM

REGISTRATION: $30/TEAM



WWW.KITSAPCORNHOLECLASSIC.ORG

# NEW THIS YEAR

## BATTLE OF THE BUSINESSES

A HIGH-ENERGY, RELAY-STYLE CORNHOLE COMPETITION HOSTED DURING THE 6TH ANNUAL KITSAP COUNTY CORNHOLE CLASSIC.

WE'RE KEEPING THE EXACT RULES UNDER WRAPS UNTIL GAME DAY–BUT HERE'S WHAT WE CAN TELL YOU:

- IT'S A RELAY-STYLE CORNHOLE FORMAT
- TEAMS WILL COMPETE IN ELIMINATION ROUNDS
- EXPECT TEAMWORK, TIMING, AND TONS OF LAUGHS

DON'T WORRY–IT'S BEGINNER-FRIENDLY BUT COMPETITIVE ENOUGH FOR THE CORNHOLE PROS AMONG YOU.

WHO CAN ENTER?

WHETHER YOU'RE A LOCAL BANK, BAKERY, BREWERY, OR BOUTIQUE, THIS IS YOUR CHANCE TO BRING YOUR CREW, REP YOUR BRAND, AND JOIN THE COMPETITION.

✅ ANY LOCAL BUSINESS OR ORGANIZATION
✅ TEAMS OF 3-5 PLAYERS
✅ MUST BE REGISTERED IN ADVANCE
✅ TEAM COSTUMES, MATCHING SHIRTS, AND GOOD VIBES HIGHLY ENCOURAGED

WHAT'S AT STAKE?

🏆 BUSINESS TROPHY - ENGRAVED WITH YOUR TEAM NAME, PASSED DOWN YEAR TO YEAR
🥇 OFFICIAL WINNER'S CERTIFICATE - FOR YOUR OFFICE BRAG BOARD
📸 PHOTO + SOCIAL MEDIA FEATURE - GET YOUR TEAM FEATURED ON THE CHAMBER'S PLATFORMS
🎉 AND OF COURSE... ETERNAL COMMUNITY GLORY

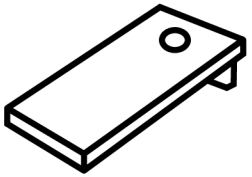
WHY ENTER THE BATTLE?
IF "FUN" ISN'T ENOUGH OF A REASON...

🌟 PROMOTE YOUR BUSINESS IN A FUN AND VISIBLE WAY
👕 SHOW OFF YOUR COMPANY SWAG (ENTERING YOUR BUSINESS ALLOWS TO YOU PROVIDE SWAG ITEMS FOR OUR SWAG BAGS)
🤝 NETWORK WITH OTHER LOCAL PROFESSIONALS
🏆 COMPETE FOR TEAM PRIZES AND LOCAL RECOGNITION

**BACK FOR ITS SIXTH YEAR, THE KITSAP COUNTY CORNHOLE CLASSIC IS ONE OF THE SOUTH KITSAP CHAMBER'S MOST EXCITING SUMMER EVENTS!**

**WHETHER YOU'RE A BACKYARD BAG-TOSS CHAMP OR A SERIOUS BOARD WARRIOR, GATHER YOUR TEAM, BRING YOUR COMPETITIVE SPIRIT, AND ENJOY A DAY FILLED WITH FUN, FOOD, AND COMMUNITY CONNECTION.**

**THIS ISN'T JUST ABOUT TOSSING BAGS–IT'S ABOUT CELEBRATING SOUTH KITSAP, SUPPORTING LOCAL BUSINESSES, AND CREATING MEMORIES WITH NEIGHBORS AND FRIENDS.**



**Q: What is the Kitsap County Cornhole Classic?**
**A: It's quickly becoming South Kitsap's most epic summer showdown—bags, boards, beers, and bragging rights! Teams compete, spectators cheer, and the vibe is 100% community fun.**

**Q: Why cornhole?**
**A: Because it's the great equalizer—young, old, pro, or rookie—ANYONE can play! Plus, it's the most fun you can have with a bean bag.**

**Q: What happens to the proceeds?**
**A: All funds directly support the South Kitsap Chamber of Commerce, helping us continue our mission to champion local businesses and foster meaningful community connections.**
**We thank you for your support!**

**Q: Do I have to be a pro to play?**
**A: Nope! Whether you're a seasoned sharpshooter or just here for the snacks and socializing, there's a spot for you.**

**Q: Can I just watch and hang out?**
**A: Absolutely! Bring your lawn chair, grab a drink and some grub at one of our vendors, and soak up the summer fun.**

# 6TH ANNUAL

## KITSAP COUNTY Cornhole CLASSIC

## South Kitsap CHAMBER OF COMMERCE

# YOUR NEXT DAY TRIP STARTS HERE

MARINA ACCESS MEETS MAIN STREET CHARM

**GALLERIES & MUSEUMS**
**HISTORY & HERITAGE**

**UNIQUE BOUTIQUES**
**DELICIOUS DINING**

**SUNRISE PADDLES**
**SUNSET STROLLS**

## EVENTS

- **Mosquito Fleet Festival,** Memorial Day Weekend
- **Port Orchard Night Markets,** Monthly June-September
- **Port Orchard Farmers Market,** Saturdays April-October
- **Holiday on the Bay,** First Saturday in December

For More Information visit:
EXPLOREPORTORCHARD.COM or SKCHAMBER.ORG

KITSAP COUNTY Cornhole CLASSIC

- **Only in Port Orchard**
- **August 2025**
- **KitsapCornholeClassic.org**

Players from across the state gather every year to compete in the
Kitsap County Cornhole Classic
**JOIN US!**

# Profit and Loss

## SOUTH KITSAP CHAMBER OF COMMERCE

January 1-November 25, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Income | |
| DUES | $520.00 |
| Regular dues | 37,798.75 |
| **Total for DUES** | **$38,318.75** |
| Grant Projects Specific | -875.00 |
| Green Drinks | $3,007.00 |
| Green Drink Expense | -118.85 |
| **Total for Green Drinks** | **$2,888.15** |
| KITSAP YOUNG PROFESSIONALS | $233.11 |
| Expenses | -167.82 |
| **Total for KITSAP YOUNG PROFESSIONALS** | **$65.29** |
| Misc Events | $30.00 |
| ALL OTHER Event Cost | -24.65 |
| Cornhole Classic Expense | -3,080.75 |
| Cornhole Income | 1,894.00 |
| Cornhole Player Fee | 1,348.00 |
| Cornhole Sponsorships | 3,250.00 |
| Event Income | 189.50 |
| **Total for Misc Events** | **$3,606.10** |
| MONTHLY LUNCHEON | |
| Attendees Income | 7,555.00 |
| Charitable Donations (raffle related) | 500.00 |
| Facility charges/meal costs | -7,585.27 |
| Luncheon Sponsorships | 300.00 |
| Misc Luncheon Expenses | -137.20 |
| Raffle Sales | 319.75 |
| Table Specials - Income | 50.00 |
| **Total for MONTHLY LUNCHEON** | **$1,002.28** |
| SEAGULL CALLING FESTIVAL | |
| Seagul Fest- Reimburseable Exp | -72.04 |
| **Total for SEAGULL CALLING FESTIVAL** | **-$72.04** |
| SHOP SOUTH KITSAP FIRST | |
| S K First - Income | 2,500.00 |
| **Total for SHOP SOUTH KITSAP FIRST** | **$2,500.00** |
| SPONSORSHIPS | |
| Sponsorship PCIncome | 23,562.50 |
| **Total for SPONSORSHIPS** | **$23,562.50** |

# Profit and Loss

## SOUTH KITSAP CHAMBER OF COMMERCE

January 1-November 25, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| TOURISM & PROMOTION | |
| LTAC Tourism PROMOTION Exp (reimburseable) | -1,209.00 |
| LTAC Tourism Pro- Reimbursement | 15,436.68 |
| **Total for TOURISM & PROMOTION** | **$14,227.68** |
| **Total for Income** | **$85,223.71** |
| **Gross Profit** | **$85,223.71** |
| Expenses | |
| ADMINISTRATION | |
| Advertising/Promotion Expense | 86.58 |
| Assocation dues & Subscriptions | 420.42 |
| Meetings/Events- Chamber attending | 1,134.32 |
| Mileage/Travel | 616.07 |
| **Total for ADMINISTRATION** | **$2,257.39** |
| BUILDING EXPENSES | |
| Rent | 15,500.24 |
| Storage Rentals | 1,530.00 |
| Telephone & Internet Services | 2,659.78 |
| Utilities/Cell Phone | 644.54 |
| **Total for BUILDING EXPENSES** | **$20,334.56** |
| GENERAL OVERHEAD EXPENSES | |
| Bank Charges | 34.00 |
| Business License Renewal Fees | 180.00 |
| Credit Card Processing Fee | 1,480.43 |
| Insurance | |
| Liability-Officers | 1,932.69 |
| **Total for Insurance** | **$1,932.69** |
| Internet Support Services- SAAS | 6,929.51 |
| Legal and Accounting | 2,405.00 |
| Website | 2,584.46 |
| **Total for GENERAL OVERHEAD EXPENSES** | **$15,546.09** |
| OFFICE EXPENSES | |
| Copier Lease | 1,793.79 |
| Office Purchases | 823.29 |
| Postage | 78.00 |
| Supplies | 183.64 |
| **Total for OFFICE EXPENSES** | **$2,878.72** |
| Payroll | $952.37 |
| FICA expense | 5,168.28 |
| FUTA expense | 126.00 |
| L&I expense | 147.18 |

# Profit and Loss

## SOUTH KITSAP CHAMBER OF COMMERCE

January 1-November 25, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Salaries & wages | 67,559.12 |
| SUTA expense | 178.95 |
| **Total for Payroll** | **$74,131.90** |
| Payroll Expenses | |
| Taxes | -$0.01 |
| WA Cares Fund | -0.04 |
| **Total for Taxes** | **-$0.05** |
| **Total for Payroll Expenses** | **-$0.05** |
| **Total for Expenses** | **$115,148.61** |
| **Net Operating Income** | **-$29,924.90** |
| Other Income | |
| Covid 19 Other Grants | 335.96 |
| Interest income | 3.40 |
| **Total for Other Income** | **$339.36** |
| **Net Other Income** | **$339.36** |
| **Net Income** | **-$29,585.54** |

# Balance Sheet

## SOUTH KITSAP CHAMBER OF COMMERCE

As of November 25, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| Braintree | 0.00 |
| Checking Account General | -1,030.53 |
| Invest. Co. America Navigator | 34,511.69 |
| Key Bank | 0.00 |
| KYP- Pen Credit Union | 304.65 |
| Money Market Accounts | |
| Capital Improvement - E. Jones | 0.00 |
| **Total for Money Market Accounts** | **$0.00** |
| PayPal Bank | 1,091.35 |
| Petty Cash | 106.00 |
| Square | 0.00 |
| **Total for Bank Accounts** | **$34,983.16** |
| Accounts Receivable | |
| Accounts Receivable | 0.00 |
| **Total for Accounts Receivable** | **$0.00** |
| Other Current Assets | |
| A/R Adjustment Account | 0.00 |
| Inventory Asset | 0.00 |
| Luncheon Revenue Receivable | 0.00 |
| Payroll Corrections | 0.00 |
| Payroll Refunds | 0.00 |
| Prepaid Rent | 0.00 |
| Short Term CD | 35,000.00 |
| Undeposited Funds | 1,909.00 |
| **Total for Other Current Assets** | **$36,909.00** |
| **Total for Current Assets** | **$71,892.16** |
| Fixed Assets | |
| Fixed Assets | |
| Accumulated Depreciation | -1,236.00 |
| Fixed Assets | 1,134.45 |
| Improvements | 18,934.00 |
| **Total for Fixed Assets** | **$18,832.45** |
| **Total for Fixed Assets** | **$18,832.45** |

# Balance Sheet

## SOUTH KITSAP CHAMBER OF COMMERCE

As of November 25, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Other Assets | |
| PayPal Sales | 0.00 |
| Undeposited Braintree | 0.00 |
| **Total for Other Assets** | **$0.00** |
| **Total for Assets** | **$90,724.61** |
| Liabilities and Equity | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 0.00 |
| **Total for Accounts Payable** | **$0.00** |
| Credit Cards | |
| American Express | 0.00 |
| Charity Charge | 24.47 |
| **Total for Credit Cards** | **$24.47** |
| Other Current Liabilities | |
| BENEVOLENT FUND | 92.72 |
| Direct Deposit Liabilities | 0.00 |
| Direct Deposit Payable | 0.00 |
| Due to Capital Imrovment | 0.00 |
| ECON-DEV COMM | 0.00 |
| Education Fund | 276.00 |
| Payroll Liabilities | $343.50 |
| FICA | 693.56 |
| FUTA | 126.00 |
| L&I | -142.45 |
| PFML | -257.76 |
| SUTA | 35.14 |
| WA Cares Fund | 75.53 |
| **Total for Payroll Liabilities** | **$873.52** |
| Prepaid Lunches | 0.00 |
| **Total for Other Current Liabilities** | **$1,242.24** |
| **Total for Current Liabilities** | **$1,266.71** |
| Long-term Liabilities | |
| EDIL | 0.00 |
| SBA PPP | 0.00 |
| **Total for Long-term Liabilities** | **$0.00** |
| **Total for Liabilities** | **$1,266.71** |

# Balance Sheet

## SOUTH KITSAP CHAMBER OF COMMERCE

As of November 25, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Equity | |
| EQUITY | $0.00 |
| Capital Improv Equity | 0.00 |
| Economic Development Equity | 0.00 |
| General Equity | 0.00 |
| Marketing Equity | 0.00 |
| Navigator Restricted Funds | |
| Beginning Navigator Fund balanc | 25,503.39 |
| Earnings on Navigator funds | 54,568.76 |
| Navigator dues - current year | 12,625.00 |
| **Total for Navigator Restricted Funds** | **$92,697.15** |
| **Total for EQUITY** | **$92,697.15** |
| Opening Bal Equity | 0.00 |
| Retained Earnings | 26,346.29 |
| Net Income | -29,585.54 |
| **Total for Equity** | **$89,457.90** |
| **Total for Liabilities and Equity** | **$90,724.61** |

# Profit and Loss

## SOUTH KITSAP CHAMBER OF COMMERCE

January-December, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Income | |
| ADVERTISING | |
| Chamber Map | 2,000.00 |
| Profile Enhancements | 98.00 |
| **Total for ADVERTISING** | **$2,098.00** |
| DONATIONS | 360.00 |
| DUES | |
| Regular dues | 38,211.50 |
| **Total for DUES** | **$38,211.50** |
| Grant Projects Specific | -$2,333.60 |
| Grant Specific Expense | -2,550.85 |
| **Total for Grant Projects Specific** | **-$4,884.45** |
| Green Drinks | $3,588.00 |
| Green Drink Expense | -318.75 |
| **Total for Green Drinks** | **$3,269.25** |
| Misc Events | $10.00 |
| ALL OTHER Event Cost | -86.99 |
| Cornhole Classic Expense | -1,669.98 |
| Cornhole Income | 1,890.00 |
| Cornhole LTAC Reimbursement | -652.57 |
| Cornhole Player Fee | 690.00 |
| Cornhole Promotion | -1,829.64 |
| Cornhole Sponsorships | 1,000.00 |
| Event Income | 200.00 |
| **Total for Misc Events** | **-$449.18** |
| Misc Event | |
| Sponsorship | 4,000.00 |
| **Total for Misc Event** | **$4,000.00** |
| MONTHLY LUNCHEON | |
| Attendees Income | 10,576.00 |
| Charitable Donations (raffle related) | 0.00 |
| Facility charges/meal costs | -9,806.98 |
| Misc Luncheon Expenses | -214.34 |
| Raffle Sales | 972.00 |
| **Total for MONTHLY LUNCHEON** | **$1,526.68** |
| SEAGULL CALLING FESTIVAL | |
| Seagul Fest- Reimburseable Exp | -364.12 |
| **Total for SEAGULL CALLING FESTIVAL** | **-$364.12** |

# Profit and Loss

## SOUTH KITSAP CHAMBER OF COMMERCE

January-December, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| SHOP SOUTH KITSAP FIRST | |
| S K First - Income | 2,500.00 |
| **Total for SHOP SOUTH KITSAP FIRST** | **$2,500.00** |
| SPONSORSHIPS | |
| Sponsorship PCIncome | 18,375.00 |
| **Total for SPONSORSHIPS** | **$18,375.00** |
| TOURISM & PROMOTION | |
| LTAC Tourism PROMOTION Exp (reimburseable) | -2,630.00 |
| LTAC Tourism Pro- Reimbursement | 19,694.85 |
| LTAC TVC Reimbursement | 7,611.38 |
| **Total for TOURISM & PROMOTION** | **$24,676.23** |
| **Total for Income** | **$89,318.91** |
| **Gross Profit** | **$89,318.91** |
| Expenses | |
| ADMINISTRATION | |
| Advertising/Promotion Expense | 1,760.74 |
| Assocation dues & Subscriptions | 1,392.30 |
| Education-Chamber Education Expense | 1,155.66 |
| Meetings/Events- Chamber attending | 664.44 |
| Mileage/Travel | 1,443.91 |
| **Total for ADMINISTRATION** | **$6,417.05** |
| BUILDING EXPENSES | $0.34 |
| Kiosk/Business Center | 640.00 |
| Rent | 14,290.80 |
| Repairs | 54.60 |
| Storage Rentals | 2,040.00 |
| Telephone & Internet Services | 2,007.65 |
| Utilities/Cell Phone | 206.39 |
| **Total for BUILDING EXPENSES** | **$19,239.78** |
| GENERAL OVERHEAD EXPENSES | |
| Bank Charges | 34.00 |
| Business License Renewal Fees | 60.00 |
| Credit Card Processing Fee | 1,622.35 |
| Depreciation Expense | 101.00 |
| Insurance | $552.08 |
| Liability-Officers | 1,931.50 |
| **Total for Insurance** | **$2,483.58** |
| Internet Support Services- SAAS | 8,296.88 |
| Legal and Accounting | 3,025.00 |

# Profit and Loss

## SOUTH KITSAP CHAMBER OF COMMERCE

January-December, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Website | 3,391.23 |
| **Total for GENERAL OVERHEAD EXPENSES** | **$19,014.04** |
| OFFICE EXPENSES | |
| Copier Lease | 2,001.77 |
| Office Purchases | 4,697.71 |
| Postage | 143.20 |
| Supplies | 286.49 |
| **Total for OFFICE EXPENSES** | **$7,129.17** |
| Payroll | |
| FICA expense | 6,954.62 |
| FUTA expense | 99.00 |
| L&I expense | 267.62 |
| Payroll Expenses | 208.53 |
| Salaries & wages | 90,909.99 |
| SUTA expense | 240.91 |
| **Total for Payroll** | **$98,680.67** |
| Purchases | 239.31 |
| TAXES | 32.31 |
| **Total for Expenses** | **$150,752.33** |
| **Net Operating Income** | **-$61,433.42** |
| Other Income | |
| Interest income | 15.58 |
| **Total for Other Income** | **$15.58** |
| Other Expenses | |
| Previous Year Adjustment | 920.00 |
| **Total for Other Expenses** | **$920.00** |
| **Net Other Income** | **-$904.42** |
| **Net Income** | **-$62,337.84** |

# Balance Sheet

## SOUTH KITSAP CHAMBER OF COMMERCE

As of December 31, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| Braintree | 0.00 |
| Checking Account General | 7,232.47 |
| Invest. Co. America Navigator | 44,511.69 |
| Key Bank | 0.00 |
| KYP- Pen Credit Union | 3,494.17 |
| Money Market Accounts | |
| Capital Improvement - E. Jones | 0.00 |
| **Total for Money Market Accounts** | **$0.00** |
| PayPal Bank | 1,091.35 |
| Petty Cash | 106.00 |
| Square | 0.00 |
| **Total for Bank Accounts** | **$56,435.68** |
| Accounts Receivable | |
| Accounts Receivable | -589.00 |
| **Total for Accounts Receivable** | **-$589.00** |
| Other Current Assets | |
| A/R Adjustment Account | 0.00 |
| Inventory Asset | 0.00 |
| Luncheon Revenue Receivable | 0.00 |
| Payroll Corrections | 0.00 |
| Payroll Refunds | 0.00 |
| Prepaid Rent | 0.00 |
| Short Term CD | 35,000.00 |
| Undeposited Funds | 62.50 |
| **Total for Other Current Assets** | **$35,062.50** |
| **Total for Current Assets** | **$90,909.18** |
| Fixed Assets | |
| Fixed Assets | |
| Accumulated Depreciation | -1,236.00 |
| Fixed Assets | 1,134.45 |
| Improvements | 18,934.00 |
| **Total for Fixed Assets** | **$18,832.45** |
| **Total for Fixed Assets** | **$18,832.45** |

# Balance Sheet

## SOUTH KITSAP CHAMBER OF COMMERCE

As of December 31, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Other Assets | |
| PayPal Sales | 0.00 |
| Undeposited Braintree | 0.00 |
| **Total for Other Assets** | **$0.00** |
| **Total for Assets** | **$109,741.63** |
| Liabilities and Equity | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 0.00 |
| **Total for Accounts Payable** | **$0.00** |
| Credit Cards | |
| American Express | 0.00 |
| Charity Charge | 0.00 |
| **Total for Credit Cards** | **$0.00** |
| Other Current Liabilities | |
| BENEVOLENT FUND | 92.72 |
| Direct Deposit Liabilities | 0.00 |
| Direct Deposit Payable | 0.00 |
| Due to Capital Imrovment | 0.00 |
| ECON-DEV COMM | 0.00 |
| Education Fund | 276.00 |
| Payroll Liabilities | $0.00 |
| FICA | 1,821.68 |
| FUTA | 99.00 |
| L&I | 198.82 |
| PFML | 155.62 |
| SUTA | 78.15 |
| WA Cares Fund | 170.75 |
| **Total for Payroll Liabilities** | **$2,524.02** |
| Prepaid Lunches | 0.00 |
| **Total for Other Current Liabilities** | **$2,892.74** |
| **Total for Current Liabilities** | **$2,892.74** |
| Long-term Liabilities | |
| EDIL | 0.00 |
| SBA PPP | 0.00 |
| **Total for Long-term Liabilities** | **$0.00** |
| **Total for Liabilities** | **$2,892.74** |

# Balance Sheet

## SOUTH KITSAP CHAMBER OF COMMERCE

As of December 31, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Equity | |
| EQUITY | $0.00 |
| Capital Improv Equity | 0.00 |
| Economic Development Equity | 0.00 |
| General Equity | 0.00 |
| Marketing Equity | 0.00 |
| Navigator Restricted Funds | |
| Beginning Navigator Fund balanc | 25,503.39 |
| Earnings on Navigator funds | 42,374.21 |
| Navigator dues - current year | 12,625.00 |
| **Total for Navigator Restricted Funds** | **$80,502.60** |
| **Total for EQUITY** | **$80,502.60** |
| Opening Bal Equity | 0.00 |
| Retained Earnings | 88,684.13 |
| Net Income | -62,337.84 |
| **Total for Equity** | **$106,848.89** |
| **Total for Liabilities and Equity** | **$109,741.63** |

**2024 EXEMPT ORG. RETURN**
PREPARED FOR:

**PORT ORCHARD CHAMBER OF COMMERCE**
1014 BAY STREET #3
PORT ORCHARD, WA 98366-5243

**DAWN M JAKE CPA PLLC**
**420 CLINE AVE**
**PORT ORCHARD, WA 98366**
**(360) 329-7090**

**DAWN M JAKE CPA PLLC**
**420 CLINE AVE**
**PORT ORCHARD, WA 98366**
**(360) 329-7090**

May 7, 2025

PORT ORCHARD CHAMBER OF COMMERCE
1014 BAY STREET #3
PORT ORCHARD, WA 98366-5243

Dear Client:

Your 2024 Federal Return of Organization Exempt from Income Tax will be electronically filed with the Internal Revenue Service upon receipt of a signed Form 8879-TE - IRS e-file Signature Authorization. No tax is payable with the filing of this return.

Please be sure to call us if you have any questions.

Sincerely,

Dawn M Jake, CPA

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

# Short Form
# Return of Organization Exempt From Income Tax

**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)**

**Do not enter social security numbers on this form, as it may be made public.**

**Go to *www.irs.gov/Form990EZ* for instructions and the latest information.**

OMB No. 1545-0047

**2024**

**Open to Public Inspection**

**A For the 2024 calendar year, or tax year beginning , 2024, and ending ,**

**B** Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

**C**
PORT ORCHARD CHAMBER OF COMMERCE
1014 BAY STREET #3
PORT ORCHARD, WA 98366-5243

**D** Employer identification number: 91-0519613

**E** Telephone number: (360) 876-3505

**F** Group Exemption Number

**G** Accounting Method: [X] Cash [ ] Accrual Other (specify):

**H** Check [X] if the organization is **not** required to attach Schedule B (Form 990).

**I Website:** WWW.PORTORCHARD.COM

**J** Tax-exempt status (check only one) – [ ] 501(c)(3) [X] 501(c) ( 6 ) (insert no.) [ ] 4947(a)(1) or [ ] 527

**K** Form of organization: [ ] Corporation [ ] Trust [ ] Association [ ] Other:

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ ..... $ 111,793.

## Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I ..... [X]

| | | | | | |
|---|---|---|---|---|---|
| Revenue | 1 | Contributions, gifts, grants, and similar amounts received | | 1 | 360. |
| | 2 | Program service revenue including government fees and contracts | | 2 | 10,576. |
| | 3 | Membership dues and assessments | | 3 | 38,212. |
| | 4 | Investment income | | 4 | 16. |
| | 5a | Gross amount from sale of assets other than inventory | 5a | | |
| | b | Less: cost or other basis and sales expenses | 5b | | |
| | c | Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a) | | 5c | |
| | 6 | Gaming and fundraising events: | | | |
| | a | Gross income from gaming (attach Schedule G if greater than $15,000) | 6a | | |
| | b | Gross income from fundraising events (not including $ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000) | 6b | 62,629. | |
| | c | Less: direct expenses from gaming and fundraising events | 6c | 7,553. | |
| | d | Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) | | 6d | 55,076. |
| | 7a | Gross sales of inventory, less returns and allowances | 7a | | |
| | b | Less: cost of goods sold | 7b | | |
| | c | Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a) | | 7c | |
| | 8 | Other revenue (describe in Schedule O) | | 8 | |
| | 9 | **Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 | | 9 | 104,240. |
| Expenses | 10 | Grants and similar amounts paid (list in Schedule O) | | 10 | |
| | 11 | Benefits paid to or for members | | 11 | |
| | 12 | Salaries, other compensation, and employee benefits | | 12 | 98,473. |
| | 13 | Professional fees and other payments to independent contractors | | 13 | 3,025. |
| | 14 | Occupancy, rent, utilities, and maintenance | | 14 | 17,025. |
| | 15 | Printing, publications, postage, and shipping | | 15 | 143. |
| | 16 | Other expenses (describe in Schedule O) See Schedule O | | 16 | 47,912. |
| | 17 | **Total expenses.** Add lines 10 through 16 | | 17 | 166,578. |
| Net Assets | 18 | Excess or (deficit) for the year (subtract line 17 from line 9) | | 18 | -62,338. |
| | 19 | Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) | | 19 | 126,813. |
| | 20 | Other changes in net assets or fund balances (explain in Schedule O) | | 20 | |
| | 21 | Net assets or fund balances at end of year. Combine lines 18 through 20 | | 21 | 64,475. |

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**BAA For Paperwork Reduction Act Notice, see the separate instructions.**

Form **990-EZ** (2024)

TEEA0812L 09/24/24

**Part II Balance Sheets** (see the instructions for Part II)
Check if the organization used Schedule O to respond to any question in this Part II ☒

| | | (A) Beginning of year | | (B) End of year |
|---|---|---|---|---|
| 22 | Cash, savings, and investments | 170,733. | 22 | 91,499. |
| 23 | Land and buildings | | 23 | 18,833. |
| 24 | Other assets (describe in Schedule O) See Schedule O | 818. | 24 | |
| 25 | **Total assets** | 171,551. | 25 | 110,332. |
| 26 | **Total liabilities** (describe in Schedule O) See Schedule O | 44,738. | 26 | 45,857. |
| 27 | **Net assets or fund balances** (line 27 of column (B) **must** agree with line 21) | 126,813. | 27 | 64,475. |

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)
Check if the organization used Schedule O to respond to any question in this Part III ☒

What is the organization's primary exempt purpose? See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

| | | | Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.) |
|---|---|---|---|
| 28 | PROMOTE BUSINESS IN THE COMMUNITY<br>(Grants $ ) If this amount includes foreign grants, check here ☐ | 28a | |
| 29 | (Grants $ ) If this amount includes foreign grants, check here ☐ | 29a | |
| 30 | (Grants $ ) If this amount includes foreign grants, check here ☐ | 30a | |
| 31 | Other program services (describe in Schedule O)<br>(Grants $ ) If this amount includes foreign grants, check here ☐ | 31a | |
| 32 | **Total program service expenses** (add lines 28a through 31a) | 32 | |

**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated — see the instructions for Part IV)
Check if the organization used Schedule O to respond to any question in this Part IV ☐

| (a) Name and title | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|---|---|---|---|
| TRINETTE GATES<br>President | 5 | 0. | 0. | 0. |
| DAWN JAKE<br>Treasurer | 3 | 0. | 0. | 0. |
| JENNIFER HARDISON<br>Secretary | 3 | 0. | 0. | 0. |
| ROBERT MCGEE<br>Chairman | 5 | 0. | 0. | 0. |

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**Part V Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V. ☐

| | | | Yes | No |
|---|---|---|---|---|
| 33 | Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O | 33 | | X |
| 34 | Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions | 34 | | X |
| 35a | Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? | 35a | | X |
| b | If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O | 35b | | |
| c | Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III | 35c | | X |
| 36 | Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N | 36 | | X |
| 37a | Enter amount of political expenditures, direct or indirect, as described in the instructions. 37a 0. | | | |
| b | Did the organization file **Form 1120-POL** for this year? | 37b | | X |
| 38a | Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? | 38a | | X |
| b | If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b 0. | | | |
| 39 | Section 501(c)(7) organizations. Enter: | | | |
| a | Initiation fees and capital contributions included on line 9 39a 0. | | | |
| b | Gross receipts, included on line 9, for public use of club facilities 39b 0. | | | |
| 40a | Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: N/A section 4911: 0. ; section 4912: 0. ; section 4955: 0. | | | |
| b | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I | 40b | | |
| c | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 0. | | | |
| d | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization 0. | | | |
| e | All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T | 40e | | X |

41 List the states with which a copy of this return is filed: None

42a The organization's books are in care of: JACLYN WILLIAMS Telephone no. (360) 876-3505

Located at: 1014 BAY STREET #3 PORT ORCHARD WA ZIP + 4 98366

| | | | Yes | No |
|---|---|---|---|---|
| b | At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: | 42b | | X |
| | See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | | | |
| c | At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: | 42c | | X |

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** – Check here ☐ N/A and enter the amount of tax-exempt interest received or accrued during the tax year 43 N/A

| | | | Yes | No |
|---|---|---|---|---|
| 44a | Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44a | | X |
| b | Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44b | | X |
| c | Did the organization receive any payments for indoor tanning services during the year? | 44c | | X |
| d | If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O | 44d | | |
| 45a | Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 45a | | X |
| b | Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions | 45b | | X |

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| | | Yes | No |
|---|---|---|---|
| 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | 46 | | X |

**Part VI** **Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

| | | Yes | No |
|---|---|---|---|
| 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II | 47 | | |
| 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | 48 | | |
| 49a Did the organization make any transfers to an exempt non-charitable related organization? | 49a | | |
| b If "Yes," was the related organization a section 527 organization? | 49b | | |

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and title of each employee | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC/ 1099-NEC) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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f Total number of other employees paid over $100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and business address of each independent contractor | (b) Type of service | (c) Compensation |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

d Total number of other independent contractors each receiving over $100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ☐ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer | Date

TRINETTE GATES President

Type or print name and title

**Paid Preparer Use Only**

| Print/Type preparer's name | Preparer's signature | Date | Check ☐ if self-employed | PTIN |
|---|---|---|---|---|
| Dawn M Jake, CPA | Dawn M Jake, CPA | | | P00365238 |

Firm's name: Dawn M Jake CPA PLLC

Firm's address: 420 Cline Ave, Port Orchard, WA 98366

Original Signed By: Dawn Jake, C.P.A.

Firm's EIN: 20-0433597

Phone no.: (360) 329-7090

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

**SCHEDULE G**
**(Form 990)**
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

# Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19; or if the organization entered more than $15,000 on Form 990-EZ, line 6a.
Attach to Form 990 or Form 990-EZ.
**Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047
**Open to Public Inspection**

Name of the organization: PORT ORCHARD CHAMBER OF COMMERCE
Employer identification number: 91-0519613

**Part I** **Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

a ☐ Mail solicitations
b ☐ Internet and email solicitations
c ☐ Phone solicitations
d ☐ In-person solicitations
e ☐ Solicitation of nongovernment grants
f ☐ Solicitation of government grants
g ☐ Special fundraising events

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☐ No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least $5,000 by the organization.

| (i) Name and address of individual or entity (fundraiser) | (ii) Activity | (iii) Did fundraiser have custody or control of contributions? Yes | No | (iv) Gross receipts from activity | (v) Amount paid to (or retained by) fundraiser listed in col. (i) | (vi) Amount paid to (or retained by) organization |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Total | | | | | | |

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

**Part II** **Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than $15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than $5,000.

| | | (a) Event #1 TOURISM & PROM (event type) | (b) Event #2 MISC LOCAL EVE (event type) | (c) Other events 1 (total number) | (d) Total events (add col. (a) through col. (c)) |
|---|---|---|---|---|---|
| Revenue | 1 Gross receipts | 27,306. | 24,845. | 8,380. | 60,531. |
| | 2 Less: Contributions | | | | |
| | 3 Gross income (line 1 minus line 2) | 27,306. | 24,845. | 8,380. | 60,531. |
| Direct Expenses | 4 Cash prizes | | | | |
| | 5 Noncash prizes | | | | |
| | 6 Rent/facility costs | | | | |
| | 7 Food and beverages | | | | |
| | 8 Entertainment | | | | |
| | 9 Other direct expenses | 2,630. | 770. | 4,153. | 7,553. |
| | 10 Direct expense summary. Add lines 4 through 9 in column (d) | | | | 7,553. |
| | 11 Net income summary. Subtract line 10 from line 3, column (d) | | | | 52,978. |

**Part III** **Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than $15,000 on Form 990-EZ, line 6a.

| | | (a) Bingo | (b) Pull tabs/instant bingo/progressive bingo | (c) Other gaming | (d) Total gaming (add col. (a) through col. (c)) |
|---|---|---|---|---|---|
| Revenue | 1 Gross revenue | | | | |
| Direct Expenses | 2 Cash prizes | | | | |
| | 3 Noncash prizes | | | | |
| | 4 Rent/facility costs | | | | |
| | 5 Other direct expenses | | | | |
| | 6 Volunteer labor | ☐ Yes ____ % ☐ No | ☐ Yes ____ % ☐ No | ☐ Yes ____ % ☐ No | |
| | 7 Direct expense summary. Add lines 2 through 5 in column (d) | | | | |
| | 8 Net gaming income summary. Subtract line 7 from line 1, column (d) | | | | |

9 Enter the state(s) in which the organization conducts gaming activities: _____

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain: _____

10 a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain: _____

11 Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No

12 Is the organization a grantor, beneficiary, or trustee of a trust; or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No

13 Indicate the percentage of gaming activity conducted in:

| | | |
|---|---|---|
| a The organization's facility | 13a | % |
| b An outside facility | 13b | % |

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name

Address

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No

b If "Yes," enter the amount of gaming revenue received by the organization $ _____ and the amount of gaming revenue retained by the third party $ _____

c If "Yes," enter the name and address of the third party:

Name

Address

16 Gaming manager information:

Name

Gaming manager compensation $ _____

Description of services provided

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year $

**Part IV** **Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

**SCHEDULE O**
**(Form 990)**
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

# Supplemental Information to Form 990 or 990-EZ

**Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.**
**Attach to Form 990 or Form 990-EZ.**
**Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047
**Open to Public Inspection**

Name of the organization: PORT ORCHARD CHAMBER OF COMMERCE
Employer identification number: 91-0519613

## Form 990-EZ, Part I, Line 16
## Other Expenses

| | |
|---|---|
| Advertising and Promotion | $ 1,761. |
| ASSOCIATION DUES | 1,392. |
| BANK SERVICE CHARGES | 34. |
| CAPITAL EXPENDITURES | 4,698. |
| COMMITTEE EXPENSE | 272. |
| COPIER LEASE | 2,002. |
| Depreciation | 101. |
| EDUCATION | 1,156. |
| GRANT SPECIFIC EXPENSE | 4,884. |
| Insurance | 2,484. |
| INTERNET SUPPORT SERV | 8,297. |
| LICENSE RENEWAL | 60. |
| MEETINGS | 664. |
| MONTHLY LUNCHEON | 10,021. |
| PAYROLL PROCESSING FEE | 209. |
| PREVIOUS YEAR ADJ | 920. |
| PROCESSING FEES | 1,622. |
| SUPPLIES | 286. |
| TELEPHONE | 2,214. |
| Travel | 1,444. |
| WEBSITE | 3,391. |
| Total | $ 47,912. |

## Form 990-EZ, Part II, Line 24
## Other Assets

| | Beginning | Ending |
|---|---|---|
| LUNCHEON MONEY DUE | $ 818. | $ 0. |
| Total | $ 818. | $ 0. |

## Form 990-EZ, Part II, Line 26
## Total Liabilities

| | Beginning | Ending |
|---|---|---|
| BENEVOLENT FUND | $ 93. | $ 93. |
| CREDIT CARD | 130. | 0. |
| EDUCATION FUND | 276. | 276. |
| PAYROLL LIABILITIES | 1,865. | 2,525. |
| PREPAID LUNCHES | 0. | 589. |
| UNREALIZED GAIN | 42,374. | 42,374. |
| Total | $ 44,738. | $ 45,857. |

## Form 990-EZ, Part III - Organization's Primary Exempt Purpose

PROMOTE BUSINESS IN THE COMMUNITY

PORT ORCHARD CHAMBER OF COMMERCE 91-0519613

| | 2024 | 2023 | Diff |
|---|---|---|---|
| **FORM 990-EZ REVENUE** | | | |
| Contributions, gifts, and grants | 360 | 46,789 | -46,429 |
| Program service revenue | 10,576 | 9,695 | 881 |
| Membership dues and assessments | 38,212 | 45,890 | -7,678 |
| Investment income | 16 | 18 | -2 |
| Net income (loss) - special events | 55,076 | 64,343 | -9,267 |
| Total revenue | 104,240 | 166,735 | -62,495 |
| **EXPENSES** | | | |
| Salaries and employee benefits | 98,473 | 90,482 | 7,991 |
| Professional fees/pymt to contractors | 3,025 | 2,025 | 1,000 |
| Occupancy/rent/utilities/maintenance | 17,025 | 13,779 | 3,246 |
| Printing, publications, and postage | 143 | 559 | -416 |
| Other expenses | 47,912 | 34,683 | 13,229 |
| Total expenses | 166,578 | 141,528 | 25,050 |
| **NET ASSETS OR FUND BALANCES** | | | |
| Excess or (deficit) for the year | -62,338 | 25,207 | -87,545 |
| Net assets/fund bal. at beg. of year | 126,813 | 101,606 | 25,207 |
| Net assets/fund bal. at end of year | 64,475 | 126,813 | -62,338 |

PORT ORCHARD CHAMBER OF COMMERCE 91-0519613

**Forms needed for this return**

Federal: 990-EZ, Sch G

**Carryovers to 2025**

None

PORT ORCHARD CHAMBER OF COMMERCE 91-0519613

**The organization's Federal tax return is NOT FINISHED until you complete the following instructions.**

## Prior to transmission of the return

**Form 990-EZ**
The organization should review their Federal Return along with any accompanying schedules and statements.

**Paperless e-file**
The organization should read, sign and date the Form 8879-TE, IRS e-file Signature Authorization.

**Even Return**
No payment is required.

## After transmission of the return

**Receive acknowledgement of your e-file transmission status.**
Within several hours, access the program and get your first acknowledgement (ACK) that the program has received your transmission file.

Access the program again after 24 and then 48 hours to receive your Federal ACKs.

**Keep a signed copy of Form 8879-TE, IRS e-file Signature Authorization in your files for 3 years.**

**Do not mail:**

Form 8879-TE IRS e-file Signature Authorization

PORT ORCHARD CHAMBER OF COMMERCE 91-0519613

**The organization's Federal tax return is NOT FINISHED until you complete the following instructions.**

## Prior to transmission of the return

**Form 8868**
No signature is required with Form 8868.

**Even Return**
No payment is required.

## After transmission of the return

**Receive acknowledgement of your e-file transmission status.**
Within several hours, access the program and get your first acknowledgement (ACK) that the program has received your transmission file.

Access the program again after 24 and then 48 hours to receive your Federal ACKs.

# 2024 Federal Book Depreciation Schedule



## PORT ORCHARD CHAMBER OF COMMERCE

91-0519613

| No. | Description | Date Acquired | Date Sold | Cost/ Basis | Bus. Pct. | Cur 179 Bonus | Special Depr. Allow. | Prior 179/ Bonus/ Sp. Depr. | Prior Dec. Bal. Depr. | Salvage /Basis Reductn | Depr. Basis | Prior Depr. | Method | Life | Rate | Current Depr. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Form 990/990-PF | | | | | | | | | | | | | | | | |
| Furniture and Fixtures | | | | | | | | | | | | | | | | |
| 3 | PRINTER STAND | 1/13/00 | 10/30/24 | 279 | | | | | | | 279 | 279 | S/L HY | 7 | | 0 |
| 4 | SHELVING | 1/18/00 | 10/30/24 | 284 | | | | | | | 284 | 284 | S/L HY | 7 | | 0 |
| 5 | SIGNS | 5/02/00 | 10/30/24 | 541 | | | | | | | 541 | 541 | S/L HY | 7 | | 0 |
| 12 | CORKBOARDS (2) | 12/03/13 | 10/30/24 | 205 | | | | | | | 205 | 205 | 200DB MQ | 7 | | 0 |
| 13 | POCKET WALL RACKS (2) | 12/03/13 | 10/30/24 | 231 | | | | | | | 231 | 231 | 200DB MQ | 7 | | 0 |
| 14 | BUSINESS CARD HOLDERS (2) | 12/03/13 | | 175 | | | | | | | 175 | 175 | 200DB MQ | 7 | | 0 |
| 15 | FLYER RACKS (6) | 12/03/13 | | 960 | | | | | | | 960 | 960 | 200DB MQ | 7 | | 0 |
| 16 | OFFICE FURNITURE | 12/12/13 | 10/30/24 | 3,157 | | | | | | | 3,157 | 3,157 | 200DB MQ | 7 | | 0 |
| 18 | DROP LIGHTING | 12/19/13 | 10/30/24 | 174 | | | | | | | 174 | 174 | 200DB MQ | 7 | | 0 |
| | Total Furniture and Fixtures | | | 6,006 | | 0 | 0 | 0 | 0 | 0 | 6,006 | 6,006 | | | | 0 |
| Improvements | | | | | | | | | | | | | | | | |
| 2 | IMPROVEMENTS | 1/31/00 | 10/30/24 | 828 | | | | | | | 828 | 828 | S/L HY | 20 | | 0 |
| 20 | IMPROVEMENTS BETHEL LOCATIO | 10/30/24 | | 18,934 | | | | | | | 18,934 | | S/L MM | 39 | .00535 | 101 |
| | Total Improvements | | | 19,762 | | 0 | 0 | 0 | 0 | 0 | 19,762 | 828 | | | | 101 |
| Machinery and Equipment | | | | | | | | | | | | | | | | |
| 1 | COMPUTER PRINTER | 12/08/95 | 10/30/24 | 2,312 | | | | | | | 2,312 | 2,312 | S/L HY | 5 | | 0 |
| 6 | 2 COMPUTERS | 9/10/02 | 10/30/24 | 1,940 | | | | | | | 1,940 | 1,940 | S/L HY | 5 | | 0 |
| 7 | COMPUTER SYSTEM | 4/23/08 | 10/30/24 | 4,056 | | | | | | | 4,056 | 4,056 | 200DB HY | 5 | | 0 |
| 8 | NURIT 8000 CR CARD MACH | 5/12/08 | 10/30/24 | 507 | | | | | | | 507 | 507 | 200DB HY | 5 | | 0 |
| 9 | PROJECTOR | 4/02/10 | 10/30/24 | 608 | | | | | | | 608 | 608 | 200DB HY | 5 | | 0 |

# 2024 Federal Book Depreciation Schedule



## PORT ORCHARD CHAMBER OF COMMERCE

91-0519613

| No. | Description | Date Acquired | Date Sold | Cost/ Basis | Bus. Pct. | Cur 179 Bonus | Special Depr. Allow. | Prior 179/ Bonus/ Sp. Depr. | Prior Dec. Bal. Depr. | Salvage /Basis Reductn | Depr. Basis | Prior Depr. | Method | Life | Rate | Current Depr. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 10 | COMPUTER | 2/13/12 | 10/30/24 | 1,838 | | | | | | | 1,838 | 1,838 | 200DB HY | 5 | | 0 |
| 11 | FLATSCREEN TV | 11/28/13 | 10/30/24 | 228 | | | | | | | 228 | 228 | 200DB MQ | 5 | | 0 |
| 17 | PHONE SYSTEM | 12/12/13 | 10/30/24 | 1,347 | | | | | | | 1,347 | 1,347 | 200DB MQ | 7 | | 0 |
| 19 | COMPUTERS & LAPTOP | 7/07/15 | 10/30/24 | 930 | | | | | | | 930 | 930 | 200DB HY | 5 | | 0 |
| | Total Machinery and Equipment | | | 13,766 | | 0 | 0 | 0 | 0 | 0 | 13,766 | 13,766 | | | | 0 |
| | Total Depreciation | | | 39,534 | | 0 | 0 | 0 | 0 | 0 | 39,534 | 20,600 | | | | 101 |
| | Grand Total Depreciation | | | 39,534 | | 0 | 0 | 0 | 0 | 0 | 39,534 | 20,600 | | | | 101 |
| | Depreciation Assets Sold | | | 19,465 | | 0 | 0 | 0 | 0 | 0 | 19,465 | 19,465 | | | | 0 |
| | Depr Remaining Assets | | | 20,069 | | 0 | 0 | 0 | 0 | 0 | 20,069 | 1,135 | | | | 101 |

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

# IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2024, or fiscal year beginning _____, 2024, and ending _____, 20____

**Do not send to the IRS. Keep for your records.**
**Go to *www.irs.gov/Form8879TE* for the latest information.**

OMB No. 1545-0047

**2024**

Name of filer: PORT ORCHARD CHAMBER OF COMMERCE

EIN or SSN: 91-0519613

Name and title of officer or person subject to tax: TRINETTE GATES President

## Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

| | | | | |
|---|---|---|---|---|
| 1a **Form 990** check here | ☐ | **b Total revenue,** if any (Form 990, Part VIII, column (A), line 12) | 1b | |
| 2a **Form 990-EZ** check here | ☒ | **b Total revenue,** if any (Form 990-EZ, line 9) | 2b | 104,240. |
| 3a **Form 1120-POL** check here | ☐ | **b Total tax** (Form 1120-POL, line 22) | 3b | |
| 4a **Form 990-PF** check here | ☐ | **b Tax based on investment income** (Form 990-PF, Part V, line 5) | 4b | |
| 5a **Form 8868** check here | ☐ | **b Balance due** (Form 8868, line 3c) | 5b | |
| 6a **Form 990-T** check here | ☐ | **b Total tax** (Form 990-T, Part III, line 4) | 6b | |
| 7a **Form 4720** check here | ☐ | **b Total tax** (Form 4720, Part III, line 1) | 7b | |
| 8a **Form 5227** check here | ☐ | **b FMV of assets at end of tax year** (Form 5227, Item D) | 8b | |
| 9a **Form 5330** check here | ☐ | **b Tax due** (Form 5330, Part II, line 19) | 9b | |
| 10a **Form 8038-CP** check here | ☐ | **b Amount of credit payment requested** (Form 8038-CP, Part III, line 22) | 10b | |

## Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2024 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

COPY

**PIN: check one box only**

☒ I authorize Dawn M Jake CPA PLLC (ERO firm name) to enter my PIN 15701 (Enter five numbers, but do not enter all zeros) as my signature

on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date _____

## Part III Certification and Authentication

**ERO's EFIN/PIN.** Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 91049833597 (Do not enter all zeros)

I certify that the above numeric entry is my PIN, which is my signature on the 2024 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature: Dawn M Jake, CPA Original Signed By: Dawn Jake, C.P.A. Date: 5/07/2025

**ERO Must Retain This Form — See Instructions**
**Do Not Submit This Form to the IRS Unless Requested To Do So**

**BAA For Privacy and Paperwork Reduction Act Notice, see instructions.**

TEEA8800L 10/09/24 Form **8879-TE** (2024)

# BCHARD

## 2026 Lodging Tax Application Coversheet

Organization Name: Saints Car Club

Month/Timeframe of Event or Operations

8-9.26

Event/Activity (check/complete all that apply)

Tourism Promotion

Operations (Event/Festival Title)

Cl Operations (Facility, Staffing, Other)

Amount of Request $ 0 0

Presenter & Title Bill Hubbell Director

Phone 360.620.8488

Email bshubb5349@yahoo.com

# BCHARD

## 2026 Lodging Tax Application
## Applicant Acknowledgement

Applicants accept the following conditions;

Application Deadline — Monday, December 1, 2025, by 2PM
Applications will be accepted by e-mail at cityclerk@portorchardwa.gov

- Late and incomplete applications will not be accepted
- Responses to be limited to 3 pages, plus required attachment
- 2026 allocations will be weighed on activities and/or marketing for FIFA World Cup visitors.
- Successful, eligible applicants may be contacted to schedule an interview with the Lodging Tax Advisory Committee — Please note date scheduled is December 4th or 5th- Date to be announced soon.

Iffunded, the individual who has the authority to sign contracts and provide documents to the City of Port Orchard is requested to sign below; and to Olso acknowledge your responsibility to notify (enter who to notify and how) of any changes to your organization's contact information.

Point of Contact: Bill Hubbell

Title: Director

Signature: Bill Hubbell

Phone: 360-620-8488

Email: bshubb5349@yahoo.com.

## 2026 Lodging Tax Application

### Marketing Plan

i: The Sains Car Club of Port Orchard holds an annual "Cruz Car Show", open to the public, in order to draw tourism opportunities from the greater Kitsap, Pierce, Mason, Jefferson and King counties. The Saints Car Club sends over 700 postcards to previous car owners, vendors and business partners.

Hundreds of flyers and posters are printed and distributed by hand to summer car show events and many local businesses. In addition, The Sains Car Club advertises in the following media outlets:

Auto magazines
NW Car Show publication
Kitsap Sun, PO Independent, SK
Chamber Kitsap reader boards

ii By promoting this reputable event to our fellow car enthusiasts all over Washington State, many out of area travelers will need lodging after a full day of activities. Our virtual and printed materials go out months in advance in order to attract interest and draw participants as far away as Canada. Since this event is the largest in Kitsap County, car owners can find good rest within Port Orchard before the long drive home the next day.

iii: 34% of our budget is for marketing. 89% of our request from the City of Port Orchard will be spent on marketing in the following areas:

| | |
|---|---|
| Flyers/Posters/Postcards | $2.963 |
| Postage | $296 |
| Newspapers/Publications | $3,843 |

## Financial Status

i: The Saints Car Club has only applied to the City of Port Orchard for this city event held in August. The Saints Car Club will not be seeking other direct funding at this time because our organization is not like a grantbased entity nor do we have ongoing events that would require other funding needs. The Saints Car Club is a charitable, non-profit organization registered with Washington State and the Federal Government as a 501 (c) (7). We must report through our CPA in order to maintain this status.

ii: With frequent conversations between club Presidents, the Lion's Club readily agrees to

provide a pancake breakfast for the general public at The Cruz. Their organization recognizes the value of community events and joint participation, especially with a warm meal. There are no other groups or organizations that offer this type of meal.

iii: The Saints Car Club does not currently partner with anyone in joint marketing efforts for the yearly Cruz Car Show, however, The Saints Club is always willing to consider future opportunities to collaborate in order to increase tourism.

iv: The financial sustainability of The Sains Car Club comes from the sale of Legacy Sponsorships (larger businesses), Trophy Sponsorships (smaller businesses) and participant entry fees from The Cruz.

v. If the Saints Car Club (for the purposes of The Cruz) only receives part of the requested funding, the event would still take place. HOWEVER, there would be a significant reduction in the charitable donations given to such organizations as SK Helpline, Backpacks for Kids, SK Family Kitchen, Toys for Tots and Friends of the Library.

## Reporting Requirements

2026 ESTIMATED Attendance Information

| | Projected | Methodology* |
|---|---|---|
| Overall attendance: | 15,000 | Grid method per hour of the event |
| Notes: Previous tracking years of attendance | | |
| Attendees travelling: | | |
| 50 miles or more: | 500 | Postcards to registrants |
| Out of State or Country: | | |

| | | |
|---|---|---|
| | 200 | Postcards to registrants in Canada, Oregon, Idaho, California |

Notes:
Previous tracking years of attendance

Attendees staying overnight:

| | | |
|---|---|---|
| In Paid accommodations: | 100 | Verbally |
| In Unpaid accommodations: | 20 | Verbally |

Notes:
Previous tracking years of attendance

Paid lodging nights:

| | |
|---|---|
| 1-2 | Verbally and Registration |

Notes:
Previous tracking years of attendance

iv: Revenue expected to be generated by The Cruz Car Show

$10,000 Registration fees $14,300

Sponsorships

Budget 2026

Expenses

Operation

| | |
|---|---|
| Wagte Management Carbage | $199 |
| Alexander's Golf Carts** | $1,012 |

| | |
|---|---|
| Bremerton Kitsap Airporter** | $994 |
| Permit | $75 |
| Honey Buckets | $3,067 |
| DJ/Sound System | $518 |
| Liability Insurance | $2,685 |
| Total | $8,553 |

Marketing

| | |
|---|---|
| Sound Publishing/Kitsap Sun | $3,843 |
| Flyers/Posters/Postcards | $2,963 |
| Postage | $296 |
| Total | $7,100 |

Supplies

| | |
|---|---|
| Awards | $6,215 |
| Radio Rentals | $1 ,200 |
| Safety | $175 |
| Foo/lce/Supplies | $770 |
| Total | $8,360 |

Reserve

| | |
|---|---|
| CD | $5,000 |
| Savings | $0.00 |
| Total | $5,000 |

Scholarship Program

| | |
|---|---|
| High School Student | $1 ,500 |
| Charitable Contributions | $5,000 |
| Total | $6,500 |

Grand Total of Expenses $35,513 (Reserve not included)

Revenue

| | |
|---|---|
| Sponsorship | $14,300 |
| Registration Fee | $10,000 |
| Donations | $0.00 |
| Total | **$24,300*** ** |

TOP 3 FUNDING PRIORITIES:

Kitsap Helpline

Backpacks for Kids

SK Family Kitchen

TOURISM RELATED EXPENSES (Noted**above****

REVENUE SUPPORTING TOUIST ACTIVITIES (Noted**above****

Examples of Marketing INCLUDED above in 2026 Budget

25w 9/9

ADVERTISING STATEMENT & INVOICE

SOUND

PUBLISHING INC

PO Box 930

Everett. WA 98206-0930

| BILLING PERIOD | ADVERTISER/CUENT NAME |
|---|---|
| 08/01/25 08/31/25 | SAINTS CAR CLUB |

| ACCOUNT NAME AND ACMESS | INVOICE | TERMS OF PAYMENT | PAGE # |
|---|---|---|---|
| | 8176951 | Net 30 days | 1 of 1 |

| ACCOUNT NUMBER | BILLING DATE | ADVERTISER'CLIENT # |
|---|---|---|
| 80441685 | 08/31/25 | |

314

•108307 ROGER
JENSEN SAINTS
CAR CLUB
PO BOX 1632
PORT ORCHARD, WA 98366-0158

For billing inquiries please call 1-800-485-4920 For questions regarding rates, sizes or ad charges, please call your sales representative

| DATE | DESCRIPTION - OTHER COMMENTS/CHARGES | SAU BILLED UNITS | TIMES Rin RATE | NET AMOUNT |
|---|---|---|---|---|

| | | | |
|---|---|---|---|
| 07/31 | | BALANCE FORWARD | 290.00 |
| 08/15 | 2555 | 8174936 | -290.00 |

PUBLICATION :PORT ORCHARD INDEPENDENT -- standar

AD CLASS:Retail Di splay

| | | | | | | |
|---|---|---|---|---|---|---|
| 08/22 | 2825121 | Thank you Jensen<br>PAGE: A 5 General | 1 | 300. oo | pc2776972 | 301 Roger |
| 08/22 | 2825122 | Awards x Jensen<br>PAGE: A 3 General | 1 | 600.00 | pc2776970 | 601 Roger |

3 color o. 00

Ad Class Totals: $900.00 90.000 Inch

Publication Total s:$900.00

| WE | 30 | 60 | OVER 90 DAYS | TOTAL AMOUNT DOE |
|---|---|---|---|---|
| CURRENT NET AMOUNT | OAFS | DAYS | | |
| $900.00 | $0.00 | $0.00 | $0.00 | $900.00 |

A FINANCE CHARGE OF WHICH IS AN ANNUAL LATE OF BE ADDED ACCOUNTS OVER 30

THE INVOICE'STATEMENT SHALL BE DEEMED CORRECT UNLESS ADVISED IN WRITING WITHIN 30 DAYS OF THE BILLING DATE

Invoice 97092

Date: 05/16/25

Success By ReGÉ

My Printing Services .com
(O) 360.876.5350 • (F) 360.876.5615
3480 SE Bethel RD, Suite 190
Port Orchard, WA 98366
Sales@MyPrintingServices.com

Gig Harbor CHAMBER of Commerce
BREMERTON chamber of commerce
RNI

Roger Jensen
Saine Car Club
PO Box 1632

Port Orchard, WA 98366

SHIP TO.

Saints
Car
Club PO Box
1632
Port Orchard. WA 98366
Pickup 41302025

| AcctNo | Ordered By | | Fax | P.O. No | Prepared By Sales Rep |
|---|---|---|---|---|---|
| 928 | Roger Jersen | 981-1339 | | | Abplanalv |

| Quantity | Description | Unit Price |
|---|---|---|
| 1 | Graphic Design | |
| 200 | Poc&ß | |
| 1,000 | Flyers | |
| | Large Posters 24 x 36 | 270000.001M270.00 |
| | | 1000.00%200.00 |
| | | 425.001M425.00 |
| | | 36.66ÜEa 110.00 |

#2536
5/19/25

| Terms | Subtotal | | Shipping | Posuge | Tax | Toul | | BALANCE |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Net 10th of Month | 1,005.00 | | 0.00 | 0.00 | 93.47 | 1,098.47 | 0.00 | 1,098.47 |

Services ·3-4æ SE Road, sue 180 pat rchard WA 98366 - (360) 876-5350

# LocaliQ

Washington

GANNETT

| ACCOUNT NAME | ACCOUNT # | INV DATE |
|---|---|---|
| Saints car Club/The cruz | 971736 | 08/31/25 |

| INVOICE # | INVOICE PERIOD | CURRENT INVOICE TOTAL |
|---|---|---|
| 0007262441 | Aug 1-Aug 31, 2025 | $2,300.01 |

| PREPAY (Memo Info) | UNAPPLIED (included in amt due) | TOTAL CASH AMT DUE* |
|---|---|---|
| $0.00 | $0.00 | $2300.01 |

BILLING ACCOUNT NAME AND ADDRESS

Saints Car Club/The Cruz
Roger Jensen
Po Box 1632
Port Orchard, WA 98366-0158

PAYMENT DUE DATE: SEPTEMBER 30, 2025

Entity: Gannett Media Corp.
Terms and Past due accounts are subject to interest at tie rate of 18% per annum or the rnaximum legal rate (whichever is less). Advertiser clairns for a credit røated to rates incryrectty invoiced or paid must be submitted in to Publisher within 30 days of invoice date or the daim be . Any credit towards future advertising must be used within 30 days of issuance or the credit wn be fMeited-

All tunas in US aouars.

BILLING INQUIRIES'ADDRESS CHANGES 1-877-736-7608 or local@ccegannettcom

FEDERAL ID 47-2390983

Save A Tree! Gannett is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to https://gcil.my.site.com/financialservicesportal/s/.

| Date | Description | Amount |
|---|---|---|
| 8/1/25 | Balance Forward | $353.19 |
| 8/20/25 | PAYMENT - THANK YOU | -$353.19 |

***Digital Advertising:***

| Invoice Period | Product/Placement Targeting | Description | PO Number | Campaign Dates | Impressions | Gross Amount | Net Amount |
|---|---|---|---|---|---|---|---|
| AUG | Digital Display USA Today Network | Thank you - Print/Digital | | 8/1/25-8/10/25 | 17,857 | | $250.00 |

***Print Advertising:***

| Start-End Date | Product | Description | PO Number | Run Dates | Ad Size | Rate | Gross Amount | Net Amount |
|---|---|---|---|---|---|---|---|---|
| 8/3/25-8/15/25 | BKS Kitsap Sun | Thank you - Print/Digital | | 8/3, 8/8, 8/15 | 1/4 Page | Fixed Price | | $1,200.00 |
| 8/17/25-8/17/25 | BKS Kitsap Sun | Thank you - Print/Digital | | 8/17 | 1/2 Page H | Fixed Price | | $800.01 |

***Miscellaneous:***

| Start-End Date | Product | Description | Net Amount |
|---|---|---|---|
| 8/31/25 | Ad Processing Fee | Creative Processing Fee | $50.00 |

#2562
9/6/25

ET92TTOOOE200Thh292L00000000000009ELtLbOOOO

| | | | | | | |
|---|---|---|---|---|---|---|
| aseald quatuKed au!luo pue sa3!0Al-J! pauew-a dn uß!S 01 | | | | EL IZ-ZL09€ ZV 'queoqd<br>PO Box 52173<br>O!leoon um6u!usem ueuueo<br>REMITTANCE ADDRESS (include Account# & Invoice# on check) | | |
| 8CL6t'ZS<br>2na ILuayo WIOI | 809L-9€L-LL8-L<br>:TIV) 2SV2U 2NOHd AVd OX | | | | | |
| LOTOC'ZC<br>ana HSV2 waox | oo•og<br>SIN3NAVd aanddYNn | oo•oc<br>ana ISVd +0ZT | oo•oc<br>•na ISVd swa 06 | oo•oc<br>ana ISVd 09 | 00'0$<br>ana ISVd s,wa OE | vo•ooc'Z$<br>ana LNauur1) |
| atVd INnowv | wtZ9ZLOOO<br>838wnN DIOANI | | 9tLLL6<br>838wnN INnonv | | zruo euoqnto sw!es<br>3WVN iNnooov | |

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

| | |
|---|---|
| Total Cash Amount Due | $2,300.01 |
| Service Fee 3.99% | $91.77 |
| -Cash/Check/ACH Discount | -$91.77 |
| -Payment Amount by Cash/Check/ACH | $2,300.01 |
| Payment Amount by Credit Card | $2,391.78 |

| | | | | |
|---|---|---|---|---|
| gz/Lt,'80<br>ANI | -L<br>SZOZ<br>aotuäd | 838wnN XNnonv | zruo equqnto 20 SW!es<br>•3RVN INn02)V | D!1eoo |

GANNETT
Washington
Local

SOUTHARD BECKHAM
PLLC 691 BETHEL
AVE
PORT ORCHARD, WA 98366
360-8764491

January 9, 2025

SAINTS CAR CLUB
PO BOX 1632
PORT ORCHARD, WA 98366

Dear Client:

Your 2024 Electronic Notice (e-Postcard) for Tax-Exempt Organizations will be electronically filed with the Internal Revenue Service. No tax is payable with the filing of this return.

Please be sure to call us if you have any questions.

Sincerely,

TODD EGGERS CPA

Form 990-N

# Electronic Notice (e-Postcard) for Tax-Exempt Organization Not Required to File Form 990 or 990-EZ

Electronic Filing Only — Do Not Mail

2024

For the 2024 calendar year, or tax year beginning I/ 01 , 2024, ending 12/31 2024

Check if applicable
Termination

Organization name and address
SAINTS CAR CLUB
PO BOX 1632
PORT ORCHARD, WA 98366

Employer identification number
91-2045967

Telephone Number
360-981-1339

Other names the organization uses

Website:>

**Check >** [X] if the organization's gross receipts are normally not more than $50,000 ($5,000 for a 509(a)(3) supporting organization)

| Principal Officer Information | Name | MARK FESSENDEN |
|---|---|---|
| | Address | PO BOX 1632<br>PORT ORCHARD, WA 98366 |

Form 990-N, also known as the e-Postcard, must be filed electronically with the Internal Revenue Service. There will be no paper form accepted by the Internal Revenue Service.

DO Not mail this form to the Internal Revenue Service.

TEEL0801L 12/19/24

FORMS NEEDED FOR THIS RETURN

FEDERAL: 990-N

CARRYOVERS TO 2025

NONE

GROSS RECEIPTS TEST FOR FORM 990-N REQUIREMENT

| | |
|---|---|
| 2022 GROSS RECEIPTS | 31, 760. |
| GROSS RECEIPTS | 38,585. |
| 2024 GROSS RECEIPTS | 38, 360. |
| AVERAGE GROSS RECEIPTS. | 36 235. |
| HAS THE ORGANIZATION MET THE GROSS RECEIPTS TEST | YES |

AN ORGANIZATION'S GROSS RECEIPTS NORMALLY ARE CONSIDERED TO BE $50,000 OR LESS IF THE ORGANIZATION IS:

1. UP TO A YEAR OLD AND HAS RECEIVED, OR DONORS HAVE PLEDGED TO GIVE, $75, 000 OR LESS DURING THE FIRST TAX YEAR;

2. MORE THAN 1 YEAR OLD AND LESS THAN 3 YEARS OLD AND AVERAGED $60, 000 OR LESS IN GROSS RECEIPTS DURING EACH OF ITS FIRST 2 YEARS; OR

3. THREE YEARS OLD OR MORE AND AVERAGED $50, 000 OR LESS IN GROSS RECEIPTS FOR THE IMMEDIATELY PRECEDING 3 TAX YEARS (INCLUDING THE YEAR IN WHICH THE RETURN WOULD BE FILED) .

# 2026 Lodging Tax Application Coversheet

**Organization Name:** Port Orchard Waterfront Alliance

Month/Timeframe of Event or Operations 2026 year

**Event/Activity** (check/complete all that apply)

☐ Tourism Promotion

☐ Operations (Event/Festival Title)

☐ Operations (Facility, Staffing, Other)

**Amount of Request $** $31,729.00

**Presenter & Title** Samantha Smith, President

**Phone** 360-271-0137

**Email** sam@josephinesmerc.com

# 2026 Lodging Tax Application
# Applicant Acknowledgement

***Applicants accept the following conditions:***

***Application Deadline – Monday, December 1, 2025, by 2PM***
***Applications will be accepted by e-mail at mailto:cityclerk@portorchardwa.gov***
cityclerk@portorchardwa.go

- ***Late and incomplete applications will not be accepted***

- ***Responses to be limited to 3 pages, plus required attachment***

- ***2026 allocations will be weighed on activities and/or marketing for FIFA World Cup visitors.***

- ***Successful, eligible applicants may be contacted to schedule an interview with the Lodging Tax Advisory Committee – Please note date scheduled is December 4th or 5th- Date to be announced soon.***

*If funded, the individual who has the authority to sign contracts and provide documents to the City of Port Orchard is requested to sign below; and to also acknowledge your responsibility to notify (enter who to notify and how) of any changes to your organization's contact information.*

**Point of Contact** Samantha Smith

**Title** POWA President

**Signature** Samantha Smith (Dec 4, 2025 21:58:44 PST) 12/04/2025

**Phone** 360-271-0137

**Email** sam@josephinesmerc.com

# LT Final 2026 Application - Full Packet Fillable

Final Audit Report 2025-12-05

| | |
|---|---|
| Created: | 2025-12-05 |
| By: | Melanie Winnett (createitwoodworks@gmail.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAb0teBfQHJ1UHZU9J9nFK91JHYjDbCh1C |

## "LT Final 2026 Application - Full Packet Fillable" History

Document created by Melanie Winnett (createitwoodworks@gmail.com)
2025-12-05 - 4:06:41 AM GMT

Document emailed to sam@josephinesmerc.com for signature
2025-12-05 - 4:06:48 AM GMT

Email viewed by sam@josephinesmerc.com
2025-12-05 - 5:58:14 AM GMT

Signer sam@josephinesmerc.com entered name at signing as Samantha Smith
2025-12-05 - 5:58:42 AM GMT

Document e-signed by Samantha Smith (sam@josephinesmerc.com)
Signature Date: 2025-12-05 - 5:58:44 AM GMT - Time Source: server

Agreement completed.
2025-12-05 - 5:58:44 AM GMT

Adobe Acrobat Sign

MARKETING PLAN: Explain Plan to promote tourism in Port Orchard. Specify audience.

The Port Orchard Waterfront Alliance continues to be a supporting force for our local business community for over 20 years. We are local citizens, merchants, building owners, and civic leaders. Our mission is to support our local business community with events, opportunities, tourism marketing, and championing incredible experiences for visitors. In 2025, the re-branded of our website and marketing materials to Port Orchard Waterfront has been a smooth transition. *We use both in this application, and attached marketing samples.*

Our Marketing Plan continues to focus on reaching a diverse population from local citizens and families to travelers and tourists, including outreach to the Greater Pacific Northwest. While FIFA will be held in Seattle in 2026; our marketing plan still has us in a great position to continue our reach to capture newcomers to visit our community which is a ferry ride away from this international sporting event. This regional focus for outreach creates awareness of Port Orchard as a destination, for shopping, dining, and recreation. Our draw is our unique waterfront, maritime history and for 2026 our very own POFC; we believe will even draw visitors to our community. Our audience is EVERYONE as we believe everyone will connect with one aspect or another–from our beautiful scenery, outdoor activities, shops and eateries, to our unique history and culture. Our small town has infinite charm and much to offer every guest. We found this last year our continued fine tuning of our demographics, and outreach depending on the event or experience, inviting a diverse population to come to Port Orchard for a few hours, days, or weeks.

In 2025, the Marketing Committee that had pivoted our organization from paper advertising and expanded our outreach with increased digital presence, utilizing social media ads for our main tourism and event marketing strategy was a move in the right direction. As we saw increase with interactions from our social media sites, website, and in person conversations word of mouth.

We continued into 2025 consistently spread our message throughout surrounding areas like Eastern Washington, Boise, Portland, and Bellingham for general tourism marketing and large events. We invite visitors from Port Angeles to Snoqualmie for our events intended for a more local audience. We use rotating ads for Port Orchard tourism that sends visitors to both our website and on social media.

We're proud to share that our efforts to become part of a Main Street city are moving forward. With increased marketing and growing attendance at our events, we're ready to take the next step. POWA have begun the process in looking to hire a **part-time Events Coordinator** to help us expand our outreach, enhance visitor experiences, and continue bringing vibrant events to our community. This role will be key in, Coordinating and promoting community events. Strengthening partnerships with local businesses and organizations. Helping us attract even more visitors to enjoy all that our community has to offer.

ii. How our marketing plan generates "heads in beds" and/or draws visitors from 50+ miles

Port Orchard has seen much needed positivity this last year, as it has continued to provide encouraging tourism messaging for some time now. In 2025, our marketing team upheld our plan and kept the narrative elevated by continuing highly visual, bright, colorful imagery, video, and design elements that draw potential visitors into the beauty all around us in our downtown community. This last year we have continued to upkeep our freshly updated website that has provided visual assets so that visitors and guests were able to learn what it feels like, smells like, looks like, to experience the Port Orchard waterfront. Our website has robust SEO, and is frequently one of the top searches of Port Orchard keywords. Annually we continue to see over 50k+ visitors to our web pages which increased this last year in 2025 by 48% as well as our views have increased with each event 200% to over 225k per month via our socials. Visitor social engagement on these events have significantly increased as well in the last 90 days by 240K. On our socials we speak to the beauty of our downtown areas, and showcase the best our community has to offer. We also host events that share the stories like our unique maritime heritage, and the unique floating museum–our historic Carlisle II still carrying passengers across the

Inlet. We illustrate what it feels like to enjoy a summer evening at the night market watching the sun set over the Olympic mountains. We believe that Port Orchard is an incredibly wonderful place to visit, and live. We meet people who share this sentiment, we know we will generate more visits and overnights by consistently telling these stories, and expanding our reach beyond the boundaries of Kitsap with our marketing strategies.

iii. What percent of your budget is marketing? What percentage of your request is marketing?

Marketing is 25% of our association's total 2026 estimated budget.
In this request, Marketing represents 32% of our LTAC ask, and 30% of our LTAC total budget.

Summary of marketing types, and total amount spent for each type

The Port Orchard Bay Street Association uses these types of marketing.

| MARKETING TYPE | Projected 2026 |
|---|---|
| Social Media Marketing | $2706.. |
| Publication Advertising | $ 1244. |
| Static Advertising: Banners, Aboards, Yard Signs, Reader Boards | $ 2335. |
| Print Marketing: postcards, posters, flyers | $ 7444. |
| Digital & Email Marketing Campaigns | $18,000. |
| TOTAL | $31,729 |

FINANCIAL STATUS: funding through other sources / and other funding in the future?

We continue to apply for additional funding opportunities whenever possible. Each year we submit an application to Kitsap Bank's Community Connections. Unfortunately this year we were declined this funding so we are currently looking for funding to replace this lost opportunity. POWA works continually to collaborate with Community Partners. In 2024, we created a tiered approach to Sponsorship levels for events so that more organizations, and local merchants can contribute and are continuing this approach for 2026.

ii.Collaboration with other organizations on tourism. How / What / Is there Duplication?

The Port Orchard Waterfront Alliance serves as a hub for community collaboration for events and tourism. Everything we do focuses on collaborating with merchants, and organizations, to create a coalition with our community partners, to host great events and promote tourism to downtown Port Orchard.

We meet regularly to discuss events, and what portion of each event an individual organization is responsible for. Examples include:

- In 2025, after our request the SK Chamber returned the Seagull Calling Contest, as part of our Mosquito Fleet Fest.
- Holiday on the Bay is made up entirely of supporting organizations including: Port of Bremerton, Fathoms of Fun; SK Chamber of Commerce, Soroptimists; Rotary; and local business partners like Town Square Mall, and Kitsap Bank, West Bay Auto, to name a few.
- Love Kitsap - we collaborate frequently with one of our local tourism organizations to create evergreen waterfront content, such as event guides, visitor guides and features of local storefront owners. County funds are used to spotlight some of the best experiences, events and locations.

As for duplication, each organization may do their individual marketing separately, which compliments and enhances total outreach for events–and does not duplicate efforts. We have excellent relationships in the community, and communicate well with multiple organizations.

iii. Sole marketing and considering opportunities for collaboration?

Yes, we do sole marketing, and we regularly collaborate with local organizations and businesses. For example:

- In 2025, Ladies Night Out was organized by POWA, and we included Soroptimists, who held a Women's Walk to kick off our event. We also sold bags at this event that advertise Port Orchard, and donated proceeds back to Soroptimists.
- Mosquito Fleet Fest, Included the Port Orchard Farmers Market, The Port of Bremerton, Fathoms of Fun, and The SK Chamber.
- We continue to work closely with organizations to promote Port Orchard, and tourism opportunities to a broader audience.

Iv. What is your organization doing to become financially sustainable?

The Port Orchard Waterfront Alliance has been financially stable and sustainable for over 20 years. Our revenues are comprised of membership renewals, sponsorship funding, grant applications, and LTAC funding for events, and tourism marketing.

v. If you received part of your requested funding, would your program or event be possible?

Yes. Our business organization is geared toward both hosting events, and fundraising. We would pivot, and do what we need to either reduce the scope of an event, do fewer events, and work to raise additional funds needed from our Community Partners, or apply for additional funding from other sources. We had to pivot this year with Mosquito Fleet Fest as the Carlisle 2 day rental doubled and we were able to raise some of those funds by selling tickets and offer advertising on the back of the tickets to a handful of local businesses.

c) REPORTING REQUIREMENTS (2025): i. How many visitors will your events bring to Port Orchard?

As we all know, it's impossible to answer these questions accurately without paying for a data collection service. Has the city discussed utilizing such a service? POWA is still on board to fully support and participate in the research and data gathering regarding tourism, and the effect on all of our events.

We believe that our reach with events like Ladies Night Out, Mosquito Fleet Festival, Port Orchard Night Market, Holiday on the Bay. Between these and other events we believe it has increased by a couple thousand visitors this last year bringing the yearly total on average attendance of over 12,000 guests event with the construction that led to less parking availability.

ii. How many visitors will travel to Port Orchard and stay overnight?

With FIFA here in 2026 we estimate that an increase of visitors of 950 will visit for the day of an event, and 350 overnight stays are from 50+ miles away.

iii. How many visitors will travel 50 miles + / stay overnight? From what States and/or Countries

We estimate that 950 will visit for the day or event, and 350 overnight stays are from 50+ miles away.
Website visitors are from Switzerland, Canada, Germany, India, United Kingdom, Russia, and Brazil. We often have had conversations at events with travelers ranging from Tennessee, Alaska, California, Hawaii, Oregon, Idaho, and Montana. With FIFA just a ferry ride away we feel there will be an increase in visiting our city.

iv. What revenue is expected to be generated by your program or event(s)?

$39,917.13 is our Projected Revenue for our 2026 events

v. Please explain your methodology for collecting and/or estimating tourist data.

We extrapolate data from a variety of sources. We collect zip codes at events, and forms on our website. We have analytics from Website Visitors, and Social Media. When we advertise in a publication we review their ad range. State Transportation data states that our State Highway has 15,000-18000 cars each day. Other data sources include Port of Bremerton Marina Statistics, Kitsap Transit Numbers, Local Chamber's of Commerce, and regional hotel and Air BnB stay trends.

| LTAC 2026 Marketing Budget | From 2026 budget w/ added 20% |
|---|---|
| MARKETING TYPE | ANNUAL EXPENSE |
| Social Media Marketing: Facebook / Instagram Marketing, etc | 4199.6 |
| Publication Advertising: Sound Publishing; Macaroni Kids; Art Access; ? any others) | $1,300.00 |
| Static Advertising: Banners, Aboards, Yard Signs, Community Reader Boards | $5,332.29 |
| Print Marketing: postcards, posters/flyers | $3,383.90 |
| Digital & Email Marketing Campaigns | $16,980.00 |
| TOTAL | $31,195.79 |
| | |
| PERMITS | 533 |
| | $31,728.79 |

# 2026 Lodging Tax Application Checklist

**Submittal Checklist**

Application Transmittal

☑ Checklist

☑ Applicant Acknowledgement

Submitted by **Monday, December 1, 2025 by 2PM**
extend to 12/5/25

**Responses*:**

☐ Marketing Plan

☐ Financial Status

☐ Reporting Requirements

***Does not exceed 3 pages***

**Attachments:**

☑ Total LTAC Budget

☑ Up to 5 Examples of Marketing

☐ 2025 Year-To-Date Income Statement

☐ 2025 Year-To-Date Balance Sheet

☐ 2024 Income Statement

☐ 2024 Balance Sheet

☐ Most Recent Tax Return or Financial Statement from an independent source

| 2025 | QTY | BUDGET | ACTUAL |
|---|---|---|---|
| Membership - renewal | | $7,830.00 | $6,930.00 |
| Membership - new | | | $1,620.00 |
| Membership - terminated/non-renewing | | -$2,000.00 | -$540.00 |
| Sponsorships | | $21,810.34 | $23,790.00 |
| Lodging Tax (exchange - cost based reimbursement) | | $34,722.20 | $24,863.25 |
| In Kind - City of Port Orchard | | $5,495.00 | $0.00 |
| In Kind Other | | $3,754.15 | $500.00 |
| Vendor Fees | | $22,330.00 | $23,035.00 |
| Vendor Refunds (contra account) | | -$3,181.39 | -$1,245.00 |
| Sales - [Bags] and sail story ticket sales | | $1,500.00 | $4,432.22 |
| Raffles | | $600.00 | $126.00 |
| Total Income | | $92,860.30 | $83,511.47 |

| EXPENSE CATEGORY | QTY | BUDGET | ACTUAL |
|---|---|---|---|
| ADVERTISING / MARKETING | | | |
| Digital Marketing | | | |
| Email | | $564.00 | $0.00 |
| Gleam | | $0.00 | |
| Google? | | $0.00 | |
| Macaroni Kids | | $453.75 | $0.00 |
| Social Ads | | $3,740.00 | $2,255.15 |
| Website | | $441.11 | $244.94 |
| Print Marketing | | | |
| Aboards + Inserts: 24x36 | | $2,112.00 | $448.01 |
| Banners: 3x8, 4x10, Pop Ups, Burgee | | $1,989.43 | $774.22 |
| Billboard: Polaris, Port, Outfront Media | | $165.00 | $150.00 |
| Bookmarks | | $0.00 | $0.00 |
| Brochure | | $80.55 | $0.00 |
| Business Cards | | $45.00 | $0.00 |
| Clothing | | $950.00 | $0.00 |
| Design Fees | | $3,316.28 | $800.00 |
| Instructions | | $116.61 | $0.00 |
| Flyers | | $215.00 | $0.00 |
| Lanyards | | $0.00 | $0.00 |
| Magazine Ads: McCormick Woods, Discover Kitsap, Chamber | | $750.00 | $1,036.74 |
| Printing* | | $327.50 | $1,002.26 |
| Posters: 11x17, 8x10 | | $43.29 | $345.96 |
| Postcards | | $1,395.61 | $2,400.74 |
| Print marketing | | $3,760.94 | $107.07 |
| Stickers | | $75.00 | $0.00 |
| Walking Maps | | $1,902.04 | $1,716.01 |

| | QTY | BUDGET | ACTUAL |
|---|---|---|---|
| Window Clings | | $150.00 | $0.00 |
| Yard Signs | | $499.00 | $574.66 |
| **Bank Fees** | | | |
| ACH / Bank Fees | | $106.00 | $747.41 |
| Square | | $119.47 | $95.90 |
| Stripe | | $1,211.43 | $0.00 |
| Paypal | | $0.00 | $0.00 |
| **Dues + Subscriptions** | | | |
| Chamber Membership | | $159.00 | $198.00 |
| Chamber Lunches | | $10.00 | $0.00 |
| **Equipment + Rentals** | | | |
| Portapotties | | $4,200.00 | $1,535.00 |
| Garbage | | $307.83 | $0.00 |
| Sound and Stage | | $12,618.15 | $16,952.09 |
| Tables + Chairs | | $6,534.45 | $2,841.80 |
| Barricades - Parking | | $252.25 | $950.20 |
| Wifi Hot Spots | | $600.00 | $0.00 |
| Storage Rental - truck rental | | $0.00 | $192.41 |
| **Food** | | | |
| Caterer | | $300.00 | $605.21 |
| Meeting Snacks | | $234.55 | $962.49 |
| **Insurance** | | $863.50 | $910.00 |
| **Legal Expenses (atty, cpa, etc)** | | $0.00 | |
| **Licenses** | | $0.00 | |
| Annual Report / Dept of Revenue | | $30.00 | $15.00 |
| Event Permit | | $230.00 | $193.30 |
| Liquor License | | $0.00 | $0.00 |
| WA State Registration | | $0.00 | $20.00 |
| **Maintainance + Repairs** | | $0.00 | |
| Disposal of Trees | | $75.00 | |
| **Office Expenses (cleaning products, paper, ink,etc)** | | $50.00 | $0.00 |
| **Miscellaneous** | | $540.00 | |
| Donation to Non Profit | | $1,500.00 | $1,132.00 |
| Water, food community clean up day | | $180.00 | $0.00 |
| **Utilities (phone, internet, trash, etc)** | | $0.00 | |
| Post Office Box | | $282.00 | $296.00 |
| **Postage + Shipping** | | $150.00 | $0.00 |
| **Printing** | | $0.00 | |
| Agendas | | $0.00 | $0.00 |

| | QTY | BUDGET | ACTUAL |
|---|---|---|---|
| Board Handbook | | $0.00 | $0.00 |
| Certificates | | $0.00 | $0.00 |
| Family Friendly: Scavenger Hunts, Coloring Sheets, etc | | $672.69 | $263.38 |
| Instructions | | $48.00 | $0.00 |
| Membership Handbook | | $150.00 | $0.00 |
| Passports | | $250.00 | $139.42 |
| Registration / Bingo Cards | | $0.00 | $0.00 |
| Trainings | | $0.00 | $0.00 |
| Voting Cards, Ballots, Raffle Tickets | | $320.68 | $0.00 |
| Professional Fees (Security, Contractor, etc) | | $0.00 | |
| Author | | $0.00 | $0.00 |
| Bands / Musician-moderator | | $2,800.00 | $3,175.00 |
| Boat Rental / Captain | | $2,500.00 | $7,217.88 |
| Certified Flagger/Traffic Plan | | $0.00 | $0.00 |
| Contracted Services (Event Coordinator, garbage team, etc) | | $5,445.00 | $6,100.00 |
| Dance Party DJ | | $500.00 | $0.00 |
| Event Planner | | $0.00 | $0.00 |
| Manual Labor: Garbage Helpers, etc | | $550.00 | $950.00 |
| Narrator | | $385.00 | $500.00 |
| Santa | | $350.00 | $0.00 |
| Security | | $450.00 | $0.00 |
| Shuttle Services | | $620.00 | $0.00 |
| Speaker | | $0.00 | $0.00 |
| Towing (relocation services) | | $900.00 | $137.42 |
| Software (quicken, subscriptions, etc) | | $0.00 | |
| Quicken | | $60.00 | $0.00 |
| Zoom | | $0.00 | $182.23 |
| Go Daddy | | $0.00 | $111.62 |
| Supplies | | $0.00 | |
| Bags | | $1,270.55 | $1,121.85 |
| Candy | | $2,750.00 | $1,489.02 |
| Cards: Thank you, Congrats, | | $260.00 | $151.55 |
| Cleaning Supplies: Garbage Bags, etc | | $300.00 | $67.10 |
| Costume: Sasquatch, Waldo, etc | | $250.00 | $0.00 |
| Cups, 16-oz paper hot cups | | $50.00 | $0.00 |
| Decorations: Photobooth, Tablecloths, | | $215.00 | $96.27 |
| Dirt | | $0.00 | $0.00 |
| File Folders | | $48.00 | $0.00 |
| Flowers | | $432.00 | $213.06 |
| Flatware / Cups | | $26.00 | $0.00 |
| Gift Certificates/Drawings/Givebacks | | $4,050.00 | $837.22 |
| Holiday: Pumpkins, Trees, Hay Bales | | $250.00 | $0.00 |

| | QTY | BUDGET | ACTUAL |
|---|---|---|---|
| Lights | | $2,500.00 | $0.00 |
| Miscellaneous | | $1,760.00 | $1,178.94 |
| Passport Stamps | | $32.00 | $56.06 |
| Planters | | $300.00 | $2,292.01 |
| Raffle Tickets | | $0.00 | $0.00 |
| Silverware | | $0.00 | $0.00 |
| Security Supplies: Caution Tape, Lock+Chain, Traffic Cones | | $432.00 | $100.44 |
| Snow Machine | | $1,150.00 | $416.33 |
| Storage Bins | | $1,804.00 | $58.47 |
| Tent | | $1,950.00 | $983.70 |
| Trees | | $1,920.00 | $0.00 |
| Trophies: Ribbons, Awards, Certificates | | $414.00 | $98.38 |
| Travel | | $0.00 | |
| Hotel + Lodging | | $645.00 | $0.00 |
| Gas | | $0.00 | $0.00 |
| | | | |
| Total Expenses | | $92,455.66 | $67,439.93 |
| Net Income | | $404.64 | $16,071.54 |

| | 2025 budgeted | 2025Actual |
|---|---|---|
| Membership - renewal | $7,830.00 | $6,930.00 |
| Membership - new | | $1,620.00 |
| Membership - terminated/non-re | -$2,000.00 | -$540.00 |
| Sponsorships | $21,810.34 | $23,790.00 |
| Lodging Tax (exchange - cost base | $34,722.20 | $24,863.25 |
| In Kind - City of Port Orchard | $5,495.00 | $0.00 |
| In Kind Other | $3,754.15 | $500.00 |
| Vendor Fees | $22,330.00 | $23,035.00 |
| Vendor Refunds (contra account) | -$3,181.39 | -$1,245.00 |
| Sales - [Bags] and sail story ticket | $1,500.00 | $4,432.22 |
| Raffles | $600.00 | $126.00 |
| Total Income | $92,860.30 | $83,511.47 |

| Months | POWA Events |
|---|---|
| Jan | - |
| Feb | - |
| Mar | - |
| Apr/May | Ladies Night Out |
| May | Mosquito Fleet |
| Jun, Jul, Aug,Sept | Night markets |
| Oct | Ghost Hunt |
| Nov | Small Biz Sat |
| Dec | HOTB |

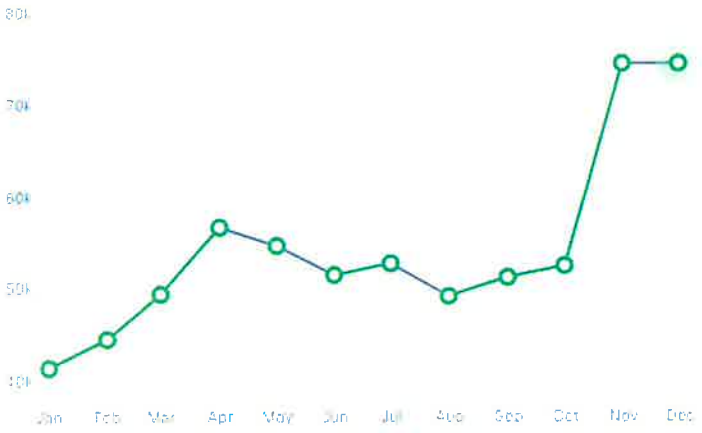
| | | |
|---|---|---|
| Total Expenses | $92,455.66 | $67,365.97 |
| Net Income | $404.60 | $16,145.50 |

Filter accounts 6M 9M 1Y

December 2025

$75,745.59

▼ $26.95 this month




**Net Worth**

| | |
|---|---|
| January 2025 | $42,600.81 |
| February 2025 | $45,932.29 |
| March 2025 | $50,713.98 |
| April 2025 | $58,002.79 |
| May 2025 | $55,057.82 |
| June 2025 | $52,799.34 |
| July 2025 | $54,066.26 |
| August 2025 | $50,501.59 |
| September 2025 | $52,525.01 |
| October 2025 | $53,780.86 |
| November 2025 | $75,772.54 |
| **December 2025** | **$75,745.59** |

View Assets & Liabilities

Balance Sheet - As of 12/01/25

(cash basis)

| Account | 12/1/2025 balance |
|---|---|
| **Assets** | |
| **Cash and Bank Accounts** | |
| Kitsap Bank | 75,745.59 |
| **TOTAL Cash and Bank Accounts** | **75,745.59** |
| Other Assets | |
| Accounts Receivable | 23,790.00 |
| Total Assets | 27, 092.34 |
| Liabilities & Equity | |
| Liabilities | |
| Credit Cards | |
| Total Credit Cards | 0.00 |
| Equity | 27,092.34 |
| Total Liabilities and Equity | 27,092.34 |

# Balance Sheet - As of 12/31/2024

(Cash Basis)

| Account | 12/31/2024 Balance |
|---|---|
| **ASSETS** | |
| **Cash and Bank Accounts** | |
| KitsapBank | 20,660.38 |
| **TOTAL Cash and Bank Accounts** | **20,660.38** |
| **Other Assets** | |
| Accounts Receivable | -18,397.26 |
| **TOTAL Other Assets** | **-18,397.26** |
| **TOTAL ASSETS** | **2,263.12** |
| **LIABILITIES & EQUITY** | |
| **LIABILITIES** | |
| **Credit Cards** | |
| **TOTAL Credit Cards** | **0.00** |
| **Other Liabilities** | |
| Deferred Revenue | 329.06 |
| **TOTAL Other Liabilities** | **329.06** |
| **TOTAL LIABILITIES** | **329.06** |
| **EQUITY** | **1,934.06** |
| **TOTAL LIABILITIES & EQUITY** | **2,263.12** |

Accounts Receivable
10/16/2025



| Date | Num | Payee | Memo | Category | Amount | C | Balance |
|---|---|---|---|---|---|---|---|
| 7/1/2024 | LTAC1 | City Of Port Orchard | | FORM | 4,157.86 | | 4,157.86 |
| 8/15/2024 | | City Of Port Orchard - LTAC | LTAC1-2024 | [KitsapBank]/LTAC | -4,157.86 | | 0.00 |
| 9/1/2024 | 106 | G. Anderson | | FORM | 500.00 | c | 500.00 |
| 9/1/2024 | 107 | Town Square Mall | | FORM | 5,000.00 | c | 5,500.00 |
| 9/1/2024 | 105 | Tree Top | | FORM | 1,000.00 | c | 6,500.00 |
| 10/31/2024 | 101 | City Of Port Orchard | | FORM | 5,044.73 | | 11,544.73 |
| 10/31/2024 | | City of Port Orc - LTAC | LTAC2-2024 | [KitsapBank]/LTAC | -5,044.73 | | 6,500.00 |
| 12/1/2024 | 102 | City Of Port Orchard | | FORM | 9,194.67 | | 15,694.67 |
| 12/1/2024 | 103 | City Of Port Orchard | | FORM | 4,661.07 | c | 20,355.74 |
| 12/1/2024 | 104 | City Of Port Orchard | | FORM | 15,727.29 | c | 36,083.03 |
| 12/6/2024 | | City of Port Orc | LTAC3/4-2024 | [KitsapBank]/LTAC | -9,194.67 | | 26,888.36 |
| 1/30/2025 | | G. Anderson | 2024 HOTB Sponsorship | [KitsapBank] | -500.00 | c | 26,388.36 |
| 1/30/2025 | | City Of Port Orchard | 2024 LTAC | [KitsapBank] | -20,388.36 | c | 6,000.00 |
| 1/30/2025 | | Tree Top | 2024 HOTB Sponsorship | [KitsapBank] | -1,000.00 | c | 5,000.00 |
| 3/30/2025 | | Town Square Mall | 2024 HOTB Sponsorship | [KitsapBank] | -5,000.00 | c | 0.00 |

Deferred Revenue
10/16/2025



| Date | Num | Payee | Memo | Category | Amount | C | Balance |
|---|---|---|---|---|---|---|---|
| 1/1/2023 | | Opening Balance | | [Deferred Revenue] | -682.58 | | -682.58 |
| 11/27/2024 | | Check #2036 - Fine Arts Litho | numbers for planters | [KitsapBank]/Planters | 353.52 | | -329.06 |

Deferred Revenue
10/16/2025



| Date | Num | Payee | Memo | Category | Amount | C | Balance |
|---|---|---|---|---|---|---|---|
| 11/27/2024 | | Check #2036 - Fine Arts Litho | numbers for planters | [KitsapBank]/Planters | 353.52 | | -329.06 |

# Profit and Loss Statement

1/1/2024 through 1/31/2025 (Cash Basis)

| Category | 1/1/2024-1/31/2025 |
|---|---|
| **INCOME** | |
| Uncategorized | 0.00 |
| Other Income (Business) | |
| LTAC | 38,785.62 |
| 2023 LTAC | 33,960.00 |
| TOTAL LTAC | 72,745.62 |
| Membership | 6,742.50 |
| Raffle | 498.00 |
| Registration | 16,200.00 |
| TOTAL Other Income (Business) | 96,186.12 |
| Refunds to Vendors | -6,410.31 |
| Sales (Business) | |
| Bags | 1,127.00 |
| TOTAL Sales (Business) | 1,127.00 |
| Sponsorship-Grant | 20,950.00 |
| Reimbursement | |
| Refund - Membership | -67.50 |
| TOTAL Reimbursement | -67.50 |
| Returns and Allowances | 0.00 |
| **TOTAL INCOME** | **111,785.31** |
| **EXPENSES** | |
| Uncategorized | 0.00 |
| Admin | |
| Communication | 177.06 |
| Food & Dining | 273.39 |
| Gifts & Donations | 1,132.00 |
| Insurance (Business) | 785.00 |
| Office Supplies | 626.66 |
| Postage and Delivery (Business) | 282.00 |
| Printing And Reproduction | 438.10 |
| Storage | 1,640.65 |
| Supplies (Business) | 23.75 |
| TOTAL Admin | 5,378.61 |
| Advertising (Business) | |
| Tourism Marketing | 10,868.14 |

# Profit and Loss Statement

1/1/2024 through 1/31/2025 (Cash Basis)

| Category | 1/1/2024-1/31/2025 |
|---|---|
| Website | 465.64 |
| Hosting | 244.26 |
| Internet (Business) | 104.83 |
| TOTAL Website | 814.73 |
| TOTAL Advertising (Business) | 11,682.87 |
| Event | |
| Advertising | 5,477.00 |
| Awards-Prizes | 1,484.78 |
| Event Coordinator | 6,650.00 |
| Garbage | 279.85 |
| Graphics | 2,964.80 |
| Hotel | 587.00 |
| Licenses | 50.00 |
| Printing And Reproduction | 4,018.01 |
| Rental Equipment | 8,510.70 |
| Services | 3,500.00 |
| Sound | 11,470.04 |
| Supplies | 5,472.36 |
| Supplies - resale | 1,155.34 |
| Video | 1,606.71 |
| TOTAL Event | 53,226.59 |
| Fees & Charges | |
| Bank Fee | 1,159.48 |
| Service Fee | 105.53 |
| TOTAL Fees & Charges | 1,265.01 |
| Meals & Entertainment (Business) | 155.95 |
| Misc. Expense (Business) | 159.00 |
| Taxes (Business) | |
| Licenses (Business) | 5.00 |
| TOTAL Taxes (Business) | 5.00 |
| **TOTAL EXPENSES** | **71,873.03** |
| **OVERALL TOTAL** | **39,912.28** |

# Profit and Loss Statement - Last year

1/1/2024 through 12/31/2024 (Cash Basis)

| Category | 1/1/2024-12/31/2024 |
|---|---|
| **INCOME** | |
| Uncategorized | 0.00 |
| Other Income (Business) | |
| LTAC | 18,397.26 |
| 2023 LTAC | 33,960.00 |
| TOTAL LTAC | 52,357.26 |
| Membership | 6,742.50 |
| Raffle | 498.00 |
| Registration | 16,200.00 |
| TOTAL Other Income (Business) | 75,797.76 |
| Refunds to Vendors | -6,410.31 |
| Sales (Business) | |
| Bags | 1,127.00 |
| TOTAL Sales (Business) | 1,127.00 |
| Sponsorship-Grant | 19,450.00 |
| Reimbursement | |
| Refund - Membership | -67.50 |
| TOTAL Reimbursement | -67.50 |
| Returns and Allowances | 0.00 |
| **TOTAL INCOME** | **89,896.95** |
| **EXPENSES** | |
| Uncategorized | 0.00 |
| Admin | |
| Communication | 177.06 |
| Food & Dining | 273.39 |
| Gifts & Donations | 1,132.00 |
| Insurance (Business) | 785.00 |
| Office Supplies | 626.66 |
| Postage and Delivery (Business) | 282.00 |
| Printing And Reproduction | 438.10 |
| Storage | 1,640.65 |
| Supplies (Business) | 23.75 |
| TOTAL Admin | 5,378.61 |
| Advertising (Business) | |
| Tourism Marketing | 10,868.14 |

# Profit and Loss Statement - Last year

1/1/2024 through 12/31/2024 (Cash Basis)

| Category | 1/1/2024-12/31/2024 |
|---|---|
| Website | 465.64 |
| Hosting | 244.26 |
| Internet (Business) | 104.83 |
| TOTAL Website | 814.73 |
| TOTAL Advertising (Business) | 11,682.87 |
| Event | |
| Advertising | 5,477.00 |
| Awards-Prizes | 1,484.78 |
| Event Coordinator | 6,650.00 |
| Garbage | 279.85 |
| Graphics | 2,964.80 |
| Hotel | 587.00 |
| Licenses | 50.00 |
| Printing And Reproduction | 4,018.01 |
| Rental Equipment | 8,510.70 |
| Services | 3,500.00 |
| Sound | 11,470.04 |
| Supplies | 5,472.36 |
| Supplies - resale | 1,155.34 |
| Video | 1,606.71 |
| TOTAL Event | 53,226.59 |
| Fees & Charges | |
| Bank Fee | 1,159.48 |
| Service Fee | 105.53 |
| TOTAL Fees & Charges | 1,265.01 |
| Meals & Entertainment (Business) | 155.95 |
| Misc. Expense (Business) | 159.00 |
| Taxes (Business) | |
| Licenses (Business) | 5.00 |
| TOTAL Taxes (Business) | 5.00 |
| **TOTAL EXPENSES** | **71,873.03** |
| **OVERALL TOTAL** | **18,023.92** |

**2024 EXEMPT ORG. RETURN**
PREPARED FOR:

**PORT ORCHARD BAY STREET ASSOCIATION**
702 BAY STREET
PORT ORCHARD, WA 98366

**DAWN M JAKE CPA PLLC**
**420 CLINE AVE**
**PORT ORCHARD, WA 98366**
**(360) 329-7090**

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

# Short Form
# Return of Organization Exempt From Income Tax

**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)**

**Do not enter social security numbers on this form, as it may be made public.**

**Go to *www.irs.gov/Form990EZ* for instructions and the latest information.**

OMB No. 1545-0047

**2024**

**Open to Public Inspection**

**A For the 2024 calendar year, or tax year beginning , 2024, and ending ,**

**B** Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

**C**
PORT ORCHARD BAY STREET ASSOCIATION
702 BAY STREET
PORT ORCHARD, WA 98366

**D** Employer identification number: 31-1602736

**E** Telephone number: (360) 536-8092

**F** Group Exemption Number

**G** Accounting Method: [X] Cash [ ] Accrual Other (specify):

**H** Check [X] if the organization is **not** required to attach Schedule B (Form 990).

**I Website:** N/A

**J** Tax-exempt status (check only one) – [ ] 501(c)(3) [X] 501(c) ( 6 ) (insert no.) [ ] 4947(a)(1) or [ ] 527

**K** Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other:

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ ..... $ 89,897.

## Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I ..... [X]

| | | | | | |
|---|---|---|---|---|---|
| Revenue | 1 | Contributions, gifts, grants, and similar amounts received | | 1 | 59,032. |
| | 2 | Program service revenue including government fees and contracts | | 2 | 9,790. |
| | 3 | Membership dues and assessments | | 3 | |
| | 4 | Investment income | | 4 | |
| | 5a | Gross amount from sale of assets other than inventory | 5a | | |
| | b | Less: cost or other basis and sales expenses | 5b | | |
| | c | Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a) | | 5c | |
| | 6 | Gaming and fundraising events: | | | |
| | a | Gross income from gaming (attach Schedule G if greater than $15,000) | 6a | | |
| | b | Gross income from fundraising events (not including $ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000) | 6b | | |
| | c | Less: direct expenses from gaming and fundraising | 6c | | |
| | d | Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) | | 6d | |
| | 7a | Gross sales of inventory, less returns and allowances | 7a | | |
| | b | Less: cost of goods sold | 7b | | |
| | c | Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a) | | 7c | |
| | 8 | Other revenue (describe in Schedule O) See Schedule O | | 8 | 21,075. |
| | 9 | **Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 | | 9 | 89,897. |
| Expenses | 10 | Grants and similar amounts paid (list in Schedule O) | | 10 | |
| | 11 | Benefits paid to or for members | | 11 | |
| | 12 | Salaries, other compensation, and employee benefits | | 12 | |
| | 13 | Professional fees and other payments to independent contractors | | 13 | 6,650. |
| | 14 | Occupancy, rent, utilities, and maintenance | | 14 | 1,641. |
| | 15 | Printing, publications, postage, and shipping | | 15 | 4,738. |
| | 16 | Other expenses (describe in Schedule O) See Schedule O | | 16 | 58,844. |
| | 17 | **Total expenses.** Add lines 10 through 16 | | 17 | 71,873. |
| Net Assets | 18 | Excess or (deficit) for the year (subtract line 17 from line 9) | | 18 | 18,024. |
| | 19 | Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) | | 19 | 0. |
| | 20 | Other changes in net assets or fund balances (explain in Schedule O) | | 20 | |
| | 21 | Net assets or fund balances at end of year. Combine lines 18 through 20 | | 21 | 18,024. |

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**BAA For Paperwork Reduction Act Notice, see the separate instructions.**

Form **990-EZ** (2024)

TEEA0812L 09/24/24

**Part II Balance Sheets** (see the instructions for Part II)
Check if the organization used Schedule O to respond to any question in this Part II ☐

| | | (A) Beginning of year | | (B) End of year |
|---|---|---|---|---|
| 22 | Cash, savings, and investments | | 22 | 18,024. |
| 23 | Land and buildings | | 23 | |
| 24 | Other assets (describe in Schedule O) | | 24 | |
| 25 | **Total assets** | 0. | 25 | 18,024. |
| 26 | **Total liabilities** (describe in Schedule O) | 0. | 26 | 0. |
| 27 | **Net assets or fund balances** (line 27 of column (B) **must** agree with line 21) | 0. | 27 | 18,024. |

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)
Check if the organization used Schedule O to respond to any question in this Part III ☒

What is the organization's primary exempt purpose? See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

**Expenses** (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

| | | | |
|---|---|---|---|
| 28 | ENCOURAGE A STRONG LOCAN ECONOMY & QUALITY OF LIFE AND SUPPORT COMMUNITY EVENTS.<br>(Grants $ ) If this amount includes foreign grants, check here ☐ | 28a | 18,533. |
| 29 | (Grants $ ) If this amount includes foreign grants, check here ☐ | 29a | |
| 30 | (Grants $ ) If this amount includes foreign grants, check here ☐ | 30a | |
| 31 | Other program services (describe in Schedule O)<br>(Grants $ ) If this amount includes foreign grants, check here ☐ | 31a | |
| 32 | **Total program service expenses** (add lines 28a through 31a) | 32 | 18,533. |

**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated — see the instructions for Part IV)
Check if the organization used Schedule O to respond to any question in this Part IV ☐

| (a) Name and title | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|---|---|---|---|
| SAMANTHA SMITH<br>President | 0 | 0. | 0. | 0. |
| MELANIE WINETTE<br>Treasurer | 0 | 0. | 0. | 0. |
| COREEN HAYDOCK<br>PAST PRESIDENT | 0 | 0. | 0. | 0. |
| KATHLEEN WILSON<br>PAST PRESIDENT | 0 | 0. | 0. | 0. |
| MONIKA ADAMS<br>PAST PRESIDENT | 0 | 0. | 0. | 0. |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
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**Part V Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V. ☐

| | | | Yes | No |
|---|---|---|---|---|
| 33 | Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O | 33 | | X |
| 34 | Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions | 34 | | X |
| 35a | Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? | 35a | | X |
| b | If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O | 35b | | |
| c | Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III | 35c | | X |
| 36 | Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N | 36 | | X |
| 37a | Enter amount of political expenditures, direct or indirect, as described in the instructions. 37a 0. | | | |
| b | Did the organization file **Form 1120-POL** for this year? | 37b | | X |
| 38a | Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? | 38a | | X |
| b | If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b 0. | | | |
| 39 | Section 501(c)(7) organizations. Enter: | | | |
| a | Initiation fees and capital contributions included on line 9 39a 0. | | | |
| b | Gross receipts, included on line 9, for public use of club facilities 39b 0. | | | |
| 40a | Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: N/A section 4911: 0. ; section 4912: section 4955: 0. | | | |
| b | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I | 40b | | |
| c | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955 and 4958 0. | | | |
| d | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization 0. | | | |
| e | All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T | 40e | | X |
| 41 | List the states with which a copy of this return is filed: None | | | |

42a The organization's books are in care of: MELANIE WIETTE Telephone no. (360) 536-8092
Located at: 702 BAY STREET PORT ORCHARD WA ZIP + 4 98366

| | | | Yes | No |
|---|---|---|---|---|
| b | At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: | 42b | | X |
| | See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | | | |
| c | At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: | 42c | | X |

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** — Check here ☐ N/A
and enter the amount of tax-exempt interest received or accrued during the tax year 43 N/A

| | | | Yes | No |
|---|---|---|---|---|
| 44a | Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44a | | X |
| b | Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44b | | X |
| c | Did the organization receive any payments for indoor tanning services during the year? | 44c | | X |
| d | If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O | 44d | | |
| 45a | Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 45a | | X |
| b | Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions | 45b | | X |

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| | | Yes | No |
|---|---|---|---|
| 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | 46 | | X |

**Part VI** **Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

| | | Yes | No |
|---|---|---|---|
| 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II | 47 | | |
| 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | 48 | | |
| 49a Did the organization make any transfers to an exempt non-charitable related organization? | 49a | | |
| b If "Yes," was the related organization a section 527 organization? | 49b | | |

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and title of each employee | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC/ 1099-NEC) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

f Total number of other employees paid over $100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and business address of each independent contractor | (b) Type of service | (c) Compensation |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

d Total number of other independent contractors each receiving over $100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ☐ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer | Date

SAMANTHA SMITH President

Type or print name and title

**Paid Preparer Use Only**

| Print/Type preparer's name | Preparer's signature | Date | Check ☐ if self-employed | PTIN |
|---|---|---|---|---|
| Dawn M Jake, CPA | Dawn M Jake, CPA | | | P00365238 |

Firm's name: Dawn M Jake CPA PLLC

Firm's address: 420 Cline Ave, Port Orchard, WA 98366

Firm's EIN: 20-0433597

Phone no.: (360) 329-7090

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No



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**SCHEDULE O**
**(Form 990)**
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

# Supplemental Information to Form 990 or 990-EZ

**Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.**
**Attach to Form 990 or Form 990-EZ.**
**Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047
**Open to Public Inspection**

Name of the organization: PORT ORCHARD BAY STREET ASSOCIATION
Employer identification number: 31-1602736

## Form 990-EZ, Part I, Line 8
## Other Revenue

| | |
|---|---|
| SPONSORSHIPS | $ 19,450. |
| BAGS | 1,127. |
| RAFFLE | 498. |
| Total | $ 21,075. |

## Form 990-EZ, Part I, Line 16
## Other Expenses

| | |
|---|---|
| Advertising and Promotion | $ 16,345. |
| AWARDS - PRIZES | 1,485. |
| BAG SUPPLIES | 1,155. |
| BANK SERVICE CHARGES | 1,265. |
| BUSINESS SUPPLIES | 24. |
| COMMUNICATION | 177. |
| EQUIPMENT RENTAL | 8,511. |
| GARBAGE | 280. |
| GIFTS | 1,132. |
| GRAPHICS | 2,965. |
| HOSTING | 244. |
| Insurance | 785. |
| INTERNET | 104. |
| LICENSE FEES | 55. |
| MEETING EXPENSE | 429. |
| Office Expenses | 159. |
| OFFICE SUPPLIES | 627. |
| SERVICES | 3,500. |
| SOUND | 11,470. |
| SUPPLIES | 5,472. |
| Travel | 587. |
| VIDEO | 1,607. |
| WEBSITE | 466. |
| Total | $ 58,844. |

COPY

## Form 990-EZ, Part III - Organization's Primary Exempt Purpose

SUPPORT OUR LOCAL BUSINESS COMMUNITY WITH EVENTS, OPPORTUNITIES, TOURISM MARKETING AND CHAMPION INCREDIBLE EXPERIENCES FOR VISITORS AND LOCALS ALIKE.

**DAWN M JAKE CPA PLLC**
**420 CLINE AVE**
**PORT ORCHARD, WA 98366**
**(360) 329-7090**

October 16, 2025

PORT ORCHARD BAY STREET ASSOCIATION
702 BAY STREET
PORT ORCHARD, WA 98366

Dear Client:

Your 2024 Federal Return of Organization Exempt from Income Tax will be electronically filed with the Internal Revenue Service upon receipt of a signed Form 8879-TE - IRS e-file Signature Authorization. No tax is payable with the filing of this return.

Please be sure to call us if you have any questions.

Sincerely,

DAWN M JAKE CPA
Dawn M Jake, CPA

COPY

PORT ORCHARD BAY STREET ASSOCIATION 31-1602736

| | |
|---|---|
| **FORM 990-EZ REVENUE** | |
| Contributions, gifts, and grants | 59,032 |
| Program service revenue | 9,790 |
| Other revenue | 21,075 |
| Total revenue | 89,897 |
| **EXPENSES** | |
| Professional fees/pymt to contractors | 6,650 |
| Occupancy/rent/utilities/maintenance | 1,641 |
| Printing, publications, and postage | 4,738 |
| Other expenses | 58,844 |
| Total expenses | 71,873 |
| **NET ASSETS OR FUND BALANCES** | |
| Excess or (deficit) for the year | 18,024 |
| Net assets/fund bal. at beg. of year | 0 |
| Net assets/fund bal. at end of year | 18,024 |

COPY

PORT ORCHARD BAY STREET ASSOCIATION 31-1602736

**Forms needed for this return**

Federal: 990-EZ

**Carryovers to 2025**

None

COPY

PORT ORCHARD BAY STREET ASSOCIATION 31-1602736

**The organization's Federal tax return is NOT FINISHED until you complete the following instructions.**

## Prior to transmission of the return

**Form 990-EZ**
The organization should review their Federal Return along with any accompanying schedules and statements.

**Paperless e-file**
The organization should read, sign and date the Form 8879-TE, IRS e-file Signature Authorization.

**Even Return**
No payment is required.

## After transmission of the return

**Receive acknowledgement of your e-file transmission status.**
Within several hours, access the program and get your first acknowledgement (ACK) that the program has received your transmission file.

Access the program again after 24 and then 48 hours to receive your Federal ACKs.

**Keep a signed copy of Form 8879-TE, IRS e-file Signature Authorization in your files for 3 years.**

**Do not mail:**

Form 8879-TE IRS e-file Signature Authorization

COPY

PORT ORCHARD BAY STREET ASSOCIATION 31-1602736

**The organization's Federal tax return is NOT FINISHED until you complete the following instructions.**

## Prior to transmission of the return

**Form 8868**
No signature is required with Form 8868.

**Even Return**
No payment is required.

## After transmission of the return

**Receive acknowledgement of your e-file transmission status.**
Within several hours, access the program and get your first acknowledgement (ACK) that the program has received your transmission file.

Access the program again after 24 and then 48 hours to receive your Federal ACKs.

COPY

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

# IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2024, or fiscal year beginning _____, 2024, and ending _____, 20____

**Do not send to the IRS. Keep for your records.**
**Go to *www.irs.gov/Form8879TE* for the latest information.**

OMB No. 1545-0047

**2024**

Name of filer: PORT ORCHARD BAY STREET ASSOCIATION

EIN or SSN: 31-1602736

Name and title of officer or person subject to tax: SAMANTHA SMITH President

## Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

| | | | | |
|---|---|---|---|---|
| 1a | **Form 990** check here | ☐ | **b Total revenue,** if any (Form 990, Part VIII, column (A), line 12) | 1b |
| 2a | **Form 990-EZ** check here | ☒ | **b Total revenue,** if any (Form 990-EZ, line 9) | 2b 89,897. |
| 3a | **Form 1120-POL** check here | ☐ | **b Total tax** (Form 1120-POL, line 22) | 3b |
| 4a | **Form 990-PF** check here | ☐ | **b Tax based on investment income** (Form 990-PF, Part V, line 5) | 4b |
| 5a | **Form 8868** check here | ☐ | **b Balance due** (Form 8868, line 3c) | 5b |
| 6a | **Form 990-T** check here | ☐ | **b Total tax** (Form 990-T, Part III, line 4) | 6b |
| 7a | **Form 4720** check here | ☐ | **b Total tax** (Form 4720, Part III, line 1) | 7b |
| 8a | **Form 5227** check here | ☐ | **b FMV of assets at end of tax year** (Form [illegible]) | 8b |
| 9a | **Form 5330** check here | ☐ | **b Tax due** (Form 5330, Part II, line 19) | 9b |
| 10a | **Form 8038-CP** check here | ☐ | **b Amount of credit payment requested** (Form 8038-CP, Part [illegible], line 22) | 10b |

## Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2024 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-[illegible] later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

**PIN: check one box only**

☒ I authorize Dawn M Jake CPA PLLC (ERO) to enter my PIN **25058** as my signature

**Enter five numbers, but do not enter all zeros**

on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date _____

## Part III Certification and Authentication

**ERO's EFIN/PIN.** Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. **91049833597**

**Do not enter all zeros**

I certify that the above numeric entry is my PIN, which is my signature on the 2024 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature: Dawn M Jake, CPA Date: 10/16/2025

**ERO Must Retain This Form — See Instructions**
**Do Not Submit This Form to the IRS Unless Requested To Do So**

**BAA For Privacy and Paperwork Reduction Act Notice, see instructions.**

TEEA8800L 10/09/24 Form **8879-TE** (2024)

COPY

# Port Orchard Bay Street Association

Get Directions

Visit Website

Share

## CONTACT INFO

Website: VISIT WEBSITE

Follow Us:

Nestled against the Sinclair Inlet with the Olympic Mountains providing the backdrop for cinematic sunsets, downtown Port Orchard is a picturesque place to spend the day. Whether shopping, eating or enjoying the waterfront park and marina, it's easy to see how

*Port Orchard's*

# HOLIDAY ON THE BAY

**December 6th | 3pm -8pm**

SPONSORED BY TOWN SQUARE PORT ORCHARD

## LOCATED DOWNTOWN PORT ORCHARD

- Tree Lighting
- Santa Photos
- Musical Performances
- Pet Parade
- Holiday Markets
- Family Activities

Port Orchard Bay Street Association · Town Square Port Orchard · Kitsap Credit Union · Port of Bremerton Washington · Port Orchard

**FREE SHUTTLE AT PORT ORCHARD FORD!**

PORT ORCHARD WATERFRONT ALLIANCE

# BAY STREET GHOST HUNT

OCT 24-26 2025

3 Days of Halloween Fun in Downtown Port Orchard

www.pobsa.com for more information

Port Orchard Bay Street Association

# WATERFRONT '25 ANNUAL EVENTS

in Port Orchard, Washington

- LADIES NIGHT OUT — April 25
- MOSQUITO FLEET FEST — May 24+25
- NIGHT MARKETS — Jun 14, July 12, Aug 16, Sep 13
- BAY ST BOO BASH — October 25
- HOLIDAY ON THE BAY — December 6

learn more

POBSA.COM/EVENTS

THANK YOU TO
OUR SPONSORS!

Kitsap Bank

BRUCE TITUS
PORT ORCHARD FORD

WWW.POBSA.COM
FOLLOW US @PORTORCHARDWATERFRONT
PRESENTED BY: Port Orchard

POWA ANCHORS AWAY

# LADIES NIGHT *anchors* AWAY

APRIL 25TH | 4-8PM

PORT ORCHARD WATERFRONT

PORT ORCHARD LTAC APPLICATION

# love KITSAP 2026

kitsap EXPLORE

KITSAP 2026

KITSAP DESTINATION MARKETING SPECIALISTS

# 2026 Lodging Tax Application
# Applicant Acknowledgement

***Applicants accept the following conditions:***

***Application Deadline – Monday, December 1, 2025, by 2PM***
***Applications will be accepted by e-mail at cityclerk@portorchardwa.gov***

- ***Late and incomplete applications will not be accepted***

- ***Responses to be limited to 3 pages, plus required attachment***

- ***2026 allocations will be weighed on activities and/or marketing for FIFA World Cup visitors.***

- ***Successful, eligible applicants may be contacted to schedule an interview with the Lodging Tax Advisory Committee – Please note date scheduled is December 4th or 5th- Date to be announced soon.***

*If funded, the individual who has the authority to sign contracts and provide documents to the City of Port Orchard is requested to sign below; and to also acknowledge your responsibility to notify (enter who to notify and how) of any changes to your organization's contact information.*

**Point of Contact** **Kelle Kitchel Cooper**

**Title** **Vice Chair**

**Signature** Kelle Kitchel Cooper

**Phone** **(360) 774-0431**

**Email** **kellekitchelcooper@gmail.com**

# 2026 Lodging Tax Application Checklist

**Submittal Checklist**

Application Transmittal

- ☑ Checklist
- ☑ Applicant Acknowledgement

Submitted by **Monday, December 1, 2025 by 2PM**

**Responses*:**

- ☑ Marketing Plan
- ☑ Financial Status
- ☑ Reporting Requirements

***Does not exceed 3 pages***

**Attachments:**

- ☑ Total LTAC Budget
- ☑ Up to 5 Examples of Marketing
- ☑ 2025 Year-To-Date Income Statement
- ☑ 2025 Year-To-Date Balance Sheet
- ☑ 2024 Income Statement
- ☑ 2024 Balance Sheet
- ☑ Most Recent Tax Return or Financial Statement from an independent source

**PLEASE NOTE**

**In regards to requested financial information from 2023:** Love Kitsap wasn't an entity in 2023. In 2024 and 2025, Love Kitsap was 'sponsored' by Visit Bainbridge Island (VBI) until we received our independent nonprofit certification.

Our 2024 and 2025 financial records were part of the Visit Bainbridge Island (VBI) tax return due to VBI being Love Kitsap's nonprofit sponsor for 2024 and 2025. Love Kitsap is now officially it's own nonprofit entity and will file it's first tax return at the end of 2026.

# 2026 Lodging Tax Application Coversheet

**Organization Name:** Love Kitsap

Month/Timeframe of Event or Operations Year Round

**Event/Activity** (check/complete all that apply)

- ☑ Tourism Promotion
- ☐ Operations (Event/Festival Title)
- ☐ Operations (Facility, Staffing, Other)

**Amount of Request $** _____

**Presenter & Title** Joshua Johnson, President

**Phone** 206-250-8076

**Email** goodvibes@serotonin.online

# 2026 Lodging Tax Application
# Instructions

**2026 Application** and all related materials must be submitted *electronically* to the City Clerk's office at cityclerk@portorchardwa.gov no later than **Monday, December 1, 2025, by 2:00pm.**

**1. Required Application Format:**

a) The application must include the cover sheet and applicant acknowledgement; and be signed by the individual who has the authority to sign documents such as contracts.
b) The questions must be completed in order.
c) The application must not exceed 3 pages, not including attachments.
d) Applicants are encouraged to include some FIFA World Cup 2026 activities and/or marketing.

**2. Application Requirements:**

***a) Marketing Plan***

i. Explain your Marketing Plan to promote tourism in Port Orchard. Specify your audience.
ii. Discuss how your marketing plan generates "heads in beds" (overnight stays) in Port Orchard and/or draws visitors from 50+ miles away.
iii. What percent of your budget is marketing? What percentage of your request is marketing? Provide a summary of the types of marketing and include the total amount spent for each type that your organization uses.

***b) Financial Status***

i. Has your organization applied for funding through other sources? Will your organization be pursuing other funding in the future? And if no, why?
ii. If your organization collaborates with other organizations on tourism, how is this accomplished? What do you collaborate about? And is this done without duplicating another organizations efforts?
iii. If your organization does sole marketing, are you currently considering opportunities for collaboration?
iv. What is your organization doing to become financially sustainable?
v. If you received part of your requested funding, would your program or event be possible?

***c) Reporting Requirements (Please respond with estimates for 2026):***

i. How many visitors will your program or event bring to Port Orchard?
ii. How many visitors will travel to Port Orchard and stay overnight?
iii. How many visitors will travel 50 miles+ for the day or stay overnight? If from outside WA, indicate how many and from what States and/or Countries when possible.
iv. What revenue is expected to be generated by your program or event?
v. Please explain your methodology for collecting and/or estimating tourist data.

**3. Required Attachments:**

a) LTAC Budget:

- note your top 3 funding priorities
- designate line items for tourism-related expenses
- document all sources of revenue that support your tourism activities or events (example: municipalities, grants, fundraising, ticket sales, etc..)

b) Up to 5 examples of Marketing
c) 2024 Year-To-Date Income Statement (Revenue & Expense)
d) 2024 Year-To-Date Balance Sheet (Assets & Liabilities)
e) 2023 Income Statement (Revenue & Expense)
f) 2023 Balance Sheet (Assets & Liabilities)
g) Current Tax Return or Financial Statement from an independent source

**Please note:**

1) **Attachments are not included in the 3 page limit for application**
2) **Incomplete application and incomplete supporting documents will not be accepted**

Applicants are welcome to request an appointment for assistance or send questions directly to City Clerk at cityclerk@portorchardwa.gov or by calling Brandy Wallace at 360 876-7030, Monday through Friday 8AM to 4PM.

***PLEASE NOTE**

**In regards to requested financial information from 2023:** Love Kitsap wasn't an entity in 2023. In 2024 and 2025, Love Kitsap was 'sponsored' by Visit Bainbridge Island (VBI) until we received our independent nonprofit certification.

Our 2024 and 2025 financial records were part of the Visit Bainbridge Island (VBI) tax return due to VBI being Love Kitsap's nonprofit sponsor for 2024 and 2025. Love Kitsap is now officially it's own nonprofit entity and will file it's first tax return at the end of 2026.

# Marketing Plan

**i. Explain your Marketing Plan to promote tourism in Port Orchard. Specify your audience.**

Port Orchard's tourism marketing strategy is led by Love Kitsap and its flagship initiative, StayKitsap26, which together have laid the groundwork for the region's participation in the FIFA World Cup 2026. Working in close collaboration with dozens of regional partners, Love Kitsap is uniting city, county, and regional stakeholders under one cohesive destination brand that drives measurable overnight stays and visitor spending-all fully compliant with WA Lodging Tax RCW 67.28.1815–1816.
**Love Kitsap and StayKitsap26** are recognized as tourism marketing leaders for Kitsap County, providing creative direction, and collaborative campaign alignment for all city-level initiatives, including Bremerton's Fan Zone activation and year-round visitor promotions. Port Orchard will be a focal point for 2026 marketing initiatives - driving overnight stays and day trips to the city.
**Target Market Primary Focus:**
Leisure and business travelers from 50+ miles away, including regional, out-of-state, national, and international markets.
**Demographic Profile:**
Age: 25–64, Household Income: $75,000–$150,000+, seeking boutique lodging, coastal recreation, authentic culture, and family-friendly experiences.
**Traveler Segments:** Urban weekenders and cultural explorers, outdoor enthusiasts and ferry travelers, cruise add-ons and pre/post-event attendees, visiting friends and relatives (VFR) travelers, business, meeting, and retreat attendees.
**Primary Goal:**
Convert day-trippers into multi-day overnight guests in Port Orchard to increase lodging revenues, boost visitor spending, and strengthen the city's year-round economic impact. Extend Port Orchards economic activity for lodging, dining, retail, and attractions beyond the peak summer season.
**Enhances Visitor Experience:** Promotes higher-value, less-crowded stays that encourage return visits.
**Sustains Jobs and Revenue:** Bridges low-demand gaps, supports workforce stability, and reinvests spending locally.
**Positions Port Orchard for 2026 and Beyond:** Builds lasting brand recognition and infrastructure ahead of the FIFA World Cup, ensuring Port Orchard is positioned as a key waterfront lodging and experience hub.

**ii. Discuss how your marketing plan generates " heads in beds" ( overnight stays) in Port Orchard and/ or draws visitors from 50+ miles away.**

**Marketing Channel Strategy:**
A multi-platform, data-driven approach designed to stimulate overnight stays, repeat visitation, and extended in-market spending.

- Digital & Social - consistent original content that drives real engagement and builds brand awareness for Port Orchard
- Paid social, SEO/SEM, and retargeting via Love Kitsap, StayKitsap26, and Explore Kitsap websites
- Cross-platform social media (Facebook, Instagram, TikTok)
- Email marketing and geo-targeted ad campaigns featuring Port Orchard as a convienent, fun and family friendly option
- Print & Broadcast Advertising and Partnerships
- PMG - 425, South Sound, NW Travel & Life, SW Travel & Life, and West Sound Magazines
- Washington State Visitors' Guide, Visit Seattle Guide
- PBS Northwest Explorer (Cascade Public Media), Hulu, and regional OTT platforms
- Influencer & Original Experiential Content
- Hosted influencer itineraries, travel writer Familiarization Visits, and collaborative ferry promotions
- Cross-promotion with Port of Seattle and state tourism partners
- Emphasis on key national feeder markets (SF, PHX, PDX) and international visitor segments tied to FIFA 2026

***Please see Addendum for examples of past campaign success, partnerships and visitor engagement data.***

**iii. What percent of your budget is marketing? What percentage of your request is marketing? Provide a summary of the types of marketing and include the total amount spent for each type that your organization uses.**

**Overall Organizational Budget:**
Approximately 85% of Love Kitsap's budget supports marketing and promotion, with 15% dedicated to operations. Marketing includes print, digital, social media, broadcast, and event sponsorships. **(See Addendum and Financials for details.)** Love Kitsap operates leanly—no rent or overhead—ensuring nearly every dollar goes directly into tourism marketing. Our in-house creative and PR team, with 130+ years of combined experience, produces all content internally to maximize impact, reduce duplication, and align Port Orchard and Kitsap County under one cohesive tourism message leading into FIFA 2026.
**Data-Driven Measurement - 'Marketing Types':**
Love Kitsap's tourism intelligence ecosystem ensures accountability and measurable ROI through:

- Zartico analytics (visitation, mobility, spend, and lodging data)
- Port of Seattle air and cruise passenger reports | Current Lodging Partners and insight from lodging liason
- Washington State Tourism and Visit Seattle macro-trend data
- MPI (Meetings Professionals International) metrics for group travel
- LTAC performance tracking (Port Orchard-specific revenues)
- kitsap.love and StayKitsap26.com web analytics and referral conversions
- PBS episode engagement and digital viewership metrics

In 2025, Love Kitsap launched StayKitsap26, the first countywide destination hub built to capture pre-and post-match visitation tied to the Seattle FIFA World Cup 2026. With continued LTAC support, the 2026 campaign will expand Port Orchard-specific branding and itineraries, converting global event visitors into multi-day stays—showcasing Port Orchard as a vibrant waterfront gateway to Kitsap's arts, dining, and lodging experiences.
**Expected Outcomes:**

- Increased 50+ mile overnight visitation, especially during shoulder and off-peak seasons
- Longer average stays and higher in-market spending per visitor
- Documented ROI through analytics reporting and cross-platform data integration
- Expanded global visibility for Port Orchard as a year-round tourism destination, anchored by the 2026 FIFA World Cup momentum

# Financial Status

**i. Has your organization applied for funding through other sources? Will your organization be pursuing other funding in the future? And if no, why?**

Yes

**ii. If your organization collaborates with other organizations on tourism, how is this accomplished? What do you collaborate about? And is this done without duplicating another organizations efforts?**

Yes - collaboration is central to Love Kitsap's mission. Our leadership team brings 130+ years of tourism and marketing expertise to convene partners and deliver results. Chris, who established VBI as a DMO, offers proven destination development experience. Kelle, board chair of BIDA, along with Josh and Sarah of Serotonin, bring deep community ties and global marketing expertise. Ann Jessen, a collaborator on FIFA planning and StayKitsap2026.com, strengthens our regional partnerships. Love Kitsap will collaborate with Port Orchard stakeholders—including POWA, The SK Chamber of Commerce, Premier Media Group, Kitsap Transit, all lodging partners—along with media partners to build campaigns and itineraries that increase overnight stays of two nights or more. In the last 18 months Love Kitsap has partnered with the Port of Bremerton to created a series of articles encouraging engagement and visitation to Port properties and events - including Port Orchard. For the last two years have partnered with POWA to sponsor Carlisle II Story Sails as a part of the Mosquito Fleet Festival and provided media assets for festival promotion. We have covered and promoted Farmers Markets well as Night Markets on the Port Orchard waterfront sponsored by the PoB in Bremerton. Love Kitsap has provided photo assets to POWA for marketing and promotional use for events and worked in collaboration to cover and promote events & activities.

If funded, we will share access to Zartico tourism/visitor data with POWA, and the City, and work closely with them, and to align efforts, amplify shared messaging, and reduce or eliminate duplication of efforts and waste of funds. Regionally, we work with Washington State Tourism, Visit Seattle, and other DMOs to position Port Orchard within larger media buys, marketing platforms, and FAM tours. Our approach is to share resources, amplify assets, and promote community maps, guides, and influencer trips—integrating Port Orchard & South Kitsap into campaigns that encourage visitors to explore Port Orchard first, then Kitsap. This collaboration maximizes lodging tax investment, extends visitor stays, and ensures Port Orchard's tourism economy continues to grow.

**iii. If your organization does sole marketing, are you currently considering opportunities for collaboration?**

Yes, please see the answers above.

**iv. What is your organization doing to become financially sustainable?**

Love Kitsap is deeply committed to the responsible and transparent use of public funds. We carefully track and document every lodging tax reimbursement to ensure all expenditures align with RCW 67.28.1816 and the City's guidelines, with the vast majority of funds directed toward eligible marketing, promotion, and visitor services. By leveraging strong media partnerships and deep stakeholder relationships, we maximize impact while ensuring City dollars are used wisely and efficiently. Our focus is on generating measurable results—higher occupancy, longer stays, and increased tourism revenue through targeted campaigns that reach visitors traveling 50+ miles and beyond. Lodging tax support also strengthens partnerships with local businesses and non-profits, amplifying their efforts to attract and serve visitors. Love Kitsap is proud to act as a primary driver of tourism growth, committed to increasing visibility, accountability, and economic benefit for Port Orchard, both throughout the funding period and well into the future.

**v. If you received part of your requested funding, would your program or event be possible?**

Yes, but the extent of that support would depend on the approved funding level. Please note that, according to our project budget, Love Kitsap also contributed a matching portion to supplement the City's funding.

# Reporting Requirements

**(Please respond with estimates for 2026):**
**i. How many visitors will your program or event bring to Port Orchard?**
**ii. How many visitors will travel to Port Orchard and stay overnight?**
**iii. How many visitors will travel 50 miles+ for the day or stay overnight? If from outside WA, indicate how many and from what States and/ or Countries when possible.**
**iv. What revenue is expected to be generated by your program or event?**
**v. Please explain your methodology for collecting and/ or estimating tourist data.**

1-5) Grounded in insights from Datafy, Zartico, Placer.ai, AirDNA, WA State Tourism, and historical lodging partner data, we project an 8–12% increase in overnight stays and a 10–15% increase in overall visitor spending on lodging, dining, tours, and retail. Zartico's analytics suite ensures accountability by giving stakeholders real-time data on lodging, spending, and visitor movement—proving ROI through higher occupancy, stronger lodging tax receipts, and sustainable growth for Port Orchard – based on visitors 50+ miles away.
6) Hotel/partner feedback and third-party research.

# Project Request / Financial Status

## Project #1 Tourism Data & Analytics Platform (Visitor Insights)

Love Kitsap has negotiated with a major tourism analytics provider to secure a 12-month subscription that can be used for Port Orchard as well as countywide. This platform will track visitor origin markets, foot traffic, lodging and occupancy trends, and event attendance - providing the city and local stakeholders with quarterly briefings and on-demand reports.

By consolidating data collection, Love Kitsap will eliminate costly duplication across multiple organizations, ensuring Port Orchard has access to consistent, high-quality intelligence while maximizing the return on every lodging tax dollar. Leveraging our proven experience in tourism marketing and promotion, we will work directly with Port orchard's partners to help them apply this data in forecasting, campaign development, and future grant applications. This approach ensures that Port Orchard not only benefits from city-specific insights but also gains the advantage of understanding broader Kitsap County visitor trends, positioning the City as a premier destination for travelers.

- 12-month subscription to a data platform (vendor under evaluation) to track origin markets, foot traffic, lodging/occupancy trends, and event attendance for Port Orchard.
- Number of People Served by this project: 100,000 (+)
- **Funding Request: $6,000 Organizational Match: $4,000 / TOTAL PROJECT COST: $10,000**

## Project #2 Stay Kitsap World Cup Games Promotion & Advertising for Port Orchard

***As the official host and marketing lead for the Bremerton FIFA Fan Zone, Stay Kitsap***, powered by Love Kitsap, will manage and promote the Official Bremerton Fan Zone page through StayKitsap26.com — Kitsap County's central visitor platform for the FIFA World Cup 2026. Stay Kitsap will also create complementary branding, graphics, and PR assets to promote Port Orchard ensuring visitors stay, explore, dine, and discover SK throughout the World Cup season with targeted advertising campaigns. This work builds on Stay Kitsap's proven success as the flagship tourism marketing engine for Kitsap County—driving measurable overnight visitation, lodging tax revenue, and brand visibility across digital, print, and broadcast platforms.

- **Funding Request: $20,000 Organizational Match: $10,000 / TOTAL PROJECT COST: $30,000**

## Project #3 Port Orchard Passport/ Waterfront Activity Trifold & Foot Ferry Waymarker Redeign

**Welcome waterfront visitors with an engaging & informative map to help guide their experience in Port orchard**

A full color trifold brochure will feature summer 2026 Port Orchard highlights, key event dates, a downtown walking map, a 'Port Orchard Passport', & See Life pedestrian path scavenger hunt details. Love Kitsap will design and help organize the Port Orchard Passport experience, working with local businesses and community stakeholders to create an interactive waterfront experience. Distribute to area hotels, waterfront businesses, farmers market. Print 10,000 trifolds

Additionally, Love Kitsap will redesign the outdated Waymarker map and info station located next to the foot ferry dock - updating information, business locations, and relevant visitor information. Design only.

- **Funding Request: $6,500  Organizational Match: $1,500 / TOTAL PROJECT COST: $8,000**

## Project #4 – Seattle Ferry Terminal Digital Display Campaign

**Put Port Orchard front and center in the Seattle ferry terminal during peak summer months.**

Love Kitsap will create digital ad spots to be displayed to waiting passengers on the Bremerton - Seattle route, capturing the imagination of day trippers exploring the ferry system and looking for adventure inspiration. Ad spots will encourage foot ferry use and Port Orchard waterfront visitation from regional and international travelers. Seattle ferry terminal Digital Ad Display will run for 4 weeks.

- **Funding Request: $8,500 Organizational Match: $1,000 / TOTAL PROJECT COST: $9,500**

## Project #5 - Year Long Media Capture and Custom Content Creation

Produce 10 articles, itineraries, event guides, dining & shopping features for Kitsap.Love. We will work directly with the Port Orchard lodging partners, POWA, Chamber, and special events coordinators to determine what article messaging and activity focus is most needed. Examples could include Adventure Itineraries, 'Eat your way around Port Orchard ', event guides, accommodations features and additional custom itineraries. Event coverage with media capture for 4 events with full access to media captured. All articles will receive social media, email newsletter and targeted digital ad promotion.

- **Funding Request: $10,000  Organizational Match: $2,500 / TOTAL PROJECT COST: $12,500**

# ADDENDUM DIRECTORY

This addendum to the Port Orchard 2026 Lodging Tax Funding Award Application provides all required supporting documents, including Business Qualifications (501c3), Tax Information, and Profit & Loss Statements.

Beyond compliance, it demonstrates the strength of our tourism strategy and Love Kitsap's ongoing role in building a resilient tourism infrastructure that delivers lasting benefits for Port Orchard and the wider community. Included are visual examples of how we have responsibly stewarded public funds—through successful marketing campaigns, support for local tourism assets, and public relations efforts that drive overnight visitation from travelers 50 miles and beyond.

These efforts directly promote Port Orchard's unique cultural and natural amenities while generating measurable economic impact. Since our inception, Love Kitsap has worked hand-in-hand with Port Orchard's lodging partners, small businesses, and civic stakeholders to amplify local tourism initiatives. The materials in this appendix highlight our commitment to maximizing the impact of tourism dollars within Port Orchard, ensuring they return value directly to the community through increased visitor spending, stronger branding, and enhanced readiness for 2026 and beyond impact.
Required Attachments
a) LTAC Budget:
note your top 3 funding priorities
designate line items for tourism-related expenses
document all sources of revenue that support your tourism activities or events (example: municipalities, grants, fundraising, ticket sales, etc..)

b) Up to 5 examples of Marketing
c) 2024 Year -To -Date Income Statement (Revenue & Expense)
d) 2024 Year -To - Date Balance Sheet (Assets & Liabilities)
e) 2023 Income Statement (Revenue & Expense)
f) 2023 Balance Sheet (Assets & Liabilities)
g) Current Tax Return or Financial Statement from an independent source

**PLEASE NOTE**
**In regards to requested financial information from 2023:** Love Kitsap wasn't an entity in 2023. In 2024 and 2025, Love Kitsap was 'sponsored' by Visit Bainbridge Island (VBI) until we received our independent nonprofit certification.

Our 2024 and 2025 financial records were part of the Visit Bainbridge Island (VBI) tax return due to VBI being Love Kitsap's nonprofit sponsor for 2024 and 2025. Love Kitsap is now officially it's own nonprofit entity and will file it's first tax return at the end of 2026.

# Project Budget | Port Orchard LTAC | 2026

| Project | Project Title | # People Served | Funding Request from the City of Port Orchard | Organization Match | Total Project Cost |
|---|---|---|---|---|---|
| #1 | Tourism Data & Analytics Platform | 100,000+ impressions | $6,000 | $4,000 | **$10,000** |
| #2 | Stay Kitsap World Cup Games Promotion for Port Orchard | Over 22 days 10,000-15,5000 Guest Night | $20,000 | $10,000 | **$30,000** |
| #3 | Port Orchard Waterfront Trifold 'Passport' & Waymarker Redesign | 2K+ | $6,500 | $1,500 | **$8,000** |
| #4 | Seattle Ferry Terminal Digital Display Campaign | *650,000+ impressions* | $8,500 | $1,000 | **$9,500** |
| #5 | Year Round Port Orchard Media Content Creation, Photography, Social promotion | 300,000+ impressions (every 90 days) | $10,000 | $2,500 | **$12,500** |
| | **TOTAL REQUESTED** | | **$51,000** | **$19,000** | **$70,000** |

STATE OF WASHINGTON

# BUSINESS LICENSE

Issue Date: Sep 26, 2025

Unified Business ID #: 605929810
Business ID #: 001
Location: 0001
Expires: Aug 31, 2026

Nonprofit Corporation

LOVE KITSAP
3711 SW FIRDRONA LN S
PORT ORCHARD WA 98367-6908

TAX REGISTRATION - ACTIVE

CITY/COUNTY ENDORSEMENTS:

PORT ORCHARD NONPROFIT BUSINESS - ACTIVE
POULSBO NONPROFIT BUSINESS - ACTIVE
BREMERTON NONPROFIT BUSINESS #39323 - ACTIVE

REGISTERED TRADE NAMES:

LOVE KITSAP

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Director, Department of Revenue

UBI: 605929810 001 0001

LOVE KITSAP
3711 SW FIRDRONA LN S
PORT ORCHARD WA 98367-6908

STATE OF WASHINGTON

TAX REGISTRATION - ACTIVE
PORT ORCHARD NONPROFIT BUSINESS - ACTIVE
POULSBO NONPROFIT BUSINESS - ACTIVE
BREMERTON NONPROFIT BUSINESS #39323 - ACTIVE

Expires: Aug 31, 2026

Director, Department of Revenue

**Department of the Treasury**
**Internal Revenue Service**
**Tax Exempt and Government Entities**
P.O. Box 2508
Cincinnati, OH 45201

LOVE KITSAP
3711 SW FIRDRONA LANE SOUTH
PORT ORCHARD, WA 98367

**Date:**
08/12/2025
**Employer ID number:**
39-2992925
**Person to contact:**
Name: L. Jermer
ID number: 1793049
Telephone: 877-829-5500
**Accounting period ending:**
December 31
**Public charity status:**
509(a)(2)
**Form 990 / 990-EZ / 990-N required:**
Yes
**Effective date of exemption:**
July 01, 2025
**Contribution deductibility:**
Yes
**Addendum applies:**
No
**DLN:**
26053595008355

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

**Letter 947 (Rev. 2-2020)**
Catalog Number 35152P

LOVEKIT-01 JSUPPES

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER | | |
|---|---|---|
| Fournier<br>249 Winslow Way E Suite 300<br>Bainbridge Island, WA 98110 | CONTACT NAME: Jessica Suppes | |
| | PHONE (A/C, No, Ext): | FAX (A/C, No): |
| | E-MAIL: jessicas@fournierinsurance.com | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A : Mount Vernon Fire Insurance Company | 26522 |
| INSURED | INSURER B : Federal Insurance Company | 20281 |
| Love Kitsap<br>3711 SW Firdrona Lane South<br>Port Orchard, WA 98367 | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE X OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>X POLICY PRO-JECT LOC<br>OTHER: | X | | NBP2559131 | 9/23/2025 | 9/23/2026 | EACH OCCURRENCE | $ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 100,000 |
| | | | | | | | MED EXP (Any one person) | $ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY | $ 1,000,000 |
| | | | | | | | GENERAL AGGREGATE | $ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | $ |
| | | | | | | | | $ |
| | AUTOMOBILE LIABILITY<br>ANY AUTO<br>OWNED AUTOS ONLY / SCHEDULED AUTOS<br>HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) | $ |
| | | | | | | | BODILY INJURY (Per person) | $ |
| | | | | | | | BODILY INJURY (Per accident) | $ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| | UMBRELLA LIAB / OCCUR<br>EXCESS LIAB / CLAIMS-MADE<br>DED / RETENTION $ | | | | | | EACH OCCURRENCE | $ |
| | | | | | | | AGGREGATE | $ |
| | | | | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N<br>(Mandatoryin NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N / A | | | | | PER STATUTE / OTH-ER | |
| | | | | | | | E.L. EACH ACCIDENT | $ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | $ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ |
| B | Directors & Officers | | | J0695442A | 9/23/2025 | 9/23/2026 | Limit | 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Lodging Tax

Kitsap County Additional Insured per Endorsement #BP-145 NPP attached

**CERTIFICATE HOLDER**

Kitsap County
614 Division Street, MS-7
Port Orchard, WA 98366

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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UNITED STATES LIABILITY INSURANCE GROUP
WAYNE, PENNSYLVANIA

This endorsement modifies insurance provided under the following:

BUSINESSOWNERSCOVERAGE FORM

# BLANKET ADDITIONAL INSURED ENDORSEMENT

Section II LIABILITY, C., Who Is An Insured is amended to include as an insured any person, entity or organization that is:

1. A franchisor under a franchise agreement with the Named Insured as franchisee relating to your work ; or
2. A licensor under a license agreement with the Named Insured as licensee relating to your work ; or
3. A co-owner with the Named Insured in premises used for your work ; or
4. A majority owner with a controlling interest in the Named Insured but only with respect to liability arising out of such owner s (i) financial or operational control of the Named Insured; or (ii) ownership, maintenance or use of premises leased or occupied by the Named Insured for purposes of your work ; or
5. A mortgagee, assignee or receiver of the Named Insured relating to your work ; or
6. A lessor, or an agent of a lessor, under a lease agreement with the Named Insured as lessee relating to your work ; or
7. A grantor of a permit to the Named Insured as permitee relating to your work . However, if the grantor of a permit is a federal, state or local government or political subdivision, there is coverage under this endorsement only for liability arising from:
   a. The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures; or
   b. The construction, erection or removal of elevators; or
   c. The ownership, maintenance or use of any elevators covered by this insurance; or
8. A lessor of equipment leased to the Named Insured relating to your work"; or
9. A contributor, benefactor, or supporter who provides financial assistance to the Named Insured in connection with your work .

but only to the extent the Named Insured is required to add such person, entity or organization as an additional insured to this policy under a written contract, written permit or written agreement relating to your work .

Such person, entity or organization is an insured only with respect to liability for bodily injury , property damage or personal and advertising injury that is caused, in whole or in part by your acts or omissions or the acts or omissions of those acting on your behalf in connection with your work while such written contract, written permit or written

agreement is in effect.

## EXCLUSIONS

There is no coverage under this endorsement for loss or expense, including but not limited to the cost of defense for bodily injury , property damage or personal and advertising injury :

1. That occurs after all of your work , including materials, parts or equipment furnished in connection with your work and performed under a written contract, written permit or written agreement has ended; or

When that portion of your work out of which the bodily injury , property damage or personal and advertising injury arises and performed under a written contract, written permit or written agreement has been put to its intended use by any person(s) or organization(s);

whichever occurs first.

2. Arising directly or indirectly from construction or demolition operations of any kind performed by you.
3. Caused or alleged to be caused by the sole negligence of an additional insured under this endorsement.
4. Arising out of your work performed for a federal, state or local government or political subdivision under a written permit; or
5. Included within the products-completed operations hazard .

## CONDITIONS

Coverage provided by this endorsement will be excess over any insurance available to any additional insured under this endorsement unless a written contract, written permit or written agreement specifically requires that coverage under this endorsement is primary.

All other terms and conditions of this policy remain unchanged. This endorsement is a part of your policy and takes effect on the effective date of your policy unless another effective date is shown.

# KTC / Love Kitsap Income Sheet

## January - July, 2025

| | | TOTAL |
|---|---|---|
| **Income** | | 214,059.40 |
| **430 Grant Revenue** | **$** | **214,059.40** |
| **Total Income Gross Profit Expenses** | **$** | **214,059.40** |
| **501 Payroll** | | 6,681.47 |
| **505 Contracted Services** | | 186,168.74 |
| **514 Program Supplies** | | 542.94 |
| **525 Advertising/Promotion** | | 19,500.00 |
| **526 Public Relations** | | 159.99 |
| **530 Operating Expenses** | | 1,006.26 |
| **Total Expenses** | **$** | **214,059.40** |
| **Net Operating Income** | **$** | **0.00** |
| **Net Income** | **$** | **0.00** |

## Note

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

# KTC / Love Kitsap Statement of Activity

## January - July, 2025

| | KTC | FIFA | IN-HOUSE | TOTAL KTC | TOTAL |
|---|---|---|---|---|---|
| Income | | | | | |
| 430 Grant Revenue | | 98,374.53 | 115,684.87 | 214,059.40 | $214,059.40 |
| **TotalIncome** | **$0.00** | **$98,374.53** | **$115,684.87** | **$214,059.40** | **$214,059.40** |
| GROSS PROFIT | **$0.00** | **$98,374.53** | **$115,684.87** | **$214,059.40** | **$214,059.40** |
| Expenses | | | | | |
| 501 Payroll | | | 6,681.47 | 6,681.47 | $6,681.47 |
| 505 Contracted Services | | 97,976.00 | 88,192.74 | 186,168.74 | $186,168.74 |
| 514 Program Supplies | | | 542.94 | 542.94 | $542.94 |
| 525 Advertising/Promotion | | | 19,500.00 | 19,500.00 | $19,500.00 |
| 526 Public Relations | | 159.99 | | 159.99 | $159.99 |
| 530 Operating Expenses | | 238.54 | 767.72 | 1,006.26 | $1,006.26 |
| **Total Expenses** | **$0.00** | **$98,374.53** | **$115,684.87** | **$214,059.40** | **$214,059.40** |
| NET OPERATING INCOME | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |
| NET INCOME | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

Note
These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

# KTC / Love Kitsap Operating Budget

## January - July, 2025

| | KTC | FIFA | TOTAL | BUDGET | AMOUNT REMAINING |
|---|---|---|---|---|---|
| **Income** | $ 115,684.87 | $ 98,374.53 | $ 214,059.40 | $ 365,000.00 | $ 150,940.60 |
| **430 Grant Revenue** | **$ 115,684.87** | **$ 98,374.53** | **$ 214,059.40** | **$ 365,000.00** | **$ 150,940.60** |
| **435 Government Grants** | **$ 115,684.87** | **$ 98,374.53** | **$ 214,059.40** | **$ 365,000.00** | **$ 150,940.60** |
| **Total 430 Grant Revenue** | | | | | |
| **Total Income** | | | | | |
| **Expenses** | $ 6,150.00 | | $ 6,150.00 | $ 13,875.00 | $ 7,725.00 |
| **501 Payroll** | $ 531.47 | | $ 531.47 | $ 1,125.00 | $ 593.53 |
| **502 Salaries & Wages** | **$ 6,681.47** | **$ -** | **$ 6,681.47** | **$ 15,000.00** | **$ 8,318.53** |
| **503 Payroll Taxes** | $ 3,692.74 | | $ 3,692.74 | $ 6,500.00 | $ 2,807.26 |
| **Total 501 Payroll 505** | $ 48,750.00 | | $ 5,250.00 | $ 168,000.00 | $ 162,750.00 |
| **Contracted Services** | $ 500.00 | $ 5,250.00 | $ 48,750.00 | $ 24,000.00 | $ (24,750.00) |
| **506 Professional Fees & Services** | $ 35,250.00 | $ 1,500.00 | $ 2,000.00 | $ 7,000.00 | $ |
| **507 Contractors & Consultants** | | $ 7,500.00 | $ | $ 10,000.00 | $ 5,000.00 |
| **508 Social Media Mgmt / Digital Marketing** | | $ 83,726.00 | $ - | $ 30,000.00 | $ 10,000.00 |
| **509 Photo / Video 510 Creative / Design 511** | | **$** | $ 42,750.00 | $ 20,000.00 | (12,750.00) |
| **Management 512 Web Updated & Hosting** | | | **$** 83,726.00 | **$ 265,500.00** | $ (63,726.00) |
| | **$ 88,192.74** | **97,976.00** | **$ 186,168.74** | **$** | **$ 79,331.26** |
| **Total 505 Contracted Services** | $ 372.94 | | $ 372.94 | $ - | $ (372.94) |
| **514 Program Supplies** | **$ 170.00** | | $ - | $ 4,500.00 | $ 4,500.00 |
| | **$ 542.94** | | **$** 170.00 | **$** 1,500.00 | $ 1,330.00 |
| **515 Hosted Media/FAM/Promotional Gifts** | **$ 19,500.00** | **$ -** | **$ 542.94** | **$ 6,000.00** | **$ 5,457.06** |
| **519 Conferences & Outbound Sales** | | $ | **$ 19,500.00** | $ **61,000.00** | **$ 41,500.00** |
| **Total 514 Program Supplies** | | 159.99 | $ 159.99 | $ - | $ (159.99) |
| **525 Advertising/Promotion** | | | $ - | $ 6,000.00 | $ 6,000.00 |
| **526 Public Relations** | | | **$** - | **$** 6,000.00 | $ 6,000.00 |
| **527 Monthly Newsletter** | **$ -** | **$ 159.99** | **$ 159.99** | **12,000.00** | **$ 11,840.01** |
| **528 Press Releases / Media Story Submissions** | $ | $ 78.84 | $ 104.16 | $ | $ |
| **Total 526 Public Relations** | $ 25.32 | | $ | $ - | (104.16) |
| **530 Operating Expenses** | 516.17 | | $ - | $ 800.00 | $ 800.00 |
| **532 Website (domain renewals, not services)** | | | $ 516.17 | $ 250.00 | $ (266.17) |
| **533 Insurance** | | | $ - | $ 2,000.00 | $ 2,000.00 |
| **534 Taxes, Licenses, Filings** | | | $ - | $ 170.00 | $ 170.00 |
| **535 Membership Dues** | $ 105.00 | | $ 105.00 | $ 180.00 | $ 75.00 |
| **540 Bank Charges & Fees** | $ 32.37 | $ 159.70 | $ 192.07 | $ 800.00 | $ 607.93 |
| **542 Information Technology** | $ 20.20 | | $ 20.20 | $ 300.00 | $ 279.80 |
| **544 Meals** | | | $ - | $ - | $ - |
| **545 Postage & Shipping** | | | - | - | $ - |
| **550 Printing & Reproduction** | | | - | - | $ - |
| **552 Office Supplies** | $ 68.66 | | 68.66 | 1,000.00 | $ 931.34 |
| **553 Transaction Processing Fees** | **$ 767.72** | **$ 238.54** | **$ 1,006.26** | **$ 5,500.00** | **$ 4,493.74** |
| **554 Travel/Transportation** | **$ 115,684.87** | **$ 98,374.53** | **$ 214,059.40** | **$ 365,000.00** | **$ 150,940.60** |
| **Total 530 Operating Expenses Total Expenses Net** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |
| **Operating Income** Percentage of Kitsap County LTAC Annual Budget Utilized | 32% | 27% | 59% | 100% | |

Saturday, August 11, 2025 03:07 PM GMT+1 - Accrual Basis

# KTC / Love Kitsap Income Sheet

## January - December
## 2024

| | TOTAL |
|---|---|
| **Income** | |
| **430 Grant Revenue** | 270,628.01 |
| **Total Income** | **$ 270,628.01** |
| **Gross Profit Expenses** | **$ 270,628.01** |
| **500 Grants** | 44,735.06 |
| **501 Payroll** | 14,997.89 |
| **505 Contracted Services** | 142,975.22 |
| **514 Program Supplies** | 1,105.71 |
| **525 Advertising/Promotion** | 41,847.92 |
| **526 Public Relations** | 99.95 |
| **530 Operating Expenses** | 24,866.26 |
| **Total Expenses** | **$ 270,628.01** |
| **Net Operating Income** | **$ 0.00** |
| **Net Income** | **$ 0.00** |

## Note

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

# Love Kitsap

## Statement of Activity

January - December 2024

| | KTC | BICC | IN-HOUSE | KINGSTON CC | PORT ORCHARD CC | POULSBO CC | TOTAL KTC | TOTAL |
|---|---|---|---|---|---|---|---|---|
| Income | | | | | | | | |
| 430 Grant Revenue | | 5,000.00 | 225,892.95 | 29,735.06 | 5,000.00 | 5,000.00 | 270,628.01 | $270,628.01 |
| **TotalIncome** | **$0.00** | **$5,000.00** | **$225,892.95** | **$29,735.06** | **$5,000.00** | **$5,000.00** | **$270,628.01** | **$270,628.01** |
| GROSS PROFIT | **$0.00** | **$5,000.00** | **$225,892.95** | **$29,735.06** | **$5,000.00** | **$5,000.00** | **$270,628.01** | **$270,628.01** |
| Expenses | | | | | | | | |
| 500 Grants | | 5,000.00 | | 29,735.06 | 5,000.00 | 5,000.00 | 44,735.06 | $44,735.06 |
| 501 Payroll | 0.00 | | 14,997.89 | | | | 14,997.89 | $14,997.89 |
| 505 Contracted Services | | | 142,975.22 | | | | 142,975.22 | $142,975.22 |
| 514 Program Supplies | | | 1,105.71 | | | | 1,105.71 | $1,105.71 |
| 525 Advertising/Promotion | | | 41,847.92 | | | | 41,847.92 | $41,847.92 |
| 526 Public Relations | | | 99.95 | | | | 99.95 | $99.95 |
| 530 Operating Expenses | 0.00 | | 24,866.26 | | | | 24,866.26 | $24,866.26 |
| **Total Expenses** | **$0.00** | **$5,000.00** | **$225,892.95** | **$29,735.06** | **$5,000.00** | **$5,000.00** | **$270,628.01** | **$270,628.01** |
| NET OPERATING INCOME | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |
| NET INCOME | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

Note
These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

# 2024 FEDERAL EXEMPT ORGANIZATION TAX SUMMARY

VISIT BAINBRIDGE ISLAND 83-4290465

| | 2024 | 2023 | DIFF |
|---|---|---|---|
| REVENUE | 427,794 | 104,175 | 323,619 |
| CONTRIBUTIONS AND GRANTS | 7,500 | 7,795 | -295 |
| PROGRAM SERVICE REVENUE | 1 | 3 | -2 |
| INVESTMENT INCOME | | | |
| TOTAL REVENUE | 435,295 | 111,973 | 323,322 |
| EXPENSES | | | |
| GRANTS AND SIMILAR AMOUNTS PAID | 44,735 | 0 | 44,735 |
| SALARIES, OTHER COMPEN., EMP. | 119,716 | 40,364 | 79,352 |
| BENEFITS OTHER EXPENSES TOTAL | 261,971 | 86,103 | 175,868 |
| EXPENSES | 426,422 | 126,467 | 299,955 |
| NET ASSETS OR FUND BALANCES | | | |
| REVENUE LESS EXPENSES | 8,873 | -14,494 | 23,367 |
| TOTAL ASSETS AT END OF YEAR | 110,773 | 27,777 | 82,996 |
| TOTAL LIABILITIES AT END OF YEAR | 82,657 | 8,534 | 74,123 |
| NET ASSETS/FUND BALANCES AT END OF YEAR | 28,116 | 19,243 | 8,873 |

Visit Bainbridge Island 83-4290465

| | 2024 | 2023 | Diff |
|---|---|---|---|
| **REVENUE** | | | |
| Contributions and grants | 427,794 | 104,175 | 323,619 |
| Program service revenue | 7,500 | 7,795 | -295 |
| Investment income | 1 | 3 | -2 |
| Total revenue | 435,295 | 111,973 | 323,322 |
| **EXPENSES** | | | |
| Grants and similar amounts paid | 44,735 | 0 | 44,735 |
| Salaries, other compen., emp. benefits | 119,716 | 40,364 | 79,352 |
| Other expenses | 261,971 | 86,103 | 175,868 |
| Total expenses | 426,422 | 126,467 | 299,955 |
| **NET ASSETS OR FUND BALANCES** | | | |
| Revenue less expenses | 8,873 | -14,494 | 23,367 |
| Total assets at end of year | 110,773 | 27,777 | 82,996 |
| Total liabilities at end of year | 82,657 | 8,534 | 74,123 |
| Net assets/fund balances at end of year | 28,116 | 19,243 | 8,873 |

Form **990**

Department of the Treasury
Internal Revenue Service

# Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

**2024**

**Open to Public Inspection**

**A** For the 2024 calendar year, or tax year beginning , 2024, and ending , 20

**B** Check if applicable:
- [X] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

**C**
Visit Bainbridge Island
600 Winslow Way E #235
Bainbridge Island, WA 98110

**D** Employer identification number: 83-4290465

**E** Telephone number: (509) 492-7775

**G** Gross receipts $ 435,295.

**F** Name and address of principal officer:
Same As C Above

**H(a)** Is this a group return for subordinates? [ ] Yes [X] No

**H(b)** Are all subordinates included? [ ] Yes [ ] No
If "No," attach a list. See instructions.

**I** Tax-exempt status: [ ] 501(c)(3) [X] 501(c) ( 6 ) (insert no.) [ ] 4947(a)(1) or [ ] 527

**J** Website: www.visitbainbridgeisland.org

**H(c)** Group exemption number

**K** Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other

**L** Year of formation: 2019

**M** State of legal domicile: WA

## Part I Summary

**Activities & Governance**

1 Briefly describe the organization's mission or most significant activities: Visit Bainbridge Island promotes a tourist destination for enhancing employment opportunities and economic prosperity with a primary focus on the City of Bainbridge Island, Washington, and the broader Kitsap County as needed.

2 Check this box [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets.

| | | | |
|---|---|---|---|
| 3 | Number of voting members of the governing body (Part VI, line 1a) | 3 | 5 |
| 4 | Number of independent voting members of the governing body (Part VI, line 1b) | 4 | 2 |
| 5 | Total number of individuals employed in calendar year 2024 (Part V, line 2a) | 5 | 3 |
| 6 | Total number of volunteers (estimate if necessary) | 6 | 12 |
| 7a | Total unrelated business revenue from Part VIII, column (C), line 12 | 7a | 0. |
| b | Net unrelated business taxable income from Form 990-T, Part I, line 11 | 7b | 0. |

| | | | Prior Year | Current Year |
|---|---|---|---|---|
| Revenue | 8 | Contributions and grants (Part VIII, line 1h) | 104,175. | 427,794. |
| | 9 | Program service revenue (Part VIII, line 2g) | 7,795. | 7,500. |
| | 10 | Investment income (Part VIII, column (A), lines 3, 4, and 7d) | 3. | 1. |
| | 11 | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) | | |
| | 12 | Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12) | 111,973. | 435,295. |
| Expenses | 13 | Grants and similar amounts paid (Part IX, column (A), lines 1-3) | | 44,735. |
| | 14 | Benefits paid to or for members (Part IX, column (A), line 4) | | |
| | 15 | Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) | 40,364. | 119,716. |
| | 16a | Professional fundraising fees (Part IX, column (A), line 11e) | | |
| | b | Total fundraising expenses (Part IX, column (D), line 25) 11,972. | | |
| | 17 | Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) | 86,103. | 261,971. |
| | 18 | Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) | 126,467. | 426,422. |
| | 19 | Revenue less expenses. Subtract line 18 from line 12 | -14,494. | 8,873. |
| | | | **Beginning of Current Year** | **End of Year** |
| Net Assets or Fund Balances | 20 | Total assets (Part X, line 16) | 27,777. | 110,773. |
| | 21 | Total liabilities (Part X, line 26) | 8,534. | 82,657. |
| | 22 | Net assets or fund balances. Subtract line 21 from line 20 | 19,243. | 28,116. |

## Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer — Date

Ryan Boscow — Secretary
Type or print name and title

**Paid Preparer Use Only**

| Preparer's name | Preparer's signature | Date | Check [X] if self-employed | PTIN |
|---|---|---|---|---|
| Kimberly Wilson | Kimberly Wilson | | | P01850456 |

Firm's name: Accountology
Firm's address: 4206 NW 65th Terr, Gainesville, FL 32606
Firm's EIN: 831301925
Phone no.: 206-913-8975

May the IRS discuss this return with the preparer shown above? See instructions [X] Yes [ ] No

**BAA For Paperwork Reduction Act Notice, see the separate instructions.**

TEEA0101L 12/12/24 Form **990** (2024)

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III ..... [X]

1 Briefly describe the organization's mission:

Visit Bainbridge Island promotes a tourist destination for enhancing employment opportunities and economic prosperity with a primary focus on the City of Bainbridge Island, Washington, and the broader Kitsap County as needed.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? See Schedule O ..... [X] Yes [ ] No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? .... [ ] Yes [X] No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses $ 231,378. including grants of $ 44,735. ) (Revenue $ 270,628. )

In 2024, VBI operated Kitsap Tourism Committee (KTC) to deliver additional destination marketing services and programs for the broader Kitsap County region. KTC serves as a collaborative conduit, supporting county-wide tourism promotion and economic-development efforts across Kitsap County. Promoting tourism to the greater county also promoted Bainbridge Island as the gateway to the area. Working closely with local stakeholders and lodging partners, KTC coordinated marketing initiatives, visitor-readiness programs, and regional brand development designed to strengthen Kitsap?s collective tourism identity. The organization?s work emphasized alignment, cross-community collaboration, and resource sharing?laying the foundation for a unified county-wide destination-marketing framework in advance of future independent operations.

4b (Code: ) (Expenses $ 122,185. including grants of $ ) (Revenue $ 164,666. )

Visit Bainbridge Island VBI operates as the official Destination Marketing Organization DMO for Bainbridge Island, Washington. VBI is dedicated to promoting the island's attractions, businesses and lifestyle as an ideal destination for leisure and special event travelers to the island and region. Through collaborative partnerships with other island tourism entities, creating island-wide advertising campaigns, maintaining a robust visitor website and social media, and hosting travel media through familiarization tours, VBI aims to grow Bainbridge Island's visibility leading to increased visitor spending and overnight stays. This in turn creates long-term and sustainable economic growth for the island and its many tourism partners.

4c (Code: ) (Expenses $ including grants of $ ) (Revenue $ )

4d Other program services (Describe on Schedule O.)

(Expenses $ including grants of $ ) (Revenue $ )

4e Total program service expenses 353,563.

## Part IV Checklist of Required Schedules

| | | | Yes | No |
|---|---|---|---|---|
| 1 | Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A* | 1 | | X |
| 2 | Is the organization required to complete *Schedule B, Schedule of Contributors*? See instructions | 2 | | X |
| 3 | Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I* | 3 | | X |
| 4 | **Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II* | 4 | | |
| 5 | Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III* | 5 | X | |
| 6 | Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I* | 6 | | X |
| 7 | Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II* | 7 | | X |
| 8 | Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III* | 8 | | X |
| 9 | Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV* | 9 | | X |
| 10 | Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V* | 10 | | X |
| 11 | If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable. | | | |
| a | Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI* | 11a | | X |
| b | Did the organization report an amount for investments – other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII* | 11b | | X |
| c | Did the organization report an amount for investments – program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII* | 11c | | X |
| d | Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX* | 11d | | X |
| e | Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X* | 11e | | X |
| f | Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X* | 11f | | X |
| 12a | Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII* | 12a | | X |
| b | Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional* | 12b | | X |
| 13 | Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E* | 13 | | X |
| 14a | Did the organization maintain an office, employees, or agents outside of the United States? | 14a | | X |
| b | Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV* | 14b | | X |
| 15 | Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV* | 15 | | X |
| 16 | Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV* | 16 | | X |
| 17 | Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions | 17 | | X |
| 18 | Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II* | 18 | | X |
| 19 | Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III* | 19 | | X |
| 20a | Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H* | 20a | | X |
| b | If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? | 20b | | |
| 21 | Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II* | 21 | X | |

## Part IV Checklist of Required Schedules *(continued)*

| | | | Yes | No |
|---|---|---|---|---|
| 22 | Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III* | 22 | | X |
| 23 | Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J* | 23 | | X |
| 24a | Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a* | 24a | | X |
| b | Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? | 24b | | |
| c | Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? | 24c | | |
| d | Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? | 24d | | |
| 25a | **Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I* | 25a | | |
| b | Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I* | 25b | | |
| 26 | Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II* | 26 | | X |
| 27 | Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III* | 27 | | X |
| 28 | Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions). | | | |
| a | A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV* | 28a | | X |
| b | A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV* | 28b | | X |
| c | A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV* | 28c | | X |
| 29 | Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M* | 29 | | X |
| 30 | Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M* | 30 | | X |
| 31 | Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I* | 31 | | X |
| 32 | Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II* | 32 | | X |
| 33 | Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I* | 33 | | X |
| 34 | Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1* | 34 | | X |
| 35a | Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 35a | | X |
| b | If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2* | 35b | | |
| 36 | **Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2* | 36 | | |
| 37 | Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI* | 37 | | X |
| 38 | Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O. | 38 | X | |

## Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

| | | | | Yes | No |
|---|---|---|---|---|---|
| 1a | Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable | 1a | 11 | | |
| b | Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable | 1b | 0 | | |
| c | Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? | | | 1c X | |

**Part V** **Statements Regarding Other IRS Filings and Tax Compliance** *(continued)*

| | | | Yes | No |
|---|---|---|---|---|
| **2a** Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return | 2a 3 | | | |
| **b** If at least one is reported on line 2a, did the organization file all required federal employment tax returns? | | 2b | X | |
| **3a** Did the organization have unrelated business gross income of $1,000 or more during the year? | | 3a | | X |
| **b** If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O.* | | 3b | | |
| **4a** At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? | | 4a | | X |
| **b** If "Yes," enter the name of the foreign country _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | | | | |
| **5a** Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? | | 5a | | X |
| **b** Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? | | 5b | | X |
| **c** If "Yes," to line 5a or 5b, did the organization file Form 8886-T? | | 5c | | |
| **6a** Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? | | 6a | | X |
| **b** If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? | | 6b | | |
| **7 Organizations that may receive deductible contributions under section 170(c).** | | | | |
| **a** Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor? | | 7a | | |
| **b** If "Yes," did the organization notify the donor of the value of the goods or services provided? | | 7b | | |
| **c** Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? | | 7c | | |
| **d** If "Yes," indicate the number of Forms 8282 filed during the year | 7d | | | |
| **e** Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? | | 7e | | |
| **f** Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? | | 7f | | |
| **g** If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? | | 7g | | |
| **h** If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? | | 7h | | |
| **8 Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? | | 8 | | |
| **9 Sponsoring organizations maintaining donor advised funds.** | | | | |
| **a** Did the sponsoring organization make any taxable distributions under section 4966? | | 9a | | |
| **b** Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? | | 9b | | |
| **10 Section 501(c)(7) organizations.** Enter: | | | | |
| **a** Initiation fees and capital contributions included on Part VIII, line 12 | 10a | | | |
| **b** Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities | 10b | | | |
| **11 Section 501(c)(12) organizations.** Enter: | | | | |
| **a** Gross income from members or shareholders | 11a | | | |
| **b** Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) | 11b | | | |
| **12a Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041? | | 12a | | |
| **b** If "Yes," enter the amount of tax-exempt interest received or accrued during the year | 12b | | | |
| **13 Section 501(c)(29) qualified nonprofit health insurance issuers.** | | | | |
| **a** Is the organization licensed to issue qualified health plans in more than one state? | | 13a | | |
| **Note:** See the instructions for additional information the organization must report on Schedule O. | | | | |
| **b** Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans | 13b | | | |
| **c** Enter the amount of reserves on hand | 13c | | | |
| **14a** Did the organization receive any payments for indoor tanning services during the tax year? | | 14a | | X |
| **b** If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O.* | | 14b | | |
| **15** Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N. | | 15 | | X |
| **16** Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O. | | 16 | | X |
| **17 Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069. | | 17 | | |

**Part VI** **Governance, Management, and Disclosure.** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI. [X]

## Section A. Governing Body and Management

| | | | | Yes | No |
|---|---|---|---|---|---|
| 1a | Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O. | 1a | 5 | | |
| b | Enter the number of voting members included on line 1a, above, who are independent. | 1b | 2 | | |
| 2 | Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? | | 2 | | X |
| 3 | Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? | | 3 | | X |
| 4 | Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? | | 4 | | X |
| 5 | Did the organization become aware during the year of a significant diversion of the organization's assets? | | 5 | | X |
| 6 | Did the organization have members or stockholders? See Schedule O | | 6 | X | |
| 7a | Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? See Schedule O | | 7a | X | |
| b | Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? | | 7b | | X |
| 8 | Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: | | | | |
| a | The governing body? | | 8a | X | |
| b | Each committee with authority to act on behalf of the governing body? | | 8b | | X |
| 9 | Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O.* | | 9 | | X |

## Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

| | | | Yes | No |
|---|---|---|---|---|
| 10a | Did the organization have local chapters, branches, or affiliates? | 10a | | X |
| b | If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? | 10b | | |
| 11a | Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? | 11a | X | |
| b | Describe on Schedule O the process, if any, used by the organization to review this Form 990. See Schedule O | | | |
| 12a | Did the organization have a written conflict of interest policy? *If "No," go to line 13* | 12a | | X |
| b | Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? | 12b | | |
| c | Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done* | 12c | | |
| 13 | Did the organization have a written whistleblower policy? | 13 | | X |
| 14 | Did the organization have a written document retention and destruction policy? | 14 | | X |
| 15 | Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? | | | |
| a | The organization's CEO, Executive Director, or top management official. See Schedule O | 15a | X | |
| b | Other officers or key employees of the organization. | 15b | | X |
| | If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions. | | | |
| 16a | Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? | 16a | | X |
| b | If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? | 16b | | |

## Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed None

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

[ ] Own website [ ] Another's website [X] Upon request [ ] Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. See Schedule O

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

Ryan Boscow 600 Winslow Way E Ste 235 Bainbridge Island WA 98110 360 531-0127

## Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

### Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A) Name and title | (B) Average hours per week (list any hours for related organizations below dotted line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC) | (E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| (1) Christina Pivarnik | 24 | | | | | | | | | |
| Executive Dir. | 0 | X | | X | | | | 42,837. | 0. | 0. |
| (2) Christine Mueller | 10 | | | | | | | | | |
| Executive Dir. | 0 | X | | X | | | | 14,490. | 0. | 0. |
| (3) Kelle Kitchel-Cooper | 1 | | | | | | | | | |
| President | 0 | X | | X | | | | 7,572. | 0. | 0. |
| (4) Stefan Goldby | 0.25 | | | | | | | | | |
| Chairman | 0 | X | | X | | | | 0. | 0. | 0. |
| (5) Matt Grady | 1 | | | | | | | | | |
| Director | 0 | X | | X | | | | 0. | 0. | 0. |
| (6) | | | | | | | | | | |
| (7) | | | | | | | | | | |
| (8) | | | | | | | | | | |
| (9) | | | | | | | | | | |
| (10) | | | | | | | | | | |
| (11) | | | | | | | | | | |
| (12) | | | | | | | | | | |
| (13) | | | | | | | | | | |
| (14) | | | | | | | | | | |

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

| (A) Name and title | (B) Average hours per week (list any hours for related organizations below dotted line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC) | (E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| (15) | | | | | | | | | | |
| (16) | | | | | | | | | | |
| (17) | | | | | | | | | | |
| (18) | | | | | | | | | | |
| (19) | | | | | | | | | | |
| (20) | | | | | | | | | | |
| (21) | | | | | | | | | | |
| (22) | | | | | | | | | | |
| (23) | | | | | | | | | | |
| (24) | | | | | | | | | | |
| (25) | | | | | | | | | | |
| **1b Subtotal** | | | | | | | | 64,899. | 0. | 0. |
| **c Total from continuation sheets to Part VII, Section A** | | | | | | | | 0. | 0. | 0. |
| **d Total (add lines 1b and 1c)** | | | | | | | | 64,899. | 0. | 0. |

**2** Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 0

| | | Yes | No |
|---|---|---|---|
| **3** Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual* | 3 | | X |
| **4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual* | 4 | | X |
| **5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person* | 5 | | X |

## Section B. Independent Contractors

**1** Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A) Name and business address | (B) Description of services | (C) Compensation |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

**2** Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 0

## Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

| | | | (A) Total revenue | (B) Related or exempt function revenue | (C) Unrelated business revenue | (D) Revenue excluded from tax under sections 512-514 |
|---|---|---|---|---|---|---|
| Contributions, Gifts, Grants, and Other Similar Amounts | 1a Federated campaigns | 1a | | | | |
| | b Membership dues | 1b | 2,000. | | | |
| | c Fundraising events | 1c | | | | |
| | d Related organizations | 1d | | | | |
| | e Government grants (contributions) | 1e | 425,794. | | | |
| | f All other contributions, gifts, grants, and similar amounts not included above | 1f | | | | |
| | g Noncash contributions included in lines 1a-1f | 1g | | | | |
| | h **Total.** Add lines 1a-1f | | 427,794. | | | |
| Program Service Revenue | | Business Code | | | | |
| | 2a Sponsorship/Promotion | 541800 | 7,500. | 7,500. | | |
| | b | | | | | |
| | c | | | | | |
| | d | | | | | |
| | e | | | | | |
| | f All other program service revenue | | | | | |
| | g **Total.** Add lines 2a-2f | | 7,500. | | | |
| Other Revenue | 3 Investment income (including dividends, interest, and other similar amounts) | | 1. | | | 1. |
| | 4 Income from investment of tax-exempt bond proceeds | | | | | |
| | 5 Royalties | | | | | |
| | | (i) Real / (ii) Personal | | | | |
| | 6a Gross rents | 6a | | | | |
| | b Less: rental expenses | 6b | | | | |
| | c Rental income or (loss) | 6c | | | | |
| | d Net rental income or (loss) | | | | | |
| | | (i) Securities / (ii) Other | | | | |
| | 7a Gross amount from sales of assets other than inventory | 7a | | | | |
| | b Less: cost or other basis and sales expenses | 7b | | | | |
| | c Gain or (loss) | 7c | | | | |
| | d Net gain or (loss) | | | | | |
| | 8a Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18 | 8a | | | | |
| | b Less: direct expenses | 8b | | | | |
| | c Net income or (loss) from fundraising events | | | | | |
| | 9a Gross income from gaming activities. See Part IV, line 19 | 9a | | | | |
| | b Less: direct expenses | 9b | | | | |
| | c Net income or (loss) from gaming activities | | | | | |
| | 10a Gross sales of inventory, less returns and allowances | 10a | | | | |
| | b Less: cost of goods sold | 10b | | | | |
| | c Net income or (loss) from sales of inventory | | | | | |
| Miscellaneous Revenue | | Business Code | | | | |
| | 11a | | | | | |
| | b | | | | | |
| | c | | | | | |
| | d All other revenue | | | | | |
| | e **Total.** Add lines 11a-11d | | | | | |
| | 12 **Total revenue.** See instructions | | 435,295. | 7,500. | 0. | 1. |

## Part IX Statement of Functional Expenses

*Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).*

Check if Schedule O contains a response or note to any line in this Part IX. [X]

| *Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.* | (A) Total expenses | (B) Program service expenses | (C) Management and general expenses | (D) Fundraising expenses |
|---|---|---|---|---|
| 1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 | 44,735. | 44,735. | | |
| 2 Grants and other assistance to domestic individuals. See Part IV, line 22 | | | | |
| 3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 | | | | |
| 4 Benefits paid to or for members | | | | |
| 5 Compensation of current officers, directors, trustees, and key employees | 114,260. | 62,055. | 40,779. | 11,426. |
| 6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) | 0. | 0. | 0. | 0. |
| 7 Other salaries and wages | | | | |
| 8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) | | | | |
| 9 Other employee benefits | | | | |
| 10 Payroll taxes | 5,456. | 3,372. | 1,538. | 546. |
| 11 Fees for services (nonemployees): | | | | |
| a Management | | | | |
| b Legal | 250. | | 250. | |
| c Accounting | 12,593. | | 12,593. | |
| d Lobbying | | | | |
| e Professional fundraising services. See Part IV, line 17 | | | | |
| f Investment management fees | | | | |
| g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.) Sch. O | 102,624. | 102,624. | | |
| 12 Advertising and promotion | 71,688. | 71,688. | | |
| 13 Office expenses | 1,419. | 781. | 638. | |
| 14 Information technology | 611. | | 611. | |
| 15 Royalties | | | | |
| 16 Occupancy | 3,078. | | 3,078. | |
| 17 Travel | 1,318. | 1,318. | | |
| 18 Payments of travel or entertainment expenses for any federal, state, or local public officials | | | | |
| 19 Conferences, conventions, and meetings | 1,116. | 1,116. | | |
| 20 Interest | 320. | | 320. | |
| 21 Payments to affiliates | | | | |
| 22 Depreciation, depletion, and amortization | | | | |
| 23 Insurance | 1,080. | | 1,080. | |
| 24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.) | | | | |
| a Website | 57,202. | 57,202. | | |
| b Program Supplies | 6,672. | 6,672. | | |
| c Membership & Dues | 2,000. | 2,000. | | |
| d | | | | |
| e All other expenses | | | | |
| 25 **Total functional expenses.** Add lines 1 through 24e | 426,422. | 353,563. | 60,887. | 11,972. |
| 26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here [ ] if following SOP 98-2 (ASC 958-720) | | | | |

## Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

| | | | (A) Beginning of year | | (B) End of year |
|---|---|---|---|---|---|
| Assets | 1 | Cash – non-interest-bearing | 17,585. | 1 | 16,970. |
| | 2 | Savings and temporary cash investments | 1,002. | 2 | 1,003. |
| | 3 | Pledges and grants receivable, net | | 3 | |
| | 4 | Accounts receivable, net | 9,190. | 4 | 92,458. |
| | 5 | Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons | | 5 | |
| | 6 | Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) | | 6 | |
| | 7 | Notes and loans receivable, net | | 7 | |
| | 8 | Inventories for sale or use | | 8 | |
| | 9 | Prepaid expenses and deferred charges | | 9 | |
| | 10a | Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a | | | |
| | b | Less: accumulated depreciation — 10b | | 10c | |
| | 11 | Investments – publicly traded securities | | 11 | |
| | 12 | Investments – other securities. See Part IV, line 11 | | 12 | |
| | 13 | Investments – program-related. See Part IV, line 11 | | 13 | |
| | 14 | Intangible assets | | 14 | |
| | 15 | Other assets. See Part IV, line 11 | | 15 | 342. |
| | 16 | **Total assets.** Add lines 1 through 15 (must equal line 33) | 27,777. | 16 | 110,773. |
| Liabilities | 17 | Accounts payable and accrued expenses | 8,534. | 17 | 82,657. |
| | 18 | Grants payable | | 18 | |
| | 19 | Deferred revenue | | 19 | |
| | 20 | Tax-exempt bond liabilities | | 20 | |
| | 21 | Escrow or custodial account liability. Complete Part IV of Schedule D | | 21 | |
| | 22 | Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons | | 22 | |
| | 23 | Secured mortgages and notes payable to unrelated third parties | | 23 | |
| | 24 | Unsecured notes and loans payable to unrelated third parties | | 24 | |
| | 25 | Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D | | 25 | |
| | 26 | **Total liabilities.** Add lines 17 through 25 | 8,534. | 26 | 82,657. |
| Net Assets or Fund Balances | | **Organizations that follow FASB ASC 958, check here ☐ and complete lines 27, 28, 32, and 33.** | | | |
| | 27 | Net assets without donor restrictions | | 27 | |
| | 28 | Net assets with donor restrictions | | 28 | |
| | | **Organizations that do not follow FASB ASC 958, check here ☒ and complete lines 29 through 33.** | | | |
| | 29 | Capital stock or trust principal, or current funds | | 29 | |
| | 30 | Paid-in or capital surplus, or land, building, or equipment fund | | 30 | |
| | 31 | Retained earnings, endowment, accumulated income, or other funds | 19,243. | 31 | 28,116. |
| | 32 | Total net assets or fund balances | 19,243. | 32 | 28,116. |
| | 33 | Total liabilities and net assets/fund balances | 27,777. | 33 | 110,773. |

## Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

| | | | |
|---|---|---|---|
| 1 | Total revenue (must equal Part VIII, column (A), line 12) | 1 | 435,295. |
| 2 | Total expenses (must equal Part IX, column (A), line 25) | 2 | 426,422. |
| 3 | Revenue less expenses. Subtract line 2 from line 1 | 3 | 8,873. |
| 4 | Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A)) | 4 | 19,243. |
| 5 | Net unrealized gains (losses) on investments | 5 | |
| 6 | Donated services and use of facilities | 6 | |
| 7 | Investment expenses | 7 | |
| 8 | Prior period adjustments | 8 | |
| 9 | Other changes in net assets or fund balances (explain on Schedule O) | 9 | 0. |
| 10 | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B)) | 10 | 28,116. |

## Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

| | | | Yes | No |
|---|---|---|---|---|
| 1 | Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ | | | |
| | If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O. | | | |
| 2a | Were the organization's financial statements compiled or reviewed by an independent accountant? | 2a | | X |
| | If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis | | | |
| b | Were the organization's financial statements audited by an independent accountant? | 2b | | X |
| | If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis | | | |
| c | If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? | 2c | | |
| | If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O. | | | |
| 3a | As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? | 3a | | X |
| b | If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits | 3b | | |

**SCHEDULE C**
**(Form 990)**

Department of the Treasury
Internal Revenue Service

# Political Campaign and Lobbying Activities

**For Organizations Exempt From Income Tax Under Section 501(c) and Section 527**

**Complete if the organization is described below. Attach to Form 990 or Form 990-EZ.**
**Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

**2024**

**Open to Public Inspection**

**If the organization answered "Yes" on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then:**

- Section 501(c)(3) organizations: Complete Parts I-A and I-B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and I-C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

**If the organization answered "Yes" on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then:**

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

**If the organization answered "Yes" on Form 990, Part IV, line 5 (Proxy Tax) (see separate instructions), or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then:**

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

| Name of organization | Employer identification number (EIN) |
|---|---|
| Visit Bainbridge Island | 83-4290465 |

## Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

1 Provide a description of the organization's direct and indirect political campaign activities in Part IV. See instructions for definition of "political campaign activities."

2 Political campaign activity expenditures. See instructions ..... $

3 Volunteer hours for political campaign activities. See instructions .....

## Part I-B Complete if the organization is exempt under section 501(c)(3).

1 Enter the amount of any excise tax incurred by the organization under section 4955 ..... $

2 Enter the amount of any excise tax incurred by organization managers under section 4955 ..... $

3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? ..... ☐ Yes ☐ No

4a Was a correction made? ..... ☐ Yes ☐ No

b If "Yes," describe in Part IV.

## Part I-C Complete if the organization is exempt under section 501(c) , except section 501(c)(3).

1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ..... $

2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ..... $

3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ..... $

4 Did the filing organization file **Form 1120-POL** for this year? ..... ☐ Yes ☒ No

5 Enter the names, addresses, and EINs of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

| | **(a)** Name | **(b)** Address | **(c)** EIN | **(d)** Amount paid from filing organization's funds. If none, enter -0-. | **(e)** Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-. |
|---|---|---|---|---|---|
| (1) | | | | | |
| (2) | | | | | |
| (3) | | | | | |
| (4) | | | | | |
| (5) | | | | | |
| (6) | | | | | |

**BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.**

**Schedule C (Form 990) 2024**

TEEA3201L 07/15/24

**Part II-A** **Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).**

**A** Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).

**B** Check ☐ if the filing organization checked box A and "limited control" provisions apply.

| **Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)** | **(a)** Filing organization's totals | **(b)** Affiliated group totals |
|---|---|---|
| **1a** Total lobbying expenditures to influence public opinion (grassroots lobbying) | | |
| **b** Total lobbying expenditures to influence a legislative body (direct lobbying) | | |
| **c** Total lobbying expenditures (add lines 1a and 1b) | | |
| **d** Other exempt purpose expenditures | | |
| **e** Total exempt purpose expenditures (add lines 1c and 1d) | | |
| **f** Lobbying nontaxable amount. Enter the amount from the following table in both columns | | |
| **g** Grassroots nontaxable amount (enter 25% of line 1f) | | |
| **h** Subtract line 1g from line 1a. If zero or less, enter -0- | | |
| **i** Subtract line 1f from line 1c. If zero or less, enter -0- | | |

| IF the amount on line 1e, column (a) or (b), is: | THEN the lobbying nontaxable amount is: |
|---|---|
| not over $500,000 | 20% of the amount on line 1e. |
| over $500,000 but not over $1,000,000 | $100,000 plus 15% of the excess over $500,000. |
| over $1,000,000 but not over $1,500,000 | $175,000 plus 10% of the excess over $1,000,000. |
| over $1,500,000 but not over $17,000,000 | $225,000 plus 5% of the excess over $1,500,000. |
| over $17,000,000 | $1,000,000. |

**j** If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year? ☐ **Yes** ☐ **No**

**4-Year Averaging Period Under Section 501(h)**
**(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the separate instructions for lines 2a through 2f.)**

**Lobbying Expenditures During 4-Year Averaging Period**

| Calendar year (or fiscal year beginning in) | **(a)** 2021 | **(b)** 2022 | **(c)** 2023 | **(d)** 2024 | **(e)** Total |
|---|---|---|---|---|---|
| **2a** Lobbying nontaxable amount | | | | | |
| **b** Lobbying ceiling amount (150% of line 2a, column (e)) | | | | | |
| **c** Total lobbying expenditures | | | | | |
| **d** Grassroots nontaxable amount | | | | | |
| **e** Grassroots ceiling amount (150% of line 2d, column (e)) | | | | | |
| **f** Grassroots lobbying expenditures | | | | | |

**Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).**

| *For each "Yes" response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.* | (a) Yes | (a) No | (b) Amount |
|---|---|---|---|
| **1** During the year, did the filing organization attempt to influence foreign, national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of: | | | |
| **a** Volunteers? | | | |
| **b** Paid staff or management (include compensation in expenses reported on lines 1c through 1i)? | | | |
| **c** Media advertisements? | | | |
| **d** Mailings to members, legislators, or the public? | | | |
| **e** Publications, or published or broadcast statements? | | | |
| **f** Grants to other organizations for lobbying purposes? | | | |
| **g** Direct contact with legislators, their staffs, government officials, or a legislative body? | | | |
| **h** Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means? | | | |
| **i** Other activities? | | | |
| **j** Total. Add lines 1c through 1i. | | | |
| **2a** Did the activities in line 1 cause the organization to not be described in section 501(c)(3)? | | | |
| **b** If "Yes," enter the amount of any tax incurred under section 4912 | | | |
| **c** If "Yes," enter the amount of any tax incurred by organization managers under section 4912 | | | |
| **d** If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year? | | | |

**Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).**

| | | Yes | No |
|---|---|---|---|
| **1** Were substantially all (90% or more) dues received nondeductible by members? | 1 | X | |
| **2** Did the organization make only in-house lobbying expenditures of $2,000 or less? | 2 | X | |
| **3** Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year? | 3 | | X |

**Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No;" OR (b) Part III-A, line 3, is answered "Yes."**

| | | |
|---|---|---|
| **1** Dues, assessments, and similar amounts from members | 1 | |
| **2** Section 162(e) nondeductible lobbying and political expenditures **(do not include amounts of political expenses for which the section 527(f) tax was paid):** | | |
| **a** Current year | 2a | |
| **b** Carryover from last year | 2b | |
| **c** Total | 2c | |
| **3** Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues | 3 | |
| **4** If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditures next year? | 4 | 0. |
| **5** Taxable amount of lobbying and political expenditures. See instructions | 5 | 0. |

**Part IV Supplemental Information**

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (see instructions); and Part II-B, line 1. Also, complete this part for any additional information.

**SCHEDULE I (Form 990)**

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

# Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

**Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22. Attach to Form 990.**

**Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

**Open to Public Inspection**

Name of the organization: Visit Bainbridge Island

Employer identification number: 83-4290465

## Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ..... [X] Yes [ ] No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

## Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.

Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than $5,000. Part II can be duplicated if additional space is needed.

| 1 (a) Name and address of organization or government | (b) EIN | (c) IRC section (if applicable) | (d) Amount of cash grant | (e) Amount of noncash assistance | (f) Method of valuation (book, FMV, appraisal, other) | (g) Description of noncash assistance | (h) Purpose of grant or assistance |
|---|---|---|---|---|---|---|---|
| (1) Greater Kingston Community CC<br>PO Box 79<br>Kingston, WA 98346 | | 501(c)6 | 29,735. | 0. | | | |
| (2) | | | | | | | |
| (3) | | | | | | | |
| (4) | | | | | | | |
| (5) | | | | | | | |
| (6) | | | | | | | |
| (7) | | | | | | | |
| (8) | | | | | | | |

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ..... 0

3 Enter total number of other organizations listed in the line 1 table ..... 1

**BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990.**

TEEA3901L 11/13/24

**Schedule I (Form 990) (Rev. 12-2024)**

**Part III** **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

| (a) Type of grant or assistance | (b) Number of recipients | (c) Amount of cash grant | (d) Amount of noncash assistance | (e) Method of valuation (book, FMV, appraisal, other) | (f) Description of noncash assistance |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

**Part IV** **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

**SCHEDULE O**
**(Form 990)**
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

# Supplemental Information to Form 990 or 990-EZ

**Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information. Attach to Form 990 or Form 990-EZ.**

**Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

**Open to Public Inspection**

Name of the organization: Visit Bainbridge Island

Employer identification number: 83-4290465

**Form 990, Part III, Line 2 - New Services**

VBI established a new program in 2024: Kitsap Tourism Committee, which supports tourism in the greater county with Bainbridge Island serving as the gateway.

**Form 990, Part VI, Line 6 - Explanation of Classes of Members or Shareholder**

The organization has two members that are other local nonprofits with the right to elect the directors of the governing body.

**Form 990, Part VI, Line 7a - How Members or Shareholders Elect Governing Body**

At the annual meeting of the two members, they vote for a director of the governing body.

**Form 990, Part VI, Line 11b - Form 990 Review Process**

VBI Board of Directors will review the completed 990 before submission, as will the subcommittee established to monitor and execute the operations of the program activities.

**Form 990, Part VI, Line 15a - Compensation Review & Approval Process - CEO & Top Management**

Board of Directors considered the approximate number of work hours required per week (established at an average for 24 hours per week) then assigned a prevailing wage for the value of the work to be not more than 3x the state minimum wage for the tax year.

**Form 990, Part VI, Line 19 - Other Organization Documents Publicly Available**

No other documents available to the public.

**Form 990, Part IX, Line 11g**
**Other Fees For Services**

| | (A) Total | (B) Program Services | (C) Management & General | (D) Fund-raising |
|---|---|---|---|---|
| Creative/Graphic Design | 25,199. | 25,199. | | |
| Photo/Video Creation | 13,425. | 13,425. | | |
| Social Media & Digital Mrktg | 61,000. | 61,000. | | |
| Website Hosting | 3,000. | 3,000. | | |
| Total | $ 102,624. | $ 102,624. | $ 0. | $ 0. |

# marketing efforts

## PORT ORCHARD PRINT ADS IN WIDELY DISTRIBUTED PUBLICATIONS

## EXPLORE + STAY IN KITSAP (BROCHURE)

PORT OF SEATTLE SEATAC AD

## 25 ADVENTURES IN 2025

## PARTNERSHIPS + COLLABORATIONS

MARITIME WA
STORY SAILS

PORT OF
BREMERTON

CASCADE PBS
NW EXPLORER SERIES

SPACE NEEDLE
SEATTLE TOP TIX

WEST SOUND
+PREMIER MEDIA GROUP

DEADMAN'S
KAYAK & SUP

STAY | KITSAP.LOVE | EXPLOREKITSAP.ORG | STAYKITSAP26.COM

# website highlights

kitsap
to explore kitsap is to love kitsap

PORT ORCHARD BREMERTON SILVERDALE POULSBO BAINBRIDGE ISLAND KINGSTON

ARTICLES WINTER SPRING SUMMER EVENTS STAY GIFT GUIDE GETTING HERE

Bald Seagull | Port Orchard

Stunning beachfront on the shores of Port Orchard with unobstructed, waterfront vistas from inside the window-lined living area and furnished deck beneath by a canopy of trees.

Carriage House | Port Orchard

With stunning views of Sinclair Inlet and the mighty Olympic Mountains, the historic Carriage House is the perfect place for a South Kitsap adventure.

The Chapel | Port Orchard

An 1895 historic chapel featuring gorgeous stained glass windows, open space design, 25 ft ceilings, loft bedrooms, huge work space, and fabulous art!

Comfort Inn on the Bay | Port Orchard

The only hotel located on the Port Orchard waterfront pathway, you'll be just a few steps away from countless adventures.

## PORT ORCHARD LODGING SEARCH EXAMPLE

VISIT, EXPLORE

HOW TO SPEND 2 HOURS IN DOWNTOWN PORT ORCHARD

A walk down Bay Street on the Port Orchard's waterfront with business owner Sam Smith, reveals a cluster of shops, restaurants and experiences that are

GUIDE

KITSAP PENINSULA 2025 FALL PREVIEW: EVENTS, ACTIVITIES & MORE!

All of the fall events, festivals, trick or treating and fun on the Kitsap Peninsula. Pumpkin patches, Halloween

GUIDE

KITSAP COUNTY'S ULTIMATE BREWERY & CIDERY GUIDE

Your guide to Kitsap County's breweries, taprooms & ciderys. From Bainbridge Island to Kingston to Bremerton to Silverdale & Port Orchard - here is your

EXPLORE

EXPLORE: SECRET SUMMER WITH BRITTANY HESS

Brittany Hess, owner of Dos Casas Thrift, gives you the 'Secret Summer' scoop on the restaurants, shops, parks, and places to explore during the sunny months

## PORT ORCHARD ARTICLES ON KITSAP.LOVE

**In the past 18 months, we've written over 120 articles, 51 of them include Port Orchard points of interest and events.**

## LIVE EVENT COVERAGE

**We covered 85+ Kitsap events in 18 months! Here are some Port Orchard events you saw us at.**

NIGHT MARKETS, FARMERS MARKETS, FATHOMS PARADE, HOLIDAY ON THE BAY, BOO BASH, MOSQUITO FLEET FEST, ETC.

****OUR WEBSITE IS VIEWED OVER 200,000X ANNUALLY!**

STAY | KITSAP.LOVE | EXPLOREKITSAP.ORG | STAYKITSAP26.COM

# world cup efforts

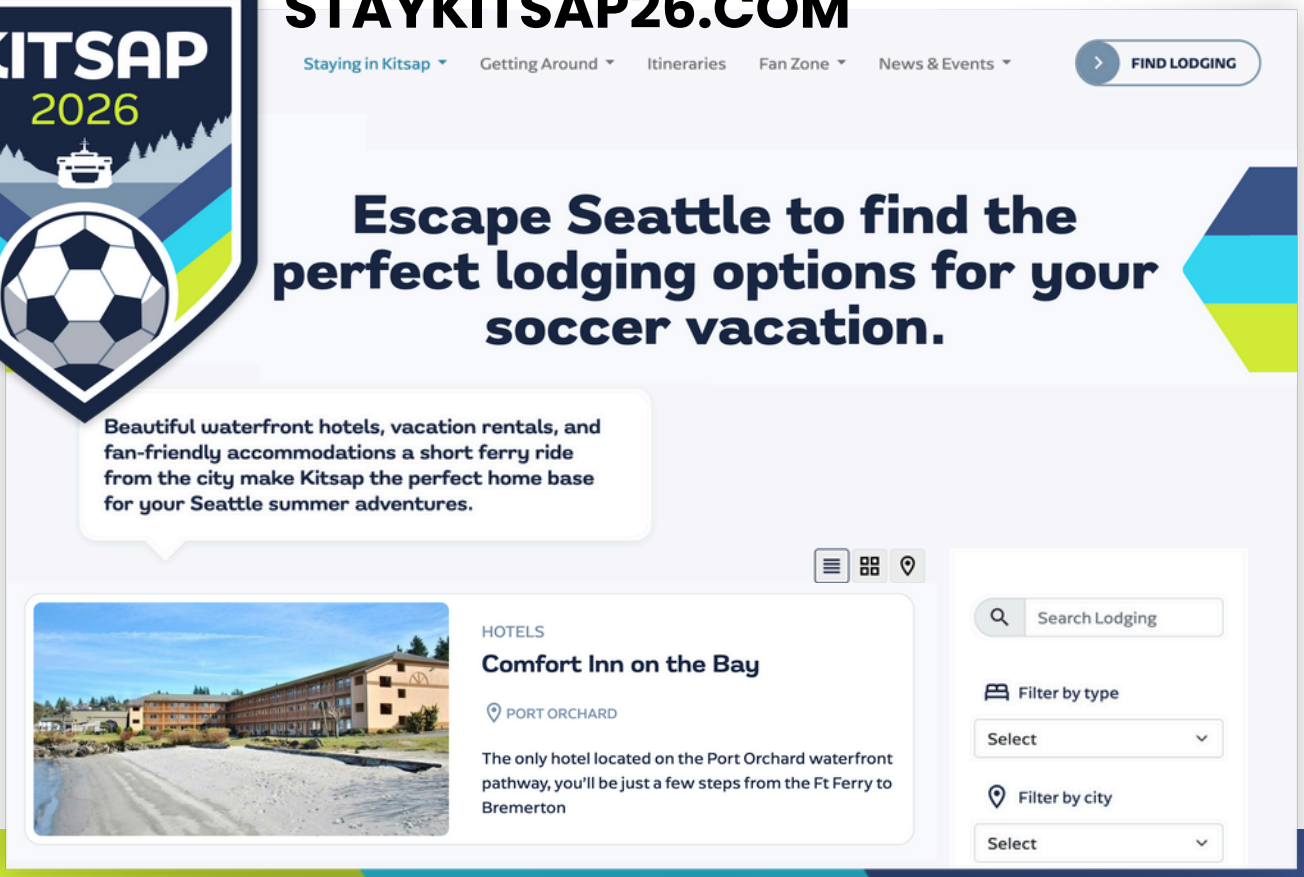
## LOVE KITSAP IS THE *OFFICIAL* ORGANIZATION MARKETING KITSAP FOR THE WORLD CUP!

Strategy, branding and digital presence for "Stay Kitsap '26", used to market to visitors coming to the World Cup Seattle matches. We are promoting Kitsap to visitors during and surrounding the Seattle matches, encouraging them to experience a slower paced, affordable, and outdoor-friendly alternative place to stay.

### FRESH EXPERIENCES CONTINUE TO ROLL OUT IN 2025, 2026, AND BEYOND!

- StayKitsap26.com Website
- Stay Kitsap 2026 Branding
- Stay Kitsap SEO/GEO and Social Promotion
- Official Fan Zone Announcement Video
- Official Fan Zone Webpage

### STAYKITSAP26.COM



STAY KITSAP.LOVE EXPLOREKITSAP.ORG STAYKITSAP26.COM

# 2025 MOSQUITO FLEET FEST REPORT

## event guides + stats

Mosquito Fleet Fest 2025 - Celebrate Port Orchard's Maritime Culture & History on the Waterfront

Your guide to Port Orchard's Mosquito Fleet Fest 2025 - what to expect, where to play, eat, and stay on the Port Orchard waterfront.

SPRING PREVIEW Kitsap Peninsula 2025: Farmer's Markets & more!

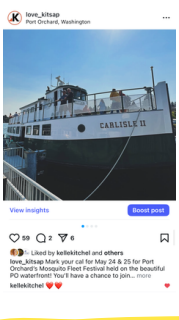
All the spring events, festivals, gardens, and farmers markets on the Kitsap Peninsula. Spring events and activities in Bainbridge Island, Port Gamble, Poulsbo, Kingston, Bremerton, and Port Orchard.

GUIDE: Annual Kitsap Events Guide 2025

Kitsap Annual Events Calendar 2025 - Mark your Calendar with this Kitsap County community events overview for 2025! Featuring events on Bainbridge Island, Kingston, Poulsbo, Bremerton, Silverdale, and Port Orchard this guide will help you plan your Kitsap Peninsula travels, road trip, weekend or staycation. Farmers Markets, Summer festivities, Holiday fun and so much more!

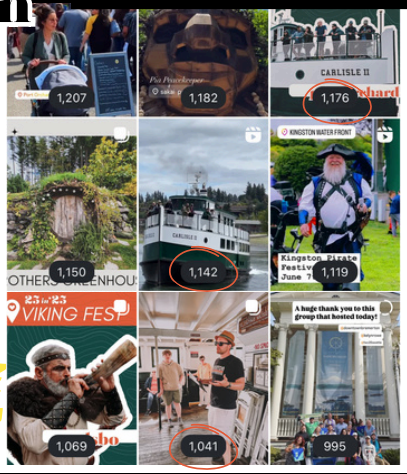
**4TH MOST VIEWED ARTICLE ON OUR WEBSITE!**

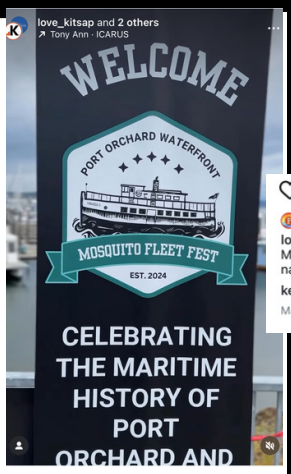
## social promotion



**183 LIKES, 59 SHARES**

183 7 comments 59 shares 20.1K views

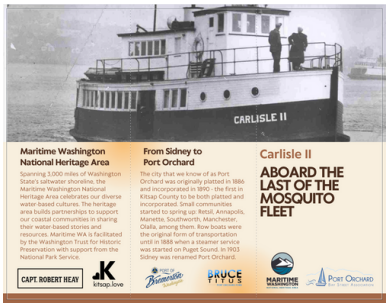


## story sails with maritime wa & josh farley

**OUR 2ND ANNUAL SPONSORSHIP OF THE MOSQUITO FLEET FEST'S STORY SAILINGS WITH JOSH FARLEY**

**ALL 4 SAILINGS SOLD OUT! 300+ TICKETS SOLD!**




**EVERY PARTICIPANT RECEIVED WITH HISTORIC INFORMATION CORRELATING TO THE SAILING, DESIGNED BY LOVE KITSAP**

*This report was prepared for you by Love Kitsap and the Kitsap Tourism Coalition.*

**WEBSITE VIEWS:**

**16,548!**

**TRENDING WEBSITE PAGES**

**#1 Website Article:** *Annual Events Overview*

**#4 Website Article:** *2025 MMF Festival Guide*

**TOTAL VIEWS:**

**86,527!**

**Reach: 65,542!**

**Shares: 170!**

**LOVE KITSAP, IN PARTNERSHIP WITH MARITIME WA, JOURNALIST JOSH FARLEY AND THE LOCAL PORT ORCHARD BUSINESS ASSOCIATION, CHARTED FOUR SAILINGS ON THE CARLISLE II DURING THE WEEKEND OF MOSQUITO FLEET FEST**

**ALL FOUR SAILINGS, 300 TICKETS SOLD OUT**

**LOVE KITSAP ALSO DESIGNED ALL NECESSARY MARKETING MATERIALS**

# digital overview

**162,403** WEBSITE VISITORS

Our website has been viewed by all 50 states and over 100 countries
Top Visits by Country: Switzerland, Canada, United Kingdom, Germany, Ireland, Italy

**237,730** WEBSITE PAGE VIEWS

**2,008,600** GOOGLE SEARCH IMPRESSIONS

**4,120,112** FACEBOOK VIEWS

**79,035** FACEBOOK INTERACTIONS
LIKES, COMMENTS, SHARES

**9,812** FACEBOOK FOLLOWERS

**3,340** INSTAGRAM FOLLOWERS

**18,041** INSTAGRAM INTERACTIONS
LIKES, COMMENTS, SHARES

**386,590** INSTAGRAM VIEWS

**257,069** EMAILS SENT

**21,229** TOTAL SUBSCRIBERS

In less than 18 months our web, email and socials are **reaching millions!**

# 2026 Lodging Tax Application Coversheet

**Organization Name:** Kitsap Mustang Club

Month/Timeframe of Event or Operations July 26, 2026

**Event/Activity** (check/complete all that apply)

- ☐ Tourism Promotion
- ☐ Operations (Event/Festival Title)
- ☐ Operations (Facility, Staffing, Other)

**Amount of Request $** 4,000

**Presenter & Title** Susan Stadshaug Show Chair

**Phone** 3606205864

**Email** mach1@silverlink.net

# 2026 Lodging Tax Application
# Applicant Acknowledgement

***Applicants accept the following conditions:***

***Application Deadline – Monday, December 1, 2025, by 2PM***
***Applications will be accepted by e-mail at cityclerk@portorchardwa.gov***

- ***Late and incomplete applications will not be accepted***

- ***Responses to be limited to 3 pages, plus required attachment***

- ***2026 allocations will be weighed on activities and/or marketing for FIFA World Cup visitors.***

- ***Successful, eligible applicants may be contacted to schedule an interview with the Lodging Tax Advisory Committee – Please note date scheduled is December 4th or 5th- Date to be announced soon.***

*If funded, the individual who has the authority to sign contracts and provide documents to the City of Port Orchard is requested to sign below; and to also acknowledge your responsibility to notify (enter who to notify and how) of any changes to your organization's contact information.*

**Point of Contact** Susan Stadshaug

**Title** Show Chair

**Signature** Susan Stadshaug

**Phone** 3606205864

**Email** mach1@silverlink.net

From: Kitsap Mustang Club

To: 2026 Lodging Tax Committee

Subj: 2026 Lodging Tax Application

a) Marketing Plan

i. Our marketing plan includes reaching out and advertising Mustangs on the Waterfront, a car show exclusively for Ford Mustangs, to all Mustang Clubs in the Pacific Northwest, across Washington State including neighboring states (Idaho and Oregon) extending into NW Canada. The car show is advertised with Mustang Club of America in their Mustang Times magazine that members who are Mustang owners and enthusiasts across the nation receive. A wide variety of methods are used, i.e. email, posters, post cards, flyers, and various social media platforms. South Sound Publishing is used for local area papers and their online customers to generate community interest to not only encourage Mustang owners to enter their cars in the show, but increase awareness about the car show and encourage spectators to attend and visit Port Orchard.

ii. To encourage participants to visit Port Orchard not only on show day, Port Orchard Ford as one of our premier sponsors host a free Show and Shine and BBQ on Saturday, the day before Sunday's car show. This event is included in all advertisements for the show extending the invite to all prospective car show participants. This encourages guests to visit Port Orchard for an overnight stay or for the weekend. Local lodging contact information is included in and on all ads and flyers. Local hotels have reported an increase in their capacity from Friday through Sunday on our car show weekend. A very unique aspect of our show is taking pictures of each participant's Mustang entered using the picturesque Port Orchard waterfront as the backdrop. Each participant goes home with a picture in a folder that also includes a calendar to enjoy throughout the year. Trophy recipients receive the same picture framed on the trophy they also take home.

iii. About 60% of the lodging tax received in 2025 was used for marketing. 50-70% of the requested amount this year is budgeted for marketing (50% advertising, 25% for printed materials). This includes paper, printer cartridges, calendar folders, photo developing, flyers, and programs. The overall budget range is 20-30%. The plan is to continue advertising the car show with South Sound Publishing and enter a thank you ad to all those who contribute to the show ($1500-$2000). All printing and distribution of show related material before, during, and after the show ($500). Each year, the show's artwork is placed on all printed and posted material and always includes Port Orchard WA. The same artwork is also used on our show shirts.

b) Financial Status

i. Yes, sponsorship applications and requests will go to Canopy World, Port Orchard Ford, and West Hills Ford, all long-time sponsors of the show. Their generosity supports over 50% of trophy and dash plaque expenses which are the largest expense for the show. To further mitigate trophy expenses, trophy class sponsorships are also offered. Businesses, other car dealerships, sister Mustang Clubs are invited to reap advertising benefits having their name on each trophy class or classes they choose from a list to sponsor. Private parties have used this as an opportunity to memorialize loved ones, i.e., club

b) Financial Status (cont'd)

members, family and friends. Trophy Class Sponsorships has been well received and participation increased to those who may not afford a larger donation. Through sponsorships, our raffle donations have also increased and the 50/50 drawing gives the club the ability to donate the other 50% to a charity.

ii. The club has discussed our show with the Saints Car Club and Cruisin Sunday, held at Christian Life Center, about their shows. Each of our shows are unique to the footprint and location and further collaboration is necessary to see if any processes used and/or ideas they have can be adapted to ours to increase tourism. Our club is very open and interested to seek ways to increase and improve marketing efforts and tourism. We will continue to work with Bay Street businesses along the downtown corridor adjacent to our show site which are the ones most affected on show day and provide the best support possible. On show day, participants have an opportunity to participate in a poker walk preplanned with businesses to encourage visits to stores along Bay Street and potential shoppers. We will continue to advertise the show around Kitsap County and in Port Orchard with a goal to bring show participants, guests and visitors to support local businesses over the show weekend.

iii. Presently, the club mainly does sole marketing though very interested to know and learn of other opportunities for collaboration to gain insight on ways to boost attendance, increase marketing and improve tourism. We welcome all suggestions and recommendations to further this effort. We will be meeting with several of our sister Mustang Clubs to network about our shows and will include this in our discussions.

iv. Kitsap Mustang Club was established in 1988 and has done well to live within their financial means. Since 1992 Mustangs on the waterfront has been held on the Port Orchard waterfront and must add, is a favorite location to all who attend. As a non-profit organization, the club strives to support many local causes and charities donating to South Kitsap Food Line, North Kitsap Fishline, Bremerton Food Line and the Bremerton Police and the Kitsap County Sheriff to support their K-9 programs. LTAC funds have given the club the opportunity to promote the City of Port Orchard more extensively in order to promote tourism to the city and also enhance the experience for all who attend Musangs on the Waterfront from car show participants, spectators and visitors. The club is excited to announce our newly established scholarship actively working with local schools from bridge to bridge (Tacoma to Hook Canal) to provide each school with scholarship applications for 2026 graduates to apply for those entering a wide variety of studies within the automotive industry. The club recently invested in a new Canon colored printer to replace one cost prohibitive to repair. Owning both a color printer and copy machine has reduced the need to and cost of using outside printing services.

v. Yes, our event is possible if only with part of the requested funding is received. The amount awarded could affect the overall LTAC budget.

c) Reporting Requirements

i. It is estimated our event will bring about 1200 visitors to Port Orchard (visitors, show participants, and spectators).

c) Reporting Requirements (cont'd)

ii. It is estimated 30 to 40 guests could stay overnight over the show weekend (Friday, Saturday, and/or Sunday).

iii. An average number of show participants travelling 50 miles+ is about 165. From outside Washington, Idaho 2, Oregon 6, and out of country 4 (Canada),

iv. Revenue expected approximately $1000-$2000.

v. Various methodology methods are used to collect/estimate data. A direct count method is used for those staying overnight reported by local hotels and an informal survey for participants staying with friends and/or family. Direct count for participants travelling 50 miles+ and out-of-state or country from registration information collected from participants. An indirect count is used for overall attendance.

Thank you for your consideration in extending lodging tax funds to Kitsap Mustang Club for our car show, Mustangs on the Waterfront.

Sincerely,

Susan Stadshaug
KMC Show Chair

KMC LTAC Budget 2026

Based on amount requested.

Top 3 funding priorities: Advertising, Safety (Traffic Control Plan/Signage), Portable Restrooms

Tourism

| | |
|---|---|
| Newspapers & online ads | $1500 |
| Printing & Copies (paper/Ink) | $ 500 |
| Photos/Calendars | $ 500 |

Operations

| | |
|---|---|
| Portable Restrooms | $ 800 |
| Traffic Control Plan/Signage | $ 500 |
| DJ Music & Sound | $ 650 |

Revenue Sources

| | |
|---|---|
| Registrations | $4000 |
| Sponsorships | $2000 |
| Prize Donations | $2000 |
| Shirt Sales | $ 500 |

# Mustangs on the Waterfront Show
## Profit & Loss
### July 28, 2025

| | | | |
|---|---|---|---|
| **Income** | | | |
| 50/50 Raffle | 400.00 | | |
| Bruce Titus PO Ford - Raffle | 600.00 | | |
| Canopy World - Trophy Donation | 600.00 | | |
| Coffee & Muffins | | | |
| Dash Plaques | 3.00 | | |
| Gazebo Raffle | 2,192.00 | | |
| Members & Community Donations | 1,570.00 | | |
| MOW - Registrations | 3,460.00 | | |
| MOW - Show T-Shirts | 2,368.00 | | |
| PO Lodging Tax Reimbursement | 2,500.00 | | |
| Polker Walk/Run | 90.00 | | |
| Seed Money | 630.00 | | |
| West Hills Ford - Trophy Funds | 600.00 | | |
| **Total Income** | | | 15,013.00 |
| **Expense** | | | |
| **Administrative Costs** | | | |
| 50/50 Charity Donation | | | |
| Cash Raffle Prizes | (515.00) | | |
| Club Part. & Poker Walk | (100.00) | | |
| Coffee & Muffins | | | |
| Dash Plaques | (379.82) | | |
| Misc. (Raffle Supplies;Flagger) | (96.00) | | |
| Motorsport Reg. Expenses | (203.10) | | |
| PayPal & Square Expenses | | | |
| Pre Show BBQ/Poker Run | | | |
| Seed Money | (630.00) | | |
| T-Shirts | (2,003.58) | | |
| Trophies | (2,727.07) | | |
| **Total Administrative Costs** | | (6,654.57) | |
| **Event Advertising/Marketing** | | | |
| Flyers | | | |
| Misc. | (115.21) | | |
| Postage | | | |
| Publication Ads | (1,470.00) | | |
| Raffle Tickets | (20.69) | | |
| Save The Date Cards | | | |
| **Total Event Advertising/Marketing** | | (1,605.90) | |

# Kitsap Mustang Club
## Profit Loss Budget vs. Actual
January 1 through October 31, 2025

| | Jan 1 - Oct 31 2025 | 2025 Budget | Over/Under Budget |
|---|---|---|---|
| **Income** | | | |
| **Administrative Income** | | | |
| Member Dues | 1,825.00 | 2,200.00 | 375.00 |
| Miscellaneous | | | |
| Ad Sales | | 0.00 | 0.00 |
| Club Shirts | | 0.00 | 0.00 |
| Interest/Fees | 4.27 | 0.00 | (4.27) |
| Patches/Window Clings/Flags | | 0.00 | 0.00 |
| Pins | | 0.00 | 0.00 |
| Reimbursements | 510.00 | 0.00 | (510.00) |
| Total Miscellaneous | 514.27 | 0.00 | (514.27) |
| **Total Administrative Income** | 2,339.27 | 2,200.00 | (139.27) |
| **Annual Installation Banquet** | | | |
| Banquet Refund from Venue | | 0.00 | 0.00 |
| Dinner Reg. - Members | 660.00 | 1,625.00 | 965.00 |
| Dinner Reg. - Non-Members | 35.00 | 35.00 | 0.00 |
| Donation | | 0.00 | 0.00 |
| Raffle Prize Sales | 1,049.00 | 800.00 | (249.00) |
| Seed Money | | 0.00 | 0.00 |
| **Total Annual Installation Banquet** | 1,744.00 | 2,460.00 | 716.00 |
| **Charity/Scholarship/Sponsorship** | | | |
| Charity Donations | 668.00 | 900.00 | 232.00 |
| Club Participation Awards | 100.00 | 0.00 | (100.00) |
| Scholarship | 450.00 | 1,000.00 | 550.00 |
| **Total Charity/Scholarship/Sponsorship** | 1,218.00 | 1,900.00 | 682.00 |
| **Mustangs On The Waterfront Show** | | | |
| 50/50 Raffle | 400.00 | 0.00 | (400.00) |
| Bruce Titus PO Ford - Raffle | 600.00 | 600.00 | 0.00 |
| Canopy World - Trophy Donation | 600.00 | 600.00 | 0.00 |
| Coffee & Muffins | | 0.00 | 0.00 |
| Dash Plaque | 3.00 | 0.00 | (3.00) |
| Gazebo Raffle | 2,192.00 | 2,000.00 | (192.00) |
| Members & Community Donations | 1,570.00 | 600.00 | (970.00) |
| MOW - Registrations | 3,460.00 | 4,000.00 | 540.00 |
| MOW - Show T-Shirts | 2,368.00 | 1,500.00 | (868.00) |
| PO Lodging Tax Reimbursement | 2,500.00 | 4,000.00 | 1,500.00 |
| Polker Walk/Run | 90.00 | 0.00 | (90.00) |
| Seed Money | 630.00 | 970.00 | 340.00 |
| West Hills Ford - Trophy Funds | 600.00 | 600.00 | 0.00 |
| **Total Mustangs On The Waterfront Show** | 15,013.00 | 14,870.00 | (143.00) |
| **Total Income** | 20,314.27 | 21,430.00 | 1,115.73 |

# Kitsap Mustang Club
## Profit Loss Budget vs. Actual
January 1 through October 31, 2025

| | Jan 1 - Oct 31 2025 | 2025 Budget | Over/Under Budget |
|---|---|---|---|
| **Expense** | | | |
| Administrative Expenses | | | |
| Domain Name | (125.00) | 125.00 | 0.00 |
| Insurance | (670.00) | 700.00 | 30.00 |
| Laptop & Accessories | (110.29) | 0.00 | (110.29) |
| MCA Membership Fees | | 0.00 | 0.00 |
| Miscellaneous | | | 0.00 |
| Bank Fees/Checks/Deposit Slips | (42.62) | 150.00 | 107.38 |
| Business/Membership Cards | | 0.00 | 0.00 |
| Club Shirts (Polo & Camp) | | 0.00 | 0.00 |
| Club Social Events | (525.01) | 1,100.00 | 574.99 |
| Gift Cards/Flowers | | 300.00 | 300.00 |
| Mo. Drawings - FNDO Meetings | (100.00) | 225.00 | 125.00 |
| Mo. Drawings - General Meetings | (39.48) | 150.00 | 110.52 |
| Parade Participation Fees | | 0.00 | 0.00 |
| Patches/Window Clings/Flags | | 0.00 | 0.00 |
| Pins | | 0.00 | 0.00 |
| Prizes | | 0.00 | 0.00 |
| Reimbursements (Non Budget) | (505.60) | 50.00 | (455.60) |
| Total Miscellaneous | (1,212.71) | 1,975.00 | 762.29 |
| Post Office Box | | 280.00 | 280.00 |
| Postage & Envelopes | | 75.00 | 75.00 |
| Printing Supplies | | | 0.00 |
| Maintenance/Repairs | (125.00) | 0.00 | (125.00) |
| Paper | (80.71) | 75.00 | (5.71) |
| Toner (Ink) | (590.82) | 175.00 | (415.82) |
| Total Printing Supplies | (796.53) | 250.00 | (546.53) |
| Room Rent | (75.00) | 225.00 | 150.00 |
| Storage Trailer | | | |
| Maintenance/Repairs/Tabs | (47.25) | 75.00 | 27.75 |
| Total Storage Trailer | (47.25) | 75.00 | 27.75 |
| WA State Incorporation Fee | (20.00) | 20.00 | 0.00 |
| Web Hosting Fees | | 0.00 | 0.00 |
| Total Administrative Expenses | (3,056.78) | 3,725.00 | 668.22 |

# Kitsap Mustang Club
## Profit Loss Budget vs. Actual
January 1 through October 31, 2025

| | Jan 1 - Oct 31 2025 | 2025 Budget | Over/Under Budget |
|---|---|---|---|
| **Annual Installation Dinner** | | | |
| Admin Costs (Tickets/Envelopes) | | 0.00 | 0.00 |
| KMC Share for Meals | | | |
| Audio/Visual Charges | (120.00) | 120.00 | 0.00 |
| Banquet Food | (2,240.00) | 2,450.00 | 210.00 |
| Banquet Room Deposit | 0.00 | 600.00 | 600.00 |
| Banquet Room Rental | | 0.00 | 0.00 |
| Bar Set-Up Charges | | 0.00 | 0.00 |
| Service Charges | (511.18) | 600.00 | 88.82 |
| Taxes | (264.14) | 300.00 | 35.86 |
| Total KMC Share for Meals | (3,135.32) | 4,070.00 | 934.68 |
| Raffle Prizes (Cash) | (200.00) | 200.00 | 0.00 |
| Raffle Prizes (Club Purchases) | (474.96) | 600.00 | 125.04 |
| Seed Money | | 50.00 | 50.00 |
| Total Annual Installation Dinner | (3,810.28) | 4,920.00 | 1,109.72 |
| **Charity/Sponsorship/Scholarship** | | | |
| Charities-SK Help;NK Fish;Brem | | 900.00 | 900.00 |
| Charity Donations - Mo. Meeting | (537.00) | 900.00 | 363.00 |
| Local Law Enforcement - K9 Unit | | 500.00 | 500.00 |
| Scholarship | | 1,000.00 | 1,000.00 |
| Sponsorships | (125.00) | 250.00 | 125.00 |
| Total Charity/Sponsorship/Scholarship | (662.00) | 3,550.00 | 2,888.00 |
| **Mustangs On The Waterfront** | | | |
| Administrative Costs | | | |
| 50/50 Charity Donation | | 0.00 | 0.00 |
| Cash Raffle Prizes | (515.00) | 500.00 | (15.00) |
| Club Part. & Poker Walk/Run | (100.00) | 220.00 | 120.00 |
| Coffee & Muffins | | 0.00 | 0.00 |
| Dash Plaques | (379.82) | 350.00 | (29.82) |
| Misc. (Raffle Supplies;Flagger) | (96.00) | 300.00 | 204.00 |
| Motorsport Reg. Expenses | (203.10) | 250.00 | 46.90 |
| PayPal & Square Expenses | | 0.00 | 0.00 |
| Pre Show BBQ | | 0.00 | 0.00 |
| Seed Money | (630.00) | 970.00 | 340.00 |
| T-Shirts | (2,003.58) | 1,500.00 | (503.58) |
| Trophies | (2,727.07) | 3,000.00 | 272.93 |
| Total Administrative Costs | (6,654.57) | 7,090.00 | 435.43 |

# Kitsap Mustang Club
## Profit Loss Budget vs. Actual
January 1 through October 31, 2025

| | Jan 1 - Oct 31 2025 | 2025 Budget | Over/Under Budget |
|---|---|---|---|
| Event Advertising/Marketing | | | |
| Printing & Copying | | | |
| Flyers | | 150.00 | 150.00 |
| Misc. | (115.21) | 100.00 | (15.21) |
| Postage | | 0.00 | 0.00 |
| Publication Ads | (1,470.00) | 1,200.00 | (270.00) |
| Raffle Tickets | (20.69) | 50.00 | 29.31 |
| Save The Date Cards | | 0.00 | 0.00 |
| Total Printing & Copying | (1,605.90) | 1,500.00 | (105.90) |
| Total Event Advertising/Marketing | (1,605.90) | 1,500.00 | (105.90) |
| Event Operations | | | |
| Business Registration Fee | (65.00) | 65.00 | 0.00 |
| Equipment Rental | | | |
| Bremerton-Kitsap Airporter | | 552.00 | 552.00 |
| Golf Cart | | 0.00 | 0.00 |
| Sanicans | (786.75) | 787.00 | 0.25 |
| Sound System | (650.00) | 650.00 | 0.00 |
| Sound System Lift | | 0.00 | 0.00 |
| Total Equipment Rental | (1,436.75) | 1,989.00 | 552.25 |
| Materials/Supplies-Pictures etc | (416.21) | 250.00 | (166.21) |
| Port Orchard Marina | | 0.00 | 0.00 |
| RCE Traffic Control Plan | (472.00) | 332.00 | (140.00) |
| Show Day Signage | | 0.00 | 0.00 |
| Towing Services | (500.00) | 300.00 | (200.00) |
| Total Event Operations | (2,889.96) | 2,936.00 | 46.04 |
| Total Mustangs On The Waterfront | (12,587.18) | 11,526.00 | (1,061.18) |
| Total Expense | (18,679.49) | 23,721.00 | 5,041.51 |
| Net Income | 1,634.78 | (2,291.00) | (656.22) |

**2024 Income / Expenses for 2025 Budget**

| | | | | | |
|---|---|---|---|---|---|
| 50.00 | 600.00 | Banquet (Oct./May) | 20,314.27 | 2025 | |
| 65.00 | | Membership (Oct.) | 1,175.00 | 2024 | |
| 75.00 | | Membership (Nov.) | 21,489.27 | | 21,489.27 |
| 460.00 | | Banquet (Nov.) | | | |
| | 201.89 | Banquet (Nov.) | (18,679.49) | 2025 | |
| 475.00 | | Banquet (Dec.) | (801.89) | 2024 | |
| 50.00 | | Membership (Dec.) | (19,481.38) | | (19,481.38) |
| 985.00 | 801.89 | Banquet Totals | | Net Income | 2,007.89 |

# Kitsap Mustang Club
## Profit & Loss Budget vs. Actual
January 1 through December 31, 2024

| | Jan 1 - Dec 31 | 2024 Budget | Over/Under Budget | 2025 Budget |
|---|---|---|---|---|
| **Income** | | | | |
| **Administrative Income** | | | | |
| Member Dues | 2,422.50 | 2,200.00 | 222.50 | 2,200.00 |
| Miscellaneous | | | | |
| Ad Sales | 0.00 | 0.00 | 0.00 | 0.00 |
| Club Shirts | 35.00 | 300.00 | (265.00) | 0.00 |
| Interest/Fees | 5.02 | 0.00 | 5.02 | 0.00 |
| Patches/Window Clings/Flags | 0.00 | 75.00 | (75.00) | 0.00 |
| Pins | 0.00 | 50.00 | (50.00) | 0.00 |
| Reimbursements | 20.00 | 0.00 | 20.00 | 0.00 |
| Total Miscellaneous | 60.02 | 425.00 | (364.98) | 0.00 |
| **Total Administrative Income** | 2,482.52 | 2,625.00 | (142.48) | 2,200.00 |
| **Annual Installation Banquet** | | | | |
| Banquet Refund from Venue | 0.00 | 0.00 | 0.00 | 0.00 |
| Dinner Reg. - Members | 2,375.00 | 1,875.00 | 500.00 | 1,625.00 |
| Dinner Reg. - Non-Members | 140.00 | 70.00 | 70.00 | 35.00 |
| Donation | 0.00 | 0.00 | 0.00 | 0.00 |
| Raffle Prize Sales | 796.00 | 900.00 | (104.00) | 800.00 |
| Seed Money | 0.00 | 50.00 | (50.00) | 0.00 |
| **Total Annual Installation Banquet** | 3,311.00 | 2,895.00 | 416.00 | 2,460.00 |
| **Charity/Scholarship/Sponsorship** | | | | |
| Charity Donations | 1,251.00 | 900.00 | 351.00 | 900.00 |
| Club Participation Awards | 100.00 | 0.00 | 100.00 | 0.00 |
| Scholarship | 2,212.00 | 0.00 | 2,212.00 | 1,000.00 |
| **Total Charity/Scholarship/Sponsorship** | 3,563.00 | 900.00 | 2,663.00 | 1,900.00 |
| **Mustangs On The Waterfront Show** | | | | |
| 50/50 Raffle | 328.00 | 0.00 | 328.00 | 0.00 |
| Bruce Titus PO Ford - Raffle | 500.00 | 500.00 | 0.00 | 600.00 |
| Canopy World - Trophy Donation | 600.00 | 500.00 | 100.00 | 600.00 |
| Coffee & Muffins | 0.00 | 25.00 | (25.00) | 0.00 |
| Gazebo Raffle | 2,067.00 | 2,000.00 | 67.00 | 2,000.00 |
| Members & Community Donations | 975.00 | 500.00 | 475.00 | 600.00 |
| MOW - Registrations | 4,130.00 | 4,000.00 | 130.00 | 4,000.00 |
| MOW - Show T-Shirts | 2,391.00 | 2,500.00 | (109.00) | 1,500.00 |
| PO Lodging Tax Reimbursement | 3,000.00 | 3,000.00 | 0.00 | 4,000.00 |
| Polker Walk | 3.00 | 20.00 | (17.00) | 0.00 |
| Seed Money | 970.00 | 900.00 | 70.00 | 970.00 |
| West Hills Ford - Trophy Funds | 600.00 | 500.00 | 100.00 | 600.00 |
| **Total Mustangs On The Waterfront Show** | 15,564.00 | 14,445.00 | 1,119.00 | 14,870.00 |
| **Total Income** | 24,920.52 | 20,865.00 | 4,055.52 | 21,430.00 |

# Kitsap Mustang Club
## Profit & Loss Budget vs. Actual
January 1 through December 31, 2024

| | Jan 1 - Dec 31 | 2024 Budget | Over/Under Budget | 2025 Budget |
|---|---|---|---|---|
| **Expense** | | | | |
| **Administrative Expenses** | | | | |
| Domain Name | 0.00 | 0.00 | 0.00 | 125.00 |
| Insurance | 615.00 | 615.00 | 0.00 | 700.00 |
| Laptop & Accessories | 1,208.16 | 0.00 | 1,208.16 | 0.00 |
| MCA Membership Fees | 0.00 | 150.00 | (150.00) | 0.00 |
| Miscellaneous | | | | |
| Bank Fees/Checks/Deposit Slips | 0.00 | 150.00 | (150.00) | 150.00 |
| Business Cards/Membership Cards | 0.00 | 0.00 | 0.00 | 0.00 |
| Club Shirts (Polo & Camp) | 0.00 | 0.00 | 0.00 | 0.00 |
| Club Social Events | 828.03 | 845.00 | (16.97) | 1,100.00 |
| Gift Cards/Flowers | 283.99 | 300.00 | (16.01) | 300.00 |
| Mo. Drawings - FNDO Meetings | 150.00 | 225.00 | (75.00) | 225.00 |
| Mo. Drawings - General Meetings | 120.00 | 150.00 | (30.00) | 150.00 |
| Parade Participation Fees | 0.00 | 25.00 | (25.00) | 0.00 |
| Patches/Window Clings/Flags | 0.00 | 75.00 | (75.00) | 0.00 |
| Pins | 290.09 | 300.00 | (9.91) | 0.00 |
| Prizes | 0.00 | 200.00 | (200.00) | 0.00 |
| Reimbursements (Non Budget) | 24.05 | 50.00 | (25.95) | 50.00 |
| Total Miscellaneous | 1,696.16 | 2,320.00 | (623.84) | 1,975.00 |
| Post Office Box | 232.00 | 260.00 | (28.00) | 280.00 |
| Postage & Envelopes | 154.65 | 120.00 | 34.65 | 75.00 |
| Printing Supplies | | | | |
| Maintenance/Repairs | 0.00 | 0.00 | 0.00 | 0.00 |
| Paper | 71.43 | 70.00 | 1.43 | 75.00 |
| Toner (Ink) | 145.02 | 200.00 | (54.98) | 175.00 |
| Total Printing Supplies | 216.45 | 270.00 | (53.55) | 250.00 |
| Room Rent | 200.00 | 250.00 | (50.00) | 225.00 |
| Storage Trailer | | | | |
| Maintenance/Repairs/Tabs | 47.25 | 75.00 | (27.75) | 75.00 |
| Total Storage Trailer | 47.25 | 75.00 | (27.75) | 75.00 |
| WA State Incorporation Fee | 20.00 | 20.00 | 0.00 | 20.00 |
| Web Hosting Fees | 538.20 | 538.20 | 0.00 | 0.00 |
| Total Administrative Expenses | 4,927.87 | 4,618.20 | 309.67 | 3,725.00 |

# Kitsap Mustang Club
## Profit & Loss Budget vs. Actual
### January 1 through December 31, 2024

| | Jan 1 - Dec 31 | 2024 Budget | Over/Under Budget | 2025 Budget |
|---|---|---|---|---|
| **Annual Installation Dinner** | | | | |
| Admin Costs (Tickets/Envelopes) | 38.87 | 0.00 | 38.87 | 0.00 |
| KMC Share for Meals | | | | |
| Audio/Visual Charges | 120.00 | 120.00 | 0.00 | 120.00 |
| Banquet Food | 2,135.00 | 2,695.00 | (560.00) | 2,450.00 |
| Banquet Room Deposit | (200.00) | 800.00 | (1,000.00) | 600.00 |
| Banquet Room Rental | 265.00 | 0.00 | 265.00 | 0.00 |
| Bar Set-Up Charges | 0.00 | 0.00 | 0.00 | 0.00 |
| Service Charges | 527.17 | 660.00 | (132.83) | 600.00 |
| Taxes | 285.64 | 300.00 | (14.36) | 300.00 |
| Total KMC Share for Meals | 3,132.81 | 4,575.00 | (1,442.19) | 4,070.00 |
| Raffle Prizes (Cash) | 200.00 | 200.00 | 0.00 | 200.00 |
| Raffle Prizes (Club Purchases) | 538.86 | 600.00 | (61.14) | 600.00 |
| Seed Money | 0.00 | 50.00 | (50.00) | 50.00 |
| **Total Annual Installation Dinner** | 3,910.54 | 5,425.00 | (1,514.46) | 4,920.00 |
| **Charity/Sponsorship/Scholarship** | | | | |
| Charities-SK Help;NK Fish;Brem | 900.00 | 900.00 | 0.00 | 900.00 |
| Charity Donations - Mo. Meeting | 1,251.00 | 900.00 | 351.00 | 900.00 |
| Local Law Enforcement - K9 Unit | 500.00 | 500.00 | 0.00 | 500.00 |
| Scholarship | 1,186.58 | 500.00 | 686.58 | 1,000.00 |
| Sponsorships | 610.00 | 600.00 | 10.00 | 250.00 |
| **Total Charity/Sponsorship/Scholarship** | 4,447.58 | 3,400.00 | 1,047.58 | 3,550.00 |
| **Mustangs On The Waterfront** | | | | |
| Administrative Costs | | | | |
| 50/50 Charity Donation | 328.00 | 0.00 | 328.00 | 0.00 |
| Cash Raffle Prizes | 500.00 | 500.00 | 0.00 | 500.00 |
| Club Part. & Poker Walk | 220.00 | 220.00 | 0.00 | 220.00 |
| Coffee & Muffins | 0.00 | 35.00 | (35.00) | 0.00 |
| Dash Plaques | 314.24 | 300.00 | 14.24 | 350.00 |
| Misc. (Raffle Supplies;Flagger) | 595.00 | 300.00 | 295.00 | 300.00 |
| Motorsport Reg. Expenses | 204.60 | 250.00 | (45.40) | 250.00 |
| PayPal & Square Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| Pre Show BBQ | 0.00 | 0.00 | 0.00 | 0.00 |
| Seed Money | 970.00 | 900.00 | 70.00 | 970.00 |
| T-Shirts | 2,210.97 | 2,300.00 | (89.03) | 1,500.00 |
| Trophies | 2,495.25 | 3,000.00 | (504.75) | 3,000.00 |
| Total Administrative Costs | 7,838.06 | 7,805.00 | 33.06 | 7,090.00 |

# Kitsap Mustang Club
## Profit & Loss Budget vs. Actual
January 1 through December 31, 2024

| | Jan 1 - Dec 31 | 2024 Budget | Over/Under Budget | 2025 Budget |
|---|---|---|---|---|
| **Event Advertising/Marketing** | | | | |
| **Printing & Copying** | | | | |
| **Flyers** | 122.27 | 0.00 | 122.27 | 150.00 |
| **Misc.** | 226.59 | 100.00 | 126.59 | 100.00 |
| **Postage** | 0.00 | 200.00 | (200.00) | 0.00 |
| **Publication Ads** | 930.00 | 700.00 | 230.00 | 1,200.00 |
| **Raffle Tickets** | 0.00 | 50.00 | (50.00) | 50.00 |
| **Save The Date Cards** | 0.00 | 150.00 | (150.00) | 0.00 |
| **Total Printing & Copying** | 1,278.86 | 1,200.00 | 78.86 | 1,500.00 |
| **Total Event Advertising/Marketing** | 1,278.86 | 1,200.00 | 78.86 | 1,500.00 |
| **Event Operations** | | | | |
| **Business Registration Fee** | 65.00 | 65.00 | 0.00 | 65.00 |
| **Equipment Rental** | | | | |
| **Bremerton-Kitsap Airporter** | 552.00 | 0.00 | 552.00 | 552.00 |
| **Golf Cart** | 0.00 | 100.00 | (100.00) | 0.00 |
| **Sanicans** | 740.00 | 740.00 | 0.00 | 787.00 |
| **Sound System** | 650.00 | 650.00 | 0.00 | 650.00 |
| **Sound System Lift** | 0.00 | 150.00 | (150.00) | 0.00 |
| **Total Equipment Rental** | 1,942.00 | 1,640.00 | 302.00 | 1,989.00 |
| **Materials/Supplies-Pictures etc** | 200.31 | 500.00 | (299.69) | 250.00 |
| **Port Orchard Marina** | 0.00 | 0.00 | 0.00 | 0.00 |
| **RCE Traffic Control Plan** | 432.00 | 100.00 | 332.00 | 332.00 |
| **Show Day Signage** | 0.00 | 350.00 | (350.00) | 0.00 |
| **Towing Services** | 250.00 | 250.00 | 0.00 | 300.00 |
| **Total Event Operations** | 2,889.31 | 2,905.00 | (15.69) | 2,936.00 |
| **Total Mustangs On The Waterfront** | 12,006.23 | 11,910.00 | 96.23 | 11,526.00 |
| **Total Expense** | 25,292.22 | 25,353.20 | (60.98) | 23,721.00 |
| **Net Income** | (371.70) | (4,488.20) | 4,116.50 | (2,291.00) |

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Go to *www.irs.gov/FormW9* for instructions and the latest information.**

**Give form to the requester. Do not send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

KITSAP MUSTANG CLUB

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . .

**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☑ Other (see instructions) NON PROFIT

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

*(Applies to accounts maintained outside the United States.)*

5 Address (number, street, and apt. or suite no.). See instructions.

PO BOX 866

Requester's name and address (optional)

6 City, state, and ZIP code

TRACYTON, WA 98393

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

☐☐☐ - ☐☐ - ☐☐☐☐

or

**Employer identification number**

9 4 - 3 1 1 9 4 7 5

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** **Signature of U.S. person** Daphne S. Young **Date** 4/14/25

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## What's New

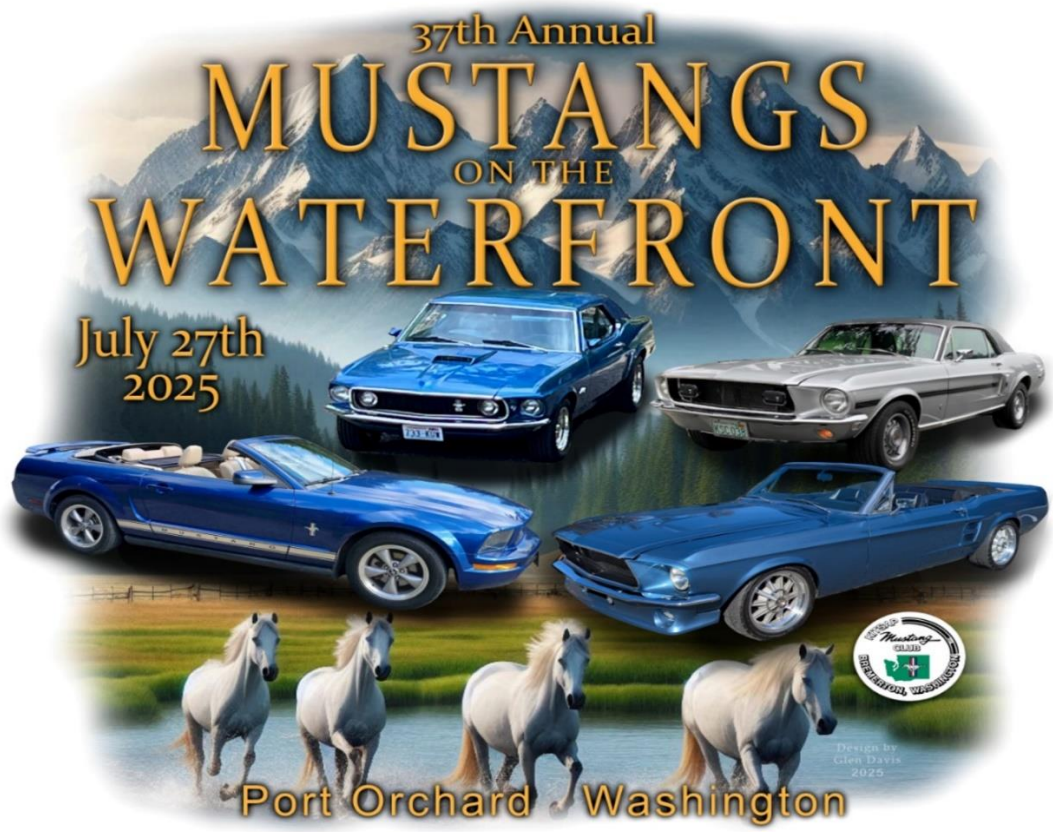
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

***Kitsap Mustang Club presents***




**37th Annual Mustangs Only Participants Choice Car Show**
**Celebrating 31 years on the Port Orchard Waterfront**

## *Sunday, July 27, 2025*

**Show hours 9 am to 5 pm**

**Trophies Awarded in 33 classes (1st, 2nd, 3rd) plus more!**
**Dash Plaques, Music, Poker Walk, Raffle, Shirts, Coloring Activity, Food Drive, Valve Cover Races**

**Saturday, July 26 Poker Run meet 1:00 Mile Hill Goodwill parking lot**

**Register your Mustang at motorsportreg.com**
**http://msreg.com/2025mustangsonthewaterfront**

**Show Sponsors Canopy World, Port Orchard Ford, West Hills Ford**

**Local lodging Comfort Inn 1121 Bay Street 360-895-2666 (walking distance to show site)**
**Quality Inn 220 Bravo Terrace SE 360-895-7818 (short drive to show site)**
**Please identify yourself as a Mustang Car Show participant.**

**mustangsonthewaterfront@gmail.com**
www.kitsapmustangclub.org

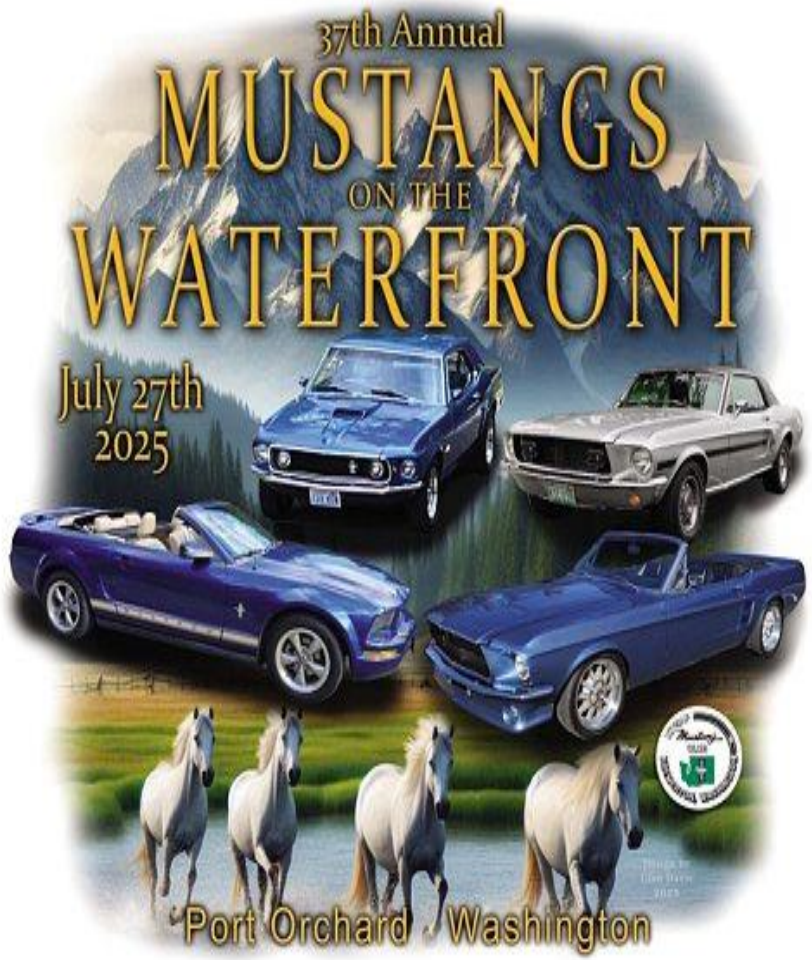
MUSTANGS
ON THE
WATERFRONT
July 27th 2025
KITSAP Mustang CLUB
BREMERTON, WASHINGTON
Port Orchard Washington

*KMC member's Mustangs featured on 2025 artwork*
*Designed by Glen Davis, Rod Shots*

Andy & Ginger Lancaster '69 Coupe
Merisa Neasham '06 Convertible
Rob & Kathi Sweet '67 Convertible
Dave Aqua '68 California Special

***Mustang.....anything else is just a car! Enjoy the ride!***

# *Welcome to Kitsap Mustang Club's*




***Celebrating our 37th annual show and 31 years on the waterfront***

## *Port Orchard, Washington*

Objectives of the Kitsap Mustang Club are to
-stimulate the recognition, restoration, and preservation of 1964 ½ through present Mustang automobile.
-encourage fellowship among members by sponsoring recreational & social events.
-educate members in the maintenance and care of their Mustangs.

Meetings - held the last Friday of each month at VFW Post 239 located at 190 Dora Ave in Bremerton at 7:00 pm or as announced. It is not necessary to own a Mustang to join… a genuine interest in Mustangs is the only requirement.

Activities - the club sponsors outings and activities for the enjoyment of members including picnics, parties, swap meets, rallies, tours, and much more. Many members participate in car shows, displays, and parades. On occasion, there are scheduled technical sessions on various aspects of the Mustang hobby such as seat upholstery, carpet and headliner installation, engine rebuilds, and new engine startup. Members are a diverse group of interesting people with differing interest and experiences in Mustangs. The club also donates supplies, time, and money to local area food banks and various charitable organizations within our community and proudly supports South Kitsap Helpline, Bremerton Food Bank, and Fishline of Poulsbo. An annual banquet is held in late January and hosts an annual car show, Mustangs on the Waterfront, the last Sunday in July.

Newsletter – issued monthly and contains officer's reports, chair reports, a monthly calendar on upcoming events and activities. There are technical and special interest articles that teach you new and exciting things about your Mustang. The newsletter includes classified and general ads placed by club members and occasionally businesses. One member a month is chosen to be the "Pony of the Month." This is a feature article that gives a brief history of a particular Mustang in the club and usually includes a photograph of the car.

Membership – Regular membership (single & family): must currently own a Mustang, possess a valid driver's license, and hold insurance coverage.
Provisional/conditional membership (single & family): must express an interest in Mustangs, possess a valid driver's license, and hold insurance coverage.

Dues - Family: $25 per year. Single: $20 per year. (both types of membership have a one-time initiation fee of $5.00. Dues entitle you to all club privileges including a vote on club issues, discounts, and the monthly newsletter.

For additional information visit our website: www.kitsapmustangclub.org or write:
Kitsap Mustang Club, P.O. Box 866, Tracyton, WA 98393

# FYI

1. Please bring completed registration form to the registration table located near foot ferry dock.
   *NOTE: This does not apply to pre-registered cars.*

2. If you're reading this Show Program you've looked in your envelope packet. Your packet contains a Ballot Voucher, Dash Plaque, Poker Walk info, and Show Program that includes today's schedule.

3. EACH REGISTERED VEHICLE IS ENTITLED TO ONE (1) BALLOT. Take your ballot voucher to registration to obtain ballot. Ballot box located at Registration. ***HOST CLUB DOES NOT VOTE***

4. Vote between 10:00 and NOON. Please turn in your completed ballot as soon as possible and before noon.

5. If you wish to be considered for Club Participation, Long Distance, or Hard Luck awards, please sign up at the Gazebo.

6. If you have any comments and/or suggestions about our show, please write them on the back of your ballot.

7. Trophies will be presented about 3:00 p.m.

ENJOY THE SHOW!

## *Mustangs on the Waterfront 2025*

I am pleased you are able to join us as Kitsap Mustang Club celebrates our annual "Mustangs on the Waterfront" and 31 years on the Port Orchard waterfront! Be sure to check out your registration goodie bag or envelope that contains information and today's schedule. I hope you enjoy our program and have a great day.

I would like to express my appreciation to our Show Chair, Susan Stadshaug, for her dedication in planning our show and especially to all the club members who have volunteered to help with planning and for the many tasks that make this show successful.

I would also like t o say Thank You to our trophy sponsors, the numerous businesses and club members that donated and/or collected prizes for our Raffle and who support the Poker Walk. Such support is so very much appreciated. Please check out the local businesses and vendors that help make the show possible and more enjoyable for all.

Take a few minutes to review our "Schedule of Events". You'll find a variety of activities designed to help you enjoy the day. We encourage everyone to participate in the Valve Cover Races and Poker Walk.

Thank you for attending the show. Please drive safely and enjoy your trip home. We look forward to seeing you next year to celebrate our "Mustangs Only" car show on Sunday, July 26, 2026!

Mike Smith
President, Kitsap Mustang Club

2025 Board of directors: President Mike Smith, Vice President Cheri Knobler, Secretary Cathy Simcox, Treasurer Daphne Young
2025 Chairs: Charity Liaison Sheldon Teranishi, Newsletter Beverly Cummings Membership Debi Smith, Parade Raul Sanchez, Show Susan Stadshaug, Tech & Program Jon Knobler, Tours & Events Al Black, Web Master Chris Cummings

## *2025 SHOW COMMITTEE& VOLUNTEERS*

***Announcer***: Mike Smith, Mobile Sound DJs Dave, Ken
***Balloting:*** Kathy Kiehn, Scott Johnson, Bruce Nelson, David Raftice, Cathy Simcox, Sheldon Teranishi, Brian & Daphne Young
***Calendar and picture folders, Show Printing***: Erv Malkowski
***Show Signage:*** Chris Cummings, Len McCready
***Entrance***: Cathy Simcox, Sheldon Teranishi, Daphne Young
***Navy Junior ROTC Coordinator:*** Mike Cabacungan
***Parking Team:*** Al Black, Randall Garner, Perry Hedstrom, Scott Johnson, Jon Knobler, Mike Mairs, Erv Malkowski, Len McCready, Mike Ranger, Dale Schuster, Lou Sellers, Ron Sharer, Mike Smith
***Photographers & Assts***: (Port) Bev Cummings, Debi Smith, Randy Dasho (Gazebo) Rob Sweet, Ben Nelson, Mike Cabacungan
***Photo Runner***: Mark Stadshaug
***Poker Walk Coordinator:*** Erv Malkowski
***Preregistration***: Susan Stadshaug, Daphne Young
***Raffle Organization:*** Kathi Sweet, Merisa Neasham, Jim McLeod, Brian & Daphne Young
***Raffle Prize Collection & Donations***: Al Black, Pat Chapman, Kathy Kiehn, Jim McLeod, David Raftice, Cathy Simcox Wanda Smith, Susan Stadshaug, Sheldon Teranishi, Bruce Van Woudenberg
***Raffle Show Day:*** Kathi Sweet, Pat Chapman, Wanda Smith
***Registration***: Cheri Knobler, Kathy Kiehn, Bob & Susan Gallagher
**Saturday Poker Run:** Cheri & Jon Knobler, Mike & Debi Smith
***Shirt Sales***: Diane Allen
***Trophy Room (inc. picture sorting & calendar distribution): C***hris Cummings, Jim & Kathy Carpenter, JR Jordon, Cindy Murphy Len McCready, Ron Sharer, Mark Stadshaug, Bruce Van Woudenberg, Brian & Daphne Young
***Valve Cover Races***: Mike Smith, Jon Knobler
***50/50 tickets/drawing*****:** Merisa & Emerson Neasham.
(Club portion goes to our scholarship fund designed to help students further their education in the automotive industry)

## *SPECIAL ACKNOWLEDGEMENTS*

**Location and Facilities Support**: City of Port Orchard, Public Works Bremerton Marina Park, Port Orchard Bay Street Association, Dick Vlist Motors, Josephine's Mercantile, Kitsap Library, Olde Central Antique Mall, Premier Rentals, Bethel Towing, Comfort Inn

**Special Guests:**
**City of Port Orchard** May**or** Robert Putaansuu
**Port Orchard Police** Deputy Chief Andrew Brandon
**Port Commissioner** Gary Anderson
**Port Orchard Ford** Barbara Dobbins
**Miss West Sound 2025** Alli Newhouse
**Fathoms of Fun Royalty Court (**Coordinator Helene Jensen)
**Port Orchard Ford** Barbara Dobbins
**Canopy World** Roy Schaefer
**on behalf of Trooper Tony** Gina Miller

**Raffle Cash Prize Sponsor:** Port Orchard Ford Barbara Dobbins

**Premier Trophy Sponsors**: Canopy World (locations in Bremerton, Des Moines, Edmonds, and Tacoma), West Hills Ford Bremerton
**Trophy Class Sponsors:** Bethel Towing, Dick Vlist Motors, Fine Arts Litho, Glen Davis Rod Shots, Hudson Auto Center of Poulsbo, Kitsap Marina, Premier Rentals, Remember When Restorations (Rob Sweet), Team Shelby Pacific Northwest Region, Town & County, Uncle Dave's Café, Waterfront Hair Gallery (Kristie Mason & Julie Archer), KMC Members: Sheldon Teranishi & Cathy Simcox, Mike & Debi Smith, Brian & Daphne Young

**Film Developing**: Port Orchard Walgreens
**Poker Walk Participants**: Brick Alley, Glen Davis Rod Shots, Josephine's Mercantile, Peninsula BevCo, The Candy Shoppe
**Printing Show Shirts**: Creative Ink & Embroidery 360-943--487
**Shirt Design:** Legendary Portraits/Rod Shots, Glen Davis 360-204-4747
**Trophies/Dash Plaques:** Fine Arts Litho Jeff & Kritie White 360-876-5649
**Sound/Music**: Mobile Sounds, Dave Rose 360-373-8407
**Premier Rentals Port Orchard**: scissor lift
**Vendors/Display**: Johnny's Hotdogs, Kona Ice of Olalla, Port Orchard Lions, Glen Davis Rod Shotts, Sweetly Made (Hannah Triggs 253-973-2766)

## *SCHEDULE OF EVENTS*

**7:00** Entrance opens for PREREGISTERED Mustangs only at the intersection of Sidney Ave/Bay St.

**8:00** Entrance opens for DAY OF SHOW registrants

**8:00** Registration table opens located near Library and Foot Ferry Dock

**8:00** Raffle prize tickets and t-shirts go on sale at the Gazebo. Canned food donations accepted for local food banks.

**9:00** Show officially begins.

**10:00** Balloting begins for Participants Choice. To receive your ballot, take voucher to registration and turn in. Voucher in preregistration envelope or goodie bag. **Host club does not vote**.

**11:10** Poker Walk starts (runs (1110-2:00). Poker Walk directions in preregistration envelope or goodie bag.

**10:00** Entrance closes for Preregistration and Day of Show entries.

**12:00** Registration closes

**12:00** Participant Choice Balloting ends. ***Ballot box at Registration*.**

**1:00** Valve Cover Races near Gazebo/covered bleachers

**2:00** Poker Walk ends. Turn in hands at Gazebo NLT 2:15

**2:00** Raffle prize tickets drawn. Claim ***prizes by 2:45***

**3:00** ***Unclaimed raffle prizes redrawn***

**3:00** Trophy Presentations

***Thanks for coming and celebrating with us today!***

***Save the Date!***
***Mustangs on the Waterfront***
***Sunday, July 26, 2026***

## Mustangs on the Waterfront 2024 Special Awards

**Club Participation – a tie!**
**Mustangs West & Pierce County**
17 Mustangs each

**Long Distance – Rich Chalke**
Sechelt BC 332 miles
Greater Vancouver Mustang Club

**Hard Luck – Stephen Sellers**
Car died in line sadly but made it to the show!

**Mayor's Choice**
Mike Mairs, 1969 Mach 1

**Port Orchard Police Choice**
Barbara Raichart 1967 Coupe

**Port of Bremerton Choice**
Paula Scott 1966 Convertible

**Port Orchard Ford Choice**
Mike & Tomi Elliott 1965 Coupe

**Fathoms of Fun Choice**
Kevin Bailey 1996 Mustang Cobra

**Trooper Tony Award**
Ryan Christerson 1967 CP Modified

**Miss West Sound Choice**
Bruce Van Woudenberg 1967 Shelby GT350

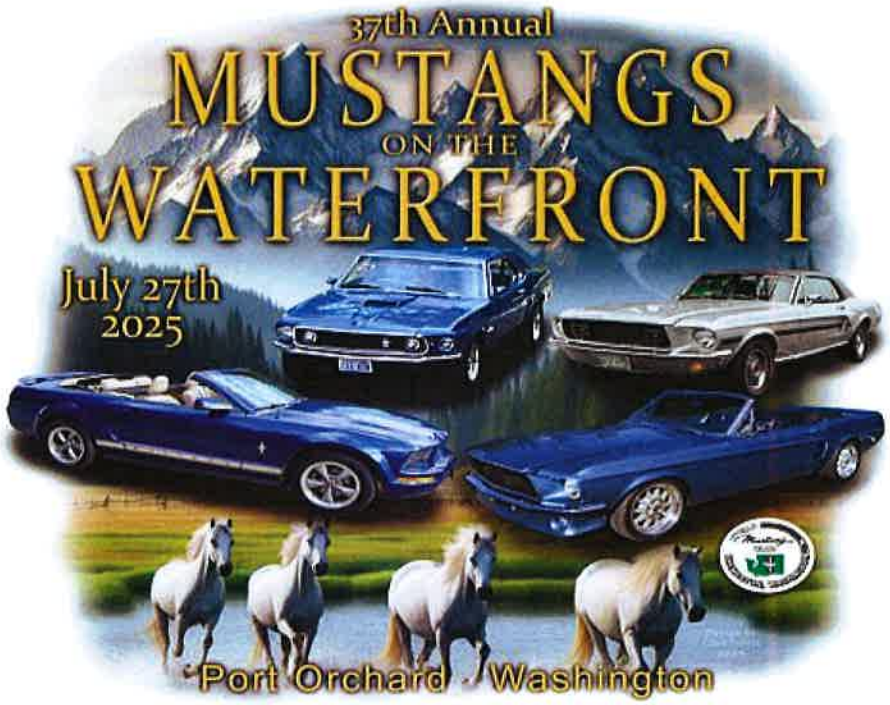
***2024 Best of Show Early (64 ½-78)***
Gary Brubaker 1970 BOSS 302
*Pacific Cascade Mustang Club*

***2024 Best of Show Late (79-Present)***
Hiro Kanno 2007 Hardtop Modified

**Mustangs on the Waterfront 2025** is dedicated to club members Lee Wolfe, beloved wife to Bob, and Ken Northfield, beloved husband to Carol. Bob & Lee are founding members of Kitsap Musang Club established March 1988. Ken & Carol, of Springcreek Enterprises, created show trophies for many years through 2021. *Forever grateful. Forever missed.*

*Lee Wolfe*

*Ken Northfield*




**THANK YOU FOR SUPPORTING KITSAP MUSTANG CLUB'S MUSTANGS ON THE WATERFRONT 2025!**

**Al's Automotive Port Orchard, Arrow Lumber & Hardware Port Orchard, AutoZone Bremerton, Bethel Towing, Bremerton Marina Park, Brick Alley, Canopy World, City of Port Orchard, Comfort Inn, Creative Ink & Embroidery, DTG Recycling, D&W Automotive Port Orchard, Dick Vlist Motors, Discount Tire & Wheel Bremerton, Fathoms of Fun Royalty, Fine Arts Litho, Firestone East Bremerton, Firestone Silverdale, Glen Davis Legendary Portraits/Rod Shots, Griots Flagship Store Tacoma, Hudson Auto Center of Poulsbo, Johnny's Hotdogs, Josephine's Mercantile, Kathy Kiehn & David Raftice, Kentucky Mustang, Kinston First Source Building Materials, Kitsap Marine, Kitsap Transit, Kona Ice of Olalla, Les Schwab Belfair, Les Schwab East Bremerton, Les Schwab Port Orchard, Les Schwab West Bremerton, McCloud's Grill House, Midas Port Orchard, Miss West Sound/Miss Evergreen, Mobile Sounds, Mustang Club of America, National Parts Depot, Nowka's Automotive, O'Reilly Auto Parts East Bremerton, O'Reilly's West. Bremerton, O'Reilly's Auto Parts Port Orchard, O'Reilly's Auto Parts Poulsbo, O'Reilly's Auto Parts Silverdale, Olde Central Antique Mall, Pat Chapman, Peninsula BevCo, Peninsula Feed, Point S Tire & Auto, Port of Bremerton Commissioner Gary Anderson, Port Orchard Bay Street Association, Port Orchard Ford, Port Orchard Library, Port Orchard Lions, Port Orchard Marina, Port Orchard Mayor Robert Putannsun, Port Orchard Police Department Andy Brandon Deputy Chief-Operations, Premier Rentals Port Orchard, RCE Traffic Control, Remember When Restorations, Scott McLendon's Ace Hardware Belfair, Scott McLendon's Ace Hardware Port Orchard, Silver City Ale House & Restaurant, Sound Publishing John Jaeger, South Kitsap Navy Junior ROTC, Summit Racing Equipment, Team Shelby Pacific Northwest Region, The Candy Shoppe, Tony D. Branda Performance, Town & Country Auto Repair, Uncle Dave's Café, Walgreens Port Orchard, Wanda Smith, Waterfront Hair Gallery, West Hills Ford, Westbay Napa Auto Center, Wiley's Collision Repair**

# 2026 Lodging Tax Application
# Applicant Acknowledgement

***Applicants accept the following conditions:***

***Application Deadline – Monday, December 1, 2025, by 2PM***
***Applications will be accepted by e-mail at*** ~~maite.cityclerk@portorchard~~ ***cityclerk@portorchardwa.gov***

- ***Late and incomplete applications will not be accepted***

- ***Responses to be limited to 3 pages, plus required attachment***

- ***2026 allocations will be weighed on activities and/or marketing for FIFA World Cup visitors.***

- ***Successful, eligible applicants may be contacted to schedule an interview with the Lodging Tax Advisory Committee – Please note date scheduled is December 4th or 5th- Date to be announced soon.***

*If funded, the individual who has the authority to sign contracts and provide documents to the City of Port Orchard is requested to sign below; and to also acknowledge your responsibility to notify (enter who to notify and how) of any changes to your organization's contact information.*

**Point of Contact** Erin Hohol

**Title** Treasurer

**Signature** Erin Hohol

**Phone** 360-990-0016

**Email** Treasurer@fathomsofun.org

# 2026 Lodging Tax Application
# Checklist

**Submittal Checklist**

Application Transmittal

☒ Checklist

☒ Applicant Acknowledgement

Submitted by **Monday, December 1, 2025 by 2PM**

**Responses*:**

☒ Marketing Plan

☒ Financial Status

☒ Reporting Requirements

***Does not exceed 3 pages***

**Attachments:**

☒ Total LTAC Budget

☒ Up to 5 Examples of Marketing

☒ 2025 Year-To-Date Income Statement

☒ 2025 Year-To-Date Balance Sheet

☒ 2024 Income Statement

☒ 2024 Balance Sheet

☒ Most Recent Tax Return or Financial Statement from an independent source

# 2026 Lodging Tax Application Coversheet

**Organization Name:** Fathoms O' Fun Festival, Inc.

Month/Timeframe of Event or Operations Year Round

**Event/Activity** (check/complete all that apply)

☒ Tourism Promotion

☒ Operations (Event/Festival Title)

☐ Operations (Facility, Staffing, Other)

**Amount of Request $** 50,500

**Presenter & Title** Erin Hohol, Treasurer

**Phone** 360-990-0016

**Email** Treasurer@fathomsofun.org

***Marketing Plan***

**1.** Explain your Marketing Plan to promote tourism in Port Orchard. Specify your audience.

We will be utilizing marketing advertisements through Sound Publishing, both digitally and print. We will be advertising on the ferries and with Discover Kitsap. We are utilizing social media marketing, including sponsored/"boosted" advertisements that can be targeted to various demographics/locations, mainly around the greater PNW. We also have print media handouts, such as poster, full, and half page flyers/posters, and banner placed around the city. We distribute these print materials to local businesses as well as to the community during our events.We also use free reader boards in town. We will use print and digital advertising through the Port of Bremerton targeting boaters. Specifically for FIFA timeframes, we would also like to target social media ads to the cities of the teams that are coming to Seattle ahead of time.

We are working with other community festivals to set up a reciprocal advertising campaign where each city shares digital advertising media for each of the festivals they are traveling to in return for those festivals reciprocating. Our award winning festival float will continue traveling to various festivals and events throughout the state, advertising our city on the float, as well as the truck/trailer. Our festival royalty act as ambassadors of Port Orchard, also traveling to these events and more.

**2.** Discuss how your marketing plan generates "heads in beds" (overnight stays) in Port Orchard and/or draws visitors from 50+ miles away.

We are continuing to modernize and tap into additional marketing venues, such as social media, in order to expand to our advertising methods to target younger generations and families. As our county sits between three major military installations, we have a large transient population that may not be aware of our long standing festival. By utilizing reciprocal advertising, "boosted" digital advertising for all the Western WA regions, and utilizing billboards and reader boards near highly populated areas and high travelled routes, we aim to expand our reach even more.

Our new website has seen nearly 20,000 visitors (even without popping up on search engines until Nov!). We are editing and learning new to us methods of increasing our web presence. Our social media will hit over 600,000 views by the end of the year! Updating our float and touring it around the state will also bring in visitors for other areas. Our Grand Parade also brings in visitors for all over the state and surrounding areas.

**3.** What percent of your budget is marketing? What percentage of your request is marketing? Provide a summary of the types of marketing and include the total amount spent for each type that your organization uses.

Approximately 15% of our overall budget is marketing. Approximately 24% of our request is marketing. Our marketing summary: digital and print media, buttons/pins and other

promotional items (posters/flyers, social media boosted posts/ads, reader boards & billboards, Sound Publishing) $12,000; traveling float $5000.

***Financial Status***

1. Has your organization applied for funding through other sources? Will your organization be pursuing other funding in the future? And if no, why?

   We have applied for funding from Kitsap County, it appears that we will be awarded $4000, thought it is not confirmed yet. We typically apply for funding from the Port or Bremerton, but they are not accepting applications and are making their funding decision on their own this year. We do not know if, when, or how much they may grant us. We have secured or are working towards securing our funding from our current annual sponsors. We have also applied for a grant/sponsorship from the Suquamish tribe/casino.

2. If your organization collaborates with other organizations on tourism, how is this accomplished? What do you collaborate about? And is this done without duplicating another organizations efforts?

   We seek to collaborate with the Chamber of Commerce and POWA to help promote our events in their newsletters. We partner with POWA on events such as Holiday on the Bay and Boo Bash, adding extra activities to these events. We are also working on a reciprocal advertising collaboration with other festivals we travel to.

3. If your organization does sole marketing, are you currently considering opportunities for collaboration?

   We are always open to partnering with others! We are working on a reciprocal advertising collaboration with other festivals we travel to.

4. What is your organization doing to become financially sustainable?

   We have officially transitioned to a 501(c)(3) organization so that we may obtain sponsorships from larger corporations and businesses that have turned us down in the past. We are also planning a new tiered sponsorship and donation campaign throughout our area to approach corporations and businesses that have expressed interest in supporting Fathoms O' Fun events but have yet to be asked.

   Attached are the requested financial forms. Our accounting software crashed last year, which caused us to lose some vital data. While we have all completed tax returns, we lost approximately 3 months of income data, so our income statement does not fully reflect the income of 2024.

5. If you received part of your requested funding, would your program or event be possible?

We will scale our events to whatever size we can successfully put on based on the amount of funding we can secure.

***Reporting Requirements (Please respond with estimates for 2025):***

1. How many visitors will your program or event bring to Port Orchard?

   As we all know, it's impossible to answer these questions accurately without paying for a data collection service. If the city was interested in utilizing such a service, we would fully support and participate in the research and data gathering regarding tourism, and the effect on our events.
   In 2025 we were able to hold our Annual Grand Parade and Summer Festival, the Fireworks Show over Sinclair Inlet, Concerts on the Bay from June thru Sept, Hot Rods at the High School, and partners in Holiday on the Bay. We can only estimate that over 6,000 watched the fireworks show between Port Orchard and Bremerton and approximately 2500+ watched the downtown parade.

2. How many visitors will travel to Port Orchard and stay overnight?

   We estimate 250+ paid lodging nights.

3. How many visitors will travel 50 miles+ for the day or stay overnight? If from outside WA, indicate how many and from what States and/or Countries when possible.

   We estimate over 500 travelers from 50+ miles away. This number is only from Concerts by the Bay, Grand Parade, and heads-in-beds estimates. Website visitors are from nearly every state and multiple countries.

4. What revenue is expected to be generated by your program or event?

   The revenue we generate is in the form of sponsorships, vender booth fees, and donations. We do not charge admission to our events, outside of our royalty scholarship program (i.e. pageant tickets).

5. Please explain your methodology for collecting and/or estimating tourist data.

   We collect zip codes from spectators at our Concerts by the Bay concert series and collect heads-in-beds data from the hotel inside city limits. We also use website and social media analytics.

# FATHOMS O' FUN FESTIVAL, INC.

## 2026 PROJECTED BUDGET

| | | | | |
|---|---|---|---|---|
| **INCOME:** | | | | |
| ***Vendor Show Fees (3 events)*** | | | | |
| *Summer Festival | $ | 1,600.00 | | |
| *Fireworks Show | $ | 1,910.00 | | |
| *Hot Rods Car Show | $ | 440.00 | | |
| *Holiday Market | $ | 4,200.00 | | |
| Hot Rods a tthe High School | $ | 1,900.00 | | |
| Charm Walks | $ | 7,000.00 | | |
| **Sub Total** | | | **$ 17,050.00** | |
| ***Sponsorships*** | | | | |
| Kitsap Credit Union | $ | 3,500.00 | | Parade Sponsor-projected |
| WAVE | $ | 13,000.00 | | Fireworks-projected |
| Denette Chu/Edward Jones | $ | 650.00 | - | Concerts-projected |
| The Candy Shoppe | $ | 500.00 | - | Great Ball Race - projected |
| Peninsula Credit Union | $ | 500.00 | | Concerts-projected |
| Trina Knoche/Farmers Ins. | $ | 100.00 | - | Easter Egg Hunt-projected |
| Misc Donations | $ | 1,000.00 | - | Easter Egg Hunt-projected |
| **Sub Total** | | | **$ 19,250.00** | |
| Port Of Bremerton | $ | 6,000.00 | | Fireworks-2025 Grant |
| Port Of Bremerton | $ | 2,500.00 | | Concerts-2025 Grant |
| | | | **$ 8,500.00** | |
| ***Kitsap County 2026 LTAC Request*** | | | | |
| Float Travel for 2026 | | 5,000 | | |
| Tourism Marketing & Event Marketing | | 6,000 | | |
| Concerts by the Bay | | 7,000 | | |
| Fireworks Show over Sinclair Inlet | | 24,000 | | |
| **Sub Total** | | | **$ 4,000.00** | Unofficial Grant Amount - Marketing |
| ***City of Port Orchard 2026 LTAC Request*** | | | | |
| Tourism & Event Marketing | | $6,000 | | |
| Operating Exp | | $6,000 | | |
| Float Build/Travel | | $6,000 | | |
| Concerts by the Bay | | $9,000 | | |
| Fireworks Show over Sinclair Inlet-Barge | | $10,000 | | |
| Port Orchard Geo Tour | | $7,000 | | |
| Traffic Control | | $6,500 | | |
| **Sub Total** | | | **$50,500** | |
| **Total Projected Revenue** | | | **$ 99,300.00** | |
| **EXPENSES:** | | | | |
| Tourism & Event Marketing | $ | 12,000.00 | | |
| Float Travel (Crew of 4) | $ | 5,000.00 | | |
| Integrity Traffic Control (parade) | $ | 6,500.00 | | |
| Grand Parade/Summer Festival | $ | 8,500.00 | | |
| July 4th Fireworks Show | $ | 50,000.00 | | |
| Easter Egg Hunt and Splat Run | $ | 800.00 | | |
| Concerts by the Bay | $ | 14,900.00 | | |
| Sani-Can Order-All Events | $ | 3,500.00 | | |
| Insurance-Auto & Liability | $ | 8,500.00 | | |
| Operations/General Expenses | $ | 3,000.00 | | $ 112,700.00 |
| Memberships | $ | 650.00 | | |
| Sound & Glacier Storage | $ | 3,500.00 | | |
| **Total Expenses** | | | **$ 116,850.00** | |
| ***over/short*** | | | **$ (17,550.00)** | |

***Note: This budget does not incoude our Royalty Scholarship Program***

4:29 PM Sun Nov 30

11%

Fathoms

facebook.com

Exhibit B Cl... | 2023 FOF P... | FOF - ROYA... | Christmas... | Royalty Sch... | Home - Can... | (13) Faceb... | circle graph... | Account De... | parade@fat... | n - Go...

Search Facebook

Professional dashboard

## Insights

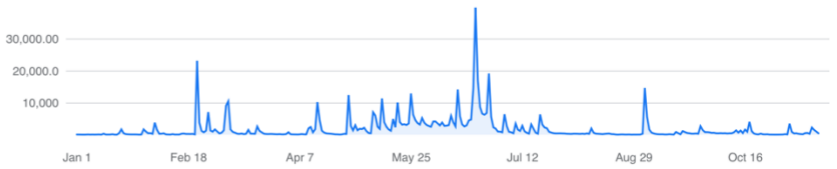
- Views
- Earnings
- Interactions
- Audience
- Messaging

Create a post

## Views breakdown

Custom: Jan 1 - Nov 30

| 598,447 | 13,787 ↑ 79% | 140 ↑ 31% |
|---|---|---|
| Views | 3-second views | 1-minute views |




### Views by content type

Followers · Non-followers

| | |
|---|---|
| Multi photo | 41.4% |
| Link | 26.3% |
| Photo | 17.1% |
| Reel | 8.4% |
| Text | 5.1% |
| Other | 1.7% |

### Views by followers vs non-followers

## Traffic by Location
Fathoms O

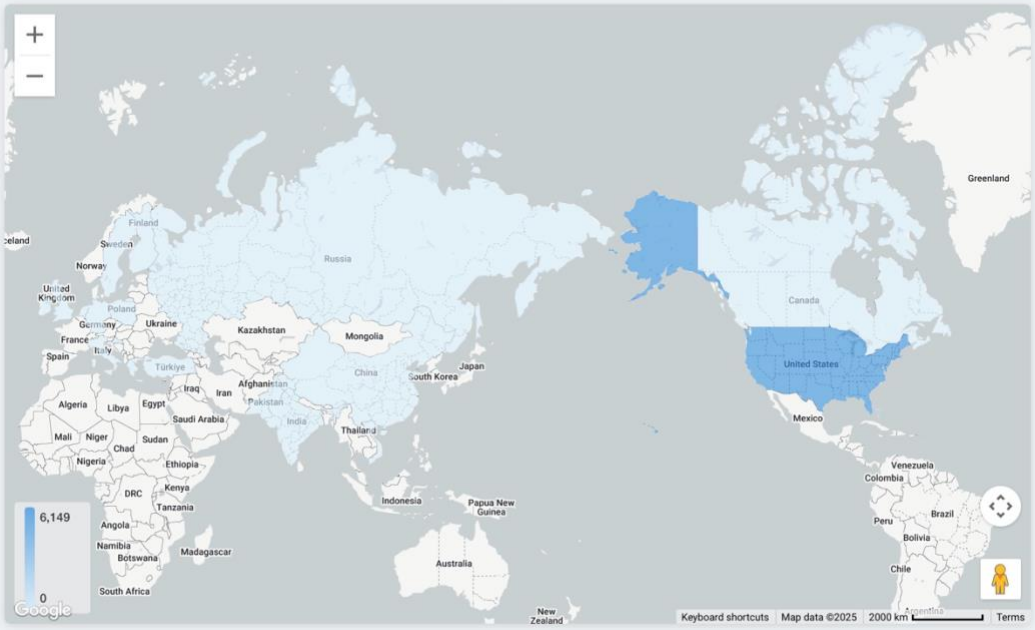
Table | **Map** | City Map

Find out where visitors to your site come from.

Select a time period

Year To Date | More • 1

just now




## Traffic by Location
Fathoms O

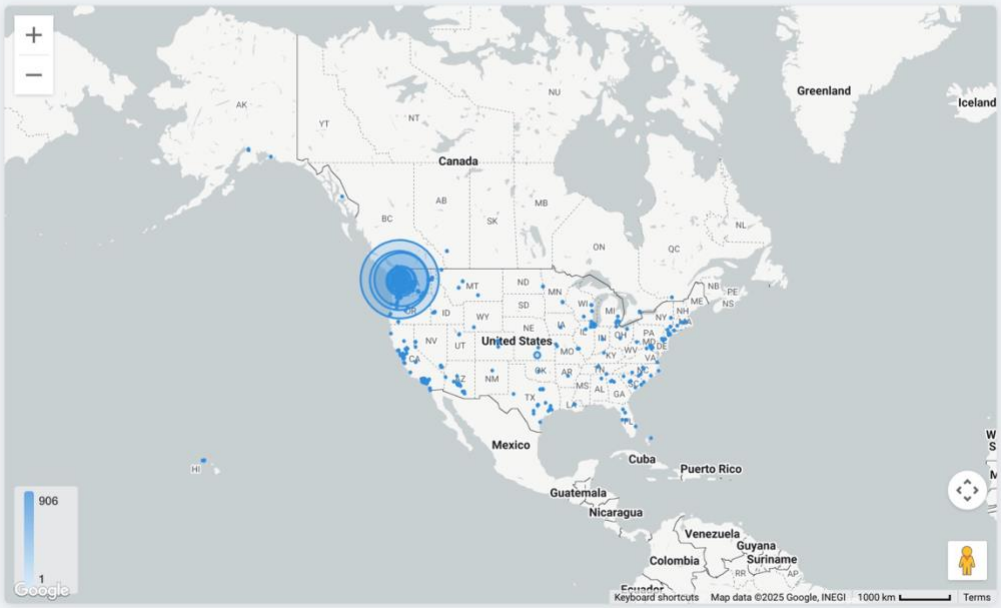
Table | Map | **City Map**

Find out where visitors to your site come from.

Select a time period

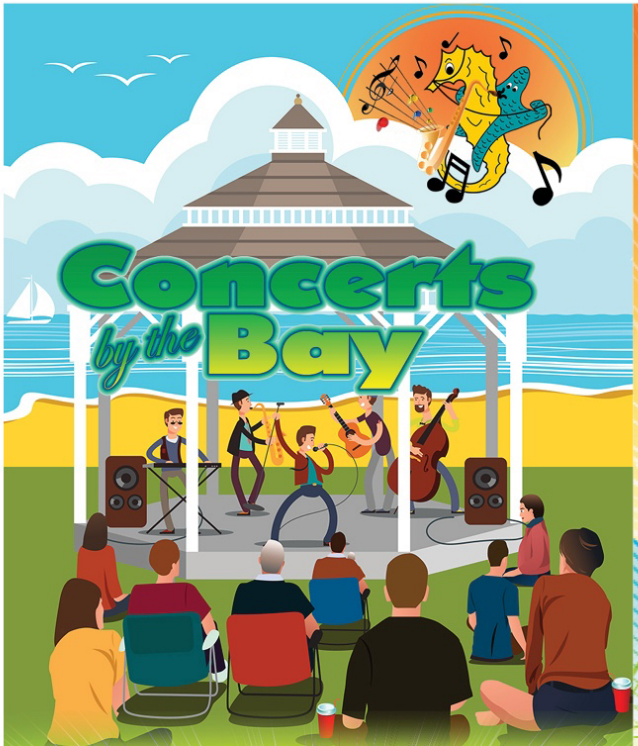
Year To Date | More • 3

just now



| | | | | | | |
|---|---|---|---|---|---|---|
| Completed • Sep 30 | | | | | | View results |
| | Event responses<br>🎃🏚️Join us for a limited edition Halloween charm walk! Purchase... | 4,820<br>Views | 2,375<br>Reach | 168<br>Event Responses | $24.99<br>Spent of $25.00 | |
| Completed • Jul 28 | | | | | | View results |
| | Link clicks<br>👑Will you be the next to wear a crown?👑 Want to build... | 6,009<br>Views | 3,848<br>Reach | 205<br>Link clicks | $34.98<br>Spent of $35.00 | |
| Completed • Jul 28 | | | | | | View results |
| | Event responses<br>Come down at 5:30pm for popsicles and bracelet making... | 1,893<br>Views | 1,079<br>Reach | 30<br>Event Responses | $9.90<br>Spent of $10.00 | |
| Completed • Jul 1 | | | | | | View results |
| | Event responses<br>Open to all makes and models. Gates open at 7am, show starts ... | 6,530<br>Views | 2,874<br>Reach | 224<br>Event Responses | $34.98<br>Spent of $35.00 | |
| Completed • Jun 18 | | | | | | View results |
| | Event responses<br>Join us at Harbor Haute Dogs (Inside Towne Square Mall, 1700... | 1,130<br>Views | 770<br>Reach | 24<br>Event Responses | $6.98<br>Spent of $7.00 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Completed • May 26 | | | | | | View results |
| | Event responses<br>Join us for the 56th annual Grand Parade! Route begins at Port... | 7,595<br>Views | 3,687<br>Reach | 263<br>Event Responses | $32.96<br>Spent of $33.00 | |
| Completed • May 26 | | | | | | View results |
| | Event responses<br>Join us for the annual Grand Parade and Summer Festival!... | 6,984<br>Views | 3,401<br>Reach | 231<br>Event Responses | $32.99<br>Spent of $33.00 | |
| Completed • May 26 | | | | | | View results |
| | Event responses<br>Do you enjoy a good treasure hunt? Join the Fathoms O' Fun... | 4,937<br>Views | 2,695<br>Reach | 136<br>Event Responses | $32.99<br>Spent of $33.00 | |
| Completed • May 23 | | | | | | View results |
| | Post engagements<br>THE GREAT BALL RACE RETURNS!!! WIN $500!! Adopt... | 13,946<br>Views | 8,365<br>Reach | 632<br>Post engagements | $74.99<br>Spent of $75.00 | |
| Completed • May 15 | | | | | | View results |
| | Link clicks<br>THE GREAT BALL RACE RETURNS!!! WIN $500!! Adopt... | 18,101<br>Views | 9,656<br>Reach | 375<br>Link clicks | $74.99<br>Spent of $75.00 | |




**Presented by Fathoms O' Fun Festival at the Port of Bremerton Marina Park Gazebo in Port Orchard**

**Thank You Proud Sponsors**

Port Orchard · Port of Bremerton Washington · Kitsap County · Kitsap Bank · Peninsula Credit Union · Soroptimist Investing in Dreams · Denette Chu at Edward Jones Making Sense of Investing

**Friends of the Concerts**

**Visit our website for details http://www.fathomsofun.org**

## 2025 Port Orchard
# Concerts by the Bay

Port of Bremerton Marina Park Gazebo in Port Orchard

***RAIN OR SHINE • FREE ADMISSION • FREE PARKING***

| Date | Day | Time | Band | Genre |
|---|---|---|---|---|
| 5-Jun | Thursday | 6:30-8:00pm | LukasRose | The Blues, Americana and Classic Country |
| 14-Jun | Saturday | 6:30-8:00pm | Usual Suspects | Classic Rock |
| 19-Jun | Thursday | 6:30-8:00pm | Cleared for Takeoff | Classic Rock/ Road House Country |
| 26-Jun | Thursday | 6:30-8:00pm | Hat Full of Rain | Classic Rock |
| 28-Jun | Saturday Parade Day | 8:00-10:00pm | Bonefish | Classic Rock |
| 5-Jul | Saturday | 4:00pm | The Foundlings | Scottish & Irish Folk |
| | | 6:00pm | Raucous Band | Classic Rock |
| | | 8:00pm | The Tonze | Old School R&B Jazzy Blues |
| 12-Jul | Saturday | 6:30-8:00pm | The Tonze | Old School R&B Jazzy Blues |
| 17-Jul | Thursday | 6:30-8:00pm | Silver City 6 | Classic Rock/ Blues |
| 20-Jul | Sunday (Car Show) | 11:00-3:00pm | Come Back Buddy | 50's Rock-N-Roll |
| 24-Jul | Thursday | 6:30-8:00pm | Danny Vernon | Elvis Impersonator |
| 31-Jul | Thursday | 6:30-8:00pm | Mr Tambourine Man (Paul "Buck" Stierle) and Kevin Wolfe the Magic Man | Kids Focused Show |
| 7-Aug | Thursday | 6:30-8:00pm | Common Ancestor | World Music |
| 16-Aug | Saturday | 6:30-8:00pm | Monica Finney Quartet | Jazz/Swing |
| 21-Aug | Thursday | 6:30-8:00pm | Sounds Like Dolores | Classic Rock |
| 28-Aug | Thursday | 6:30-8:00pm | WEPA | Latin Jazz |
| 4-Sep | Thursday | 6:30-8:00pm | Ranger and the "Re-Arrangers" | Gypsy Jazz |
| 13-Sep | Saturday | 6:30-8:00pm | Deadwood Revival | Old Time Americana |

**sponsored by:** City of Port Orchard, Kitsap County, Port of Bremerton, Kitsap Bank, Soroptimist International of Port Orchard, Peninsula Credit Union, Denette Chu/Edward Jones Financial, Friends of the Concerts

**Be a Friend of the Concerts & Help us pay for musicians!**
**Click on the QR code to donate**

www.fathomsofun.org

Fathoms O' Fun Festival Presents

# FIREWORKS

## Over Sinclair Inlet

**Port of Bremerton Marina Park in Port Orchard on the waterfront**

# July 5th

**Start Time:**

# 10:00pm

**Come Enjoy:**

**Live bands, Food Vendors, Fireworks & more!**

4:00 to 10:00 p.m. – Various Bands

- 4:00 p.m. – The Foundlings
- 6:00 p.m. – Raucous Band
- 8:00 p.m. – The Tonze

9:00 p.m. to 1:00 p.m. – Port Orchard Farmers Market

4:00 p.m. to 10:00 p.m. – Food, Craft & Commercial Vendors

10:00 p.m. – Astound Presents the 4th of July Fireworks Show Over Sinclair Inlet! Seen from both Port Orchard & Bremerton waterfronts

# Accepting Donations

**Visit our Website: www.fathomsofun.org**

**GLOW STICKS & Necklaces AVAILABLE FOR PURCHASE**

**Sponsored by**

Astound® Broadband Powered by wave

Kitsap County Fathoms O' Fun Festival Port Orchard

KITSAP CREDIT·UNION

Proudly Sponsors

# Fathoms O' Fun Grand Parade

## Saturday June 28th 6:00 pm

# Summer Festival

Want to be a freind of Fathoms? Scan the QR code to donate today

### Saturday, June 21st

**9:00 a.m.**
**Hot Foot 5K Race** – Sponsored by SKFRVA – South Kitsap Regional Park. http://www.hotfoot5k.com/

### Thursday, June 26th

**6:30 - 8:00 p.m.**
**Concerts by the Bay - Hat Full of Rain** – Classic Rock – Port of Bremerton's Marina Park at Port Orchard – Gazebo Area

### Saturday, June 28th

**9:00 a.m. - 2:00 p.m.**
**Port Orchard Farmers Market**, Port of Bremerton's Marina Park at Port Orchard

**10:00 a.m.**
**Horseshoe Tournament** – South Kitsap Regional Park

**10:00 a.m. - 3:00 p.m.**
**Charm Walk** – Start at Josephines – Collect charms at participating shops downtown

**4:00 p.m. – 10:00 p.m.**
**Food Trucks & Craft Vendors –** Dine, shop, and enjoy live music

**4:30 p.m.**
**Great Ball Race –** Fredricks Street Downtown Port Orchard

**6:00 p.m.**
**Kitsap Credit Union Presents Fathoms O' Fun Grand Parade –** Bay Street Downtown

**8:00 PM – 10:00 p.m.**
**Concerts by the Bay - BoneFish –** Port of Bremerton's Marina Park at Port Orchard Waterfront

**10:15 p.m.**
**Bremerton Bridge Blast Fireworks show off the Manette Bridge** (views visible Port of Bremerton's Marina Park at Port Orchard)

### Saturday, July 5th

**9:00 a.m. to 3:00 p.m. – Port Orchard Farmers Market –** Port of Bremerton's Marina Park at Port Orchard

**4:00 p.m. – 10:00 p.m.**
**Food Trucks & Craft Vendors –** (Port of Bremerton's Marina Park at Port Orchard)

**4:00 to 10:00 p.m. – Various Bands**

**4:00 p.m. – The Foundlings**

**6:00 p.m. – Raucous Band**

**8:00 p.m. – The Tonze**

**10:00 p.m. – Astound Presents Fireworks Over Sinclair Inlet**
Seen from both Port Orchard and Bremerton waterfronts

Fathoms O' Fun Festival · Kitsap County · Port Orchard, WA

**www.fathomsofun.org**

Astound Broadband Powered by wave

## Presents 5th of July Fireworks Show

# HOT RODS

## AT THE High School

## 2025

Food Trucks

Live Music

Craft Vendors

**SUNDAY JULY 20TH**

**9:00 - 3:00p.m.**
Gates open at 7:00am

**South Kitsap North Stadium Parking Lot**

**425 Mitchell Ave, Port Orchard, WA 98366**

*Cost $20*

*accepting donations for Helpline*

*Open to all makes and models of cars, trucks and motorcycles*

*Awards at 2pm*

*Visit our Website at: www.fathomsofun.org*

# Profit and Loss

## Fathoms O'Fun Festival, Inc.

January 1-November 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Income | |
| Bank Interest | 0.60 |
| Buttons | 496.00 |
| Charm Walk Income | $2,362.00 |
| Sales | 48.00 |
| **Total for Charm Walk Income** | **$2,410.00** |
| Concerts | |
| Sponsorships | 3,700.00 |
| **Total for Concerts** | **$3,700.00** |
| Fireworks | $30.00 |
| Sponsorships | 13,000.00 |
| **Total for Fireworks** | **$13,030.00** |
| Government Funding | |
| City of Port Orchard | 29,715.00 |
| Kitsap County | 12,000.00 |
| **Total for Government Funding** | **$41,715.00** |
| Great Ball Race Income | $920.00 |
| Sponsorships | 700.00 |
| Tickets | 200.00 |
| **Total for Great Ball Race Income** | **$1,820.00** |
| Hot Rods at the High School Income | |
| Car Entries | 958.00 |
| Misc. Fundraisers | 215.00 |
| Sponsorships | 800.00 |
| **Total for Hot Rods at the High School Income** | **$1,973.00** |
| Parade Income | |
| Sponsorships | 3,500.00 |
| **Total for Parade Income** | **$3,500.00** |
| Royalty | |
| Contestant Deposit | 100.00 |
| Misc. Fundraisers | 2,858.46 |
| Pageant | |
| Pageant Tickets | 270.00 |
| Sponsorships | 9,302.00 |
| **Total for Pageant** | **$9,572.00** |
| Royalty Wardrobe | $300.00 |
| Misc Fundraisers | 2,887.69 |
| Royalty Payment | 25.00 |
| **Total for Royalty Wardrobe** | **$3,212.69** |
| **Total for Royalty** | **$15,743.15** |

# Profit and Loss

## Fathoms O'Fun Festival, Inc.

January 1-November 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Unrestricted Donations | 1,081.22 |
| Vendor Shows Income | $3,038.60 |
| Fireworks | 1,910.00 |
| Holiday on the Bay | 8,765.64 |
| Hot Rods at the High School | 520.00 |
| Summer Festival | 1,595.00 |
| **Total for Vendor Shows Income** | **$15,829.24** |
| **Total for Income** | **$101,298.21** |
| **Gross Profit** | **$101,298.21** |
| Expenses | |
| Accounting Services | |
| Quickbooks | 632.09 |
| Tax Prep | 2,500.00 |
| **Total for Accounting Services** | **$3,132.09** |
| Administration Expenses/Supplies | $254.00 |
| Memberships | 198.00 |
| Networking | 20.00 |
| **Total for Administration Expenses/Supplies** | **$472.00** |
| Advertising | |
| Online Ads | 387.59 |
| Print Ads | 452.00 |
| **Total for Advertising** | **$839.59** |
| Bank Charges & Fees | 337.59 |
| Button Expense | 1,071.14 |
| Charm Walk | |
| Supplies | 2,982.44 |
| **Total for Charm Walk** | **$2,982.44** |
| Concerts Expenses | |
| Bands | 11,500.00 |
| Supplies | 44.11 |
| **Total for Concerts Expenses** | **$11,544.11** |
| Egg Hunt Expenses | |
| Supplies | 556.83 |
| **Total for Egg Hunt Expenses** | **$556.83** |
| Fireworks Expenses | |
| Pyro | 30,000.00 |
| Supplies | 8,341.17 |
| **Total for Fireworks Expenses** | **$38,341.17** |

# Profit and Loss

## Fathoms O'Fun Festival, Inc.

January 1-November 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Float | |
| Float Supplies | 1,154.30 |
| Float Travel | 1,498.49 |
| **Total for Float** | **$2,652.79** |
| Float Truck/Trailer | $896.75 |
| Maintenance | 1,732.96 |
| **Total for Float Truck/Trailer** | **$2,629.71** |
| Great Ball Race | |
| Supplies | 23.78 |
| **Total for Great Ball Race** | **$23.78** |
| Hot Rods at the High School | $250.00 |
| Awards | 548.98 |
| Rentals | 683.00 |
| Supplies | 57.33 |
| **Total for Hot Rods at the High School** | **$1,539.31** |
| Insurance | |
| Auto Insurance | 1,803.16 |
| Liability Insurance | 5,198.78 |
| **Total for Insurance** | **$7,001.94** |
| Mistaken Debit Card Purchases | 80.67 |
| Office Supplies | 259.65 |
| Old Credit Card | 266.67 |
| Parade | |
| Awards | 165.10 |
| Supplies | 3,072.88 |
| Traffic Control | 5,533.00 |
| **Total for Parade** | **$8,770.98** |
| Postage/Mailing | 14.60 |
| Royalty Expenses | |
| Crowns | 348.86 |
| Misc Fundraisers | 2,109.13 |
| Pageant | |
| Costumes | 340.41 |
| Day Wear | 594.62 |
| Rentals | 141.75 |
| Speaking Engagements | 72.95 |
| Supplies | 2,312.01 |
| **Total for Pageant** | **$3,461.74** |
| Royalty Travel | 1,248.53 |
| Scholarships | 750.00 |

# Profit and Loss

## Fathoms O'Fun Festival, Inc.

January 1-November 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Wardrobe | 4,156.28 |
| **Total for Royalty Expenses** | **$12,074.54** |
| Start Up Cash | 0.00 |
| Storage Unit Rental | 3,075.20 |
| Taxes & Licenses | 5.16 |
| Website | 44.22 |
| **Total for Expenses** | **$97,716.18** |
| **Net Operating Income** | **$3,582.03** |
| **Net Other Income** | |
| **Net Income** | **$3,582.03** |

# Balance Sheet

## Fathoms O'Fun Festival, Inc.

As of November 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| Checking royalty | 6,971.98 |
| Main Account | 14,495.23 |
| Savings royalty | 1,145.22 |
| **Total for Bank Accounts** | **$22,612.43** |
| **Total for Current Assets** | **$22,612.43** |
| Fixed Assets | |
| **Total for Assets** | **$22,612.43** |
| Liabilities and Equity | |
| Liabilities | |
| **Total for Liabilities** | |
| Equity | |
| Opening Balance Equity | -6,500.00 |
| Retained Earnings | 25,530.40 |
| Net Income | 3,582.03 |
| **Total for Equity** | **$22,612.43** |
| **Total for Liabilities and Equity** | **$22,612.43** |

# Profit and Loss

## Fathoms O'Fun Festival, Inc.

January-December, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Income | |
| Bank Interest | 4.02 |
| Donations (deleted) | 49.96 |
| Fireworks | |
| Sponsorships | 13,000.00 |
| **Total for Fireworks** | **$13,000.00** |
| Fundraising (deleted) | 18,891.59 |
| Government Funding | |
| Port of Bremerton | 8,500.00 |
| **Total for Government Funding** | **$8,500.00** |
| LTAC (deleted) | 33,500.00 |
| Miscellaneous Income | 11,417.00 |
| Royalty | $4,859.60 |
| Contestant Deposit | 240.00 |
| **Total for Royalty** | **$5,099.60** |
| Run (deleted) | |
| Seagull Splat Run (deleted) | -1,125.00 |
| **Total for Run (deleted)** | **-$1,125.00** |
| Sponsorships (deleted-1) | 750.00 |
| **Total for Income** | **$90,087.17** |
| **Gross Profit** | **$90,087.17** |
| Expenses | |
| Accounting Services | $975.00 |
| Quickbooks | 615.26 |
| **Total for Accounting Services** | **$1,590.26** |
| Administration Expenses/Supplies | 342.00 |
| Advertising | 4,324.29 |
| Apparel - Royalty (deleted) | 706.29 |
| Bank Charges & Fees | 414.35 |
| Cash Box Start for an Event (deleted) | 480.00 |
| Cash Withdrawal for Event(s) (deleted) | 200.00 |
| Concerts Expenses | $8,219.50 |
| Bands | 1,300.00 |
| **Total for Concerts Expenses** | **$9,519.50** |
| Firework Display (deleted) | |
| Barge Rental (deleted) | 7,000.00 |
| **Total for Firework Display (deleted)** | **$7,000.00** |

# Profit and Loss

## Fathoms O'Fun Festival, Inc.

January-December, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Fireworks Expenses | $1,430.00 |
| Pyro | 26,025.00 |
| **Total for Fireworks Expenses** | **$27,455.00** |
| Float | $1,544.98 |
| Float Supplies | 357.83 |
| Float Travel | 1,204.35 |
| **Total for Float** | **$3,107.16** |
| Float Truck/Trailer | 338.88 |
| Hot Rods at the High School | $218.95 |
| Awards | 890.27 |
| **Total for Hot Rods at the High School** | **$1,109.22** |
| Insurance | $312.72 |
| Auto Insurance | 1,539.19 |
| Liability Insurance | 4,701.07 |
| **Total for Insurance** | **$6,552.98** |
| Meals (deleted) | 200.36 |
| Meetings | $554.40 |
| Meetings - Zoom (deleted) | 34.96 |
| **Total for Meetings** | **$589.36** |
| Membership Dues | 399.00 |
| Miscellaneous expense | 17,801.68 |
| Mistaken Debit Card Purchases | 137.64 |
| Newspaper Subscription (deleted) | 11.90 |
| Office Supplies | 513.50 |
| Old Credit Card | 282.52 |
| Parade | $4,268.64 |
| Traffic Control | 4,304.00 |
| **Total for Parade** | **$8,572.64** |
| Parking & Tolls (deleted) | 41.25 |
| Prior FY Reimbursement | 2,640.15 |
| Rental Fee (deleted) | 56.65 |
| Royalty Expenses | $11,445.64 |
| Crowns | 333.49 |
| Gifts | 90.29 |
| Misc Fundraisers | 262.28 |
| Pageant | |
| Supplies | 248.86 |
| **Total for Pageant** | **$248.86** |
| Royalty Travel | 337.83 |
| Scholarships | 8,432.52 |

# Profit and Loss

## Fathoms O'Fun Festival, Inc.

January-December, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Wardrobe | 495.32 |
| **Total for Royalty Expenses** | **$21,646.23** |
| Start Up Cash | 500.00 |
| Storage Unit Rental | 2,177.23 |
| Supplies (deleted) | 1,078.92 |
| Taxes & Licenses | 10.00 |
| Vender Refund (deleted) | 350.00 |
| Vendor Shows | |
| Holiday on the Bay (deleted) | 48.00 |
| Supplies | 159.00 |
| **Total for Vendor Shows** | **$207.00** |
| Website | 1,429.36 |
| **Total for Expenses** | **$121,785.32** |
| **Net Operating Income** | **-$31,698.15** |
| Other Expenses | |
| Depreciation (deleted) | 864.00 |
| **Total for Other Expenses** | **$864.00** |
| **Net Other Income** | **-$864.00** |
| **Net Income** | **-$32,562.15** |

# Balance Sheet

## Fathoms O'Fun Festival, Inc.

As of December 31, 2024

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| Checking royalty | 950.18 |
| Main Account | 15,975.60 |
| Savings royalty | 2,104.62 |
| **Total for Bank Accounts** | **$19,030.40** |
| **Total for Current Assets** | **$19,030.40** |
| Fixed Assets | |
| Accumulated Depreciation (deleted) | -15,000.00 |
| Float Tow Vehicle & Trailer (deleted) | 21,500.00 |
| **Total for Fixed Assets** | **$6,500.00** |
| **Total for Assets** | **$25,530.40** |
| Liabilities and Equity | |
| Liabilities | |
| **Total for Liabilities** | |
| Equity | |
| Retained Earnings | 58,092.55 |
| Net Income | -32,562.15 |
| **Total for Equity** | **$25,530.40** |
| **Total for Liabilities and Equity** | **$25,530.40** |

**2024 EXEMPT ORG. RETURN**
PREPARED FOR:

**FATHOMS O FUN FESTIVAL INC**
PO BOX 312
PORT ORCHARD, WA 98366

**DAWN M JAKE CPA PLLC**
**420 CLINE AVE**
**PORT ORCHARD, WA 98366**
**(360) 329-7090**

**DAWN M JAKE CPA PLLC**
**420 CLINE AVE**
**PORT ORCHARD, WA 98366**
**(360) 329-7090**

October 7, 2025

FATHOMS O FUN FESTIVAL INC
PO BOX 312
PORT ORCHARD, WA 98366

Dear Client:

Your 2024 Federal Return of Organization Exempt from Income Tax will be electronically filed with the Internal Revenue Service upon receipt of a signed Form 8879-TE - IRS e-file Signature Authorization. No tax is payable with the filing of this return.

Please be sure to call us if you have any questions.

Sincerely,

Dawn M Jake, CPA

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

# Short Form
# Return of Organization Exempt From Income Tax

**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)**

**Do not enter social security numbers on this form, as it may be made public.**

**Go to *www.irs.gov/Form990EZ* for instructions and the latest information.**

OMB No. 1545-0047

**2024**

**Open to Public Inspection**

**A** For the 2024 calendar year, or tax year beginning 10/01 , 2024, and ending 12/31 , 2024

**B** Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

**C**
FATHOMS O FUN FESTIVAL INC
PO BOX 312
PORT ORCHARD, WA 98366

**D** Employer identification number: 91-1543208

**E** Telephone number

**F** Group Exemption Number

**G** Accounting Method: [X] Cash [ ] Accrual Other (specify):

**H** Check [X] if the organization is **not** required to attach Schedule B (Form 990).

**I** **Website:** FATHOMSOFUN.ORG

**J** Tax-exempt status (check only one) – [ ] 501(c)(3) [X] 501(c) ( 4 ) (insert no.) [ ] 4947(a)(1) or [ ] 527

**K** Form of organization: [ ] Corporation [ ] Trust [ ] Association [ ] Other:

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ $ 21,500.

## Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I [X]

| | | | | | |
|---|---|---|---|---|---|
| Revenue | 1 | Contributions, gifts, grants, and similar amounts received | | 1 | |
| | 2 | Program service revenue including government fees and contracts | | 2 | 13,000. |
| | 3 | Membership dues and assessments | | 3 | |
| | 4 | Investment income | | 4 | |
| | 5a | Gross amount from sale of assets other than inventory | 5a | | |
| | b | Less: cost or other basis and sales expenses | 5b | | |
| | c | Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a) | | 5c | |
| | 6 | Gaming and fundraising events: | | | |
| | a | Gross income from gaming (attach Schedule G if greater than $15,000) | 6a | | |
| | b | Gross income from fundraising events (not including $ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000) | 6b | | |
| | c | Less: direct expenses from gaming and fundraising events | 6c | | |
| | d | Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) | | 6d | |
| | 7a | Gross sales of inventory, less returns and allowances | 7a | | |
| | b | Less: cost of goods sold | 7b | | |
| | c | Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a) | | 7c | |
| | 8 | Other revenue (describe in Schedule O) See Schedule O | | 8 | 8,500. |
| | 9 | **Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 | | 9 | 21,500. |
| Expenses | 10 | Grants and similar amounts paid (list in Schedule O) | | 10 | 6,230. |
| | 11 | Benefits paid to or for members | | 11 | |
| | 12 | Salaries, other compensation, and employee benefits | | 12 | |
| | 13 | Professional fees and other payments to independent contractors | | 13 | |
| | 14 | Occupancy, rent, utilities, and maintenance | | 14 | 725. |
| | 15 | Printing, publications, postage, and shipping | | 15 | |
| | 16 | Other expenses (describe in Schedule O) See Schedule O | | 16 | 9,741. |
| | 17 | **Total expenses.** Add lines 10 through 16 | | 17 | 16,696. |
| Net Assets | 18 | Excess or (deficit) for the year (subtract line 17 from line 9) | | 18 | 4,804. |
| | 19 | Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) | | 19 | 20,726. |
| | 20 | Other changes in net assets or fund balances (explain in Schedule O) | | 20 | |
| | 21 | Net assets or fund balances at end of year. Combine lines 18 through 20 | | 21 | 25,530. |

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**BAA For Paperwork Reduction Act Notice, see the separate instructions.**

Form **990-EZ** (2024)

TEEA0812L 09/24/24

**Part II Balance Sheets** (see the instructions for Part II)
Check if the organization used Schedule O to respond to any question in this Part II ☒

| | | (A) Beginning of year | | (B) End of year |
|---|---|---|---|---|
| 22 | Cash, savings, and investments | 14,226. | 22 | 19,030. |
| 23 | Land and buildings | | 23 | |
| 24 | Other assets (describe in Schedule O) See Schedule O | 6,500. | 24 | 6,500. |
| 25 | **Total assets** | 20,726. | 25 | 25,530. |
| 26 | **Total liabilities** (describe in Schedule O) | 0. | 26 | 0. |
| 27 | **Net assets or fund balances** (line 27 of column (B) **must** agree with line 21) | 20,726. | 27 | 25,530. |

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)
Check if the organization used Schedule O to respond to any question in this Part III ☒

What is the organization's primary exempt purpose? See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

**Expenses** (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

| | | | |
|---|---|---|---|
| 28 | SCHOLARSHIP PAGEANT, PARADE, FIREWORKS, SUMMER CONCERTS, CRAFT & VENDOR SHOW, STREET FAIR, CHILDREN'S EVENTS. (Grants $ ) If this amount includes foreign grants, check here ☐ | 28a | 4,973. |
| 29 | (Grants $ ) If this amount includes foreign grants, check here ☐ | 29a | |
| 30 | (Grants $ ) If this amount includes foreign grants, check here ☐ | 30a | |
| 31 | Other program services (describe in Schedule O) (Grants $ ) If this amount includes foreign grants, check here ☐ | 31a | |
| 32 | **Total program service expenses** (add lines 28a through 31a) | 32 | 4,973. |

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**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated — see the instructions for Part IV)
Check if the organization used Schedule O to respond to any question in this Part IV ☐

| (a) Name and title | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|---|---|---|---|
| JON HOHOL<br>President | 0 | 0. | 0. | 0. |
| HELENE JENSEN<br>Vice President | 0 | 0. | 0. | 0. |
| ERIN HOHOL<br>Treasurer | 0 | 0. | 0. | 0. |
| SCOTT LUCKE<br>Secretary | 0 | 0. | 0. | 0. |
| KATIE HUDKINS<br>BOARD MEMBER | 0 | 0. | 0. | 0. |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Part V Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V. ☐

| | | | Yes | No |
|---|---|---|---|---|
| 33 | Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O. | 33 | | X |
| 34 | Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions. | 34 | | X |
| 35a | Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? | 35a | | X |
| b | If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O | 35b | | |
| c | Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III | 35c | | X |
| 36 | Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N. | 36 | | X |
| 37a | Enter amount of political expenditures, direct or indirect, as described in the instructions. 37a 0. | | | |
| b | Did the organization file **Form 1120-POL** for this year? | 37b | | X |
| 38a | Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? | 38a | | X |
| b | If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b 0. | | | |
| 39 | Section 501(c)(7) organizations. Enter: | | | |
| a | Initiation fees and capital contributions included on line 9 39a 0. | | | |
| b | Gross receipts, included on line 9, for public use of club facilities 39b 0. | | | |
| 40a | Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: N/A section 4911: 0. ; section 4912: 0. ; section 4955: 0. | | | |
| b | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I | 40b | | X |
| c | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 0. | | | |
| d | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization 0. | | | |
| e | All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T. | 40e | | X |
| 41 | List the states with which a copy of this return is filed: None | | | |

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42a The organization's books are in care of: JOHN HOHOL Telephone no. (360) 871-1805

Located at: PO BOX 312 PORT ORCHARD WA ZIP + 4 98366

| | | | Yes | No |
|---|---|---|---|---|
| b | At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: | 42b | | X |
| | See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | | | |
| c | At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: | 42c | | X |

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** – Check here ☐ N/A and enter the amount of tax-exempt interest received or accrued during the tax year 43 N/A

| | | | Yes | No |
|---|---|---|---|---|
| 44a | Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44a | | X |
| b | Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44b | | X |
| c | Did the organization receive any payments for indoor tanning services during the year? | 44c | | X |
| d | If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O | 44d | | |
| 45a | Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 45a | | X |
| b | Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions. | 45b | | X |

| | | Yes | No |
|---|---|---|---|
| 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | 46 | | X |

**Part VI** **Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

| | | Yes | No |
|---|---|---|---|
| 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II | 47 | | |
| 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | 48 | | |
| 49a Did the organization make any transfers to an exempt non-charitable related organization? | 49a | | |
| b If "Yes," was the related organization a section 527 organization? | 49b | | |

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and title of each employee | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC/ 1099-NEC) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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f Total number of other employees paid over $100,000 _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and business address of each independent contractor | (b) Type of service | (c) Compensation |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

d Total number of other independent contractors each receiving over $100,000 _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ☐ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer — Date

JON HOHOL — President

Type or print name and title

**Paid Preparer Use Only**

| Print/Type preparer's name | Preparer's signature | Date | Check ☐ if self-employed | PTIN |
|---|---|---|---|---|
| Dawn M Jake, CPA | Dawn M Jake, CPA | | | P00365238 |

Firm's name: Dawn M Jake CPA PLLC

Firm's address: 420 Cline Ave, Port Orchard, WA 98366

Firm's EIN: 20-0433597

Phone no.: (360) 329-7090

Original Signed By: Dawn Jake, C.P.A.

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

**SCHEDULE O**
**(Form 990)**
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

# Supplemental Information to Form 990 or 990-EZ

**Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information. Attach to Form 990 or Form 990-EZ.**

**Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

**Open to Public Inspection**

Name of the organization: FATHOMS O FUN FESTIVAL INC

Employer identification number: 91-1543208

## Form 990-EZ, Part I, Line 8
## Other Revenue

| | |
|---|---|
| MISCELLANEOUS | $ 8,500. |
| Total | $ 8,500. |

## Form 990-EZ, Part I, Line 16
## Other Expenses

| | |
|---|---|
| AWARDS | $ 890. |
| BANK SERVICE CHARGES | 12. |
| DUES & SUBSCRIPTIONS | 315. |
| FLOAT EQUIPMENT | 358. |
| Insurance | 2,363. |
| MEETINGS | 554. |
| OFFICE SUPPLIES | 30. |
| PARADE EXPENSES | 2,640. |
| ROYALTY EXPENSES | 731. |
| VENDOR SHOWS | 707. |
| WEBSITE | 1,141. |
| Total | $ 9,741. |

## Form 990-EZ, Part II, Line 24
## Other Assets

| | Beginning | Ending |
|---|---|---|
| TRUCK & TRAILER | $ 6,500. | $ 6,500. |
| Total | $ 6,500. | $ 6,500. |

## Form 990-EZ, Part III - Organization's Primary Exempt Purpose

COMMUNITY SERVICE ORGANIZATION CARRYING ON A TRADITION OF FAMILY ACTIVITIES.

FATHOMS O FUN FESTIVAL INC 91-1543208

| | 2024 | 2023 | Diff |
|---|---|---|---|
| **FORM 990-EZ REVENUE** | | | |
| Contributions, gifts, and grants | 0 | 170 | -170 |
| Program service revenue | 13,000 | 50,849 | -37,849 |
| Investment income | 0 | 6 | -6 |
| Net income (loss) - special events | 0 | -336 | 336 |
| Other revenue | 8,500 | 11,417 | -2,917 |
| Total revenue | 21,500 | 62,106 | -40,606 |
| **EXPENSES** | | | |
| Grants and similar amounts paid | 6,230 | 0 | 6,230 |
| Professional fees/pymt to contractors | 0 | 975 | -975 |
| Occupancy/rent/utilities/maintenance | 725 | 1,937 | -1,212 |
| Printing, publications, and postage | 0 | 902 | -902 |
| Other expenses | 9,741 | 87,147 | -77,406 |
| Total expenses | 16,696 | 90,961 | -74,265 |
| **NET ASSETS OR FUND BALANCES** | | | |
| Excess or (deficit) for the year | 4,804 | -28,855 | 33,659 |
| Net assets/fund bal. at beg. of year | 20,726 | 49,581 | -28,855 |
| Net assets/fund bal. at end of year | 25,530 | 20,726 | 4,804 |

**Forms needed for this return**

Federal: 990-EZ

**Carryovers to 2025**

None

FATHOMS O FUN FESTIVAL INC 91-1543208

**The organization's Federal tax return is NOT FINISHED until you complete the following instructions.**

## Prior to transmission of the return

**Form 990-EZ**
The organization should review their Federal Return along with any accompanying schedules and statements.

**Paperless e-file**
The organization should read, sign and date the Form 8879-TE, IRS e-file Signature Authorization.

**Even Return**
No payment is required.

## After transmission of the return

**Receive acknowledgement of your e-file transmission status.**
Within several hours, access the program and get your first acknowledgement (ACK) that the program has received your transmission file.

Access the program again after 24 and then 48 hours to receive your Federal ACKs.

**Keep a signed copy of Form 8879-TE, IRS e-file Signature Authorization in your files for 3 years.**

**Do not mail:**

Form 8879-TE IRS e-file Signature Authorization

REGARDING THE MISCELLANEOUS INCOME AND EXPENSES, FATHOMS O FUN FESTIVAL DID NOT HAVE ACCESS TO A THREE MONTH PERIOD OF BANK STATEMENTS, MARCH, APRIL, AND MAY OF 2024. THE BANK REFUSED TO PROVIDE ANY OF THEIR OFFICERS WITH THE MISSING STATEMENTS. THE MISCELLANEOUS INCOME AND EXPENSES REPRESENT THE CHANGE IN THE BANK ACCOUNTS OVER THIS PERIOD. THE NET INCOME/LOSS WOULD REMAIN THE SAME IF WE DID HAVE ACCESS TO ALL OF THE BANK STATEMENTS.

# 2024 Federal Book Depreciation Schedule



## FATHOMS O FUN FESTIVAL INC

91-1543208

| No. | Description | Date Acquired | Date Sold | Cost/ Basis | Bus. Pct. | Cur 179 Bonus | Special Depr. Allow. | Prior 179/ Bonus/ Sp. Depr. | Prior Dec. Bal. Depr. | Salvage /Basis Reductn | Depr. Basis | Prior Depr. | Method | Life | Rate | Current Depr. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Form 990/990-PF | | | | | | | | | | | | | | | | |
| 1 | FLOAT TOW VEHICLE & TRAILER | 9/30/16 | | 6,500 | | | | | | | 6,500 | 6,500 | 200DB HY | 5 | | 0 |
| 2 | SILVERADO PICKUP TRUCK | 4/02/19 | | 15,000 | | | | | | | 15,000 | 15,000 | 200DB HY | 5 | .05760 | 0 |
| | Total | | | 21,500 | | 0 | 0 | 0 | 0 | 0 | 21,500 | 21,500 | | | | 0 |
| | Total Depreciation | | | 21,500 | | 0 | 0 | 0 | 0 | 0 | 21,500 | 21,500 | | | | 0 |
| | Grand Total Depreciation | | | 21,500 | | 0 | 0 | 0 | 0 | 0 | 21,500 | 21,500 | | | | 0 |

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

# IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2024, or fiscal year beginning 10/01 , 2024, and ending 12/31 , 20 2024

**Do not send to the IRS. Keep for your records.**
**Go to *www.irs.gov/Form8879TE* for the latest information.**

OMB No. 1545-0047

**2024**

Name of filer: FATHOMS O FUN FESTIVAL INC

EIN or SSN: 91-1543208

Name and title of officer or person subject to tax: JON HOHOL President

## Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

| | | | | |
|---|---|---|---|---|
| 1a **Form 990** check here | ☐ | **b Total revenue,** if any (Form 990, Part VIII, column (A), line 12) | 1b | |
| 2a **Form 990-EZ** check here | X | **b Total revenue,** if any (Form 990-EZ, line 9) | 2b | 21,500. |
| 3a **Form 1120-POL** check here | ☐ | **b Total tax** (Form 1120-POL, line 22) | 3b | |
| 4a **Form 990-PF** check here | ☐ | **b Tax based on investment income** (Form 990-PF, Part V, line 5) | 4b | |
| 5a **Form 8868** check here | ☐ | **b Balance due** (Form 8868, line 3c) | 5b | |
| 6a **Form 990-T** check here | ☐ | **b Total tax** (Form 990-T, Part III, line 4) | 6b | |
| 7a **Form 4720** check here | ☐ | **b Total tax** (Form 4720, Part III, line 1) | 7b | |
| 8a **Form 5227** check here | ☐ | **b FMV of assets at end of tax year** (Form 5227, Item D) | 8b | |
| 9a **Form 5330** check here | ☐ | **b Tax due** (Form 5330, Part II, line 19) | 9b | |
| 10a **Form 8038-CP** check here | ☐ | **b Amount of credit payment requested** (Form 8038-CP, Part III, line 22) | 10b | |

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## Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that [X] I am an officer of the above entity or [ ] I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2024 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

**PIN: check one box only**

[X] I authorize Dawn M Jake CPA PLLC (**ERO firm name**) to enter my PIN 16076 (**Enter five numbers, but do not enter all zeros**) as my signature

on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[ ] As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date _____

## Part III Certification and Authentication

**ERO's EFIN/PIN.** Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 91049833597 (**Do not enter all zeros**)

I certify that the above numeric entry is my PIN, which is my signature on the 2024 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature Dawn M Jake, CPA Original Signed By: Dawn Jake, C.P.A. Date 10/07/2025

**ERO Must Retain This Form — See Instructions**
**Do Not Submit This Form to the IRS Unless Requested To Do So**

**BAA For Privacy and Paperwork Reduction Act Notice, see instructions.**

TEEA8800L 10/09/24 Form **8879-TE** (2024)

**2023 EXEMPT ORG. RETURN**
PREPARED FOR:

**FATHOMS O FUN FESTIVAL INC**
PO BOX 312
PORT ORCHARD, WA 98366

**DAWN M JAKE CPA PLLC**
**420 CLINE AVE**
**PORT ORCHARD, WA 98366**
**(360) 329-7090**

**DAWN M JAKE CPA PLLC**
**420 CLINE AVE**
**PORT ORCHARD, WA 98366**
**(360) 329-7090**

October 7, 2025

FATHOMS O FUN FESTIVAL INC
PO BOX 312
PORT ORCHARD, WA 98366

Dear Client:

Your 2023 Federal Return of Organization Exempt from Income Tax will be electronically filed with the Internal Revenue Service upon receipt of a signed Form 8879-TE - IRS e-file Signature Authorization. No tax is payable with the filing of this return.

Please be sure to call us if you have any questions.

Sincerely,

Dawn M Jake, CPA

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

# Short Form
## Return of Organization Exempt From Income Tax

**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)**

**Do not enter social security numbers on this form, as it may be made public.**

**Go to *www.irs.gov/Form990EZ* for instructions and the latest information.**

OMB No. 1545-0047

**2023**

**Open to Public Inspection**

**A For the 2023 calendar year, or tax year beginning** 10/01 **, 2023, and ending** 9/30 **, 2024**

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

C
FATHOMS O FUN FESTIVAL INC
PO BOX 312
PORT ORCHARD, WA 98366

**D Employer identification number** 91-1543208

**E** Telephone number

**F** Group Exemption Number

G Accounting Method: [X] Cash [ ] Accrual Other (specify):

**H** Check [X] if the organization is **not** required to attach Schedule B (Form 990).

**I Website:** FATHOMSOFUN.ORG

**J Tax-exempt status** (check only one) – [ ] 501(c)(3) [X] 501(c) ( 4 ) (insert no.) [ ] 4947(a)(1) or [ ] 527

K Form of organization: [ ] Corporation [ ] Trust [ ] Association [ ] Other:

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ ..... $ 83,826.

## Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I ..... [X]

| | | | | | |
|---|---|---|---|---|---|
| Revenue | 1 | Contributions, gifts, grants, and similar amounts received | | 1 | 170. |
| | 2 | Program service revenue including government fees and contracts | | 2 | 50,849. |
| | 3 | Membership dues and assessments | | 3 | |
| | 4 | Investment income | | 4 | 6. |
| | 5a | Gross amount from sale of assets other than inventory | 5a | | |
| | b | Less: cost or other basis and sales expenses | 5b | | |
| | c | Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a) | | 5c | |
| | 6 | Gaming and fundraising events: | | | |
| | a | Gross income from gaming (attach Schedule G if greater than $15,000) | 6a | | |
| | b | Gross income from fundraising events (not including $ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000) | 6b | 21,384. | |
| | c | Less: direct expenses from gaming and fundraising events | 6c | 21,720. | |
| | d | Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) | | 6d | -336. |
| | 7a | Gross sales of inventory, less returns and allowances | 7a | | |
| | b | Less: cost of goods sold | 7b | | |
| | c | Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a) | | 7c | |
| | 8 | Other revenue (describe in Schedule O) See Schedule O | | 8 | 11,417. |
| | 9 | **Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 | | 9 | 62,106. |
| Expenses | 10 | Grants and similar amounts paid (list in Schedule O) | | 10 | |
| | 11 | Benefits paid to or for members | | 11 | |
| | 12 | Salaries, other compensation, and employee benefits | | 12 | |
| | 13 | Professional fees and other payments to independent contractors | | 13 | 975. |
| | 14 | Occupancy, rent, utilities, and maintenance | | 14 | 1,937. |
| | 15 | Printing, publications, postage, and shipping | | 15 | 902. |
| | 16 | Other expenses (describe in Schedule O) See Schedule O | | 16 | 87,147. |
| | 17 | **Total expenses.** Add lines 10 through 16 | | 17 | 90,961. |
| Net Assets | 18 | Excess or (deficit) for the year (subtract line 17 from line 9) | | 18 | -28,855. |
| | 19 | Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) | | 19 | 49,581. |
| | 20 | Other changes in net assets or fund balances (explain in Schedule O) | | 20 | |
| | 21 | Net assets or fund balances at end of year. Combine lines 18 through 20 | | 21 | 20,726. |

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**BAA For Paperwork Reduction Act Notice, see the separate instructions.**

Form **990-EZ** (2023)

TEEA0812L 08/07/23

**Part II Balance Sheets** (see the instructions for Part II)
Check if the organization used Schedule O to respond to any question in this Part II ☒

| | | (A) Beginning of year | | (B) End of year |
|---|---|---|---|---|
| 22 | Cash, savings, and investments | 42,217. | 22 | 14,226. |
| 23 | Land and buildings | | 23 | |
| 24 | Other assets (describe in Schedule O) See Schedule O | 7,364. | 24 | 6,500. |
| 25 | **Total assets** | 49,581. | 25 | 20,726. |
| 26 | **Total liabilities** (describe in Schedule O) | 0. | 26 | 0. |
| 27 | **Net assets or fund balances** (line 27 of column (B) **must** agree with line 21) | 49,581. | 27 | 20,726. |

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**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)
Check if the organization used Schedule O to respond to any question in this Part III ☒

What is the organization's primary exempt purpose? See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

| | | | Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.) |
|---|---|---|---|
| 28 | SCHOLARSHIP PAGEANT, PARADE, FIREWORKS, SUMMER CONCERTS, CRAFT & VENDOR SHOW, STREET FAIR, CHILDREN'S EVENTS. (Grants $ ) If this amount includes foreign grants, check here ☐ | 28a | 63,533. |
| 29 | (Grants $ ) If this amount includes foreign grants, check here ☐ | 29a | |
| 30 | (Grants $ ) If this amount includes foreign grants, check here ☐ | 30a | |
| 31 | Other program services (describe in Schedule O) (Grants $ ) If this amount includes foreign grants, check here ☐ | 31a | |
| 32 | **Total program service expenses** (add lines 28a through 31a) | 32 | 63,533. |

**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated — see the instructions for Part IV)
Check if the organization used Schedule O to respond to any question in this Part IV ☐

| (a) Name and title | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|---|---|---|---|
| JON HOHOL<br>President | 0 | 0. | 0. | 0. |
| HELENE JENSEN<br>Vice President | 0 | 0. | 0. | 0. |
| ERIN HOHOL<br>Treasurer | 0 | 0. | 0. | 0. |
| SCOTT LUCKE<br>Secretary | 0 | 0. | 0. | 0. |
| KATIE HUDKINS<br>BOARD MEMBER | 0 | 0. | 0. | 0. |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
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| | | | | |

**Part V Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V. ☐

| | | | Yes | No |
|---|---|---|---|---|
| 33 | Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O. | 33 | | X |
| 34 | Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions. | 34 | | X |
| 35a | Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? | 35a | | X |
| b | If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O | 35b | | |
| c | Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III | 35c | | X |
| 36 | Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N. | 36 | | X |
| 37a | Enter amount of political expenditures, direct or indirect, as described in the instructions. 37a 0. | | | |
| b | Did the organization file **Form 1120-POL** for this year? | 37b | | X |
| 38a | Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? | 38a | | X |
| b | If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b 0. | | | |
| 39 | Section 501(c)(7) organizations. Enter: | | | |
| a | Initiation fees and capital contributions included on line 9 39a 0. | | | |
| b | Gross receipts, included on line 9, for public use of club facilities 39b 0. | | | |
| 40a | Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: N/A section 4911: 0. ; section 4912: 0. ; section 4955: 0. | | | |
| b | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I | 40b | | X |
| c | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 0. | | | |
| d | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization 0. | | | |
| e | All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T | 40e | | X |

41 List the states with which a copy of this return is filed: None

42a The organization's books are in care of: JOHN HOHOL Telephone no. (360) 871-1805
Located at: PO BOX 312 PORT ORCHARD WA ZIP + 4 98366

| | | | Yes | No |
|---|---|---|---|---|
| b | At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: | 42b | | X |
| | See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | | | |
| c | At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: | 42c | | X |

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** – Check here ☐ N/A
and enter the amount of tax-exempt interest received or accrued during the tax year 43 N/A

| | | | Yes | No |
|---|---|---|---|---|
| 44a | Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44a | | X |
| b | Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44b | | X |
| c | Did the organization receive any payments for indoor tanning services during the year? | 44c | | X |
| d | If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O | 44d | | |
| 45a | Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 45a | | X |
| b | Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions. | 45b | | X |

| | | Yes | No |
|---|---|---|---|
| 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | 46 | | X |

**Part VI** **Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

| | | Yes | No |
|---|---|---|---|
| 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II | 47 | | |
| 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | 48 | | |
| 49a Did the organization make any transfers to an exempt non-charitable related organization? | 49a | | |
| b If "Yes," was the related organization a section 527 organization? | 49b | | |

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and title of each employee | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC/ 1099-NEC) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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f Total number of other employees paid over $100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and business address of each independent contractor | (b) Type of service | (c) Compensation |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

d Total number of other independent contractors each receiving over $100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ☐ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer | Date

JON HOHOL President

Type or print name and title

**Paid Preparer Use Only**

| Print/Type preparer's name | Preparer's signature | Date | Check ☐ if self-employed | PTIN |
|---|---|---|---|---|
| Dawn M Jake, CPA | Dawn M Jake, CPA | | | P00365238 |

Firm's name: Dawn M Jake CPA PLLC

Firm's address: 420 Cline Ave, Port Orchard, WA 98366

Original Signed By: Dawn Jake, C.P.A.

Firm's EIN: 20-0433597

Phone no.: (360) 329-7090

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

**SCHEDULE G**
**(Form 990)**

Department of the Treasury
Internal Revenue Service

# Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than $15,000 on Form 990-EZ, line 6a.

Attach to Form 990 or Form 990-EZ.

**Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

**2023**

**Open to Public Inspection**

Name of the organization: FATHOMS O FUN FESTIVAL INC

Employer identification number: 91-1543208

**Part I** **Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

a ☐ Mail solicitations
b ☐ Internet and email solicitations
c ☐ Phone solicitations
d ☐ In-person solicitations
e ☐ Solicitation of non-government grants
f ☐ Solicitation of government grants
g ☐ Special fundraising events

2 a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☐ No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least $5,000 by the organization.

| (i) Name and address of individual or entity (fundraiser) | (ii) Activity | (iii) Did fundraiser have custody or control of contributions? Yes | No | (iv) Gross receipts from activity | (v) Amount paid to (or retained by) fundraiser listed in column (i) | (vi) Amount paid to (or retained by) organization |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Total | | | | | | |

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

**Part II** **Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than $15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than $5,000.

| | | (a) Event #1 VARIOUS (event type) | (b) Event #2 (event type) | (c) Other events None (total number) | (d) Total events (add column (a) through column (c)) |
|---|---|---|---|---|---|
| Revenue | 1 Gross receipts | 21,384. | | | 21,384. |
| | 2 Less: Contributions | | | | |
| | 3 Gross income (line 1 minus line 2) | 21,384. | | | 21,384. |
| Direct Expenses | 4 Cash prizes | | | | |
| | 5 Noncash prizes | | | | |
| | 6 Rent/facility costs | | | | |
| | 7 Food and beverages | | | | |
| | 8 Entertainment | | | | |
| | 9 Other direct expenses | 21,720. | | | 21,720. |
| | 10 Direct expense summary. Add lines 4 through 9 in column (d) | | | | 21,720. |
| | 11 Net income summary. Subtract line 10 from line 3, column (d) | | | | -336. |

**Part III** **Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than $15,000 on Form 990-EZ, line 6a.

| | | (a) Bingo | (b) Pull tabs/instant bingo/progressive bingo | (c) Other gaming | (d) Total gaming (add column (a) through column (c)) |
|---|---|---|---|---|---|
| Revenue | 1 Gross revenue | | | | |
| Direct Expenses | 2 Cash prizes | | | | |
| | 3 Noncash prizes | | | | |
| | 4 Rent/facility costs | | | | |
| | 5 Other direct expenses | | | | |
| | 6 Volunteer labor | ☐ Yes ____ % ☐ No | ☐ Yes ____ % ☐ No | ☐ Yes ____ % ☐ No | |
| | 7 Direct expense summary. Add lines 2 through 5 in column (d) | | | | |
| | 8 Net gaming income summary. Subtract line 7 from line 1, column (d) | | | | |

9 Enter the state(s) in which the organization conducts gaming activities: _____

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain: _____

11 Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No

12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No

13 Indicate the percentage of gaming activity conducted in:

| | | |
|---|---|---|
| a The organization's facility | 13a | % |
| b An outside facility | 13b | % |

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name

Address

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No

b If "Yes," enter the amount of gaming revenue received by the organization $ _____ and the amount of gaming revenue retained by the third party $ _____

c If "Yes," enter name and address of the third party:

Name

Address

16 Gaming manager information:

Name

Gaming manager compensation $ _____

Description of services provided

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year $

**Part IV** **Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

**SCHEDULE O**
**(Form 990)**

Department of the Treasury
Internal Revenue Service

# Supplemental Information to Form 990 or 990-EZ

**Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.**
**Attach to Form 990 or Form 990-EZ.**

**Go to *www.irs.gov/Form990* for the latest information.**

OMB No. 1545-0047

**2023**

**Open to Public Inspection**

Name of the organization: FATHOMS O FUN FESTIVAL INC

Employer identification number: 91-1543208

## Form 990-EZ, Part I, Line 8
## Other Revenue

| | |
|---|---|
| MISCELLANEOUS | $ 11,417. |
| Total | $ 11,417. |

## Form 990-EZ, Part I, Line 16
## Other Expenses

| | |
|---|---|
| Advertising and Promotion | $ 5,387. |
| BAND MUSICIANS | 9,520. |
| BANK SERVICE CHARGES | 420. |
| Depreciation | 864. |
| DUES & SUBSCRIPTIONS | 300. |
| FIREWORK DISPLAY | 34,455. |
| FLOAT EQUIPMENT | 2,749. |
| FUEL | 46. |
| Insurance | 5,599. |
| MEETINGS | 92. |
| MISCELLANEOUS | 17,802. |
| OFFICE SUPPLIES | 342. |
| PARADE EXPENSES | 4,270. |
| TAXES LICENSE FEES | 10. |
| TRAFFIC CONTROL | 4,304. |
| Travel | 699. |
| WEBSITE | 288. |
| Total | $ 87,147. |

## Form 990-EZ, Part II, Line 24
## Other Assets

| | Beginning | Ending |
|---|---|---|
| Miscellaneous | $ 864. | $ 0. |
| TRUCK & TRAILER | 6,500. | 6,500. |
| Total | $ 7,364. | $ 6,500. |

## Form 990-EZ, Part III - Organization's Primary Exempt Purpose

COMMUNITY SERVICE ORGANIZATION CARRYING ON A TRADITION OF FAMILY ACTIVITIES.

FATHOMS O FUN FESTIVAL INC 91-1543208

| | |
|---|---|
| **FORM 990-EZ REVENUE** | |
| Contributions, gifts, and grants | 170 |
| Program service revenue | 50,849 |
| Investment income | 6 |
| Net income (loss) - special events | -336 |
| Other revenue | 11,417 |
| Total revenue | 62,106 |
| **EXPENSES** | |
| Professional fees/pymt to contractors | 975 |
| Occupancy/rent/utilities/maintenance | 1,937 |
| Printing, publications, and postage | 902 |
| Other expenses | 87,147 |
| Total expenses | 90,961 |
| **NET ASSETS OR FUND BALANCES** | |
| Excess or (deficit) for the year | -28,855 |
| Net assets/fund bal. at beg. of year | 49,581 |
| Net assets/fund bal. at end of year | 20,726 |

**Forms needed for this return**

Federal: 990-EZ, Sch G, Sch O

**Carryovers to 2024**

None

FATHOMS O FUN FESTIVAL INC 91-1543208

**The organization's Federal tax return is NOT FINISHED until you complete the following instructions.**

## Prior to transmission of the return

**Form 990-EZ**
The organization should review their Federal Return along with any accompanying schedules and statements.

**Paperless e-file**
The organization should read, sign and date the Form 8879-TE, IRS e-file Signature Authorization.

**Even Return**
No payment is required.

## After transmission of the return

**Receive acknowledgement of your e-file transmission status.**
Within several hours, access the program and get your first acknowledgement (ACK) that the program has received your transmission file.

Access the program again after 24 and then 48 hours to receive your Federal ACKs.

**Keep a signed copy of Form 8879-TE, IRS e-file Signature Authorization in your files for 3 years.**

**Do not mail:**

Form 8879-TE IRS e-file Signature Authorization

REGARDING THE MISCELLANEOUS INCOME AND EXPENSES, FATHOMS O FUN FESTIVAL DID NOT HAVE ACCESS TO A THREE MONTH PERIOD OF BANK STATEMENTS, MARCH, APRIL, AND MAY OF 2024. THE BANK REFUSED TO PROVIDE ANY OF THEIR OFFICERS WITH THE MISSING STATEMENTS. THE MISCELLANEOUS INCOME AND EXPENSES REPRESENT THE CHANGE IN THE BANK ACCOUNTS OVER THIS PERIOD. THE NET INCOME/LOSS WOULD REMAIN THE SAME IF WE DID HAVE ACCESS TO ALL OF THE BANK STATEMENTS.

# 2023 Federal Book Depreciation Schedule



## FATHOMS O FUN FESTIVAL INC

91-1543208

| No. | Description | Date Acquired | Date Sold | Cost/ Basis | Bus. Pct. | Cur 179 Bonus | Special Depr. Allow. | Prior 179/ Bonus/ Sp. Depr. | Prior Dec. Bal. Depr. | Salvage /Basis Reductn | Depr. Basis | Prior Depr. | Method | Life | Rate | Current Depr. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Form 990/990-PF | | | | | | | | | | | | | | | | |
| 1 | FLOAT TOW VEHICLE & TRAILER | 9/30/16 | | 6,500 | | | | | | | 6,500 | 6,500 | 200DB HY | 5 | | 0 |
| 2 | SILVERADO PICKUP TRUCK | 4/02/19 | | 15,000 | | | | | | | 15,000 | 14,136 | 200DB HY | 5 | .05760 | 864 |
| | Total | | | 21,500 | | 0 | 0 | 0 | 0 | 0 | 21,500 | 20,636 | | | | 864 |
| | Total Depreciation | | | 21,500 | | 0 | 0 | 0 | 0 | 0 | 21,500 | 20,636 | | | | 864 |
| | Grand Total Depreciation | | | 21,500 | | 0 | 0 | 0 | 0 | 0 | 21,500 | 20,636 | | | | 864 |

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

# IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2023, or fiscal year beginning 10/01, 2023, and ending 9/30, 20 2024

**Do not send to the IRS. Keep for your records.**
**Go to *www.irs.gov/Form8879TE* for the latest information.**

OMB No. 1545-0047

**2023**

Name of filer: FATHOMS O FUN FESTIVAL INC

EIN or SSN: 91-1543208

Name and title of officer or person subject to tax: JON HOHOL President

## Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

| | | | | |
|---|---|---|---|---|
| 1a **Form 990** check here | ☐ | **b Total revenue,** if any (Form 990, Part VIII, column (A), line 12) | 1b | |
| 2a **Form 990-EZ** check here | ☒ | **b Total revenue,** if any (Form 990-EZ, line 9) | 2b | 62,106. |
| 3a **Form 1120-POL** check here | ☐ | **b Total tax** (Form 1120-POL, line 22) | 3b | |
| 4a **Form 990-PF** check here | ☐ | **b Tax based on investment income** (Form 990-PF, Part V, line 5) | 4b | |
| 5a **Form 8868** check here | ☐ | **b Balance due** (Form 8868, line 3c) | 5b | |
| 6a **Form 990-T** check here | ☐ | **b Total tax** (Form 990-T, Part III, line 4) | 6b | |
| 7a **Form 4720** check here | ☐ | **b Total tax** (Form 4720, Part III, line 1) | 7b | |
| 8a **Form 5227** check here | ☐ | **b FMV of assets at end of tax year** (Form 5227, Item D) | 8b | |
| 9a **Form 5330** check here | ☐ | **b Tax due** (Form 5330, Part II, line 19) | 9b | |
| 10a **Form 8038-CP** check here | ☐ | **b Amount of credit payment requested** (Form 8038-CP, Part III, line 22) | 10b | |

COPY

## Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2023 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

**PIN: check one box only**

☒ I authorize Dawn M Jake CPA PLLC (**ERO firm name**) to enter my PIN 16076 (**Enter five numbers, but do not enter all zeros**) as my signature

on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date _____

## Part III Certification and Authentication

**ERO's EFIN/PIN.** Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 91049833597 (**Do not enter all zeros**)

I certify that the above numeric entry is my PIN, which is my signature on the 2023 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature Dawn M Jake, CPA Original Signed By: Dawn Jake, C.P.A. Date 10/07/2025

**ERO Must Retain This Form — See Instructions**
**Do Not Submit This Form to the IRS Unless Requested To Do So**

**BAA For Privacy and Paperwork Reduction Act Notice, see instructions.**

TEEA8800L 11/17/23 Form **8879-TE** (2023)

**City of Port Orchard**
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

# Agenda Staff Report

**Business Items:** 8.G. Adoption of a Resolution Authorizing the Mayor to Execute a Commercial Facilities Contract with PSE for the Melcher Pump Station Rehab Project (Ryan)
**Meeting Date:** January 13, 2026
**Presenter:** Denis Ryan, Public Works Director

**Summary and Background:**
The Melcher Pump Station Rehabilitation Project is a critical upgrade to the City's water system. Funding for the project was secured through the Washington State Public Works Board loan program. The Melcher Pump Station Rehabilitation Project is now under construction. The project requires electrical improvements coordinated with Puget Sound Energy (PSE), the electrical utility provider for this region. These improvements include removal of an idle three-phase transformer bank, replacement of an existing pole, and relocation of primary spans to ensure reliable electrical service for the pump station and compliance with current utility standards. This item was previously presented to Council on October 8, 2024. Since that time, additional coordination with PSE was necessary to refine the scope and design to meet updated technical requirements. The revised Commercial Electric Facilities Contract reflects these changes and includes updated cost estimates based on the approved design. The current estimated cost for this work is $43,897.76, with any additional costs to be identified by PSE as necessary for final connection. Approval of this resolution will authorize the Mayor to execute the revised contract with PSE, ensuring timely completion of the electrical work and avoiding delays to the overall project schedule.

**Relationship to Comprehensive Plan:** 7 - Utilities

**Recommendation:** Staff recommends adoption of a Resolution authorizing the Mayor to execute a Commercial Electric Facilities Contract with Puget Sound Energy, to install and maintain electrical infrastructure for the Melcher Pump Station Rehabilitation Project.

**Motion for Consideration:** I move to adopt a Resolution authorizing the Mayor to execute a Commercial Electric Facilities Contract with Puget Sound Energy for the Melcher Pump Station Rehabilitation Project in the amount of $43,897.76, with additional costs to be identified by PSE.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** The cost for this work is $43,897.76 and was included in the 2025-2026 biennial budget under the Melcher Pump Station Rehabilitation Project.

**Alternatives:** Do not approve and provide alternative guidance.

**Attachments:**
1. PSE_Commercial_Electric_Facilities_Contract1
2. RESOLUTION_-_PSE_Melcher

PSE PUGET SOUND ENERGY

# COMMERCIAL ELECTRIC FACILITIES CONTRACT

Date 11/26/2025

Contract is subject to revision after 90 days

| | | | |
|---|---|---|---|
| CUSTOMER (OWNER) NAME CITY OF PORT ORCHARD | | CO-OWNER NAME (IF APPLICABLE) | |
| SERVICE ADDRESS 1201 SIDNEY AVE | CITY PORT ORCHARD | STATE WA | ZIP 98366 |
| BILLING ADDRESS 216 PROSPECT ST | CITY PORT ORCHARD | STATE WA | ZIP 98366 |
| PHONE 360-876-7048 | EMAIL RPUTAANSUU@PORTORCHARDWA.GOV | PSE WORKORDER NO. 101176603 | |

**Summary of Charges:**

| | |
|---|---|
| Construction Costs: | $ 54,291.28 |
| Transformation Charges: | $ 12,032.61 |
| Less Applicable Margin Allowance: | $ 0.00 |
| Sub-Total (Potential Refundable Costs): | $ 66,323.89 |
| Permitting Fees*: | $ 448.79 |
| Relocation/Removal of Existing Facilities: | $ 8,723.81 |
| Other Non-Refundable Construction Charges: | $ 7,641.58 |
| Sub-Total (Non-Refundable Costs): | $ 16,814.18 |
| Total Costs: | $ 83,138.07 |
| Less Payment Received: | $ 39,240.31 |
| Total Amount to be Billed Under This Contract **(Including Estimated Applicable Utility Taxes):** | $ 43,897.76 |

**Customer Initials** _____

**Brief Description of Work:**

REMOVE OH TRANSFORMER BANK, REMOVE POLES AND ISNTALL 3 PHASE OVERHEAD PRIMARY LINE EXTENSION

**Brief Description of Other Costs:**

DEDICATED FACILITY, TRANSFORMER DIFFERENCE BETWEEN 75KVA AND 150KVA, FLAGGERS, P03R ERL COST

*If the above Permitting Fees are associated with service work only, those costs will be billed with the applicable service charges below after the service is energized.

**SECONDARY SERVICE CHARGES (PERMANENT AND TEMPORARY) ARE NOT INCLUDED IN THE SUMMARY OF CHARGES ABOVE** Any applicable **Secondary Service Type** charges listed below will be billed after your service line installation, based on the actual work performed. Base Costs, in the table below, are based on the current tariff pricing as of the date of installation and include the Schedule 87 tax effect. These charges also do not include permitting fees, trenching and other excavation related work that is your responsibility. The Secondary Service Type charges from the list below that apply to your project will be **invoiced on a second bill**.

| Secondary Service Type (480 Voltage or Below) | Cost w/Schedule 87 tax effect |
|---|---|
| Single wire run to handhole or transformer | $2,058.73 |
| Each additional run of wire(per circuits) | $552.20 |
| Each additional trip beyond 1st trip due to customer needs | $1,273.63 per trip |
| Hourly rate for additional engineering at customer's request | $248.10 |
| Underground Temporary Service Charge | $242.35 |
| Overhead Temporary Service Charge | $501.22 |
| Overhead to Overhead Permanent Service Charge | $1,184.49 |
| Underground to Underground Permanent Service Charge | $971.95 |
| Overhead to Underground Permanent Service Charge | $1,184.49 |

**Customer Initials:** _____

By signing this contract you are authorizing PSE to continue with all the needed elements to complete your project. Upon receipt of a signed contract, PSE will bill you for the amount indicated on the "*Total Amount to Be Billed Under This Contract*" line. The bill will sent to the billing address listed on this contract. PSE requires payment of these line extension charges prior to scheduling construction. Payments can be made via pse.com (fees may apply), by mail, or at a PSE Pay Station. Delaying payment may result in a construction delay for your project. Customer requested changes in the scope of the project may result in additional charges, and/or delays to your project.

Signature: _____ Name: ROBERT PUTTAANSUU Title: _____ Date: _____

# TERMS AND CONDITIONS

## PROJECT INFORMATION

1. The PSE drawing shows the proposed scope of your project including the location of permanent, above ground electrical facilities required to provide electrical service to your project. Fault current information for transformers associated with your project is noted on the work sketch drawing. Please review this drawing as soon as possible to ensure there are no unforeseen conflicts between PSE's design and your project. If you determine there are conflicts or if you identify a discrepancy while reviewing the drawing for your project, please contact me at the number below. **This is attached as Exhibit A.**
2. Additional construction-related information and information on metering and service entrance requirements areprovided in PSE's Electric Service handbook for commercial projects. If you would like a copy of the handbook please contact me at the number below. It is your responsibility to provide your project manager, site superintendent, and/or subcontractors with any relevant information from this correspondence that apply to their work in support of your project.
3. The Excavation Requirements & Final Grade Certification must be signed by the project owner or designee and returned to me along with a signed copy of this contract. **This is attached as Exhibit B.**
4. Transformers have been sized for diversified commercial loads only, and shall not be used for high load factor (continuous) temporary power uses, such as electric heaters for dry-out. Fault currents for non- residential transformers in your project are noted on the attached PSE design drawing. Please notify the PSE representative listed on this contract immediately if you believe there are conflicts between this design and your project. It is your responsibility to provide your project manager, site superintendent, and subcontractors with any information from this correspondence and it's attachments that apply to their work.
5. The requirements for trenching by customers on public right-of-ways and/or on Puget Sound Energy easements must be signed by the project owner or designee and returned along with a signed copy of this contract. **This is attached as Exhibit C.**

## POTENTIAL REFUNDS

**Margin Allowance:**

If PSE has not provided a Margin Allowance or if your Margin Allowance exceeds $75,000, PSE agrees to calculate and refund the Margin Allowance, subject to Schedule 85. Refund requests must be made within six (6) years of the date on which the facilities installed under this contract are energized. Customers are responsible for making the one-time refund request.

**DIM Refund:**

Other refunds associated with the line extension charge may be available if additional permanent service hook-ups are made to your line extension. These service hook-ups must be made within five (5) years of the date on which your project is initially energized Customers are responsible for making all refund requests. A refund may be requested one (1) time within six (6) years of the date on which your line extension is initially energized. It is the customer's responsibility to make the refund request. Your refund request should be directed to PSE's Customer Accounting Coordinators at Schedule85refundrequests@pse.com.

## RATE SCHEDULE 85

All terms and conditions, costs, and refunds are in accordance with PSE's Rate Schedule 85, and any discrepancies between this contract and the Rate Schedule will be resolved in favor of the Rate Schedule. Rate Schedule 85 contains more detailed information covering costs, refunds, rights, and obligations than is reflected in this contract. The entirety of Rate Schedule 85 can be viewed at PSE's website www.pse.com.

This cost information is valid for 90 days from the Date Issued, and is subject to being updated after that time. I have read both pages and agree to the terms and conditions outlined in this contract and its attachments.

The amount noted on this contract is an estimated cost; however PSE's Schedule 85 line extension tariff requires customers to pay the actual cost of construction. PSE will determine the actual cost of the job once construction is complete. If the actual cost of the job is more than 10% above or below the estimated cost, an additional billing or refund will result to account for the difference.

PUGET SOUND ENERGY

# REQUIREMENTS FOR TRENCHING BY CUSTOMERS ON PUBLIC RIGHT-OF-WAYS AND/OR ON PUGET SOUND ENERGY, INC. EASEMENTS

The following outlines most local governmental guidelines and company standards for trenching on a public right-of-way or Puget Sound Energy, Inc. (PSE) easement. Any trenching performed by the customer, or their contractor, under a PSE permit or easement must comply with these requirements.

1. All trench construction must be performed by a Washington State licensed and bonded contractor.
2. Trench excavation, backfill, restoration, and facility placement must be coordinated with a PSE designated representative, and receive on-site approval by that representative, and local jurisdiction.
3. Right-of-way easement trenching and backfill must be performed during normal business hours, Monday through Friday. Same day excavation and backfill is required for all trenching. Job start notification to the local jurisdiction is the responsibility of Potelco, Inc. Customer shall notify Potelco Project Manager three working days prior to trenching. Penalties for failure to comply with this requirement will be borne by the customer.
4. If the job scope requires excavation beyond a single day, fencing and barricading must be installed around utility facilities exposed above the trench, if allowed, must be in accordance with local regulatory requirements.
5. PSE, all participating utilities, and One-Call Locate, must be notified a minimum of 72 hours in advance of the date and time for right-of-way trenching and facility placement. The One-Call Locate number is 1-800-424-5555. State law requires locating service notification.
6. Excavated material must remain clear of the roadway whenever possible. Excavation material, spoils, and debris shall be removed off-site each day, in accordance with local regulatory requirements. All erosion control requirements in accordance with local regulatory requirements are the responsibility of the customer.
7. Material excavated from the shoulder of the right-of-way shall be properly disposed, and replaced with select backfill material in accordance with local regulatory requirements.
8. Proper compaction is required to comply with local regulatory specifications. If the permit requires compaction testing, the cost of said testing is the responsibility of the customer.
9. All permit requirements, traffic control plans, traffic control and flagging shall meet local regulatory specifications and satisfaction.
10. In the event of failure to abide by the above requirements, PSE reserves the right, at its sole discretion, to assume trenching. In the event of delays due to equipment failure, PSE may assume trenching to meet regulatory and joint construction requirements. The customer is responsible for all trenching costs, and will reimburse the company for costs should PSE perform the trenching.

Customer Initials:_____

11. The customer agrees to indemnify, defend and hold harmless PSE from all liability (including reasonable attorneys' fees) arising out of, or in connection with, the above mentioned trenching activities.

Customer Initials:_____

I AGREE TO ADHERE TO THE ABOVE CONDITIONS

Service Address: 1201 SIDNEY AVE PORT ORCHARD 98366 Work Order Number: 101176603

Signature: _____ Name: ROBERT PUTTAANSUU Title: _____ Date: _____

Docusign Envelope ID: 0E5CB08E-E264-47A6-B7CA-0DBB95D177E0

PUGET SOUND ENERGY

# PSE ELECTRICAL FACILITIES
# EXCAVATION REQUIREMENTS AND FINAL GRADE CERTIFICATION

## PURPOSE

This document is an agreement between Puget Sound Energy (PSE) and the **Owner/Developer** (Developer) who is providing excavation for the installation of PSE's facilities. This document **does not** provide an easement for operating rights. If PSE determines that a recordable easement on the Developer's property or other property is necessary, it shall be the Developer's responsibility to obtain such easements in a form acceptable to PSE prior to construction.

## EXCAVATION REQUIREMENTS

The requirements and conditions outlined below apply when you provide the excavation for PSE's electrical facilities as a condition of receiving electrical service for your project. If you need additional information, please call the PSE contact person listed below.

1. Developer is responsible for acquiring utility locates by calling One-Call, 1-800-424-5555 at least 48 hours (two full working week days) prior to digging. The excavation must meet the requirements of the Washington Administrative Code and Safety Standards.

2. Developer shall call the PSE contact person noted below for trench and route approval prior to starting excavation.

3. The electrical primary trench shall be excavated to provide a minimum of 36 inches of facility coverage, to a maximum trench depth of 48 inches. The electric service trench shall be excavated to provide a minimum of 24 inches of facility coverage, to a maximum trench depth of 36 inches. A 12 inch horizontal separation is required between PSE electrical facilities and other utilities within a joint trench.

4. All back fill must be free of sharp objects and construction debris. Developer shall provide and install sand bedding and shading for electrical facility protection as directed by PSE's contact person. Developer is responsible for any damages caused by improper backfill or compaction.

5. Developer agrees to maintain a minimum of 2 feet of horizontal clearance between PSE conduit, pipe or conductors and any foundation on Developer's property.

6. The vault excavation shall be dug to the dimensions noted on the attached work sketch. Vault holes shall have a solid level bottom with a 6 inch deep layer of crushed rock bedding.

7. Developer shall provide the excavation for PSE electrical facilities within the designed location. Developer shall identify and provide final grade, property lines, and utility easements prior to installation of PSE's electrical facilities.

8. Developer will be financially liable for the relocation of PSE's facilities which are inadequately covered, located outside the area where PSE has adequate operating rights, improperly graded inhibiting standard access and/or any damages resulting from dig-ins due to changes or variations in grade that are made after the installation of PSE's facilities.

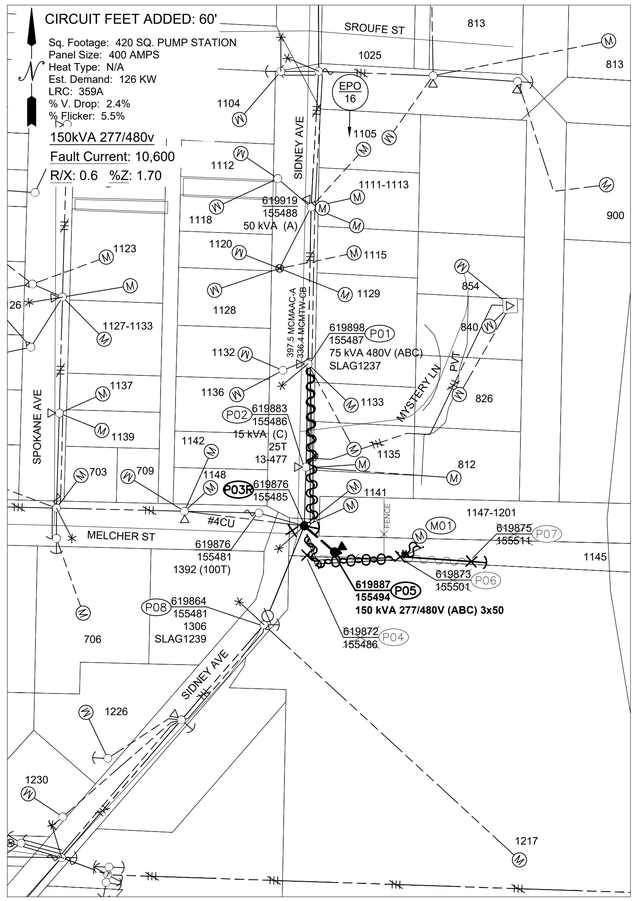
## FINAL GRADE CERTIFICATION

By my signing below, I certify that the electrical facilities work area shall be at final grade prior to excavation. I assume full responsibility for my excavation work and the resulting location of these facilities. I also agree to indemnify, defend, and hold harmless Puget Sound Energy from all liability arising out of, or in connection with my work, including but not limited to all claims, losses, damages, and expenses, including reasonable attorney's fees, which result from my failure to excavate within easement areas or rights-of-way, or from digging without adequate rights on adjoining properties.

Service Address: 1201 SIDNEY AVE PORT ORCHARD 98366 Work Order Number: 101176603

Signature: _____ Name: ROBERT PUTTAANSUU Title: _____ Date: _____

Docusign Envelope ID: 0E5CB08E-E264-47A6-B7CA-0DBB95D177E0




## SITE PLAN

SCALE: 1" = 100'

**SITE SPECIFIC NOTES**

**P01 GRID #619898-155487:** (EXISTING)
-EXIST (1988) 45' CL1 POLE TO REMAIN
-REMOVE 3PH 75KVA, 277/480V OH XFMR BANK — 2-24(2)

**P02 GRID #619883-155486:** (EXISTING)
-EXIST (2005) 45' CL2 POLE TO REMAIN

**P03R GRID #619876-155485:** (EXISTING)
-REPL EXIST (2008) 45' CL1 W/ 50' CL1 POLE W/ GND (AS STAKED) — PD501 6010.1000 — 1-1A
**POLE MUST BE INSTALL 2' SOUTH OF THE EXISTING POLE**
-INST 12kV 3PH TANGENT PTP, 397AAC — TAN313 6033.1012
-INST INST 12kVA 3PH DOUBLE DE — DDE2310 6033.1044
-INST PINS & INSUL (4)
-TRANSFER & RECONNECT EXIST STREET LIGHT — 2-3002
-TRANSFER & RECONNECT EXIST SEC SPAN (W)
-INST POLE GNDS
-REPL EXIST PRI & NEUT DWN GUYS & INST 3/8" DWN GUYS (PRI & NEUT)
-INST 10" SINGLE HELIX ANC, L=10' (SE)
-TOP POLE
-COMMS TO TRANSFER — 2-129

**P04 GRID #619872-155486:**
-REMOVE EXIST (1995) 30' CL4 SEC POLE
-NO COMMS HERE

**P05 GRID #619887-155494:** (NEW)
-INST 45' CL3 POLE W/ GRND (AS STAKED) — PD453 **6010.1000** — 3-18
-INST 3PH SLACK SPAN DE — SSD312DE 6033.5010
-INST (3) 50kVA OH XFMR 277/480V WYE-WYE BANK — BNKRXI 6025.3000
-INST (3) L/B CUTOUT ON WOOD ARM, FUSE @15T
-INST (3) STIRRUPS & HOT CLAMPS
-INST GRID #619887-155494
-COMPLETE CUSTOMER PROVIDED (1) COMMERCIAL RISER
*****CUSTOMER IS RESPONSIBLE FOR COMPLETING THE FIRST 10' UP THE POLE (1) RISER*****

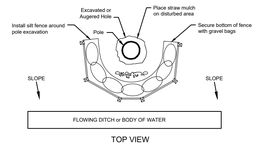
**P06 GRID #619873-155501:**
-REMOVE EXIST (1993) 35' CL4 SEC POLE
-REMOVE EXIST SVC RISER
-NO COMMS HERE

**P07 GRID #619875-155511:**
-REMOVE EXIST (1977) 25' CL4 SPAN GUY POLE
-NO COMMS HERE

**P08 GRID #619864-155481:**
-EXIST (2016) 50' CL-HI POLE TO REMAIN

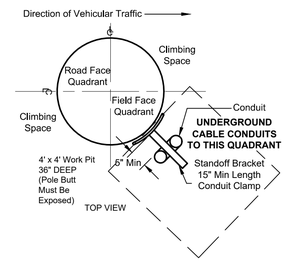
**M01:** (EXIST METER #P171644490)
CITY TO TRENCH & INSTALL 2 RUNS OF CUSTOMER OWNED UG SVC WIRE TO STATION (400A CT PANEL)

**SPAN SPECIFIC NOTES:**
-SEE TABLES FOR SPAN NOTES



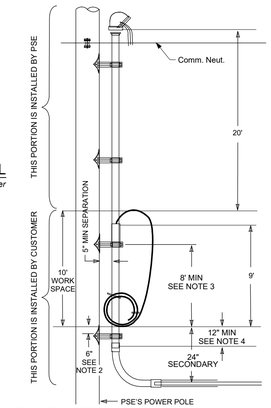

## UTILITY POLE EROSION CONTROL DETAIL

Not to scale — Adjacent to *flowing ditches* or *bodies of water*




## CUSTOMER-CONDUIT LOC. DETAIL(P05)

SCALE: NONE




**INSTALLATION NOTES**:
1. All customer-provided material must be on-site for PSE to install.
2. The 1st customer-installed standoff bracket must be located 6 in. belowgrade on the pole.
3. The 2nd customer-installed standoff bracket must be located 8 ft abovegrade on the pole.
4. Customer-installed conduit riser sections shall extend 12 inches belowgrade. The remaining abovegrade conduit risers shall be installed 9 ft abovegrade.
5. Maintain 5-in. minimum separation between the pole and conduit risers.
6. Leave sufficient service cable (Item 9) coiled for PSE crew to install through the top 25 ft riser section and complete connection to transformer(s).

## CUSTOMER-CONDUIT RISER INST DETAIL(P05)

SCALE: NONE

## POWER GENERAL NOTES - COMMERCIAL PROJECT

1. All materials to be installed in accordance with Puget Sound Energy's (PSE) standards. Any deviation from this work sketch must be AUTHORIZED by PSE's Project Manager and NOTED on the Foremans' Copy.
2. All switching arrangements and/or outage arrangements are to be made with the Project Manager at least three (3) working days in advance.

## CUSTOMER NOTES

Customer is responsible for all trenching, select backfill, compaction & restoration per Puget Sound Energy Standards & Local Municipality (See PSE Electric Service Handbook for more details).

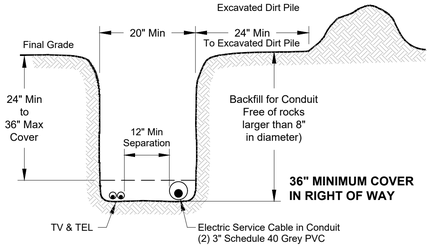
1. Contact the Utilities Underground Location Center (1-800-424-5555) at least 48 hours prior to commencing work to get the underground facilities located.
2. STAKING: The customer will provide all staking (transformer, handhole, trench, grade, lot, pole, sidewalk, etc.). See sketch and details for locations. Equipment locations must be approved by the Project Manager.
3. SITE PREPARATION: The work area will be at or near finished grade, clear of trench spoils or construction materials which would restrict construction and/or equipment access, before work can begin.
4. Roads shall be paved or have a compacted , crushed rock base in place.
5. CLEARANCES: Transformers require a minimum of 6 feet from fire fighting equipment, 10 feet from combustible walls, overhangs, doors, and windows, and a minimum of 5 feet from the back of curb (or guard posts will be required per PSE standards). All conduits and vaults are to be at least 5 feet away from water, storm and sewer lines when paralleling them in the right of way, and at least 1 foot when crossing them.
6. All work is to be done in accordance with local municipal and county permit requirements as applicable.
7. Inclement weather conditions may cause delays in construction times and dates.
8. EXCAVATION: The customer is to provide all trenching, backfill, vault excavations, compaction and restoration per this sketch and per PSE standards. A minimum protective cover of 36" is required over PSE's primary voltage equipment and 24" is required of PSE's secondary voltage equipment. The customer will provide any and all shoring or they will side slope the trench to 1:1.
9. EROSION & SEDIMENT CONTROL: Erosion & sediment control shall be per PSE standard practice 0150.3200 techniques for temporary erosion & sediment control & any additional local jurisdiction requirements. (Local jurisdiction may have additional requirements including notes detailing where erosion or sediment control structures are to be installed, cross section details of the typical erosion structures, & special requirements for work in sensitive areas.)
10. Customer is required to have meter inspected and approved by L&I/City prior to construction.

### CIRCUIT LOADING TABLE

CIRCUIT: EPO-16
AS OF 9/23/25

| | A PHASE | B PHASE | C PHASE |
|---|---|---|---|
| EXIST. PEAK LOAD | 194 | 204 | 210 |
| EST. NEW LOAD | 6 | 6 | 6 |
| TOTAL | 200 | 209 | 216 |

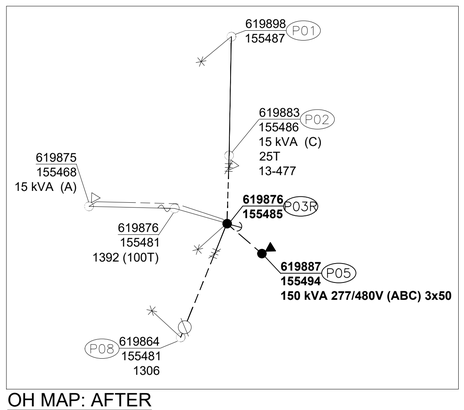
***Backfill for In Conduit*** - The backfill layer shall be soil that is free from construction debris, glass, sharp rocks, frozen clods, and rocks larger than **8"** in diameter.




## JOINT TRENCH DETAIL AT P05-M01

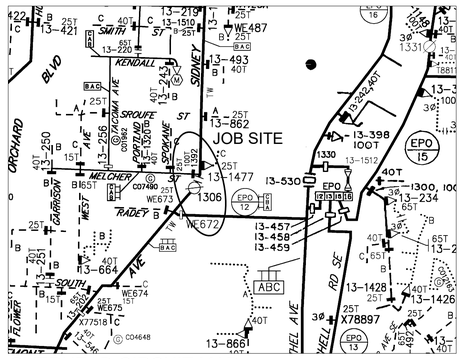
Electric Service Cable in Conduit (NTS)

## CUSTOMER-SUPPLIED SERVICE TRENCH




## OH MAP: AFTER

SCALE: NONE




## OVERHEAD CIRCUIT MAP

SCALE: 6" = 1Mi

### FOREMAN (CHECK BOX WHEN COMPLETED)

- ☐ PSE Equipment LOCKED/SECURED & Work Area left in CLEAN/SAFE Condition.
- ☐ Grid, Cable, and Switch numbers INSTALLED & VERIFIED.
- ☐ Field Changes RED-LINED on As-built.
- ☐ Material VERIFIED and CHANGES noted on Paperwork.
- ☐ Total PRIMARY Cable noted on As-built.
- ☐ Company ID#'s RECORDED in correct location on As-built.
- ☐ Indicate correct FUSE SIZE on As-built & VERIFY proper PHASE.
- ☐ Deviations noted on the As-built and their reason.

☐ I certify that the work performed meets PSE's standards and procedures and that all quality requirements are met.

Foreman's Signature _____

Print Name _____ Date _____

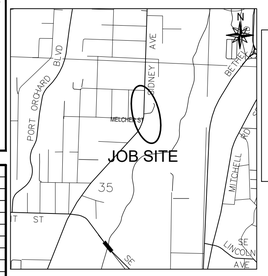
| PROJECT PHASE | NOTIF# | ORDER# |
|---|---|---|
| PWR Superior | 514874623 | 101176603 |
| Pole & Wire Retire | | 108157657 |
| OH Misc | | 593259483 |
| Xfmr Retire | | 583077451 |
| UG Svc Mod | 516489401 | 587037323 |
| Metering | 516491320 | 3003204228 |
| Service Stubs | N/A | N/A |
| HP Svc/MSA | N/A | N/A |
| CABLE TV | | |
| PHONE | | |

**Project Manager Contact Information:**

*Manager:* Susan Williams
*Cell Phone:* 360-204-0473
*E-Mail:* susan.williams@pse.com

PSE Locates Required — YES
Customer Locates Required — YES
Outages Required — YES
Flagging Required — YES

***Vicinity Map***




101176603-R1

### *Owner / Developer Contact Info*

City of Port Orchard
216 Prospect Street
Port Orchard, WA 98366
ATTN: Jacki Brown — 360-876-7048 office

For contacts below dial 1-888-CALL PSE (225-5773)

**CALL 811 TWO BUSINESS DAYS BEFORE YOU DIG**

THIS SKETCH NOT TO BE RELIED UPON FOR EXACT LOCATION OF EXISTING FACILITIES

| REV# | DATE | BY | DESCRIPTION |
|---|---|---|---|
| 3 | | | |
| 2 | | | |
| 1 | 9/9/25 | H.SPARK | NEW PROJECT SCOPE |

| COUNTY | Emer Sect | Gas Wk Ctr | POWER WK CTR |
|---|---|---|---|
| KITSAP | N/A | N/A | QSSPE |

| 1/4 SEC | OP MAP | PLAT MAP |
|---|---|---|
| SE SEC35 T24 R1E | N/A | N/A |

| U-MAP NO (POWER) | OH CKT MAP | UG CKT MAP | CIRCUIT NO |
|---|---|---|---|
| 2401E140 | 2401E137 | 1906E011 | EPO-16 |

| REAL ESTATE/EASEMENT | PERMIT |
|---|---|
| EASEMENT | PT. ORCHARD |

| FUNCTION | CONTACT | PHONE NO | DATE |
|---|---|---|---|
| PROJECT MGR | Susan Williams | 360-204-0473 | 7/26/24 |
| ENGR - POWER | Helene Sparks | 360-475-7001 | 7/26/24 |
| ENGR - GAS | N/A | N/A | N/A |
| DRAWN BY | Helene Sparks | 360-475-7001 | 7/26/24 |
| CHECKED BY | Susan Williams | 360.204.0473 | 10.2.25 |
| APPROVED BY | J Nagrath | 253-468-2392 | 11/18/25 |
| FOREMAN #1 | | | |
| FOREMAN #2 | | | |
| MAPPING | | | |

**JOINT FACILITIES ARRANGEMENTS**

| | | | | |
|---|---|---|---|---|
| UTILITIES | WAVE BROADBAND | CENTURYLINK/QWEST | KITSAP PUD #1 | KITSAP COUNTY DIS |
| CONTACT | N/A | N/A | N/A | N/A |
| PHONE# | N/A | N/A | N/A | N/A |

PSE — PUGET SOUND ENERGY

# MELCHER PUMP STATION

REMOVE OH XFMR BANK, REMOVE POLES & INST 3PH OH PRI L/E
1201 SIDNEY AVE PORT ORCHARD, WA 98366

| INCIDENT | MAOP |
|---|---|
| N/A | N/A |
| Gas Order | Elect Order |
| N/A | 101176603-R1 |
| SCALE | PAGE |
| AS NOTED | 1/1 |

### UNITS OF PROPERTY INSTALL ONLY

| MATERIAL | QTY |
|---|---|
| DIST. ARRESTERS | |
| DIST. CUTOUTS | |
| DIST. INSULATORS | |
| TRANS. ARRESTERS | |
| TRANS. INSULATORS | |
| CROSSARM - DISTRIBUTION | |
| CROSSARM - TRANSMISSION | |

### UNITS OF PROPERTY REMOVAL ONLY

| MATERIAL | QTY |
|---|---|
| DIST. ARRESTERS | |
| DIST. CUTOUTS | |
| DIST. INSULATORS | |
| TRANS. ARRESTERS | |
| TRANS. INSULATORS | |
| CROSSARMS - DISTRIBUTION | |
| CROSSARMS - TRANSMISSION | |

**TRANSFORMER BANK INSTALLATION**
**Foreman to redline field changes**

Installed at site: P05
Grid Number: 619887-155494
Bank Configuration:
☒WYE/WYE ☐WYE/DELTA ☐OPEN WYE/OPEN DELTA ☐WYE/WYE 120/208v W/1Ø 120/240v
Secondary Voltage:
☐120/208v ☒277/480v ☐120/208v W/120/240v 1Ø ☐120/240v ☐240/480v
AØ Xfmr MID # 6214200 kVA 50KVA, 277/480V
BØ Xfmr MID # 6214200 kVA 50KVA, 277/480V
CØ Xfmr MID # 6214200 kVA 50KVA, 277/480V
**Foreman to redline the following information**
AØ Xfmr Company ID#:
BØ Xfmr Company ID#:
CØ Xfmr Company ID#:
Tested Secondary Voltage ____/____

*NOTE:* The foreman should record one phase-to-neutral and one phase-to-phase voltage. if the bank is a combination 120/208V with single phase 120/240V, record the tested voltage of the 240V connection in addition to the voltage of the 120/208 transformer connections.

**TRANSFORMER REMOVAL**
Removed at site: P01
Grid Number: 619898-155487
kVA Rating: 25
**Foreman to redline the following information**
Company ID#:
Primary phase connected to:
Tested Secondary Voltage ____/____

**TRANSFORMER REMOVAL**
Removed at site: P01
Grid Number: 619898-155487
kVA Rating: 25
**Foreman to redline the following information**
Company ID#:
Primary phase connected to:
Tested Secondary Voltage ____/____

**TRANSFORMER REMOVAL**
Removed at site: P01
Grid Number: 619898-155487
kVA Rating: 25
**Foreman to redline the following information**
Company ID#:
Primary phase connected to:
Tested Secondary Voltage ____/____

### WIRE REMOVAL TABLE

| Location From | Location To | Wire Size & Type | Quantity | Length (per conductor) | Remarks | |
|---|---|---|---|---|---|---|
| P01 | P03R | 1/0 QUAD OH SEC | 2 | 540' | | 2-25 |
| P03R | P04 | 1/0 QUAD OH SEC | 2 | 40' | | 2-25 |
| P04 | P06 | 1/0 QUAD OH SEC | 2 | 100' | | 2-25 |
| P06 | P07 | SPAN GUY | 1 | 100' | | 2-25 |
| Total Feet (Wire Size & Type) Removed | | | | | | |

### POLE TABLE (NEW)

| Site # | Pole Data Grid # | Height | Class | Year | Remarks / Location Ref. |
|---|---|---|---|---|---|
| P03R | 619876-155485 | 50' | 1 | | PSE Equip # |
| P05 | 619887-155494 | 45' | 3 | | PSE Equip # |

### WIRE STRINGING PRIMARY

| Location From | Location To | Pri & Neut | Wire Size & Type | Quantity | Length (Per conductor) | Total | Actual | |
|---|---|---|---|---|---|---|---|---|
| P03R | P05 | X | #2 ACSR | 3/1 | 60' | 240' | | 2-15 |

### POLE RETIREMENT TABLE

| SITE # | POLE DATA GRID # | HEIGHT | CLASS | YEAR | POLE TOPPED | POLE RMVD | TEMP TRANSFERS TEL | TV | FIBER | ST. LIGHT TRANSFERS TRAN | RMVD | ID NUMBER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| P03R | 619876-155485 | 45 | 1 | 2008 | | | | | | | | |
| P04 | 619872-155486 | 30 | 4 | 1995 | | | | | | | | |
| P06 | 619873-155501 | 35' | 4 | 1993 | | | | | | | | |
| P07 | 619875-155511 | 25' | 4 | 1977 | | | | | | | | |

Sep 24, 2025 – 2:24pm J:\Electric_Kitsap\Project Managers\Susan Williams\NCC COMMERCIAL\101176603 CITY OF PO MELCHER 514874623\CAD\ 101176603-R1 MELCHER PUMP STATION.dwg

**RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A COMMERCIAL ELECTRIC FACILITIES CONTRACT WITH PUGET SOUND ENERGY FOR THE MELCHER PUMP STATION REHABILITATION PROJECT.**

**WHEREAS,** the City identified the need for the Melcher Pump Station Rehabilitation Project, to make necessary improvements to this key piece of infrastructure (the "Project"); and

**WHEREAS**, the City applied for and received a loan through the Washington State Public Works Board (PWB) Traditional Fund Loan Program to fund the Project; and

**WHEREAS**, construction on the Melcher Pump Station Rehabilitation Project began in 2025; and

**WHEREAS,** the Project requires electrical improvements coordinated with Puget Sound Energy (PSE), the electrical services provider for the region, including removal of an idle three-phase transformer bank, replacement of an existing pole, and relocation of primary spans to ensure reliable electrical service for the pump station and compliance with current utility standards; and

**WHEREAS**, PSE has provided the City with a Commercial Electric Facilities Contract that includes approved design and updated construction costs for the required electrical improvements in the amount of $43,897.76, with any additional costs to be identified by PSE as necessary for final connection; and

**WHEREAS**, the City Council finds it is in the best interests of the City and its residents to approve the contract with PSE; Now, Therefore,

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**THAT:** It is the intent of the Port Orchard City Council that the recitals set forth above are hereby adopted and incorporated as findings in support of this Resolution**.**

**THAT: The** City Council approves the Mayor's execution of the Commercial Electric Facilities Contract with Puget Sound Energy for the Melcher Pump Station Rehabilitation Project in the amount of $43,897.76, with additional costs to be identified by PSE. The Mayor is authorized to take all actions necessary to effectuate this approval.

**THAT:** The Resolution shall take full force and effect upon passage and signatures hereon.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage on this 13th day of January, 2026.

_____
Robert Putaansuu, Mayor

ATTEST:

_____
City Clerk, Brandy Wallace, MMC

**City of Port Orchard**
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

# Agenda Staff Report

**Business Items:** 8.H. Approval of Amendment #20 to Contract No. 066-20 with Rice Fergus Miller for the Community Event Center Project (Bond)
**Meeting Date:** January 13, 2026
**Presenter:** Nick Bond, Community Development Director

**Summary and Background:**
Amendment #20 to Contract C066-20 with Rice Fergus Miller would result in the design of a small stormwater pump station and water quality treatment facility within the Community Event Center and adjacent plaza grounds at a cost of $208,924. The proposed stormwater pump station and water quality improvements are a part of the "Downtown Basin Stormwater Upgrades" project listed in the 2023 Port Orchard Stormwater and Watersheds Comprehensive Plan. The project is also identified in the City's Comprehensive Plan. The project will serve the Community Event Center, the Orchard Street Plaza, and the Bay Street reconstruction projects. The proposed pump station would provide the ability to pump stormwater from the CEC and Plaza to Sinclair inlet during king tides when stormwater would otherwise back up into the City's stormwater conveyance system and potentially cause puddling in the plaza around catch basins. The water quality facility is likely to be a modular wetland product that has a Department of Ecology General Use Level Designation (a pre-approval for use). It is appropriate that this project be designed, bid, and installed as part of the CEC and Orchard Street plaza construction projects rather than trying to build the project in advance of building the plaza before the plaza design has been finalized or having to tear up the plaza to install the facility later. Please note that there is a 12% mark up for the subconsultants in RFM's scope and fee documents.

The proposed stormwater pump station and water quality improvements are a part of the "Downtown Basin Stormwater Upgrades" project listed in the 2023 Port Orchard Stormwater and Watersheds Comprehensive Plan. The project is also identified in the City's Comprehensive Plan Capital Facilities Element as the "Downtown Retrofit." The projects serve and will be integrated in the design of the Community Event Center and Orchard Street Plaza projects, also identified in the City's Comprehensive Plan Capital Facilities Element.

**Relationship to Comprehensive Plan:** 9 - Capital Facilities

**Recommendation:** Staff recommends approval of Amendment #20 to contract C066-20 as

presented.

**Motion for Consideration:** I move to approve Amendment #20 to Contract C066-20 as presented.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** The Downtown Retrofit Project is part of the funding plan in the City's stormwater capital facilities charge as adopted by Ordinance 038-23. Amendment #20 may be funded with stormwater capital facility charge funds. A future budget amendment will be needed to allow Stormwater CFCs to be spent on the design in 2026.

**Alternatives:** None.

**Attachments:**
1. Amendment__20_-_CEC_-_RFM_11171747.1_
2. Attachment__1Scope_and_Fee

**Amendment No. 20 to Contract No. C066-20**

**CITY OF PORT ORCHARD PROFESSIONAL SERVICES AGREEMENT WITH RICE FERGUS MILLER, INC.**

THIS AMENDMENT to Contract No. C066-20 ("Amendment") is made effective as of the __ day of January, 2026, by and between the City of Port Orchard ("City"), a municipal corporation, organized under the laws of the State of Washington, and Rice Fergus Miller, Inc., a corporation organized under the laws of the State of Washington, located and doing business at 275 5th St., Bremerton, WA 98337 ("Consultant").

WHEREAS, on July 29, 2020, the City executed a Professional Services Agreement with Consultant for the South Kitsap Community Event Center Project (the "Project") ("Underlying Agreement"); and

WHEREAS, on July 27, 2021, the City and Consultant executed Amendment No. 1 to the Underlying Agreement, increasing the contract amount and adding additional scope of work (work within the scope of the initial Request for Qualifications); and

WHEREAS, on September 17, 2021, the City and Consultant executed Amendment No. 2 to the Underlying Agreement, adding additional scope of work (work within the scope of the initial Request for Qualifications); and

WHEREAS, on October 12, 2021, the City and Consultant executed Amendment No. 3 to the Underlying Agreement, increasing the contract amount and adding additional scope of work (work within the scope of the initial Request for Qualifications); and

WHEREAS, on January 25, 2022, the City and Consultant executed Amendment No. 4 to the Underlying Agreement, increasing the contract amount and adding additional scope of work due to unforeseen on-site conditions; and

WHEREAS, on March 21, 2022, the City and Consultant executed Amendment No. 5 to the Underlying Agreement, extending the contract term to accommodate the scope of work; and

WHEREAS, on April 12, 2022, the City and Consultant executed Amendment No. 6 to the Underlying Agreement, updating the scope and fee for tasks 4 and 5 of C082-19; and

WHEREAS, on September 13, 2022, the City and the Consultant executed Amendment No. 7 to the Underlying Agreement, adding additional design work related to shoreline improvements and permitting; and

WHEREAS, on December 13, 2022, the City and the Consultant executed Amendment No. 8 to the Underlying Agreement, adding additional design work LEED Certification feasibility; and

WHEREAS, in February 2023, the City and Consultant executed Amendment No. 9 to the Underlying Agreement, adding a modification to the architectural plans to meet LEED silver certification; and

WHEREAS, in May 2023, the City and Consultant executed Amendment No. 10 to the Underlying

Agreement, making design modifications to portions of the CEC space to be occupied by the Library; and

WHEREAS, in June 2023, the City and Consultant executed Amendment No. 11 to the Underlying Agreement, extending site design scope to include Orchard Plaza Schematic Design as an element of the Community Event Center; and

WHEREAS, in December 2023, the City and Consultant executed Amendment No. 12 to the Underlying Agreement, incorporating on-call work necessary for the Project pertaining to necessary modifications to existing Washington State Department of Natural Resources aquatic land lease(s) and associated permits for the CEC; and

WHEREAS, in January 2024, the City and Consultant executed Amendment No. 13 to the Underlying Agreement, providing for the performance of the next phase of services, to include preparation of the following: Design Development (60% design level); Permits Documents (90% design level); and Construction Documents (100% design level); and

WHEREAS, in February 2025, the City and Consultant executed Amendment No. 14 to the Underlying Agreement, providing for a time-only extension of the contract to June 30, 2027; and

WHEREAS, in May 2025, the City and Consultant executed Amendment No. 15 to the Underlying Agreement, providing additional authority associated with the schedule extension set forth in Amendment No. 14 and associated necessary expansion of the scope of work to include storm drainage redesign due to the interplay between the CEC and Orchard Plaza project, with the SR 166 Bay Street project, and additional design work triggered by review comments received from federal and state regulatory agencies; and

WHEREAS, in September 2025, the City and Consultant executed Amendment No. 16 to the Underlying Agreement, providing additional authority associated with the City's requested modification to the design to include revisions to the design for restroom facilities, the proposed "coworking space" to a meeting space, and modification of a window unit to a glass door system; and

WHEREAS, in September 2025, the City and Consultant executed Amendment No. 17 to the Underlying Agreement, providing additional design services for a specialty signage related to donor recognition for the facility; and

WHEREAS, in September 2025, the City and Consultant executed Amendment No. 18 to the Underlying Agreement, providing for additional work associated with the design of specialty signage for key historic markers on the site and inside the building, as required by the local Cultural Resources Permit Committee and U.S. Army Corps of Engineer; and

WHEREAS, in September 2025, the City and Consultant executed Amendment No. 19 to the Underlying Agreement, providing for additional preliminary design services for ancillary furniture within 14,600 square feet of furnishable space, and on September 2, 2025, and modifying the cost estimate accordingly; and

WHEREAS, in January 2025, the City identified the need for additional design services for stormwater facilities to relieve inundation associated with increased impervious surfacing due to the Project, and Consultant and City agreed to terms for a modification to the Underlying Contract to address this concurrent work; and

WHEREAS, the Parties wish to memorialize their agreement to so amend the Underlying

Agreement; NOW, THEREFORE,

In consideration of the mutual benefits accruing, it is agreed by and between the parties thereto as follows:

1. The Underlying Agreement, including previous Amendments Nos. 1-19, is amended as follows (amendment shown in legislative marks):

    a. The Scope of Work is amended to add the tasks as set out in Attachment 1 hereto (Amendment #20 Request).

    b. For the Amendment #20 Scope of Work, compensation for these services shall be based on the list of billing rates set out in Attachment 1 and incorporated herein by this reference, not to exceed $208,924 for the performance of the Amendment #20 Scope of Work, plus reimbursable expenses and any applicable taxes, as se out in Attachment 1 hereto.

2. In all other respects, the Underlying Agreement between the parties shall remain in full force and effect, amended as set forth herein, but only as set forth herein.

IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year set forth above.

CITY OF PORT ORCHARD, WASHINGTON

_____
Robert Putaansuu, Mayor

ATTEST/AUTHENTICATED:

_____
Brandy Wallace, MMC, City Clerk

APPROVED AS TO FORM:

_____
Charlotte A. Archer, City Attorney

CONSULTANT

_____
Signature

_____
Printed Name and Title

## RFM - Fee Details

Port Orchard Community Events Center

Project Number: 2020002
Amendment 20 - Stormwater Pump Station

| Phase Name | Consultant Type | Fee Type | Amount |
|---|---|---|---|
| **AMENDMENT 16** | | | |
| Rice Fergus Miller | Architect & Interior Designer | Fixed Fee | $5,000 |
| KPFF | Civil Engineer | Fixed Fee | $186,906 |
| RH2 | Electrical Engineer | Fixed Fee | $17,018 |
| **Total** | | **Fixed Fee** | **$208,924** |

*RFM reserves the right to modify consultant costs through the duration of the project to complete the work under the agreed upon Fixed Fee total.*

Date: January 8, 2026
Reviewed: Lorie Limson Cook

1601 Fifth Avenue, Suite 1600 Seattle, WA 98101 206.622.5822 kpff.com

December 9, 2025

Lorie Limson Cook
Rice Fergus Miller
275 Fifth Street, Suite 100
Bremerton, WA, 98337

Subject: Port Orchard Community Event Center
Proposal for Civil Engineering Sevices for Design of Storm Water Pump System

Dear Lorie:

This proposal is for the additional services request (ASRs) related to the design of a pump station that is intended to help mitigate the City's flooding concerns during tidal events. KPFF will be designing the lift station with support from RH2 for the electrical services that may be routed from the sewer lift station. The electrical proposal from RH2 is provided separately. This work will be concurrent with the design of the Community Event Center and Orchard Plaza projects as the lift station infrastructure will be located within the same project limits.

## *SCOPE OF WORK*

### *ADDITIONAL CIVIL SUPPORT*

The following civil efforts are in addition to the efforts documented in our proposal dated June 19, 2025 and will be provided during the draft, permit, and final design phases:

- Coordination with and management of the pump station sub-project team. We anticipate attending up to 10 meetings, including approximately three meetings with the City to coordinate design efforts.
- Evaluate and select preliminary location of lift station that works with site space constraints and planned stormwater conveyance system.
- Design a regional water quality facility to provide enhanced treatment for a portion of SR166, Frederick Ave, and most of the CEC and Plaza projects. We anticipate running water quality models, coordinating with up to two manufacturers to compare products, and updating the stormwater conveyance system to route runoff to the water quality facility prior to discharging to the Sinclair Inlet.
- Design a custom flow splitter structure to divert water quality flow rate to the water quality facility mentioned above.
- Provide additional civil related research and calculations to support the integration of the pump station into the Plaza and Community Event Center design.

## *CIVIL LIFT STATION DESIGN*

### *GENERAL PROJECT UNDERSTANDING*

This scope and fee proposal reflects our current understanding of the project to install a stormwater lift station as part of the CEC project. It is our understanding that due to high king tide/SLR water surface elevations and generally low site grades, the site is subject to backwater flooding conditions at the 100-year storm event. The City of Port Orchard desires to control the backwater flooding condition by constructing a lift station. Preliminarily, the lift station would be normally off and only operate during backwater conditions, helping to control backwater flooding in the plaza area and adjacent streets.

### PROJECT MANAGEMENT AND TEAM COORDINATION

KPFF will manage our internal day-to-day tasks on the project including coordinating our internal design schedule, internal coordination meetings and tracking project budget. We will also participate in three (3) external coordination meetings (virtual).

### LIFT STATION DESIGN

KPFF will provide civil engineering to develop plans and specifications for the project. The design for the flood mitigation will include the following:

- Data Gathering and Records Review: KPFF will gather and review existing records and system data to inform the lift station design.
- SWMM Modeling: KPFF will develop a SWMM model to assess the backwater condition caused by the 100-year storm event coinciding with the highest observed tidal event. This includes reviewing and proposed basin delineations, developing an anticipated tidal curve, and developing a SWMM model. Three (3) tail water flooding elevations will be evaluated to determine the extent of potential flooding and final model tail water evaluation will be jointly agreed upon.
- Overtopping Analysis/Preliminary Pump Sizing: KPFF will analyze the backwater overtopping utilizing the developed SWMM model. This will be used to determine the location and extent of backwater ponding. We will model a lift station in SWMM to develop preliminary pump sizing necessary to manage backwater condition. Note that actual discharge rate/pump size will be determined by the extent of the backwater ponding.
- Lift Station Hydraulics and Pump Sizing: Following the SWMM modeling, KPFF will design and size the pumps. We will coordinate with one local lift station/pump vendors to determine pump model numbers, physical sizes, and electrical requirements.
- Electrical Subconsultant Coordination: KPFF will assist with coordination of the electrical subconsultant (scoped separately by RH2) to provide electrical power, racking, mini power zone, etc. to the lift station.

- Permit Set Comment Response and Revisions: KPFF will review and develop comment responses to permit comments including necessary drawing revisions. We assume one round of comments.
- Plans and Specifications: KPFF will develop Draft, Permit, and Final plans and specifications. Plans will include a lift station plan sheet and 2 or 3 detail sheets. KPFF will develop lift station specifications based on CSI format and provide review of other civil specifications that will control the work.

*Deliverables:*

- Draft Design Drawings
- Permit Set Design Drawings
- Draft Specifications (with Permit Set)
- Final Drawings (Permit Comment Responses)
- Final Specifications

## ITEMS PROVIDED BY OTHERS

The following items are assumed to be provided by others to KPFF to accomplish the work identified herein:

- Electrical design and PS&E to provide power to the lift station
- Geotechnical information regarding groundwater elevation
- Cost Estimating
- Permitting management

## ASSUMPTIONS

The following items are assumed to accomplish the work identified herein:

- All coordination meetings will be virtual.
- One round of permit set comment responses and revisions will be required.

### EXCLUSIONS

The following exclusions have been identified herein:

- Permit fees will be paid by others.
- Existing utility reroutes
- Bid Support – KPFF can provide bid support services if requested as part of a subsequent scope and fee.
- Construction Support Services – KPFF anticipates providing CSS support during construction, including as-built drawings as part of a subsequent scope and fee.

## *SCHEDULE AND SEQUENCE*

- We have assumed that the design work of this proposal will be substantially completed by Q2 of 2026 and have assumed the following approximate durations by phase. We have not included allowances for schedule modifications or delays.

- Draft Design 6 weeks
- Permit Design 8 weeks
- Final Design 6 weeks

FEE

We propose to provide the above services for the following lump-sum (LS) fees in accordance with the contract, which are made part of this proposal.

***BASIC SERVICES***

| **Civil Tasks** | | **Design Fees** |
|---|---|---|
| Civil Support | LS | $ 63,660 |
| Lift Station Design | LS | $ 103,220 |
| ***Total Basic Services*** | | ***$ 166,880*** |

Reimbursable expenses may include deliveries and reprographics of plan sets up to permit approval, and will be billed at our cost. We recommend an allowance of $500.

We appreciate the opportunity to contribute to the success of Port Orchard's Community Event Center project redevelopment. If you have any questions regarding this proposal, please contact me at (206) 926-0549.

Sincerely,

Jenifer Clapham, PE
Principal

# EXHIBIT A
## Scope of Work
# Rice Fergus Miller, Inc.
## Port Orchard Community Event Center Stormwater Pump Station
January 2026

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## Background

The City of Port Orchard (City) is planning for the construction of a Community Event Center (CEC) on the waterfront of Sinclair Inlet in downtown Port Orchard as part of a larger planned downtown improvement that includes street improvements and utilities, the CEC, and a waterfront plaza. As part of the overall downtown improvements, a stormwater pump station may be required to relieve inundated intersections from storm and tidal water during combined king tide and severe precipitation events. Rice Fergus Miller, Inc., (RFM) is the prime consultant coordinating the design of the City's improvements. KPFF Consulting Engineers (KPFF) is a subconsultant to RFM and has been tasked to design portions of the overall project, including the proposed future stormwater pump station.

RH2 Engineering, Inc., (RH2) completed the design of the City's recently constructed Marina Pump Station, the City's largest sewer pump station, adjacent to the CEC and within the proposed waterfront plaza. KPFF plans to possibly provide power and communications to the future stormwater pump station from the newly completed Marina Pump Station. RFM has requested RH2 assist KPFF with the stormwater pump station design by providing the electrical design that will power the proposed future stormwater pump station from the Marina Pump Station as a subconsultant to RFM.

## General Assumptions

The following assumptions were made when preparing this Scope of Work:

- *RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by RFM, KPFF, the City, or others in relation to this Scope of Work. Information is assumed to be provided by or with written authorization from the owner of the information.*
- *Deliverables will be submitted in electronic format (PDF) unless otherwise noted.*
- *This Scope of Work is limited to the services described herein and will be performed to the level of effort identified in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by RFM and RH2.*
- *It is assumed that the future stormwater pump station can be powered by the available/spare power supply in the Marina Pump Station. If the stormwater pump station requires more power than is available at the Marina Pump Station, an amendment for additional design to provide a separate power service for the stormwater pump station will be mutually determined between RH2 and RFM.*

- *It is not anticipated that the existing Marina Pump Station generator will be capable of powering the stormwater pump station. If backup power is required for the stormwater pump station, an amendment for additional design services will be prepared.*
- *The proposed stormwater pump station is assumed to be a packaged system that will be delivered to the site with interconnecting controls and power. The power supply and communications connection design are the only requirements from RH2. No pump sizing, panel design, or civil improvements are included within this Scope of Work.*
- *Task 3 and Task 4 are contingent on the results of Task 2 – Predesign Services. Task 3 and Task 4 will not be started unless written authorization is received from RFM. It is possible that Task 3 and Task 4 may not need to be performed.*

## Task 1 – Project Management and Administration

**Objective**: Manage and coordinate RH2 staff, schedule, and budget, and provide related services required for the project.

**Approach**:

1.1 Manage RH2 Project Team and Submit Monthly Invoices – Manage the RH2 project team to track work elements accomplished, work items planned for the next period, labor hours, scope changes, time, and budget needed to perform the Scope of Work. Submit a monthly invoice summarizing costs and remaining budget by task.

1.2 Perform Quality Control Reviews – Perform internal quality assurance and quality control reviews by the Principal in Charge for any pre-design deliverables and at the 90-percent and bid-ready design milestones.

**RH2 Deliverables**:

- Monthly invoices.

## Task 2 – Predesign Services

**Objective**: Asist RFM and KPFF on a on-call basis to provide pre-design services including attending meetings, reviewing KPFF pre-design documents for feasibility, and providing planning level Opinions of Probable Cost (OPCC).

**Approach**:

2.1 Predesign Services – Attend meetings, review proposed stormwater pump station material, and provide planning level OPCC as requested by RFM.

**Assumptions**:

**Provided by RFM**:

- Written electronic requests (email) to attend meetings, review materials, or provide OPCC.

**RH2 Deliverables**:

- Attendance at meetings, electronic responses to review, and OPCC as requested.

## Future Tasks

## Task 3 – 90-Percent Design Submittal

**Objective**: If pre-design phase confirms the stormwater pump station should be powered by the Marina Pump station, prepare 90-percent design plans, specifications, and opinion of probable construction cost (OPCC) for the proposed electrical improvements associated with the stormwater pump station.

**Approach**:

3.1 Evaluate Power Capacity – Evaluate the existing Marina Pump Station power distribution capacity.

3.2 Prepare Preliminary Electrical Plans – Develop power distribution design plans, including the one-line diagram, power distribution and signal plan, electrical site plan, electrical details, and schedules.

3.3 Prepare Preliminary Control Plans – Develop control drawings for integration of the stormwater pump station, including revised telemetry panel drawings.

3.4 Prepare Specifications – Prepare technical specifications using RH2's modified Construction Specifications Institute format.

3.5 Prepare OPCC – Prepare an OPCC for the proposed electrical improvements, with a breakdown defining the elements of the work.

**Assumptions**:

- *The 90-percent review comments will be minor in nature and limited to addressing comments on PDF plan sets and tracked changes in MS Word specification documents from RFM. The 90-percent design reviews are assumed to take two (2) calendar weeks.*

**Provided by RFM**:

- Pump sizing and pre-packaged pump station information to initiate the electrical and control design. Pump information shall have voltage, horsepower, and full load amperage identified.

**RH2 Deliverables**:

- 90-percent design plans, specifications, and OPCC.

## Task 4 – Bid-Ready Design Submittal

**Objective**: Prepare bid-ready design plans, specifications, and OPCC for the proposed electrical improvements associated with the stormwater pump station.

**Approach**:

4.1 Prepare Bid-Ready Electrical Plans – Advance the power distribution design plans based on review comments, including the one-line diagram, power distribution and signal plan, electrical site plan, electrical details, and schedules.

4.2 Prepare Bid-Ready Control Plans – Advance the control drawings for integration of the stormwater pump station, including revised telemetry panel drawings, based on the review comments.

4.3 Prepare Bid-Ready Specifications – Update the technical specifications based on 90-percent review comments and bid-ready design.

4.4 Prepare Bid-Ready OPCC – Prepare the bid-ready OPCC for the proposed electrical improvements, with a breakdown defining the elements of the work.

**RH2 Deliverables**:

- Bid-ready design plans, specifications, and OPCC.

## Project Schedule

RH2 is prepared to commence with the work outlined herein upon written authorization to proceed from RFM. RH2 can complete the proposed scope within three (3) months of authorization or longer as the Prime schedule requires. Upon request, RH2 is prepared to provide a scope of work and fee estimate for technical services during bidding and construction following design.

**EXHIBIT B**

**Fee Estimate**

**Rice Fergus Miller, Inc.**

**Port Orchard Community Event Center Stormwater Pump Station**

**Jan-26**

| | Description | Total Hours | Total RH2 Labor | Total Expense | Total Cost |
|---|---|---|---|---|---|
| **Task 1** | **Project Management and Administation** | **14** | **$ 3,482** | **$ 87** | **$ 3,569** |
| 1.1 | Manage RH2 Project Team and Submit Monthly Invoices | 12 | $ 2,828 | $ 71 | $ 2,899 |
| 1.2 | Perform Quality Control Reviews | 2 | $ 654 | $ 16 | $ 670 |
| **Task 2** | **Predesign Services** | **48** | **$ 11,232** | **$ 394** | **$ 11,626** |
| 2.1 | Attend meetings, review proposal materials, and provide planning level OPCC | 48 | $ 11,232 | $ 394 | $ 11,626 |
| | **Subtotal Port Orchard Community Event Center Stormwater Pump Station Tasks** | **62** | **$ 14,714** | **$ 481** | **$ 15,195** |
| | **PROJECT TOTAL** | **62** | **$ 14,714** | **$ 481** | **$ 15,195** |
| **Future Tasks** | | | | | |
| **Task 3** | **90-Percent Design Submittal** | **147** | **$ 28,087** | **$ 2,373** | **$ 30,460** |
| 3.1 | Evaluate Power Capacity | 26 | $ 5,210 | $ 405 | $ 5,615 |
| 3.2 | Prepare Preliminary Electrical Plans | 63 | $ 12,160 | $ 1,122 | $ 13,282 |
| 3.3 | Prepare Preliminary Control Plans | 39 | $ 7,688 | $ 625 | $ 8,313 |
| 3.4 | Prepare Specifications | 13 | $ 1,920 | $ 138 | $ 2,058 |
| 3.5 | Prepare OPCC | 6 | $ 1,109 | $ 83 | $ 1,192 |
| **Task 4** | **Bid-Ready Design Submittal** | **117** | **$ 22,369** | **$ 2,038** | **$ 24,407** |
| 4.1 | Prepare Bid-Ready Electrical Plans | 55 | $ 10,480 | $ 1,053 | $ 11,533 |
| 4.2 | Prepare Bid-Ready Control Plans | 39 | $ 7,600 | $ 623 | $ 8,223 |
| 4.3 | Prepare Bid-Ready Specifications | 17 | $ 3,180 | $ 280 | $ 3,460 |
| 4.4 | Prepare Bid-Ready OPCC | 6 | $ 1,109 | $ 83 | $ 1,192 |

| EXHIBIT C<br>RH2 ENGINEERING, INC.<br>2026 SCHEDULE OF RATES AND CHARGES | | |
|---|---|---|
| **RATE LIST** | **RATE** | **UNIT** |
| Professional I | $180 | $/hr |
| Professional II | $199 | $/hr |
| Professional III | $222 | $/hr |
| Professional IV | $243 | $/hr |
| Professional V | $260 | $/hr |
| Professional VI | $279 | $/hr |
| Professional VII | $303 | $/hr |
| Professional VIII | $327 | $/hr |
| Professional IX | $336 | $/hr |
| Technician I | $142 | $/hr |
| Technician II | $155 | $/hr |
| Technician III | $176 | $/hr |
| Technician IV | $188 | $/hr |
| Technician V | $207 | $/hr |
| Technician VI | $225 | $/hr |
| Technician VII | $244 | $/hr |
| Technician VIII | $257 | $/hr |
| Administrative I | $93 | $/hr |
| Administrative II | $108 | $/hr |
| Administrative III | $131 | $/hr |
| Administrative IV | $155 | $/hr |
| Administrative V | $175 | $/hr |
| CAD/GIS System | $27.50 | $/hr |
| CAD Plots - Half Size | $2.50 | price per plot |
| CAD Plots - Full Size | $10.00 | price per plot |
| CAD Plots - Large | $25.00 | price per plot |
| Copies (bw) 8.5" X 11" | $0.09 | price per copy |
| Copies (bw) 8.5" X 14" | $0.14 | price per copy |
| Copies (bw) 11" X 17" | $0.20 | price per copy |
| Copies (color) 8.5" X 11" | $0.90 | price per copy |
| Copies (color) 8.5" X 14" | $1.20 | price per copy |
| Copies (color) 11" X 17" | $2.00 | price per copy |
| Technology Charge | 2.50% | % of Direct Labor |
| Night Work | 10.00% | % of Direct Labor |
| Mileage | $0.7250 | price per mile<br>(or Current IRS Rate) |
| Subconsultants | 15% | Cost + |
| Outside Services | at cost | |

Rates listed are adjusted annually.

**City of Port Orchard**
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

# Agenda Staff Report

**Business Items:** 8.I. Approval of Amendment No.7 to Contract No. 053-19 with Terraphase Engineering, Inc. for the ESSB 6091 Foster Pilot Project Services (Ryan)
**Meeting Date:** January 13, 2026
**Presenter:** Denis Ryan, Public Works Director

**Summary and Background:**
On September 10, 2019, the Port Orchard City Council approved Contract No. C053-19 with engineering and consulting firm Robinson Noble, Inc. (the "Consultant") for ESSB 6091 Foster Pilot Project Services, including streamflow augmentation/restoration, net ecological benefits, and hydrogeological services (the "Project"). On December 3, 2020, and November 15, 2021, consistent with the City's purchasing policies that delegate signature authority for time-only amendments to existing contracts, the Public Works Director executed Amendments 1 and 2 (time-only amendments) to the Agreement, extending the duration of the Agreement. On June 8, 2022, and June 13, 2023, the City Council approved Amendments 3 and 4, extending the Agreement's termination date and increasing the contract Not to Exceed amount. Since the contract was executed, Robinson Noble, Inc. partnered with Terraphase Engineers and is now known as Terraphase Engineering, Inc.; however, staffing for the Project remains the same. The continued assistance of the Consultant, leveraging their expertise, is needed to complete ongoing tasks. Additionally, there have been significant delays in the Foster Pilot Process attributed to regulatory agency and legislative challenges. The City now seeks to increase the contract amount to allow this work to be completed and extend the Consultant's agreement to retain their services through December 31, 2026. This proposed Amendment No. 7 would increase the contract amount by $148,100, for a total amended contract amount of $772,348.

**Relationship to Comprehensive Plan:** 7 - Utilities

**Recommendation:** Staff recommends the Council authorize the Mayor to execute Amendment No. 7 to Contract No. C053-19 with Terraphase, Inc. for ESSB 6091 Foster Pilot Project Services to increase the contract amount and adopt the 2026 rates.

**Motion for Consideration:** I move to authorize the Mayor to execute Amendment No. 7 to Contract No. C053-19 with Terraphase Engineering, Inc., for ESSB 6091 Foster Pilot Project Services with a new contract total of $772,348.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** This project was budgeted under (GL Code 411.05.534.10.40). This increase was accounted for in the mid-biennium review. The contract amendment adds $148,100.00, bringing the total amended contract amount to $772,348.00.

**Alternatives:** Do not approve and provide further guidance.

**Attachments:**
1. Amendment_7_C053-19_packet (1)

# CITY OF PORT ORCHARD

## Authorization for Change Order No. 7

**Date:** January 13, 2026
**Project:** ESSB 6091 Foster
Pilot Project Services
**Contract / Job #** C053-19

**Contractor:** Terraphase Engineering, Inc.
2105 South C Street
Tacoma, WA 98402

**THIS CHANGE ORDER AUTHORIZES THE FOLLOWING AMENDMENT TO THE AGREEMENT:**
Section 4 Terms: Compensation. TIME AND MATERIALS NOT TO EXCEED. Compensation for these services shall not exceed $772,348.00 without written authorization and will be based on the list of billing rates attached hereto as Exhibit B.

In all other respects the Underlying agreement between the parties shall remain in full force and effect, amended as set forth herein, but only as set forth herein.

| | | | | | |
|---|---|---|---|---|---|
| **Original Contract** | $324,900.00 | $0.00 | **$324,900.00** | 10-Sep-19 | Council |
| Amendment 1 | $0.00 | $0.00 | $0.00 | 03-Dec-20 | PW Director |
| Amendment 2 | $0.00 | $0.00 | $0.00 | 15-Nov-21 | PW Director |
| Amendment 3 | $138,957.00 | $0.00 | $138,957.00 | 08-Jun-22 | Council |
| Amendment 4 | $100,000.00 | $0.00 | $100,000.00 | 13-Jun-23 | Council |
| Amendment 5 | $60,391.00 | $0.00 | $60,391.00 | 26-Mar-24 | Council |
| Amendment 6 | $0.00 | $0.00 | $0.00 | 06-Jun-25 | PW Director |
| Amendment 7 | $148,100.00 | $0.00 | $148,100.00 | 13-Jan-26 | Council |
| **Total Contract** | **$772,348.00** | **$0.00** | **$772,348.00** | | |

I have reviewed the Change Order information above and certify that to the best of my knowledge descriptions and costs are true and accurate.

Contractor Approval Signature

Public Works Director

Printed Name & Title

Printed Name

**Public Works Contracts Greater than $35,000:** Change Orders that do not exceed 10%, with a maximum of $50,000, of either legally authorized budget limit or contract amount established by City Council can be approved by the Public Works Director. Total Contract Amount shall reset to reflect new Council-approved contract totals authorized prior to the requested change order. **$50,000-$100,000 require Mayoral Approval. $100,000 and over require Council Approval**

**Public Works Contracts under $35,000**, change orders that individually do not exceed $7,500 with an aggregate cap of $10,000.

**Public Works Contracts unbudgeted and under $7,500:** All Change Orders that do not exceed an aggregate cap of $7,500 (Excluding underlying value), provided there are departmental funds available in the budget.

**All Departments:** Mayor approves any and all Change orders that do not exceed 10% of either authorized budget limit or contract amount established by City Council**. With a maximum aggregate amount of $100,000.** Total Contract Amount shall reset to reflect new Council-approved contract totals authorized prior to the requested change order. **Any individual Change order that is over $100,000 requires Council approval.**

Approved: _____
Mayor

Attest: _____
City Clerk

_____
Council Approval Date

## Amendment No. 7 to Contract No. *053-19*

## CITY OF PORT ORCHARD PROFESSIONAL SERVICES AGREEMENT WITH *Terraphase Engineering, Inc*

THIS AMENDMENT No. 7 to Contract No. *053-19* ("Amendment") is entered into between the City of Port Orchard, a Washington municipal corporation ("City" or "Port Orchard") and Terraphase Engineering, Inc, a Washington corporation ("Consultant"). City and Consultant are each a "Party" and together "Parties" to this Amendment.

**RECITALS:**

**WHEREAS**, on September 10, 2019, the City executed a Professional Services Agreement for ESSB 6091 Foster Pilot Project Services with the Robinson Noble, Inc ("Underlying Agreement"); and

**WHEREAS**, on December 3, 2020, November 15, 2021, June 8, 2022, and June 13, 2023 respectively, Amendments 1, 2, 3, and 4 were approved, extending the Underlying Agreement's termination date to December 31, 2024, and increasing the Agreement Time and Materials Not to Exceed to $562,857; and

**WHEREAS**, the "Consultant" changed its entity name from Robinson Noble, Inc to Terraphase Engineering, Inc.; and

**WHEREAS**, continuing services for the ESSB 6091 Foster Pilot Project are required by the City that will exceed the current value of the Underlying Agreement; and

**WHEREAS**, the termination date of the underlying Agreement needs to be extended to allow time to complete the continuing work; and

**WHEREAS**, the Consultant and the City have conferred and agreed to extend the termination date, Section 3 (Terms), of the agreement, as amended to December 31, 2026,

**WHEREAS**, the Consultant and the City have agreed to increase the "Time and Materials Not to Exceed" amount in Section 4 (Compensation) of the Agreement from $624,628 to $772,348, in anticipation of continuing work, as summarized in Exhibit A; and WHEREAS, the parties have adopted the 2026 Rate Schedule, attached hereto as Exhibit B;

**WHEREAS**, the parties wish to memorialize their agreement and so modify the Underlying Agreement;

NOW, THEREFORE, in consideration of the mutual benefits accruing, it is agreed by and between the parties thereto as follows:

**FIFTH AMENDMENT TO AGREEMENT:**

1. **Amendment.**

   a. Section 4 Compensation of the Agreement is hereby amended to read as follows:
   TIME AND MATERIALS NOT TO EXCEED. Compensation for these services shall not exceed $772,348.00, inclusive of all amounts paid prior to the execution of Amendment No. 7 to this Agreement, without written authorization and will be based on the list of billing rates and reimbursable expenses attached hereto as Exhibit "A thru B" (as revised).

2. **Severability.** The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

3. **Entire Agreement.** The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.

4. **Effective date**. This Amendment shall be effective as of January 13th, 2026.

DATED 13th day of January 2026.

CITY OF PORT ORCHARD, WASHINGTON

_____
Robert Putaansuu, Mayor

ATTEST/AUTHENTICATED:

_____
Brandy Wallace, MMC, City Clerk

APPROVED AS TO FORM:

_____
Charlotte A. Archer, City Attorney

CONSULTANT

_____
Signature

_____
Printed Name and Title

Exhibit A

September 22, 2025

Denis Ryan
Public Works Director
City of Port Orchard
216 Prospect Street
Port Orchard, Washington 98366

*sent via email to dryan@portorchardwa.gov*

**Subject: Revised Budget and Change Order Request for ESSB 6091 'Foster' Pilot Project**

Dear Denis,

As you know, once again, the City of Port Orchard's Foster Pilot Project requires time and consulting services beyond what was expected when preparing our last two change orders—one that requested an increase in budget (March 26, 2024) and the other a time extension (June 6, 2025). The current contract, as amended, runs through the end of next year and has an approved budget of $624,248. Based on my accounting, as of our last invoice (dated September 12, 2025), we have approximately $30,872 left in the budget. To finish the project, we need to finalize the mitigation plan, including completing a conceptual design of a new habitat mitigation project at the Kitsap Transit property, re-evaluatingt the net-ecological-benefit (NEB) analysis, and completing the cost-reimbursement processing associated with the six water right applications.

## Reason for Change Order

The primary reasons for this change order request are: (1) additional time spent developing the mitigation plan following the loss of the Blackjack Creek mitigation bank and the Kim dam options; (2) extra time for unanticipated meetings since the previous change order; (3) required revision to the current mitigation plan based on comments received from the Washington Department of Ecology and the Suquamish and Squaxin Island Tribes, particularly regarding delays if the Kitsap Mitigation Umbrella Bank is used; (4) the need to develop a new habitat mitigation project, likely on the Kitsap Transit property; and (5) further revisions to the NEB analysis and mitigation plan. Much of the work completed in the past year has been outside the original scope due to the changing nature of the required mitigation, consuming budget that was initially allocated for processing the water right applications. The new work required to develop a mitigation project on the Kitsap Transit property is also outside the original scope.

For the Kitsap Transit property work, Environmental Science Associates (ESA) will begin conducting a screening-level analysis and opportunity assessment. This will involve a desktop review of existing design reports, environmental studies, and hydraulic models developed for the Kitsap Transit State Route (SR) 16 Park and Ride and the Washington State Department of Transportation (WSDOT) SR 16 Milepost 25.30 Bridge Replacement projects to identify potential wetland and stream restoration

opportunities. ESA will evaluate additional mitigation potential considering hydrology, topography, connectivity, and existing proposed mitigation for each the project. The deliverables will include a technical memorandum summarizing the findings, maps of potential restoration areas, and recommendations for a subsequent phase of analysis focused on a specifically identified mitigation project on the property.

After the initial screening assessment, and assuming a suitable potential project is identified, the second phase will develop conceptual restoration designs using existing 1D (and 2D, if available) hydraulic models from the WSDOT SR 16 Milepost 25.30 Bridge Replacement project. These models will be updated to evaluate potential design concepts for the site. The team will modify existing hydraulic modeling to assess restoration scenarios such as stream channel design, floodplain connectivity, and wetland hydrology. This phase will produce a conceptual 10-percent design package, including conceptual plan drawings and a technical report outlining the design rationale, ecological benefits, and construction considerations to support mitigation and demonstrate NEB in support of the City of Port Orchard's water rights project. This subtask assumes that WSDOT's HEC-RAS 1D and SRH 2D hydraulic models are available for ESA to adapt for the purpose of this analysis.

## Change Order Request

The remaining work includes modifying the mitigation plan to include the Kitsap Transit property mitigation project as well as other changes required from the reviews by the Washington Department of Ecology and the Suquamish and Squaxin Island Tribes, revising the NEB analysis and report, developing monitoring and compliance assurance conditions and provisions, writing the draft and final reports of examination for the two new and four change water rights applications, continued stakeholder and tribal outreach, and various project management tasks.

### Budget Request

We request a budget increase of $148,100 to complete the remaining work (an increase of approximately $54,000 for ESA's work and the remainder for Terraphase's work). I would also like to request that the fee schedule for the project be changed at the start of 2026. The current contracted fee schedule follows Terraphase's 2025 rates with a 10 percent discount. I propose updating to our 2026 rates with a 10 percent discount starting January 1, 2026. The 2026 fee schedule is not yet available but I can forward you a copy when it becomes available.

### Project Completion Time

Amendment 6 to the contract extended the completion date to December 31, 2026. At present, I do not see a need to extend that date.

## Closing

In summary, we are requesting a budget increase of $148,100, bringing the total budget to $772,348. We are also requesting permission to use our 2026 fee schedule with a 10 percent discount starting on January 1, 2026. Terraphase is grateful for the opportunity to offer our services on this important

project. If you have any questions or comments regarding this submittal, please contact me at 253-970-3100 or via email.

Sincerely,

for Terraphase Engineering Inc.

Joseph E. Becker, LHG
Senior Principal Hydrogeologist

Exhibit B

terraphase engineering

# 2026 Standard Schedule of Charges with 10% Discount/15%ODC

| Labor Classification | Standard Hourly Rate | Hourly Rate with 10% Discount |
|---|---|---|
| Senior Principal | $330 | $297.00 |
| Principal Engineer/Scientist | $313 | $281.70 |
| Senior Associate Engineer/Scientist | $293 | $263.70 |
| Associate Engineer/Scientist | $275 | $247.50 |
| Senior Project Engineer/Scientist | $262 | $235.80 |
| Project Engineer/Scientist | $244 | $219.60 |
| Senior Staff 2 Engineer/Scientist | $226 | $203.40 |
| Senior Staff 1 Engineer/Scientist | $205 | $184.50 |
| Staff 2 Engineer/Scientist | $181 | $162.90 |
| Staff 1 Engineer/Scientist | $158 | $142.20 |
| Environmental Analyst 2 | $140 | $126.00 |
| Environmental Analyst 1 | $120 | $108.00 |
| Senior Technician | $165 | $148.50 |
| Technician 4 | $144 | $129.60 |
| Technician 3 | $121 | $108.90 |
| Technician 2 | $102 | $91.80 |
| Technician 1 | $80 | $72.00 |
| Senior Editor/Senior Project Coordinator | $174 | $156.60 |
| Editor 2/Project Coordinator 2/Accountant 2 | $154 | $138.60 |
| Editor 1/Project Coordinator 1/Accountant 1 | $128 | $115.20 |
| Administrator/Project Assistant/Billing Specialist | $108 | $97.20 |

**Labor Charges:** Client acknowledges that labor is provided for design professional services only. All time will be recorded and charged to the nearest 0.1 hour. Expert testimony at trials, hearings, and depositions will be billed at 150% of the standard hourly rate. For each day when testimony is provided, a minimum of 8 hours will be billed. Preparatory time will be billed at standard rates.

**Expenses:** Subcontractor fees and other direct costs, such as air travel, project supplies and rental equipment, etc. will be itemized and billed at our cost plus a fifteen-percent handling charge. Vehicle mileage, when itemized, is billed at the standard government rate in effect at the time of travel (www.gsa.gov/mileage).

**Payment:** Payment is due within 30 days of receipt of the invoice. A service charge of 1.5% per month or the allowable legal rate may be charged on amounts that are past due for more than 30 days.

**Annual Escalation:** Rates are subject to revision by annual calendar year escalation in January. Rates on invoices will reflect rates in effect at the time of invoicing.

**City of Port Orchard**
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

# Agenda Staff Report

**Business Items:** 8.J. Approval of a Memorandum of Agreement with the BlueBridge Alliance (Brown)
**Meeting Date:** January 13, 2026
**Presenter:** Matt Brown, Police Chief

**Summary and Background:**
The BlueBridge Alliance is a 501(c)(3) that delivers rapid, on-the-spot aid to individuals in urgent need by equipping trained law enforcement officers with preloaded debit cards. The goal of this short-term assistance is to help those who are struggling and meet them where they are. The BlueBridge Alliance works with nearly 60 Washington State law enforcement agencies, including the Washington State Patrol and King County Sheriff's Office. Locally, they have aligned with the Bremerton Police Department and the Suquamish Police Department. The Port Orchard Police Department intends to partner with the BlueBridge Alliance to empower officers to provide compassionate aid, strengthening the bonds between law enforcement and our community. All participating officers will receive formal training to ensure proper use of program resources. The program will be overseen by a Deputy Chief, who will conduct regular audits to ensure compliance. In addition to internal audits, the BlueBridge Alliance will independently review the program to maintain transparency and accountability. Funding for the program relies exclusively on direct donations to the BlueBridge Alliance. No city funding will be used, permitted, or comingled with donated resources. The police department intends to integrate fundraising into its outreach events, providing citizens with the opportunity to contribute. This approach responds to longstanding community interest in supporting public safety and assisting our neighbors in times of need. The police department has drafted a policy based upon best practices and the experiences of those agencies already engaged with the program. Legal has reviewed this policy and approved its implementation.

**Relationship to Comprehensive Plan:** N/A

**Recommendation:** Staff recommends the council approve the Mayor to sign the Memorandum of Agreement.

**Motion for Consideration:** I move to authorize the Mayor to sign a Memorandum of Agreement with the BlueBridge Alliance.

**Has item been presented to Committee/Work Study?** No
**If so, which one:** N/A

**Fiscal Impact:** There is no fiscal impact.

**Alternatives:** Not approve the Memorandum of Agreement and provide additional guidance.

**Attachments:**
1. 346_-_Bluebridge_Alliance
2. Port_Orchard_WA_PD_BlueBridge_Cooperative_Memorandum_of_Agreement

# Bluebridge Alliance

## 346.1 PURPOSE

This policy establishes guidelines for Port Orchard Police officers using Bluebridge Alliance issued debit cards to access charity funds for making emergency purchases on behalf of at-risk families and individuals. The goal is to ensure transparency, accountability, and proper use of funds in support of community safety and welfare.

## 346.2 AUTHORIZED USE OF FUNDS

Police officers may access charity funds via Bluebridge Alliance-issued debit cards only to make essential, emergency purchases for at-risk families and individuals. These purchases may include, but are not limited to:

- Groceries
- Clothing
- Temporary shelter or lodging
- Medical supplies
- Transportation assistance
- Other urgent necessities as deemed appropriate for the welfare of the family or individual

A spending limit of $100 per transaction is imposed on emergency purchases unless express prior authorization is given by a Sergeant or the Deputy Chief for a larger amount.

## 346.3 APPROVAL AND REPORTING

When possible, officers should seek pre-approval from their Sergeant or Deputy Chief prior to using charity funds for emergency purposes. In situations where time is of the essence and pre-approval cannot be obtained, officers must comply with the reporting requirements outlined below.

Immediately following any emergency purchase using Bluebridge charity funds, the officer must:

- **Notifiy Sergeant and Bluebridge Alliance:** Report the purchase details, including the nature of the emergency, the items purchased, and the total expenditure, to their Sergeant and by filing a Record of Assistance with Bluebridge. Notification to the Sergeant must be made within 24 hours of the transaction, either via written report or direct communication (e.g. email, phone, or in-person).
- **Submission of receipts:** Officers must submit a copy of the purchase receipt(s) to the **Operations Deputy Chief** within 48 hours. This submission may be done electronically (via the Bluebridge system) or in hard copy format.

## 346.4 PROHIBITED PURCHASES

The following types of purchases are strictly prohibited:

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- Personal expenses unrelated to the needs of the at-risk family or individual.
- Non-essential items that do not address the immediate needs of the at-risk family or individual.
- Any purchase that exceeds the established spending limit without prior authorization.

### 346.5 REVIEW AND AUDITING

All expenditures made using charity funds will be subject to regular review and audit by the Operations Deputy Chief or their designee, who will conduct periodic audits to ensure compliance with this policy and proper use of funds.

### 346.6 CONSEQUENCES OF NON-COMPLIANCE

Failure to adhere to the provisions of this policy, including improper use of funds, failure to report purchases, inadequate documentation, or failure to follow Bluebridge Alliance rules, may result in disciplinary action, including but not limited to suspension of program privileges or other discipline as appropriate.

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This Cooperative Memorandum of Agreement ("Agreement") is made between ***BlueBridge Alliance***, a 501(c)(3) nonprofit corporation, ("BlueBridge") and ***The City of Port Orchard, Washington, Police Department*** ("Agency"), and is effective on the date signed by the Agency.

1. **PURPOSE OF THE CONTRACT:**

A. BlueBridge Alliance's goal of enabling law enforcement officers to provide immediate short-term assistance to vulnerable citizens in critical need of resources such as food, shelter, clothing, fuel, auto repairs, and transportation. BlueBridge enables engagement between law enforcement officers and vulnerable members of the community they serve in a non law-enforcement context, by providing those individuals with assistance for immediate needs.

B. Recognizing that law enforcement officers often engage with individuals within the community who have these critical needs, BlueBridge helps support law enforcement efforts to provide on the spot aid to those in need, which helps strengthen the trust and relationships between police officers and the communities they serve.

C. Accordingly, through this Agreement, BlueBridge will provide the Agency with the technology, guidelines, and model policies to help fundraise, coordinate, and facilitate the provision of funds for the above purposes as a community supported local BlueBridge program.

2. **DESCRIPTION AND DURATION OF SERVICES.**

A. BlueBridge will provide the following services ("Services") to Agency:

i. BlueBridge will provide Agency with required technology (both hardware and software), to implement a BlueBridge program. BlueBridge will provide and make readily available to Agency copies of guidelines, standards, training materials and procedural manuals.

ii. BlueBridge will provide Agency with initial training as well as reasonable ongoing support for the successful implementation of the local BlueBridge program.

iii. BlueBridge will make reasonable efforts to keep Agency apprised of changes to BlueBridge software or policies and procedures, and provide Agency training, as appropriate.

iv. Given that BlueBridge is a 501(c)(3) nonprofit facilitating fundraising from private sources, BlueBridge will hold unused Agency funds in secure accounts, disburse funds to Agency on a schedule, and will work with Agency to ensure reporting of fund usage.

B. Agency agrees to operate the BlueBridge program in accordance with provided or published BlueBridge guidelines, standards, ethics, and procedures, as outlined in BlueBridge materials or resources.

C. Unless otherwise provided for in this Agreement, this Agreement will remain in effect until terminated in writing with 30-day notice by either party, and termination does not need to be for cause.

**4. RELATIONSHIP OF PARTIES.**

Both parties agree that BlueBridge is an independent contractor working with Agency. BlueBridge is solely responsible for all of its personnel and for all withholdings, taxes, or payroll issues concerning BlueBridge personnel. This clause extends to any third parties BlueBridge may engage to perform Services under this Agreement. Under no circumstances shall BlueBridge be construed to be acting in furtherance of Agency's law enforcement duties, nor shall BlueBridge be construed to be a state actor, acting under color of law, or otherwise liable for any of Agency's actions in any action arising under 42 U.S. Code § 1983 or § 1985.

**5. INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP.**

BlueBridge reserves the right to mention the Agency's name, use the Agency's likeness (including logos, colors, or other identifying features), or the names and likenesses of Agency employees participating in the BlueBridge program for any non-commercial fundraising or promotional purpose implemented by BlueBridge. BlueBridge will obtain prior consent from any Agency employee whose likeness or name is used in original BlueBridge materials or social media posts.

In the case of images or text posted by Agency on publicly accessible, official Agency maintained social media accounts, BlueBridge may repost, re-tweet, or otherwise share such posts on BlueBridge's own social media accounts, without consent from the Agency, or its employees.

Any social media contacts, including "followers" or "friends" that are acquired through BlueBridge's own social media accounts (including e-mail addresses, blogs, Twitter,

Facebook, YouTube, or other social media networks) managed directly by BlueBridge to promote the BlueBridge Program are the property of BlueBridge.

BlueBridge also retains exclusive rights to all BlueBridge software, documentation, training materials, procedural manuals, or any other BlueBridge intellectual property provided to Agency. Agency may not modify in any way, make unauthorized copies of, or allow unauthorized persons to use or view BlueBridge software. To the extent authorized by law, Agency also agrees to safeguard and protect all BlueBridge user and program data in accordance with Agency's security protocols for sensitive employee information.

**6. TANGIBLE PROPERTY OWNERSHIP AND USE.**

As part of the BlueBridge program, BlueBridge will furnish to Agency a laptop computer or electronic tablet and other necessary materials to Agency for Agency's administration of their BlueBridge program. BlueBridge retains full ownership interests in any computer, accessory, or other tangible item furnished to Agency for successful implementation of the BlueBridge program. Agency agrees to return any item furnished by BlueBridge to Agency in a reasonable time, upon written request, and for any reason. Upon termination of this Agreement, Agency agrees to return any items furnished by BlueBridge within 30 days of termination.

Agency agrees to be liable for any damage to BlueBridge equipment under Agency's control. Agency agrees to promptly alert BlueBridge in writing within 5 business days of damage. BlueBridge retains the right to repair or replace any damaged equipment, at Agency's sole expense.

**7. FUNDRAISING.**

As the nonprofit 501(c)(3) responsible for program funds and their accounting, BlueBridge collects and distributes all funds for use through the program.

BlueBridge will assist Agency with fundraising efforts, and provide reasonable funding resources as available through BlueBridge's efforts. BlueBridge engages in direct fundraising efforts, designed to support all participating agencies. Agency assumes full responsibility for local fundraising efforts to sustain Agency program spending goals. BlueBridge will provide guidance on fundraising efforts and use reasonable means to support those efforts as needed.

BlueBridge reserves the right to retain 10% of the gross amount of local, agency-specific fundraising donations to cover operational costs of running the BlueBridge program. Retention is calculated and collected as donations are received. The retention amount is subject to adjustment, but not to exceed 15% of the gross amount, if required operational costs are above BlueBridge's required operational costs to provide needed support to participating agencies. BlueBridge will notify Agency in writing 30 or more days before any adjustments take effect.

## 8. USE OF FUNDS.

Bluebridge will have sole discretion as to the amount of funds released for use by the Agency at any given time. All funds raised for the Agency through local fundraising will be designated for and distributed to that Agency only, minus the percentage BlueBridge reserves for operational costs mentioned in this Agreement. For financial safety, and because BlueBridge has secure holding accounts, funds will be disbursed to Agency monthly, in a sum to be determined as the reasonable maximum amount that the Agency will need for that month. Surplus funds will be held by BlueBridge for release, should Agency request them for a specific need.

Agency may elect to share their BlueBridge designated funds with another participating agency. Agency will have sole discretion on sharing funds with another agency, provided Agency only shares funds with an agency who is a member of the BlueBridge Program in good standing. If Agency elects to share BlueBridge designated funds with another participating agency, the Agency will alert BlueBridge in writing regarding this request. Such writing will include the name of the agency receiving funds, as well as the amount of the requested disbursement. BlueBridge personnel will assist the Agency to transfer such funds through BlueBridge's disbursement platform.

## 9. DISTRIBUTION OF FUNDS AND REPORTING REQUIREMENTS.

Agency law enforcement officers, upon successful completion of BlueBridge use of funds training will be provided with a BlueBridge debit card, linked to the Agency's BlueBridge program spending account. Each participating officer is then authorized to use the debit card in accordance with BlueBridge's Standards and Guidelines, in furtherance of the stated purposes of this Agreement. The Agency officer will retain receipts of any transactions which must then be submitted to the Agency's program administrator, as well as also completing the provided reporting form for the use of funds.

If a participating Agency officer fails to submit a receipt or reporting form, BlueBridge may suspend or terminate that officer's access to their BlueBridge debit card. The Agency will track reporting by participating officers, and will ensure all required documentation is completed and submitted in a timely manner.

Agency will provide any non-privileged and locally available data, statistics, or metrics requested by BlueBridge. Such data will be used by BlueBridge to assist in any grant reporting requirements or program studies.

## 10. PUBLIC RELATIONS, MEDIA, AND MARKETING.

BlueBridge will provide public relations, media and marketing on a regional, state, and national level for the cumulative good of the BlueBridge program and all participating agencies.

Agency will be responsible for coordinating local public relations, media, and marketing campaigns for the Agency's benefit. BlueBridge will provide reasonable guidance and recommendations for maximizing exposure, benefit, and fundraising from these local campaigns. Agency agrees to mention "The BlueBridge Program" by name in all local promotional activities and materials related to their BlueBridge program.

## 11. TERMINATION.

If BlueBridge determines that Agency has operated the BlueBridge program outside of BlueBridge's standards and guidelines, or in a negligent manner, BlueBridge may terminate this Agreement immediately. In such cases, all monies raised to that point will be forfeited, and returned to BlueBridge's general fund for use by other agencies. BlueBridge will have sole right to determine what constitutes a violation of BlueBridge's standards or guidelines, as well as sole right to decide to terminate this Agreement under this section.

If this Agreement is terminated with both parties in good standing, all monies raised locally will be transferred to an account of Agency's choosing, in accordance with Agency procedures.

Upon termination of this Agreement for any reason, Agency agrees to return all tangible and intellectual property provided by BlueBridge to Agency. Such return must take place within 30 days. In lieu of the return of intellectual property, Agency may certify in writing that all BlueBridge intellectual property retained by Agency has been destroyed. Such certification must be signed by the Agency administrator of the BlueBridge program.

## 12. LIABILITY.

Due to the nature of BlueBridge's work, there is a possibility of data loss or downtime of Bluebridge systems. Except in the case of BlueBridge's breach of any written warranty or obligation in this Agreement, the Agency will not hold BlueBridge, its employees, or contractors liable for any damages or downtime incurred as a result of work performed in furtherance of the BlueBridge program. In any case, no claim for damages against BlueBridge under this section may exceed 10% of the actual value of funds, locally raised by the Agency, for the BlueBridge program.

## 13. SECURITY.

While all necessary security precautions shall be taken to the best of its ability, BlueBridge does not guarantee the future security of its software or work product. Agency will not hold BlueBridge, its employees, or contractors liable for damages or loss incurred as a result of vulnerabilities or security flaws not reasonably foreseen at the time Agency acquires the BlueBridge software and materials for use.

## 14. CONFIDENTIALITY.

Agency understands and agrees that it will not, at any time, nor in any manner, either directly or indirectly, use or disclose any of BlueBridge's confidential information other than as necessary to exercise Agency's rights to perform its obligation under this Agreement. Agency will reasonably protect all BlueBridge confidential information and treat it as strictly confidential. This provision will remain in effect after termination of this Agreement. "Confidential Information" means information in any form or medium that BlueBridge considers confidential or proprietary, including relating to BlueBridge's technology, trade secrets, business operations, plans, strategies, fundraising, customers, and information with respect to which BlueBridge has contractual or other confidentiality obligations, in each case whether or not designated or identified as "confidential." In the event that Agency receives a request under the Washington State Public Records Act to release confidential information pertaining to BlueBridge, Agency will immediately alert BlueBridge, so that BlueBridge may take appropriate action to block the release of such information, if necessary.

## 15. INDEMNITY.

A. BlueBridge will defend, indemnify, and hold harmless Agency from and against any and all losses, damages, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees and the costs of enforcing any right to this indemnification ("Losses") incurred by the Agency resulting from any claim, action, cause of action, demand, lawsuit, arbitration, inquiry, audit, notice of violation, proceeding, litigation, citation, summons, subpoena, or investigation of any nature, civil, criminal, administrative, regulatory, or other, whether at law, in equity, or otherwise ("Claim") by a third party that arise out of or result from, or are alleged to arise out of or result from: (a) BlueBridge's breach of any representation, warranty, covenant, or obligation of BlueBridge including any action or failure to act by any of BlueBridge's personnel, that would constitute such a breach by BlueBridge under this Agreement; (b) any gross negligence or more culpable act or omission in connection with the performance of activity required by or conducted in connection with this Agreement by BlueBridge or any BlueBridge personnel in connection with performing Services under this Agreement; (c) any claim of copyright infringement or similar claim.

B. Agency will defend, indemnify, and hold harmless BlueBridge from and against any and all Losses incurred resulting from any Claim by a third party that arise out of or result from, or are alleged to arise out of or result from: (a) Agency's breach of any representation, warranty, covenant, or obligation of Agency including any action or failure to act by any Agency personnel, that would constitute such a breach by Agency under this Agreement; or (b) any gross negligence or more culpable act or omission (including recklessness or willful misconduct) in connection with the performance of activity required by or conducted in connection with this Agreement by Agency or any Agency personnel in connection with performing Services under this Agreement.; or (c) any claim arising against BlueBridge in the furtherance of their duties under this Agreement claiming that BlueBridge acted as a state actor, that BlueBridge's actions under the Agreement constituted state action, or any claim against BlueBridge arising under 42 U.S.C. § 1983 or § 1985.

C. As used in this Section, "Agency" includes the Agency, the Agency officers, employees, agents, and representatives. If, and to the extent, BlueBridge employs or engages subcontractors or subconsultants then BlueBridge shall ensure that each such subcontractor and subconsultant (and subsequent tiers of subcontractors and subconsultants) shall expressly agree to defend and indemnify the Agency to the extent and on the same terms and conditions as the BlueBridge pursuant to this Section 9.

**16. INSURANCE**

Both parties shall maintain, for the duration of this Agreement, sufficient insurance to cover any circumstances listed in the indemnity and liability sections of this agreement. Parties are required to notify the other, in writing, of cancellation or termination of sufficient insurance within 10 days.

**17. ACTS OF GOD.**

Neither party will incur liability or be deemed to be in breach of this Agreement for failure or delay in fulfilling any obligation under this Agreement, provided such failure or delay is caused by, or reasonably related to events beyond the control of the affected party. In the event that a pandemic, natural disaster, domestic disturbance, severe illness, or other act of God causes one party to fail or delay performance under this Agreement, the party affected will use reasonable efforts to resume and complete performance under the terms of this Agreement. Either party will provide the other party with prompt written notice of any delay or failure to perform caused by events beyond the affected party's control.

**18. GENERAL PROVISIONS.**

A. Entire Agreement. This Agreement contains the entire agreement between BlueBridge and Agency. Modifications and amendments to this Agreement, including any exhibit or appendix, shall be enforceable only if they are in writing and are signed by authorized representatives of both parties.

B. Severability. If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision is deemed to be enforced as so limited.

C. Modification. No provisions of this Agreement may be amended, modified or an additional obligation assumed by either Party except by written agreement signed by the Parties.

D. Full Force and Effect. Any section or provision of this Agreement which is adjudicated invalid or illegal shall in no way affect or invalidate any other section or provision hereof and such other sections or provisions shall remain in full force and effect.

E. Governing Law. This Agreement is governed by, and interpreted in accordance with the laws of the State of Washington, without regard to the choice-of-law principles thereof. Any dispute arising out of or relating to this Agreement is to be prosecuted exclusively by a competent court of the state of Washington, Pierce County or the federal district court responsible for hearing matters in Pierce County, Washington.

F. No Third Party Beneficiary. It is the specific intent of the Parties, and all Parties agree, that this Agreement shall not confer third party beneficiary status on any non-party.

G. No Joint Venture. This Agreement does not create a partnership or joint venture, and in carrying out this Agreement, the Parties shall act in their individual capacities and not as agents, employees, or partners of one another.

**19. SIGNATORIES**.

This Agreement shall be signed by_____on behalf of Agency, and by_____on behalf of BlueBridge.

| **BlueBridge Authorized Representative** | **City of Port Orchard WA Authorized Representative** |
| --- | --- |
| _____<br>Signature | _____<br>Signature |
| _____<br>Title | _____<br>Title |
| _____<br>Date | _____<br>Date |

**Meeting Location:**
Council Chambers
216 Prospect Street
Port Orchard, WA 98366

**Contact us:**
Phone (360) 876-4407
cityhall@portorchardwa.gov
www.portorchardwa.gov

# City Council
# Minutes
# Regular Meeting of Tuesday, November 25, 2025

Mayor Putaansuu called the meeting to order at 6:30 p.m.

Roll Call was taken by the Deputy City Clerk as follows:

**Present**: Scott Diener, Mayor Pro-Tempore, Position No. 3
Fred Chang, Councilmember Position No. 6
John Morrissey, Councilmember, Position At-Large
Heidi Fenton, Councilmember, Position No. 5
Robert Putaansuu, Mayor
Eric Worden, Councilmember, Position No. 4
Jay Rosapepe, Councilmember, Position No. 2
Mark Trenary, Councilmember, Position No. 1

**Staff present**: Public Works Director Ryan, Finance Director Crocker, Community Development Director Bond, Chief of Police Brown, City Attorney Archer, HR Director Lund, and Deputy City Clerk Floyd.

Audio/Visual was successful.

Councilmember Diener joined the meeting at 6:32 p.m.

## 1. CALL TO ORDER

### A. Pledge of Allegiance

Mayor Putaansuu led the audience and Council in the Pledge of Allegiance.

## 2. APPROVAL OF AGENDA

**Moved** by Jay Rosapepe; seconded by Heidi Fenton to Approve the agenda as presented.

Motion Carried: 7 - 0

Voting For: Fred Chang, Jay Rosapepe, Eric Worden, Heidi Fenton, John Morrissey, Mark Trenary, Scott Diener

Voting Against: None

## 3. CITIZEN COMMENTS

Tim Winters, superintendent of South Kitsap School District, voiced his support of the Port Orchard Police Department's activities during an incident that happened at the high school.

John Wilson expressed concerns with a water bill he is receiving for a vacant home.

## 4. CONSENT AGENDA

**Moved** by Jay Rosapepe; seconded by Mark Trenary to Approve the Consent Agenda as presented.

Motion Carried: 7 - 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Eric Worden, Heidi Fenton, John Morrissey, Scott Diener

Voting Against: None

**A. Approval of Vouchers and Electronic Payments**
Approval of Voucher Nos. 89712 through 89731 and 89737 through 89756 including bank drafts in the amount of $297,804.67 and EFT's in the amount of $346,584.28, totaling $644,388.95.

**B. Approval of Payroll and Direct Deposits**
Approval of Payroll Check Nos. 89732 through 89736 including bank drafts and EFT's in the amount of $289,845.66 and Direct Deposits in the amount of $299,552.87 totaling, $589,398.53.

**C. Adoption of an Ordinance authorizing the positions of Communications Specialist, Plans Examiner/Building Inspector III, Senior Project Coordinator/Inspector, and Establishing General Duties and Qualifications**

**D. Approval of an Interlocal Grant Agreement with the Washington State Traffic Safety Commission (WTSC) for High-Visibility Safety Emphasis Patrols**

**E. Approval of an Interlocal Cooperative Agreement for Housing Incarcerated Individuals with Kitsap County Sheriffs' Office**

## 5. PRESENTATION

There were no presentations.

## 6. PUBLIC HEARING

There were no public hearings.

## 7. BUSINESS ITEMS

**A. Adoption of an Ordinance Accepting the Donation of Real Property, Tax Parcel No. 5392-000-001-0004, from Port Orchard Industrial Park, LLC**

Councilmember Worden voiced his concern with the City accepting land and accepting a facility that we don't know the condition of.

**Moved** by John Morrissey; seconded by Jay Rosapepe to Adopt an Ordinance accepting the donation of real property from Port Orchard Industrial Park, LLC.

Motion Carried: 6- 1

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Scott Diener, Heidi Fenton, John Morrissey

Voting Against: Eric Worden

**B. Approval of Fourth Amended Interlocal Agreement with Kitsap Public Facilities District for a Time-Only Extension**

**Moved** by John Morrissey; seconded by Scott Diener to Approve Amendment No. 4 to the Interlocal Agreement between the City of Port Orchard and the Kitsap Public Facility District for the Community Events Center.

Motion Carried: 7- 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Scott Diener, Eric Worden, Heidi Fenton, John Morrissey

Voting Against: None

**C. Approval of the October 28, 2025, City Council Regular Meeting**

**Moved** by Heidi Fenton; seconded by Mark Trenary to Approve the October 28, 2025, City Council Regular Meeting Minutes.

Motion Carried: 6- 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Scott Diener, Eric Worden, Heidi Fenton

Voting Against: None

Abstaining: John Morrissey

## 8. DISCUSSION ITEMS

### A. Cabaret Licenses

City Attorney Archer explained cabaret licenses are a license the City has utilized for a long time pertaining to businesses, in addition to whatever their primary function is, who offer live entertainment, dancing, singing or other performances. These businesses often have a spike in their occupancy or have additional public health and safety concerns when they hold those types of events. The cabaret license in the City of Port Orchard has served a similar function for a number of years, where a room or place or space that is utilized for activities, in connection with restaurants, have that heightened regulatory license requirement, for a $100 annual fee.

The cabaret is a regulatory license, and the City takes a voluntary compliance forward approach with code enforcement.

Additional discussion was held regarding compliance and complaints about the license, voluntary compliance approach, code enforcement, history of compliance and amount of licenses issued, business licenses, other jurisdictions cabaret licenses and adult entertainment.

**NEW MOTION**: **Enter into an Executive Session pursuant to RCW 42.31.10(1)(i)**

**Moved** by Scott Diener; seconded by John Morrissey to Move into an Executive Session pursuant to RCW 42.30.110(1)(i).

Motion Carried: 7- 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Scott Diener, Eric Worden, Heidi Fenton, John Morrissey

Voting Against: None

At 7:20 p.m., Mayor Putaansuu recessed the meeting for a 10-minute executive session pursuant to RCW 42.31.110(1)(i) to discuss legal risk. City Attorney Archer was invited to attend.

At: 7:30 p.m., Mayor Putaansuu reconvened the meeting back into session.

Conversation continued and included public safety, removing the code pertaining to cabaret licenses, administrative cost recovery, not charging for the license, and gift of public funds.

**Council direction**: Staff and the City Attorney will gather more information and bring back for discussion what the minimum is that we could charge for this license and to recover costs.

## 9. REPORTS OF COUNCIL COMMITTEES

### A. Council Advisory Committees

Councilmember Rosapepe reported on the November 19th Land Use Committee meeting.

## 10. REPORT OF MAYOR

The Mayor reported on the following:

- Givens Park Dedication Ceremony and what the park has to offer.

## 11. REPORT OF DEPARTMENT HEADS

Public Works Director Ryan reported on Bay Street road work, sewer repairs on Sidney Avenue, and house demolitions along Bay Street.

Finance Director Crocker explained his staff have been in contact with Mr. Wilson who spoke during citizen comments.

Community Development Director Bond reported on the vendor Island Lumpia who spoke at a prior Council meeting.

A brief discussion was held regarding vendors at special events and day-to-day operations, Island Lumpia, and what the Port Orchard Municipal Code allows and does not allow for vendors.

City Attorney Archer mentioned she will be presenting at the AWC Elected Officials Workshop on December 6th. She also reported on social media usage and social media accounts.

HR Director Lund reported in accordance with Ordinance No. 008-20, the Mayor has authorized changes to the job descriptions for Municipal Court Administrator, Deputy Director of Community Development, Plans Examiner, Building Inspector II and Parking Enforcement. Also, in accordance with Resolution No. 007-11, the Mayor has authorized changes to the personnel policies for inclement weather, worker's compensation, sick leave, Smart Commuter Benefit Program, and personal holiday policy.

Councilmember Morrissey questioned using sick leave for immigration purposes.

Chief of Police Brown spoke to the incident at South Kitsap High School and apologized for the messaging that was put out by the police department, expressing his sincere regret for not wholly communicating his position. He noted he fully supported the officer's decision to make the arrest.

A brief discussion was held with Councilmembers voicing support of the Chief of Police and the police department.

Mayor Putaansuu noted he is having surgery and will not be attending the December 9th City Council meeting.

**12. CITIZEN COMMENTS**

There were no citizen comments.

**13. GOOD OF THE ORDER**

In response to Councilmember Morrissey, a brief discussion was held regarding the bathroom at the lift station and when it should be open and available to the public.

In response to Councilmember Worden, Mayor Putaansuu said Rice Fergus Miller has the kraken play sculpture design concept for the Community Events Center (CEC). He also spoke about benches and furniture for the CEC.

Councilmember Diener mentioned a complimentary letter the City received about the Planning Department. He also spoke about another letter the City received from a citizen who had concerns about the waterfront.

Councilmember Rosapepe noted the election was certified today. He sent the Clerk's office an email with notes from the campaign trail, and asked to have it forwarded to all Councilmembers. He also said there has been some emails going around regarding changes to the Council norms and asked for them to be sent to the Clerk's office.

## 14. EXECUTIVE SESSION

At 8:30 p.m., Mayor Putaansuu recessed the meeting for a 15-minute executive session pursuant to RCW 42.30.110(1)(i) regarding legal risk of a proposed action/potential litigation. City Attorney Archer was invited to attend.

At: 8:45 p.m., Mayor Putaansuu extended the meeting an additional 30-minutes.

At 9:15 p.m., Mayor Putaansuu reconvened the meeting back into session.

## 15. ADJOURNMENT

The meeting adjourned at 9:15 p.m. No other action was taken.

_____ _____

Brandy Wallace, MMC, City Clerk Robert Putaansuu, Mayor

**Meeting Location:**
Council Chambers
216 Prospect Street
Port Orchard, WA 98366

**Contact us:**
Phone (360) 876-4407
cityhall@portorchardwa.gov
www.portorchardwa.gov

# City Council
# Minutes
# Regular Meeting of Tuesday, December 9, 2025

Mayor Pro-Tem Diener called the meeting to order at 6:30 p.m.

Roll Call was taken by the City Clerk as follows:

**Present**: Scott Diener, Mayor Pro-Tempore, Position No. 3
Fred Chang, Councilmember Position No. 6
John Morrissey, Councilmember, Position At-Large
Heidi Fenton, Councilmember, Position No. 5
Eric Worden, Councilmember, Position No. 4
Jay Rosapepe, Councilmember, Position No. 2
Mark Trenary, Councilmember, Position No. 1

**Absent**: Robert Putaansuu, Mayor

**Staff present**: Public Works Director Ryan, Finance Director Crocker, Chief of Police Brown, City Attorney Archer, City Clerk Wallace, and Deputy City Clerk Floyd.

Audio/Visual was successful.

## 1. CALL TO ORDER

### A. Pledge of Allegiance

Mayor Pro-tem Diener led the audience and Council in the Pledge of Allegiance.

## 2. APPROVAL OF AGENDA

**Moved** by Jay Rosapepe; seconded by Heidi Fenton to Approve the Agenda as presented.

Motion Carried: 7 - 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Scott Diener, Eric Worden, Heidi Fenton, John Morrissey

Voting Against: None

## 3. CITIZEN COMMENTS

Manita Holtrop addressed issues related to stormwater and low-income housing, and

expressed interest in purchasing a plot of land where she plans to place a 600-square-foot home.

**CONSENT AGENDA**

**Moved** by Heidi Fenton; seconded by John Morrissey to Approve the Consent Agenda as presented.

Motion Carried: 7 - 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Scott Diener, Eric Worden, Heidi Fenton, John Morrissey

Voting Against: None

**A. Approval of Vouchers and Electronic Payments**
Approval of Voucher Nos. 89757 through 89776 and 89782 through 89796 including bank drafts in the amount of $685,291.99 and EFT's in the amount of $0 totaling $685,291.99.

**B. Approval of Payroll and Direct Deposits**
Approval of Payroll Check Nos. 89777 through 89781 including bank drafts and EFT's in the amount of $303,597.03 and Direct Deposits in the amount of $305,530.70 totaling $609,127.73.

**C. Adoption of a Resolution Declaring Certain Personal Property as Surplus and Authorizing its Disposition Thereof**

**D. Approval of a Purchase Order with CDW-G to renew annual Microsoft Product licenses for FY 2026**

**E. Approval of an Interlocal Agreement for Juvenile Detention Services between Kitsap County and the City of Port Orchard**

**F. Approval of a Service Agreement re: Emergency Communication Services with Kitsap 911**

## 5. PRESENTATION

There were no presentations.

## 6. PUBLIC HEARING

There were no public hearings.

## 7. BUSINESS ITEMS

### A. Approval of the November 18, 2025, City Council Regular Meeting Minutes

**Moved** by John Morrissey; seconded by Jay Rosapepe to Approve the meeting minutes from November 18, 2025.

Councilmember Morrissey pointed out the donation of real property needed a majority of City Council, so the motion did not carry, and he would like to minutes to reflect this.

City Attorney Archer explained the minutes will be corrected and a footnote will be added.

Motion Carried: 5- 0

Voting For: Fred Chang, Jay Rosapepe, Eric Worden, Heidi Fenton, John Morrissey

Voting Against: None

Abstaining: Mark Trenary, Scott Diener

## 8. DISCUSSION ITEMS

There were no discussion items.

## 9. REPORTS OF COUNCIL COMMITTEES

### A. Council Advisory Committees

Councilmember Morrissey reported applications have been received for 2026 lodging tax funding and a meeting will be set up next week.

Councilmember Rosapepe reported on the November 18th Kitsap Transit meeting.

## 10. REPORT OF MAYOR

No reported of the Mayor was held.

## 11. REPORT OF DEPARTMENT HEADS

Public Works Director Ryan said the City of Gig Harbor reached out about the tree [in front of City Hall] asking where we got it from and the City of Bremerton called asking where they could find the lights we have on the marquee. Also, a downtown business owner came to City Hall and personally thanked staff for their work on the holiday decorations and the Holiday on the Bay event. Lastly, he spoke about the end of year report for Public Works.

Finance Director Crocker reported on financing for the Lloyd Parkway project.

Chief of Police Brown spoke about the Holiday on the Bay event and Shop with a Cop.

City Clerk Wallace mentioned the City's online municipal code has been updated and has new features including emailed updates whenever a part of the code has been changed.

## 12. CITIZEN COMMENTS

Manita Holtrop voiced concerns with the City's code requirements on road surface areas and impervious surfaces and asked if she could meet with the Stormwater Planning Group.

## 13. GOOD OF THE ORDER

A brief discussion was held regarding the Holiday on the Bay event.

Councilmember Morrissey noted the Greater Kitsap Chamber will be hosting an elected breakfast at the Bremerton Conference Center and an upcoming Gala, if anyone is interested.

Councilmember Rosapepe urged Councilmembers to make sure they register with the PFD, asked the Council to consider adding an acknowledgement to the City website about Port Orchard being on indigenous land, and asked that a new ad-hoc committee be considered to look at City Council norms, Chapter 2 of the Port Orchard Municipal Code.

Public Works Director Ryan would like to recognize the Clerk's office for all the work they do on special events.

**14. EXECUTIVE SESSION**

At 7:05 p.m., Mayor Pro-tem Diener recessed the meeting for a 15-minute executive session pursuant to RCW 42.30.110(1)(i) regarding legal risk of a proposed action/potential litigation. City Attorney Archer was invited to attend and Mayor Pro-tem Diener stated no action would follow. Councilmember Fenton did not attend the executive session.

A 5-minute break was held before heading back into the executive session.

At 7:25 p.m., Mayor Pro-tem Diener extended the meeting for an additional 10 minutes.

At 7:35 p.m., Mayor Pro-tem Diener reconvened the meeting back into session.

**15. ADJOURNMENT**

The meeting adjourned at 7:35 p.m. No other action was taken.

_____ _____

Brandy Wallace, MMC, City Clerk Robert Putaansuu, Mayor

**Meeting Location:**
Council Chambers
216 Prospect Street
Port Orchard, WA 98366

**Contact us:**
Phone (360) 876-4407
cityhall@portorchardwa.gov
www.portorchardwa.gov

# City Council
# Minutes
# Regular Meeting of Tuesday, December 16, 2025

Mayor Putaansuu called the meeting to order at 6:30 p.m.

Roll Call was taken by the City Clerk as follows:

**Present**: Scott Diener, Mayor Pro-Tempore, Position No. 3
Fred Chang, Councilmember Position No. 6
John Morrissey, Councilmember, Position At-Large
Heidi Fenton, Councilmember, Position No. 5
Robert Putaansuu, Mayor
Eric Worden, Councilmember, Position No. 4
Jay Rosapepe, Councilmember, Position No. 2
Mark Trenary, Councilmember, Position No. 1

**Staff present**: Public Works Director Ryan, Finance Director Crocker, Community Development Director Bond, Chief of Police Brown, City Clerk Wallace, and Deputy City Clerk Floyd.

**Staff present via Zoom**: City Attorney Archer

Audio/Visual was successful.

Mayor Putaansuu called the meeting to order at 6:30 p.m.

## 1. CALL TO ORDER

### A. Pledge of Allegiance

Mayor Putaansuu led the audience and Council in the Pledge of Allegiance.

## 2. APPROVAL OF AGENDA

**Moved** by Jay Rosapepe; seconded by Scott Diener to Add to Business Items the establishment of a Council Committee to review and make recommendations to Chapter 2.04 Council Meetings.

Motion Carried: 7 - 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Eric Worden, Scott Diener, Heidi Fenton, John Morrissey

Voting Against: None

**Moved** by Mark Trenary; seconded by Jay Rosapepe to Approve the agenda as amended.

Motion Carried: 7 - 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Eric Worden, Scott Diener, Heidi Fenton, John Morrissey

Voting Against: None

## 3. CITIZEN COMMENTS

There were no citizen comments.

## 4. CONSENT AGENDA

**Moved** by Scott Diener; seconded by Mark Trenary to Approve the Consent Agenda as presented.

Motion Carried: 7 - 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Eric Worden, Scott Diener, Heidi Fenton, John Morrissey

Voting Against: None

**A. Approval of Vouchers and Electronic Payments**

Approval of Voucher Nos. 89797 through 89811 including bank drafts in the amount of $492,163.14 and EFT's in the amount of $393,213.66, totaling $885,376.80.

**B. Approval of Payroll and Direct Deposits**

Approval of Payroll Check Nos. 0 through 0 including bank drafts and EFT's in the amount of $0 and Direct Deposits in the amount of $0 totaling, $0.

**C. Adoption of a Resolution Adopting the 2026 City Council Meeting Schedule**

**D. Authorizing the Mayor to amend the agreement with Newalen LLC for derelict vessel removal services**

## 5. PRESENTATION

### A. Kitsap Economic Development Alliance

Joe Morrison, Executive Director of the Kitsap Economic Development Alliance (KEDA provided a presentation '2025 Year End Update' which included Median Household Income in Kitsap County, Drastic Changes in Housing Affordability in Kitsap, One Kitsap 5-Year Goals, Current FY 2025-2026, Kitsap Industrial Land, Buildings and Infrastructure Survey, Opportunity: The Highway 3 Corridor and Development, Olhava Campus, Childcare in Kitsap, Matchstick Lab, Research, Community Partnership and Outreach, Apex Classes, Apex Accelerator, and The (Positive) Crystal Ball: Kitsap.

Additional discussion was held which included the Gorst project, FIFA, industrial park, Belfair Bypass, facilities at the Port of Bremerton, youth sports facilities, living wages, and motorsports park.

**B. Vision - Mission – Values**

Tim Sloane with Sloane Agency, provided a presentation 'Vision Mission Values Process and Outcome' which included Why Vision, Mission, and Values Matter, The Process, Vision, Mission, Values, and Council Consideration.

Discussion was held which included embracing the community aspect of the vision, mission and values, working internally to support each other, vision, mission, and values for the police department, staff surveys, relationship and teambuilding, and training on transparency.

## 6. PUBLIC HEARING

**A. CANCELLED - Public Hearing on Ordinance Vacating City Right-of-Way**

## 7. BUSINESS ITEMS

**A. Approval of an Ordinance Authorizing a Financing Contract through the Office of the State Treasurer LOCAL Program**

**Moved** by John Morrissey; seconded by Heidi Fenton to Adopt the Ordinance authorizing the execution of documents associated with the Office of the State Treasurer, LOCAL Program, relating to the purchase of a parcel of real property located at 1333 Lloyd Parkway.

Motion Carried: 7- 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Eric Worden, Scott Diener, Heidi Fenton, John Morrissey

Voting Against: None

**B. Approval of a Lease Agreement with Kitsap County for 730 Prospect Street**

Councilmembers Diener and Worden recused themselves at 7:35 p.m.

**Moved** by Mark Trenary; seconded by Jay Rosapepe to Authorize the Mayor to execute a lease with Kitsap County for the 730 Prospect Building.

Motion Carried: 5- 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Heidi Fenton, John Morrissey

Voting Against: None

Recused: Eric Worden, Scott Diener

Councilmembers Diener and Worden returned to the meeting at 7:38 p.m.

### C. Approval of a Purchase with CivicPlus for City's Website, Public Records Request and Agenda Management Software

**Moved** by Heidi Fenton; seconded by Scott Diener to Authorize the Mayor to sign the agreement with CivicPlus to purchase software for a new City website and updated Public Records and Agenda Management software in an amount not to exceed $55,960 including tax, as presented.

Motion Carried: 7- 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Eric Worden, Scott Diener, Heidi Fenton, John Morrissey

Voting Against: None

### D. Establishment of a Council Committee to Review and Make Recommendations to Chapter 2.04 Council Meetings

City Attorney Archer pointed out there is no actual draft resolution, so the action would simply be by motion.

**Moved** by Jay Rosapepe; seconded by Scott Diener to Adopt a resolution establishing an Ad-Hoc Committee to review and make recommendations to Chapter 2.04 Council Meetings.

Motion Carried: 7- 0

Voting For: Fred Chang, Mark Trenary, Jay Rosapepe, Eric Worden, Scott Diener, Heidi Fenton, John Morrissey

Voting Against: None

## 8. DISCUSSION ITEMS

There were no discussion items.

## 9. PRESENTATION

### A. Recognizing Councilmember Chang for his Service to the Public

The Mayor and Councilmembers recognized Councilmember Chang for his 20 years of service as a Councilmember

## 10. REPORTS OF COUNCIL COMMITTEES

### A. Council Advisory Committees

There was no report of Council Committees.

## 11. REPORT OF MAYOR

The Mayor reported on the following:

- Re-elected to the AWC RMSA (Association of Washington Cities Risk Management Service Agency) Board of Directors.
- Old Clifton intertie.
- Dedication and Ceremony recognizing Red Lumsden (for 1333 Lloyd Parkway).

**12. REPORT OF DEPARTMENT HEADS**

Public Works Director Ryan reported on staffing, weather and flooding.

In response to Councilmember Morrissey, Community Development Director Bond spoke of vacancies and staffing.

Chief of Police Brown reported the police department was awarded their Excellence in Service and Leadership Award, drive for Helpline, and Deputy Police Chief Brandon will be attending a 10-week program at the FBI National Academy.

City Clerk Wallace shared that Port Orchard native, Gabe Fernandez and his team won the NCAA College Championship.

City Attorney Archer spoke about upcoming trainings she will be conducting.

**13. CITIZEN COMMENTS**

There were no citizen comments.

**14. GOOD OF THE ORDER**

Councilmember Rosapepe said the downtown trees look fantastic all lit up, commended public works for the new Marina Pump Station, asked about posting land acknowledgement to the City's website and voiced concerns with an announcement about quarterly meetings at McCormick Woods.

Additional discussion was held regarding the quarterly meetings at McCormick Woods.

Councilmember Trenary recognized Councilmember Fenton for decorating the Council tree downtown.

**15. EXECUTIVE SESSION**

At 8:45 p.m., Mayor Putaansuu recessed the meeting for a 15-minute executive session pursuant to 42.30.110(1)(i), legal risk of a proposed action. City Attorney Archer was invited to attend and she announced no action would follow. Mayor Putaansuu did not attend the executive session.

At 9:00 p.m. Mayor Pro-tem Diener extended the meeting for an additional 5-minutes.

At: 9:05 p.m., Mayor Pro-tem Diener reconvened the meeting back into session.

## 16. ADJOURNMENT

The meeting adjourned at 9:05 p.m. No other action was taken.

_____ _____

Brandy Wallace, MMC, City Clerk Robert Putaansuu, Mayor

## CITY COUNCIL ADVISORY COMMITTEE MEETING DATES

| STANDING COMMITTEE | Date & Time | Location |
|---|---|---|
| **Economic Development and Tourism** | TBD; 2026 | Remote Access |
| **Utilities** | TBD; 2026 | Remote Access |
| **Finance** | TBD; 2026 | Remote Access |
| **Transportation** | TBD; 2026 | Remote Access |
| **Land Use** | TBD, 2026 | Remote Access |
| **Lodging Tax Advisory** | TBD; 2026 | City Hall |
| **Sewer Advisory** | February 2026; 3:00pm | WSUD |
| **Outside Agency Committees** | Varies | Varies |
| **Coffee with Council** | February 7, 2026; 10:00AM | 701 Bay Street |

**Dates subject to change

## MAYOR

**Robert (Rob) Putaansuu**
**Mayor**
Administrative Official

## CITY COUNCIL

**Shirah Dedman**
**Councilmember Position 6**

**Mark Trenary**
**Councilmember Position 1**
Finance Committee, **Chair**
Transportation Committee, **Chair**
KRCC
PSRC-alt

**Jay Rosapepe**
**Councilmember Position At-Large**
Utilities/Sewer Advisory Committee, **Chair**
Land Use Committee, **Chair**
KEDA-alt

**Scott Diener**
**Councilmember Position 3**
Land Use Committee
Transportation Committee
Kitsap Public Health District

**Eric Worden**
**Councilmember Position 4**
Land Use Committee
Utilities/Sewer Advisory Committee
KRCC-alt

**Heidi Fenton**
**Councilmember Position 5**
Utilities/Sewer Advisory Committee
E/D & Tourism Committee
Transportation Committee

**John Morrissey**
**Councilmember Position No. 2**
Finance Committee
E/D & Tourism Committee
Lodging Tax, **Chair**
Kitsap Economic Development Alliance
PSRC EDD-alt

## DEPARTMENT DIRECTORS

Tim Drury
**Municipal Court Judge**

Debbie Lund, CEBS SPHR SHRM-SCP
**Human Resources Director**

Noah Crocker, M.B.A.
**Finance Director**

Brandy Wallace, MMC, CPRO
**City Clerk**

Matt Brown
**Police Chief**

Nicholas Bond, AICP
**Community Development Director**

Denis Ryan, CPWP-M, CPRP
**Public Works Director**