



Kitsap 911 Board of Directors Meeting

November 4, 2025 (12:30 to 2:00)

Via Hybrid Option of Zoom or in-person at the Norm Dicks Governance Center

Mission Statement: We are Kitsap 911 providing exceptional public safety emergency communications services every day.

CONSENT AGENDA

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

[Click here to open the Board Meeting Packet.](#) Click on blue text to view the item.

A. Approval of Minutes: [Board of Directors 10-07-2025](#)

B. Approval of Payment of Claims

1) [A/P Warrant Numbers: 7524 through 7625](#)

Total \$ 564,207.27

2) [A/P Electronic Payments: October 1-28, 2025](#)

Total: \$15,643.30

3) [Payroll Dated: 10-10-2025 and 10-24-2025](#)

Total: \$ 842,008.91

4) [Use Tax Dated: Sept 2025](#)

Total Increase: \$ 2,436.27

C. Ratification of Executed Contracts (Includes contracts for budgeted items)

1) [K911-086](#) Henden Electric – EOC A/V Project

2) [K911-089](#) Bremerton Government Center Association Radio Site Lease

3) [K911-092](#) Tree Surgeon Picnic Concrete Pad



Kitsap 911 Board of Directors Meeting on October 7, 2025

Via Virtual Meeting and Norm Dicks Government Building

ATTENDING:

Board of Directors:

David Ellingson, Fire Commissioner (Chair)
John Gese, Kitsap County Sheriff's Office
Clarence Moriwaki, City of Bainbridge Island
Bob Muhleman, Fire Commissioner
Christine Rolfes, Kitsap County Commissioner
Oran Root, Kitsap County Commissioner
Greg Wheeler, City of Bremerton Mayor (Vice Chair)
Dusty Wiley, Fire Commissioner

Staff:

Maria Jameson-Owens, Executive Director
Rachael Taylor, Human Resources Manager
Steve Rogers, Kitsap 911 Finance Manager
John Higashi, Technical Services Manager
Barrie Hillman, Executive Assistant

Absent:

Jennifer Chamberlin, City of Bremerton
Becky Erickson, City of Poulsbo Mayor
Rob Putaansuu, City of Port Orchard Mayor
Katie Walters, Kitsap County Commissioner
Eric Younger, City of Bremerton
Brandon Wecker, Deputy Director
Scott Peabody, Kitsap 911 Radio Program Manager

Guests:

Chief Joe Clark, Bainbridge Island Police Department
Chief Rick LaGrandeur, North Kitsap Fire & Rescue
Chief Jeff Faucett, South Kitsap Fire & Rescue
Chief Jared Moravec, Bainbridge Island Fire Department
Chief Jay Christian, Central Kitsap Fire & Rescue
Chief Jim Gillard, Poulsbo Fire Department
Ken Bagwell
Bryce Odin
Alex Boeddeker
Hannah Augustine
Michelle Moen

Call to Order: Chair David Ellingson called the meeting to order at 1230.

Additions:

None.

Public Comment:

None.

Consent Agenda

Chair Ellingson introduced the consent agenda items.

Director Christine Rolfes moved to approve the Consent Agenda including approval of minutes from the Board of Directors 09-02-2025 meeting and 09-05-2025 Special Board Meeting; the approval of payment of claims for A/P Warrant Numbers 7457 through 7523 including ACH payments totaling \$1,101,767.32; the payroll dated 08-29-2025, 09-12-2025, and 09-26-2025 totaling \$1,349,184.17; and the Use Tax dated August 2025 with a total increase of \$1,704.27. Director Oran Root seconds. Motion passed unanimously.

Employee Recognition

Executive Director Maria Jameson-Owens shared that we are recognizing Hannah Augustine who was selected as Kitsap 911's employee of the quarter for 2nd quarter 2025. Hannah demonstrated exceptional poise and professionalism during two rare, back-to-back officer-involved shootings in May, maintaining composure at her console while also training a new dispatcher. Beyond her on-the-floor excellence, she delivered a heartfelt, eloquent speech to the board, capturing the emotional weight and complexity of a dispatcher's role. Always seeking ways to elevate standards and support her team, Hannah exemplifies dedication, leadership, and grace under pressure. She is a tremendous asset to Kitsap 911 and truly deserving of this recognition.

In addition to being our Kitsap 911 quarterly award winner, we were notified last week that Hannah has also been selected by the Veterans of Foreign Wars (VFW) Post 2669 as their 911 Dispatcher of the Year. She will be honored at the VFW awards dinner later this month. Congratulations Hannah!

Ms. Augustine shared that this really is a team effort and there is not a single dispatch that happens at Kitsap 911 that doesn't have more than one set of hands on it. She would not be as successful as she has been without the help and mentorship from everyone who came before her.

Action Items

Approval of K911-088A Contract Amendment for CAD Project Management

Ms. Jameson-Owens said the proposed contract amendment with the National Public Safety Group adds project management services to the existing CAD project negotiation support contract. As discussed at the September board meeting, Kitsap 911 is preparing for a \$3.5 million transition to a new Computer-Aided Dispatch (CAD) platform—an upgrade impacting all employees, partner agencies, and in-vehicle Mobile Computer Terminals. Given the scale and complexity of this 18-month project, and the current workload of internal staff already managing daily operations and the radio system upgrade, external project management support is essential to ensure successful implementation without compromising other priorities.

Director Clarence Moriwaki moved to approve K911-088A Contract Amendment for CAD Project Management. Director Dusty Wiley seconded the motion. Motion passed unanimously.

Discussion

Chair Ellingson asked if the agency users of the new CAD system would need special training. Ms. Jameson-Owens indicated that yes, they would need special training as it will be a 100% new system. Kitsap 911 has a Mobile Computer Terminal (MCT) group that will help configure, plan, implement the roll out and training process.

Director Root asked if the training is included in the cost. Ms. Jameson-Owens indicated it was.

Approval of Resolution 2025-007 2026 Budget

Ms. Jameson-Owens indicated that at our September meeting, the Board asked for some

updates to the 2026 draft that was presented. We have incorporated those and Finance Manager, Steve Rogers, will walk through the updated budget.

Mr. Rogers shared a [slide show](#) about the 2026 budget and indicated that there are three different ways to view the budget shared with the board in hard copy format. The first being the Budget Summary which was reviewed in last month's workshop. During that meeting, the Board asked for more detail so there is now a Categorical Analysis on page 2, and the BARS code Analysis starting on page 3. These are standard budget reports that we create each year, so we simply added the 2025 YTD data as requested, added some color-coding for simple reference, and included them to the meeting packet.

The second page is this very colorful document and is where he began. On the left side, there are color-coded columns, which provide a variety of raw numbers for 2026, 2025, and 2024. The two-toned columns on the right correspond to these data columns, and both the dollar and percentage differences between the two columns under comparison.

REVENUES

Starting with beginning fund balances, when we developed our 2025 budget, the estimate for this was primarily based on what we knew at the time for Radio Project milestone payment schedule. As the year progressed, the project stayed right on schedule, but the payment dates ended up being pushed back by several months, which is why there is such a large difference between the estimated beginning balance of \$5.4 million for this year, and our actual beginning balance of \$10.9 million.

All Prop 2 funds are explicitly assigned for use on the radio system replacement and other tech projects, and on January 1 of this year, we had about \$7.3 million saved in the bank for those. The other \$3.6 million comes from our other revenue sources - \$2.6 million is for our stabilization fund and \$0.7 million is the unexpended portion funds committed for capital projects from the prior year, which leaves a difference of about \$300,000 left over in unassigned funds.

If we contrast that with the 2024 beginning balance, the financial deterioration is clear. Last year, we started off with \$5.7 million in the bank from our non-Proposition 2 (Prop 2) revenues. The \$2.3 million for the stabilization fund is still coming out of our regular revenues but if you look at the other differences year over year: \$1.9 million for capital projects in 2024 drops to \$0.7 million in 2025, and \$1.5 million in unassigned funds drops to \$300,000. It's easy to see a number like \$10.9 million and think we are flush with cash, but the reality is that almost 70% of our fund balance is from Prop 2. Those funds are currently being kept separate from our other revenues, which is why the change to the funding formula was so crucial. If 2025 goes the way it's heading, we expect to start the year with a total fund balance of about \$8.6 million.

Moving on to sales tax on line 2. For 2026, we are assuming a slowed growth curve, so our \$14.5 million estimate is only 1.75% over our 2024 actuals. This is based on research conducted using the WA State Economist, the Bureau of Labor Statistics, Vanguard, Goldman Sachs, and other sources.

On line 3, excise taxes are flat, which is consistent with the trend we have seen for the past decade or so. As people transition away from landlines, landline revenues continue to trend downward, but cellular is up by about the same amount, so the two largely cancel each other out.

Line 4 is mainly made up of two things: revenues we receive from our tower leases, as well as interest income from our investments. In 2024, we received a little less than \$1.1 million, but about half of that was from a couple of one-off tower lease payments as well as investment interest being higher than expected from Prop 2 funds that we've been accumulating during the year. We will be spending most of what we've saved within the next 6 months or so, though, and we aren't expecting anything out of the ordinary on our tower leases, so 2026 is a lot smaller as a result.

Line 6 is pretty straightforward – we are just moving the \$11 million that we expect to borrow into 2026. Based on our cash flow forecast for the rest of this year, we will likely execute the Master Finance Agreement, which was approved in last month's meeting, sometime in late November or December. Once executed, the funding should be deposited into the escrow account sometime in January.

For our grants and other miscellaneous revenues on line 7, that amount is from the two grants we receive each year. The 2025 amount is much higher than our 2026 number, but that is because we received a one-time grant of \$604,000 from the State Military Department for 3 of our tech projects. We aren't expecting anything close to that in 2026, but we'll get our standard grants and continue to pursue any other funding opportunities that we can find.

All in all, our total revenues on line 8 are projected to be about \$31.5 million, or \$20.5 million, if we exclude the debt proceeds. This is roughly flat with 2024 actuals, and about \$400,000 lower than our annualized projection for 2025.

Director Rolfes asked for clarification about line item 2 Sales Tax on the presentation slide and whether the predicted 2.8% change was negative or positive. Mr. Rogers confirmed it was a positive change. He clarified that the pink column is the sales tax we project for 2025 and that sales tax is generally flat with a possible decrease. There was further discussion clarifying the numbers. Mr. Rogers indicated in 2026 he is projecting a 2.8% increase (\$14,474.091) over the 2025 budgeted number (\$14,080.131). He is not comfortable putting a 2.8% increase over 2025

annualized numbers.

OPERATING BUDGET – LABOR

On line 10, the labor number for 2026 is \$15.4 million. This represents an increase of about 19% over our 2025 budget, which is significant so he explained further.

The Regular Salaries category is the gross pay for the employees' regular work schedules. This makes up almost half of the increase overall, and the majority of it is from standard annual step increases and the Cost-of-Living Adjustment (COLA). On top of that, our Human Resources and training groups have done an excellent job hiring and retaining quality people on our dispatch floor, which means the average hourly rate for 2026 is expected to be slightly higher than it is this year, due to the higher tenure of the average employee.

Next is insurance. The rates for dental and life plans stayed the same, but the medical plans were hit with a 15% increase across the board. Based on our current demographics, this represents an increase of about \$530,000.

Just below that, in terms of its impact, is the retention bonus. This is a payment required in our current Collective Bargaining Agreement (CBA), but in the new CBA, it was replaced with a longevity bonus, which will be smaller and paid annually. In 2022, the retention bonus totaled approximately \$323,000, so using that as our basis, we adjusted for expected step increases, vacancies, overtime, and COLAs over the 3-year period. The 2026 estimate is approximately \$357,000 in total and will likely be paid in January 2026.

For payroll taxes, most of that is just due to higher hourly rates, but another part is from the Retention Bonus, which does not occur every year. Federal tax rates did not increase, but the premiums for the Washington Paid Family and Medical Leave Act did and our worker's comp insurance did.

Overtime is a mixed bag. The total number of overtime hours worked has steadily declined over the past 3 years due to more filled positions, but better retention also means our average hourly rate is higher than it has been historically due to the improved tenure.

There were several other ups and downs, but they were all relatively minor and only contributed about \$34,000 towards the increase overall.

The budget is only good if it is accurate, so he shared data on the accuracy. The budget-to-actual variance has consistently been at or under 2% for the year, and 2025 appears to be right in line with that trend. Our projections have historically been very reliable.

Lastly, the 2026 budget includes the fewest number of vacancies that we've had for at least the past 3 years, and apart from the COLA, the new CBA does not include any adjustments to the pay scale.

OPERATING BUDGET – SUPPLIES AND SERVICES

On line 11 is the number for supplies and fuel. This category is basically flat with our 2025 budget and pretty close to our year-to-date for 2025.

Hardware is on line 12, and we base our estimate here off of our asset replacement schedule, and the things that we need for our new projects and initiatives. 2026 is a little bit heavier than normal, partly due to a larger number of Personal Computers that are due for an upgrade at the same time, but it's also from about \$35,000 worth of new testing equipment that is needed for new Radio System.

Software is on line 13, and is typically pretty linear, but 2026 is different. We have our normal annual increases like we do every year, but due to the Radio Project, we now have a few new things. The most significant are the licenses for the new virtual servers, which is about \$350,000 of that increase over 2025, and on top of that, we'll have another \$151,000 or so from new software related to cybersecurity; since this new system is digital, this is not an area we can afford to scrimp on.

Professional Services is on line 14, and includes the usual list, such as our 911 center accreditation, employment background investigations, and GIS mapping, but 2026 includes a couple of new things. Services for PC imaging and Virtual Private Network (VPN) connectivity for the new radios are top of the list, but there is also an estimate in there for the upcoming candidate search we have for a member of our management team that will be retiring soon. We contract most of our services in advance, which is why our 2025 annualization is within 2% of budget, but we may see a little bit of variation by the end of the year, depending on how intense the candidate search is.

On line 15, there is \$477,000 for our communications expenses. The biggest driver in this category is the \$370,000 in new costs for the cellular LTE internet connection for radios that we will begin paying for once we sign off on the system. The initial timeline included the assumption of radio deployment in Quarter 3 2025, but we've since updated that timeline. Our annualization for 2025 includes the optimistic assumption of Quarter 4 deployment, but regardless, we will definitely be paying for all of that starting next year.

Excluding those new LTE connection costs there is a difference of about \$21,000, which is the estimate for how much we expect our existing phone plans to increase.

The last item on this slide is training and travel on line 16. Travel costs like per diem, airfare, and mileage are all up year-over-year, and we assume that trend will continue into 2026. On top of that, we also expect that our tech employees will need to be trained on the new radio system; we initially included an estimate for that in 2025, but it may push into 2026. Training costs are only ever incurred if workload allows, even if the training or travel was previously approved, so this line item can, and frequently does, deviate from budget.

Line 17 is for leases and other equipment rentals. We updated our timeline for Phase 2 of the Radio Project, which explains the noticeable drop between our 2025 and 2026 budgets. The full reduction was offset by the annual 3% increases we see on our other leases, and as well as the addition of the new lease for the backup center, the annual payment for which will be about \$37,000. All things considered, this line item is a net decrease of about \$417,000, but an increase of \$23,000 when compared to our annualization.

Building, broiler, and equipment insurance is on line 18 and was also adjusted for our updated Phase 2 timeline. That said, even though we have never filed a claim, our existing premiums have increased by about 60% over the past 3 years, so we've included the assumption they will increase again by about 15%. There is also an expectation of higher utility costs, so with those two factors considered, the net decrease is \$61,000.

Last on this slide, line 19 is our repairs and maintenance budget. The \$1.2 million in 2024 includes both the 2024 and 2025 payments for the annual maintenance agreement for our Computer Aided Dispatch system, or CAD. If we had paid that \$370,000 this year, then the difference between the 2026 budget and the 2025 annualization would only have been about \$478,000, which is better, but it's still a 44% increase. About \$456,000, or 95%, of that difference is from the new maintenance agreements that we'll start paying for once we sign off on the new system.

Line 20 is the amount that we pay Kitsap County for our network connectivity and security. Previously, that number included an amount for the mapping services that they used to provide to us, but the number they gave us for next year is \$76,000, since we do our own mapping now. This is a decrease of about 11%.

Line 21 does not include the costs to purchase new MCTs, but instead, is what we expect to pay to keep the MCTs that we have in good working condition. About \$310,000 of that number is made up of hard costs, like LTE internet coverage and cybersecurity software, but the rest is an estimate for repairs and maintenance. Kitsap 911 always shoulders the upfront burden for all of these repair costs, but if the repair is for something not covered by a service agreement, then we bill the user agency for that portion. These repair costs can vary widely from year to year, but no profit from the users is ever generated from them.

Moving onto our last two lines in our operating budget, line 22 is for debt service. When we made the 2025 budget, we were expecting to borrow around Quarter 3 or Quarter 4 of this year, which meant that we would only have had 1 semiannual payment for the year, but now it's looking like we won't need to take on any debt until around late November or December. If that happens, our first 2 payments would likely be due in January and July 2026 for a total of about \$967,000. We plan to bring a proposal forward at the November board meeting that includes the actual payment schedule.

Lastly, line 23 is for our miscellaneous expenditures. 2026 includes a line-item reclassification, and 2024 includes about \$72,000 in refunds that we paid to law enforcement agencies when the iLeads contract was terminated. This line item is flat with 2025 apart from the addition of approximately \$5,000 in meal catering costs to match the new board of director's meeting schedule.

TOTAL OPERATING EXPENDITURES

In total, we expect our operating budget to increase by approximately 17% compared to 2025. Just so you can see the most significant drivers that we've covered all on one slide, labor is the biggest increase by far, and that was primarily due to mostly good things, like a more tenured workforce and lower overtime, but there was also the 15% increase for medical insurance. Besides labor, we will have about a million dollars worth of new debt service costs in 2026, half of which we included in the 2025 budget, so that represents an increase of about \$500,000 year over year.

The net effect of the other increases and decreases is an increase of about \$110,000.

Director Rolfes asked what the debt service was for in the Operating Budget. Mr. Rogers explained that it is the principal and interest payments that we expect to have from the loan that we are going to draw down against the line of credit. Ms. Jameson-Owens said the debt is for the radio project because the current cash will be spent down as we keep working on the project. The debt will be paid off from future Prop 2 funding.

Chair Ellingson said this keeps the radio project on schedule.

Director Root asked if we are able to negotiate our insurance rates because we have had no claims. Ms. Jameson-Owens said that our insurance is through Washington Cities Insurance Association (WCIA) and we can't negotiate with them but we can shop around. We just completed our annual review with WCIA which was clean.

Director Moriwaki asked if the new radios and equipment was charged against the Prop 2 budget or the regular operating budget. Mr. Roger said anything related to the radios is

charged to Prop 2.

TOTAL CAPITAL EXPENDITURES

Mr. Rogers continued that we expect to spend about \$13.5 million on our capital projects in 2026, nearly all of which is from projects funded by Proposition 2. The biggest hit is the \$9.7 million in expected Radio Project milestone payments, and just behind it is the \$3.3 million needed to cover our CAD system replacement. Just as a reminder, CAD is to a dispatch center what an operating room is to a hospital. It is critically vital, and unlike the relatively minor upgrades we've done in the past, this one is a complete overhaul to bring our technology into this decade.

We also have the next phase of the backup center as well as the replacement of the kits we use to dispatch remotely, but those projects are relatively minor. In total, we are looking at spending about \$13.2 million next year for Prop 2-funded capital projects.

As for the projects funded by our other revenues, this box is a little light. This is because most of our focus will be on the Radio project, but it's also because we don't have a lot of non-Prop 2 money to work with anyway. We plan to implement Artificial Intelligence (AI) for some of our operations tasks, replace our payroll and accounting software, install temperature sensors at our tower sites, conduct corrosion inspections, and last but not least, redo our website. In total, these projects are expected to cost about \$276,000.

BUDGET BALANCING

Mr. Rogers indicated that Kitsap 911 is required by RCW to pass a constitutionally balanced budget and the 2026 budget as presented meets this requirement, just as it always has, and appropriately balances our capital and operational needs with the funds available to us. Getting a budget to balance constitutionally is always the easy part though; structural balancing is where it gets trickier.

Going back up to line 29, we are expecting to end the year with just over \$5.3 million in the bank, but there are a couple of caveats to that.

First, on line 31 we are projecting a deficit of \$775,000 before any capital projects are considered. Once you add those in, that deficit grows to \$3.2 million, on line 32. We should not raise any undue alarm bells with that, though, since this includes all revenues and all expenditures. We have always known that the Radio Project would push us into the red during the construction phase, but the issue has never been with our Prop 2 revenues. Our plan has always been to use as much Prop 2 money as possible for the Radio Project and then fill in the gap with debt, which is exactly what we're doing, but it's when we remove those two factors

from the equation that you can start to see the cracks.

Of that \$5.4 million in our account by the end of 2026, \$3.4 million of it is from our other funding sources; to be fully funded, though, our stabilization fund will need \$3.6M. Historically, funding this has never been an issue using just our regular revenues, but going forward, that may not be the case. The changes to our funding formula helped, but we won't see the full benefit for those until 2028 because we split the increase over 3 years, but this is a factor in our budget now.

It's true that the stabilization fund only really comes into play during truly dire economic straits, so this is probably not something we will have to deal with next year, but we wanted to be sure to highlight this, so it's on our radar. We will be past the largest milestone payments for the Radio Project by the end of next year, so 2027 might be a good year for us to consider consolidating our sales tax allocations.

Full Time Equivalents (FTEs)

We are not recommending any new positions for 2026, so the only change that on this table is just a reclassification that we made for our Public Record Specialist. Going forward, they will now be classified as an Administrative Specialist with a focus on public records.

USER FEES

Next, Mr. Rogers shared the finalized user fees for 2026. Total User Fees are the sum of the amounts in these purple boxes for Calls for Service, Cost per Unit, and Surcharges, and this highlighted column shows what each agency pays in total. Overall, the total increase over 2025 is just under 14%.

As a reminder, the funding formula changes align each agency's ongoing equipment costs with their utilization, which is very similar to what we do for the Calls for Service portion. To recap, the cost per call here is still different based on the agency type, the amount that Fire and Law pays collectively is still based on their respective console share, and the call counts are still a rolling 3-year average just like we had in the previous funding formula. When you multiply those two columns together, you get each agency's total calls for service amount.

The biggest change in the funding formula was the addition of the Cost per Unit section. The unit counts here were the ones provided by each agency, and these will be updated each year so that no one is paying for something they don't actually have. The cost per radio is the same for all agencies, but the cost per MCT depends on the agency type. Fire agencies have a few more bells and whistles on their units, which is why their cost is a little higher than that of law enforcement, but as a reminder, we absorb 35% of the costs for all agencies. If you add up the

radio and MCT totals, you get the total Cost per Unit in this box, but because Kitsap 911 is splitting the total increase over the next 3 years, this highlighted column shows the amounts that we used for 2026.

We have also updated the Exhibit that we will be sending out this year and going forward, and this is what it will look like. The subtotals for each section are clearly broken out, and the total is down at the bottom. Once the budget has been approved, these will be sent out along with a letter explaining the new payment options and other pertinent details.

Lastly, starting next year, we'll have a few new customers under our Radios as a Service umbrella, and this is what that is looking like so far. With the possible exception of the Fire Marshal, these will not be member agencies which means they will have to pay for their own equipment up front as well as a small amount per year, depending on the number of radios that they request.

Director Moriwaki moved to approve Resolution 2025-007 2026 Budget. Director Root seconded the motion. Motion approved unanimously.

Discussion

Director Rolfes said she understands Mr. Rogers' hesitancy to use the 2025 Budget to develop the 2026 numbers but if the pink 2025 annualized numbers were used then we would have a higher starting point for 2026. So maybe the deficit isn't as big as this budget shows because it is starting lower than it needs to. She proposes that we look at the actuals for 2025 in first Quarter 2026 because the fee increases that are proposed for next year are \$263,000 which is less than the difference between the two starting points. She would like to ask that the Board have a conversation in 1st quarter 2026 about the actual sales tax numbers.

Ms. Jameson-Owens reminded the Board that new funding formula includes language that if we are 6% over our budgeted Labor numbers, we provide a partial refund of user fees.

Mr. Rogers clarified that the sales tax number on Line 2 is a total which includes both the 1st 1/10 of 1% and Proposition 2 revenue. Half of that amount is assigned explicitly for use on the radio and tech projects. That half would be used to decrease the amount of debt we take on. The other half at best would be \$200,000 or \$250,000, which should be put toward making our stabilization fund fully funded. It is very easy to look at a number and assume we are flush. As long as the revenues are in different columns, we have to look at them in different columns.

Chair Ellingsen confirmed that Director Rolfes is asking that we look at the 2025 actuals in the first quarter of 2026 and perhaps identify adjustments. Director Rolfes confirmed that is what she is requesting because we can amend the budget in 1st quarter. She also commented that if

the sales tax comes in higher for 2025, the 2026 budget might be more balanced.

Director Moriwaki asked if the Director Rolfes's concern about the percentage is optimistic or concern that it might not reflect the reality of what may be happening.

Director Rolfes expressed concern that as a tax and fee-based organization, if we are too conservative in our revenue forecasts, it looks like we need to raise fees and taxes to pay for services but if we are accurate, we lean less toward scarcity and avoid cuts we don't need to make. Building a budget on actual numbers would put us in a better place.

Chair Ellingson said we don't have the data to do that yet. Director Moriwaki and Director Rolfes confirmed they want to look at the actuals in the 1st quarter of 2026.

Discussion Items

2026 Board Retreat

Ms. Jameson-Owens indicated that one of our focus areas for Strategic Initiative #1 is board alignment, and a key action item is holding an annual retreat or workshop. She would like Board input on a few items as we start planning this year's retreat:

The Board had no objection to putting the Board retreat in February to better support new members and reviewing the Board Effectiveness and Composition Study recommendations.

The Board had no objection to holding the retreat at Kitsap 911.

Director Rolfes requested that the agenda for the retreat include time to discuss the budget again and to discuss succession planning.

Ms. Jameson-Owens indicated that succession planning is an upcoming topic for the remaining 2025 Board meetings.

The Board had no objection to a four-hour meeting.

The Board would like to see a more specific agenda before deciding if a facilitator was needed. Chair Ellingson said that a facilitated discussion results in the best communication.

Board Structure Review Process

Ms. Jameson-Owens reported that Executive Assistant, Barrie Hillman, and she have bi-weekly update meetings with Mission Critical Partners to review progress on the project. They finished up the last of the interviews and data collection last week. They began analyzing data this week and expect to have a completed report by December to discuss at the January Board meeting.

Director Moriwaki said sooner is better than later to receive the report.

Strategic Initiative #3 Progress Report

Human Resources Manager, Rachael Taylor, gave a brief update on the third strategic initiative, which is a comprehensive hiring and retention plan for the next 3 years. The following are some highlights of the great work our team has done this year to meet these goals.

The first action item we've completed is to increase the number of community events we attend to explore new recruitment channels and attract a diverse pool of candidates while also educating young people about 911 as a career. We are on pace to attend 32 virtual and in-person events this year, exceeding last year's count by 8 events.

The next action item in progress is revamping our professional development and mentor programs at Kitsap 911. Effective 1st quarter 2026 we're introducing a professional development program that will focus on each individual and their career aspirations. We will also introduce our updated mentor program to support organic mentor relationships. Training for employees on both programs will begin 4th quarter this year.

The only action item we haven't made progress on is offering in person testing to increase accessibility to job candidates. Our plan was to use the classroom to conduct testing, but it was under construction after the dispatchers moved back to the operations floor.

Strategic Initiative #4 Progress Report

Training Supervisor Chris Law shared that the fourth strategic initiative is a comprehensive training and development plan over the next 3 years. As reminder, this initiative focuses on our efficiency of new hire training, strengthening employees' skill sets, developing employees for future leadership opportunities while also delivering training to our current leaders, and finding new ways to collaborate with our partner agencies on training which will enhance our operational capabilities.

Currently, feedback has been received from both the June and September Call Receiving academies that will need review and anything determined as a need for change will be incorporated during the build of the January 2026 Call Receiving Academy. In preparation for this meeting, quick scan of that feedback revealed that most of the changes requested were not curriculum related, they were items to improve the aesthetic of the teaching materials.

We are still averaging about 13 weeks for call receiving and dispatch certifications (time of starting floor training to being able to work independently). Some students finish sooner than this and a couple extend a bit longer.

As for partner agency collaboration, our Assistant Director of Operations Jamie Donley

attended two Kitsap County Fire Training Consortium meetings where she spoke of this initiative and was able to work out some of our dispatchers attending and working through one fire training thus far and have two more scheduled. We received great feedback from both firefighters and our Telecommunicators so we are looking forward to how this continued partnered training will impact on our user agency relationships and operational capabilities.

Our partnered training with our Law Enforcement (LE) users is also making progress. I have successfully reached all agencies but two thus far. We will be scheduling a meeting for all of us to sit down and determine what training we can complete as partners and brainstorm ideas on how we can help each other improve our efficiencies by working together and generally what this training together will look like between the 911 center and our LE users. The goal is to schedule this initial meeting with our LE users for the end of October to early November, then get training started as soon as possible thereafter.

Standing Reports

Strategic Advisory Board (SAB) Report

Chief Rick Lagrandeur reported that at the last SAB meeting, there were discussions on the P25 radio equipment policy which is part of all of the agency service agreements. The agencies have been given copies of the policy and the proposed changes to the service agreements and have been asked to review those prior to the next SAB meeting, bringing any issues forward with the intent of approving them and moving forward with the new agreements.

The SAB was also given an update on the radio project indicating that the law enforcement agencies are almost done with mobile radio installments and that the fire agencies will start with South Kitsap Fire and Rescue and move north as each agency's mobile installations are completed.

Land Mobile Radio Project

Scott is currently on a well-deserved vacation. He provided the following update:

- We are still about a month ahead of the installation schedule.
- The last law agency, Bainbridge Police Department, will be finished at the end of October and we will start with the first Fire Agency in November.
- New Training Material has also been going out with every new installation. The manual has two sections, one for basic operations and one for more advanced options.
- We are continuing on track and making progress every day.

Director Moriwaki asked what the target date is for completion. Ms. Jameson-Owens said there are multiple phases in this project with Phase one completing in 2026 and Phase Two of building additional towers could be 2028 depending on how many new towers we need. The

process for acquiring the land and building a tower is lengthy. The initial phase will give us improved radio coverage across the county and the additional phase or phases will just continue to improve that.

Director Moriwaki asked when the fire radio installations will be done. Ms. Jameson-Owens said that installations for fire are starting next month but it is a lengthy process to get every agency done so it is likely not to be done until 3rd quarter 2026.

Chair Ellingsen asked if the radio coverage analysis is complete and Ms. Jameson-Owens indicated it is not yet complete.

Monthly Financial Report

Mr. Rogers indicated that we are seeing the same trends discussed in previous report are continuing into August. Compared to last month, sales tax dipped down a little bit but is still about 7% above expectations; excise taxes are right in line with budget, user fees and tower lease revenues fluctuate every month due to the timing of payments, and other revenues are about a million dollars higher year to date due to investment interest and the one-time \$604,000 equipment grant we received in July.

As for our labor budget, we are under by about 4% year-to-date, which is a little closer to the line than it was last month, and our non-labor operating costs are still well under budget due to the revised timeline for Phase 2. We'll get hit with those once we sign off on that portion of the project, which should be sometime late this year, or possibly early 1st quarter 2026. In total, we are about 10% under budget so far for 2025.

As far as capital projects are concerned, so far, we've spent about \$4.1 million of the \$15 million that we allocated for the Prop 2-funded projects, and for everything else, we've spent about \$56,000, or 74% of our budget.

Goals and Tech Project Report

Technical Services Manager, John Higashi, shared the following [report](#):

2019-1 Backup Center

The goal of Phase 1 is to bring online the new alternate location that meets or slightly exceeds the current Kitsap 911 backup functionality at the courthouse. Work is progressing to install the generator; however, we have seen some installation setbacks with regard to electrical, trenching, and natural gas utility work. Due to the setbacks the date has slipped past the estimate 3rd quarter 2025 completion date.

2023-4 Dispatch Floor Project - Carpet

This project has been completed.

2023-3 Replace Audio Visual (AV) System

Work will now start to complete the AV project in the Emergency Operations Center (EOC) and Classroom that modernizes the Audio and Visual systems. This project is expected to complete in Q4 2025

2025-8 Data Center Improvement

This project modernizes power distribution and accessibility technology components used in the Data Center for systems and servers. All items have been received; installation of the equipment is in progress. However, migrating critical systems over to use the new power distribution units will cause this project to be late. 1st quarter 2026.

2025-9 SonicWall Replacement

This replaces the equipment that establishes the Fire Department Purvis automated alerting network securely. This project will be late due to realigning this project to mitigate for future potential requirement risks with the Computer Aided Dispatch (CAD) Upgrade project. The equipment has been ordered, pending confirmation of delivery dates. With planning, coordination, testing and deployment, the estimated completion date is by 1st quarter 2026.

CAD Upgrade

With the progress made on the CAD Upgrade project, 2025-7 CAD Upgrade Part 1 is being marked complete as we are in contract negotiations. 2025-15 CAD Upgrade Part 2 is now marked in-progress, this includes the contract negotiations through implementation.

Chair Ellingsen asked that Mr. Higashi update the report with new completion dates.

Staffing Report

Since the last board meeting, Kitsap 911 has lost two employees. One person did not pass their probationary period and one resigned during an internal investigation. We have 8 vacant positions on the dispatch floor.

We had one new dispatcher signed off since the last board meeting and another 4 in training that we expect to be signed off in the next couple of months. We have 4 call receivers in training on the floor.

We posted our telecommunicator position in mid-September and have a substantial number of applicants. The academy will begin on January 12, 2026, when we plan to hire up to 6 people. We are fully staffed in both our admin and technical services groups.

Director Rolfes asked for clarification on the number of openings we have on the floor. Ms. Taylor said we are down 8 people who haven't yet been hired and down 8 people who are not fully trained yet.

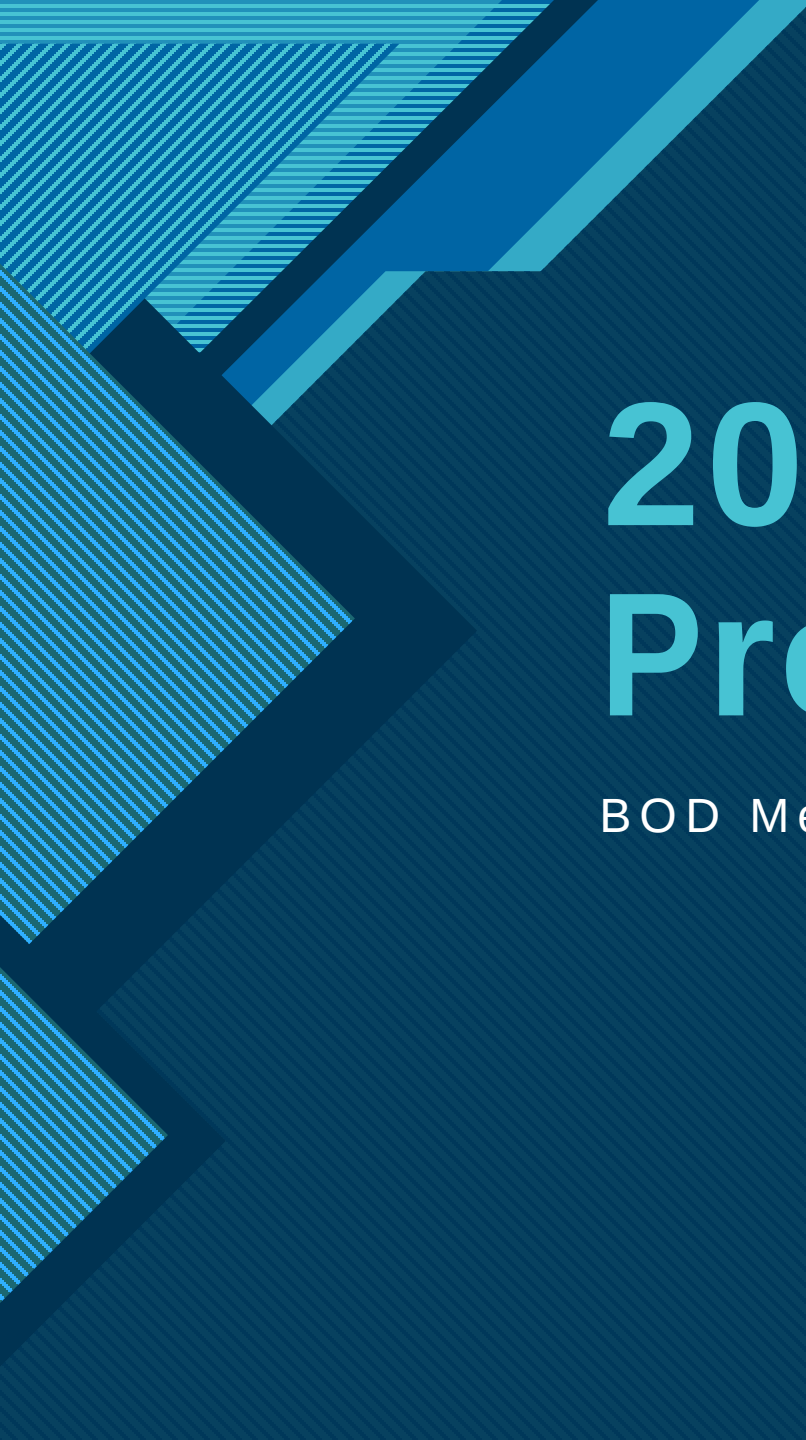
Director Rolfes commented that she has seen our ads on social media and people sharing them. She asked if asking applicants to wait several months to start work is an impediment to our hiring efforts. Ms. Taylor indicated that when she began in her role, the hiring process took 5 to 6 months and we have it down to 3.5 months now but the schedule is jam-packed. We are always looking for efficiencies but with our resources, 3.5 months is as fast as we can accommodate. She confirmed that new hires are paid for their training and that she has not seen attrition from applicants during the long process.

Good of the Order

Director Greg Wheeler cheered on the Mariners.

The Meeting adjourned at 1351.

The next scheduled meeting of the Kitsap 911 Board of Directors is November 4, 2025, at 1230 Virtually or In-Person at Norm Dicks Government Chambers.



2026 Budget Presentation

BOD Meeting – 10/07/2025

Budget Analysis - Categorical Summary Format

Kitsap 911 Public Authority Budget Analysis - Categorical 2026

	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual
1 Total Estimated Beginning Fund Balance	\$ 8,599,580	\$ 5,404,795	\$ 10,889,922	\$ 12,159,804
2 Sales Tax	14,474,091	14,080,131	14,506,472	14,330,783
3 Excise Taxes	2,734,359	2,718,354	2,718,354	2,720,217
4 Service Fees and Surcharges	2,631,929	2,324,966	2,324,966	2,375,715
5 Other Regular Revenues	591,687	548,236	769,532	1,065,500
6 Proceeds from Debt Issuance	11,000,000	11,000,000	-	-
7 Grants and Other Revenues	83,402	52,142	655,403	59,418
8 Total Revenues	31,515,467	30,723,828	20,974,728	20,551,632
9 Total Beginning Funds and Revenues	\$40,115,047	\$ 36,128,623	\$ 31,864,650	\$ 32,711,436

Total Variance Between:							
2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %
\$ 3,194,785	59.11%	\$ (2,290,343)	-21.03%	\$ (5,485,128)	-50.37%	\$ (6,755,009)	-55.55%
393,960	2.80%	(32,381)	-0.22%	(426,342)	-2.94%	(250,652)	-1.75%
16,005	0.59%	16,005	0.59%	-	0.00%	(1,863)	-0.07%
306,963	13.20%	306,963	13.20%	0	0.00%	(50,748)	-2.14%
43,450	7.93%	(177,846)	-23.11%	(221,296)	-28.76%	(517,263)	-48.55%
-	0.00%	11,000,000	0.00%	11,000,000	0.00%	11,000,000	0.00%
31,260	59.95%	(572,001)	-87.27%	(603,262)	-92.04%	(7,276)	-12.25%
791,639	2.58%	10,540,740	50.25%	9,749,101	46.48%	10,172,196	49.50%
\$ 3,986,424	11.03%	\$ 8,250,397	25.89%	\$ 4,263,973	13.38%	\$ 3,417,187	10.45%

Raw Data Columns for:

- 2026 Annual Budget
- 2025 Annual Budget
- 2025 Annualized Actuals
- 2025 YTD Budget (as of 07/31/2025)
- 2025 YTD Actuals (as of 07/31/2025)
- 2024 Annual Actuals

Analysis Columns

- Two-toned columns provide the difference between the corresponding colors in the Raw Data columns
- The dollar and percentage differences are shown.

Summary Budget Analysis - Categorical Revenues

Kitsap 911 Public Authority Budget Analysis - Categorical 2026					Total Variance Between:							
	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual	2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %
1 Total Estimated Beginning Fund Balance	\$ 8,599,580	\$ 5,404,795	\$ 10,889,922	\$ 12,159,804	\$ 3,194,785	59.11%	\$ (2,290,343)	-21.03%	\$ (5,485,128)	-50.37%	\$ (6,755,009)	-55.55%
2 Sales Tax	14,474,091	14,080,131	14,506,472	14,330,783	393,960	2.80%	(32,381)	-0.22%	(426,342)	-2.94%	(250,652)	-1.75%
3 Excise Taxes	2,734,359	2,718,354	2,718,354	2,720,217	16,005	0.59%	16,005	0.59%	-	0.00%	(1,863)	-0.07%
4 Service Fees and Surcharges	2,631,929	2,324,966	2,324,966	2,375,715	306,963	13.20%	306,963	13.20%	0	0.00%	(50,748)	-2.14%
5 Other Regular Revenues	591,687	548,236	769,532	1,065,500	43,450	7.93%	(177,846)	-28.11%	(221,296)	-28.76%	(517,263)	-48.55%
6 Proceeds from Debt Issuance	11,000,000	11,000,000	-	-	-	0.00%	11,000,000	0.00%	11,000,000	0.00%	11,000,000	0.00%
7 Grants and Other Revenues	83,402	52,142	655,403	59,418	31,260	59.95%	(572,001)	-87.27%	(603,262)	-92.04%	(7,276)	-12.25%
8 Total Revenues	31,515,467	30,723,828	20,974,728	20,551,632	791,639	2.58%	10,540,740	50.25%	9,749,101	46.48%	10,172,196	49.50%
9 Total Beginning Funds and Revenues	\$40,115,947	\$ 36,128,623	\$ 31,864,650	\$ 32,711,436	\$ 3,986,424	11.03%	\$ 8,250,397	25.89%	\$ 4,263,973	13.38%	\$ 3,417,187	10.45%

2025 Beg. Balance	Prop 2	Regular	Total
Radio/Tech Projects	\$7.3M	-	\$7.3M
Stabilization Fund	-	\$2.6M	\$2.6M
Unexpended Committed	N/A	\$0.7M	\$0.7M
Unassigned Funds	-	\$0.3M	\$0.3M
Total	\$7.3M	\$3.6M	\$10.9M

2024 Beg. Balance	Prop 2	Regular	Total
Radio/Tech Projects	\$6.5M	-	\$6.5M
Stabilization Fund	-	\$2.3M	\$2.3M
Unexpended Committed	N/A	\$1.9M	\$1.9M
Unassigned Funds	-	\$1.5M	\$1.5M
Total	\$6.5M	\$5.7M	\$12.2M

Summary Budget Analysis - Categorical Revenues

Kitsap 911 Public Authority Budget Analysis - Categorical 2026

Total Variance Between:

	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual	2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %
1 Total Estimated Beginning Fund Balance	\$ 8,599,580	\$ 5,404,795	\$ 10,889,922	\$ 12,159,804	\$ 3,194,785	59.11%	\$ (2,290,343)	-21.03%	\$ (5,485,128)	-50.37%	\$ (6,755,009)	-55.55%
2 Sales Tax	14,474,091	14,080,131	14,506,472	14,330,783	393,960	2.80%	(32,381)	-0.22%	(426,342)	-2.94%	(250,652)	-1.75%
3 Excise Taxes	2,734,359	2,718,354	2,718,354	2,720,217	16,005	0.59%	16,005	0.59%	-	0.00%	(1,863)	-0.07%
4 Service Fees and Surcharges	2,631,929	2,324,966	2,324,966	2,375,715	306,963	13.20%	306,963	13.20%	0	0.00%	(50,748)	-2.14%
5 Other Regular Revenues	591,687	548,236	769,532	1,065,500	43,450	7.93%	(177,846)	-23.11%	(221,296)	-28.76%	(517,263)	-48.55%
6 Proceeds from Debt Issuance	11,000,000	11,000,000	-	-	-	0.00%	11,000,000	0.00%	11,000,000	0.00%	11,000,000	0.00%
7 Grants and Other Revenues	83,402	52,142	655,403	59,418	31,260	59.95%	(572,001)	-87.27%	(603,262)	-92.04%	(7,276)	-12.25%
8 Total Revenues	31,515,467	30,723,828	20,974,728	20,551,632	791,639	2.58%	10,540,740	50.25%	9,749,101	46.48%	10,172,196	49.50%
9 Total Beginning Funds and Revenues	\$ 40,115,047	\$ 36,128,623	\$ 31,864,650	\$ 32,711,436	\$ 3,986,424	11.03%	\$ 8,250,397	25.89%	\$ 4,263,973	13.38%	\$ 3,417,187	10.45%

Regular Revenues	2026	2025	2024
Total Revenues	\$31.5M	\$30.7M	\$20.6M
Less: Debt Proceeds	(\$11.0M)	(\$11.0M)	-
Total	\$20.5M	\$19.7M	\$20.6M

Summary Budget Analysis - Categorical

Operating Budget - Labor

Kitsap 911 Public Authority Budget Analysis - Categorical 2026

2026					2026 Budget	2025 Budget	2026 Budget	2025 Actual	2025 Budget	2025 Actual	2025 Budget	2024	
					Annual	Annual	Annual	Annualized *	Annual	Annualized*	Annual	Actual	
		Annual	Annual	Annualized*	Annual	Annual	Annual	Annualized *	Annual	Annualized*	Annual	Actual	
					\$	%	\$	%	\$	%	\$	%	
10	Total Wages, Salaries, and Benefits	\$ 15,398,429	\$ 12,907,577	\$ 12,649,426	\$ 11,792,670	\$ 2,490,851	19.30%	\$ 2,749,003	21.73%	\$ 258,152	2.04%	\$ 1,114,907	9.45%

Primary Driving Factors	Impact	Description
Regular Salaries	\$1.14M	Step increases, fewer vacancies, lower overtime, COLA adjustment.
Medical/Dental/Life Insurance	\$0.53M	15% rate increase (medical only). Assumes current demographics and fewer vacancies.
Retention Bonus	\$357K	Occurs once every 3 years (2023 was \$323K). Adjusted for COLA.
Payroll Taxes and Premiums	\$232K	Higher avg. pay rate, Retention Bonus, COLA, L&I rate increase, PFML rate increase.
Overtime	\$196K	Higher avg. pay rate due to improved retention. OT hours have declined annually since 2022.
Other Misc.	\$34K	Leave payouts (retirements), Radio Project hours, decrease in PERS & UI rates,
Total Estimated Increase	\$2.49M	Fewer vacancies, higher medical rates, and retention bonus payment.

Additional Notes

- Labor Budget Accuracy in Prior Years:
 - 2022: 1.53% under
 - 2023: 1.48% under
 - 2024: 2.05% under
- Labor Budget Impact from Vacancies:
 - 2024: 14% (13 vacancies)
 - 2025: 17% (15 vacancies)
 - 2026: 8% (9 vacancies)
- New CBA (2026) does not include pay scale adjustments (other than COLA).

Summary Budget Analysis - Categorical

Operating Budget - Supplies and Services

Kitsap 911 Public Authority

Budget Analysis - Categorical

2026

Total Variance Between:

	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual	2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %
11 Supplies and Fuel	\$ 63,864	\$ 63,824	\$ 61,345	\$ 45,949	\$ 40	0.06%	\$ 2,519	4.11%	\$ 2,479	4.04%	\$ 17,876	38.90%

Category Composition

- Office Supplies and Materials
- Janitorial Supplies
- Employee Recognition
- Fuel (generators and vehicle)
- Public Education Committee ("PEC")

Category Notes

- 3-year average used for supplies and materials.
- Employee Recognition costs (e.g., service awards, anniversary cards, Telecommunicator Week meals) are incurred according to approved policy.
- Fuel costs higher due to new fuel tax, utilization, and cost per gallon.
- PEC supplies are grant funded (\$5K/year)

Summary Budget Analysis - Categorical

Operating Budget - Supplies and Services

Kitsap 911 Public Authority

Budget Analysis - Categorical

2026

Total Variance Between:

	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual	2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %
12 Computer and Other Equipment	116,390	181,636	46,934	52,422	(65,246)	-35.92%	69,456	147.99%	134,703	287.01%	129,214	246.49%
13 Software	979,010	488,787	477,329	401,597	490,223	100.29%	501,681	105.10%	11,458	2.40%	87,190	21.71%

Category Composition - Hardware

- Computers
- Servers
- Internal Components
- Peripherals (e.g., printers, monitors)
- Testing/Repair Equipment

Category Composition - Software

- Software Licenses
- Software as a Service (SAAS)

Category Notes - Hardware

- Primarily based on replacement schedule
- 2025 budget was based on then-current Radio Project timeline (adjusted for 2026)
- 2026 includes \$35K in new radio testing equipment

Category Notes - Software

- \$350K for virtual server licenses (new & required for Radio Project)
- \$151K for cybersecurity (new & required for Radio Project)

Summary Budget Analysis - Categorical

Operating Budget - Supplies and Services

Kitsap 911 Public Authority

Budget Analysis - Categorical

2026

Total Variance Between:

	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual	2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %
14 Professional Services	397,447	369,504	361,693	316,073	27,943	7.56%	35,754	9.89%	7,811	2.16%	53,431	16.90%
15 Communication	477,024	356,468	286,435	85,779	120,556	33.82%	190,589	66.54%	70,033	24.45%	270,689	315.56%
16 Training and Travel	114,832	99,167	74,375	52,447	15,665	15.80%	40,457	54.40%	24,792	33.33%	46,720	89.08%

Category Composition – Professional Services

- PC Imaging/VPN Connectivity (new for Radios)
- 911 Agency Accreditation (CALEA)
- Management Consulting
- Other (e.g., Background Investigations, SAO Audit, GIS Mapping, HR Trainings)

Category Composition – Communication

- Telephone, Cellular Service, and Postage

Category Composition – Training and Travel

- Registration, Per Diem, and Other Travel Costs

Category Notes – Professional Services

- PC Imaging/VPN is new for Radio Project
- CALEA accreditation is done annually
- Includes Exec. Director candidate search

Category Notes – Communication

- \$370K for LTE connection for Radios (new for Radio Project)

Category Notes – Training and Travel

- New trainings needed for Radio Project
- Higher costs expected (e.g., airfare, per diem)

Summary Budget Analysis - Categorical

Operating Budget - Supplies and Services

Kitsap 911 Public Authority

Budget Analysis - Categorical

2026

Total Variance Between:

	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual	2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %
17 Equipment Rental and Leases	282,492	699,703	259,230	144,458	(417,211)	-59.63%	23,262	8.97%	440,473	169.92%	555,244	384.36%
18 Building Insurance and Utilities	352,150	413,606	218,847	318,443	(61,456)	-14.86%	133,303	60.91%	194,759	88.99%	95,163	29.88%
19 Repairs and Maintenance	1,565,409	1,462,123	717,115	1,153,834	103,286	7.06%	848,294	118.29%	745,008	103.89%	308,289	26.72%

Category Composition – Rental & Leases

- Long-term leases (e.g., towers, back-up center)
- Short-term equipment rentals

Category Composition – Insurance & Utilities

- Building, boiler and equipment insurance
- Water, electricity, internet, trash removal

Category Composition – Repairs & Maint.

- Building (e.g., janitorial, HVAC, alarm servicing)
- Equipment (e.g., annual maintenance agreements, extended warranties, spare parts)

Category Notes – Rental & Leases

- 2025 budget included “Phase 2” tower sites. Timeline updated for 2026.
- 2026 now includes back-up center lease (new)

Category Notes – Insurance & Utilities

- 2025 budget included estimate for “Phase 2” tower sites. Timeline updated for 2026.
- Insurance actual increase (2022-2024): 60%

Category Notes – Repairs & Maintenance

- \$456K (new) for radio, microwave maintenance
- 2024 included 2025 CAD payment (\$370K)
 - Adjusted 2025: \$1,087,115 (\$478K or 44%)

Summary Budget Analysis - Categorical

Operating Budget - Supplies and Services

Kitsap 911 Public Authority

Budget Analysis - Categorical

2026

Total Variance Between:

	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual	2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %
20 KCIS Network and Information Technology	76,180	117,903	85,680	85,680	(41,723)	-35.39%	(9,500)	-11.09%	32,223	37.61%	32,223	37.61%
21 MCT Hardware and Software	446,456	425,910	322,891	297,453	20,546	4.82%	123,565	38.27%	103,019	31.91%	128,456	43.19%

Category Composition – Kitsap County IT

- Network connectivity and security
- 2026 no longer includes GIS mapping services

Category Composition – MCTs

- LTE internet connection
- Netmotion licenses (cybersecurity)
- Reimbursable repairs (non-warranty damage)
- Non-reimbursable repairs (under warranty)

Category Notes – Kitsap County IT

- 2025 budget assumed an increase and included costs for GIS mapping (N/A for 2026).

Category Notes – MCTs

- Approx. \$103K (new) from Radio Project for LTE coverage and cybersecurity
- Impact partially offset by reimbursements for damage/issues not covered under warranty
- Also includes repairs covered by warranty

Summary Budget Analysis - Categorical

Operating Budget - Supplies and Services

Kitsap 911 Public Authority Budget Analysis - Categorical 2026

					Total Variance Between:							
					2026 Budget	2025 Budget	2026 Budget	2025 Actual	2025 Budget	2025 Actual	2025 Budget	2024
					Annual	Annual	Annual	Annualized*	Annual	Annualized*	Annual	Actual
					\$	%	\$	%	\$	%	\$	%
22	Debt Service	967,219	470,000	-	497,219	105.79%	967,219	0.00%	470,000	0.00%	470,000	0.00%
23	Other Expenditures	53,808	48,841	96,217	4,967	10.17%	(42,409)	-44.08%	(47,377)	-49.24%	(62,500)	-56.13%
24	Total Operating Supplies and Services	5,892,280	5,197,471	3,008,092	694,809	13.37%	2,884,189	95.88%	2,189,380	72.78%	2,131,995	69.55%

Category Composition – Debt Service

- Principal portion
- Interest portion

Category Composition – Other Expenditures

- Dues and subscriptions
- Catering for monthly BOD meetings
- Sundries and meals for employees
- Other miscellaneous expenditures

Category Notes – Debt Service

- 2025 budget assumed 1 semiannual payment
- Funding expected in Dec. 2025/Jan. 2026 (variable based on milestone payment timing)

Category Notes – Other Expenditures

- 2024 included refunds to user agencies for iLeads
- Only significant increase is in catering costs for new BOD meeting schedule

Summary Budget Analysis - Categorical

Total Operating, Capital, and Total Appropriation

Kitsap 911 Public Authority Budget Analysis - Categorical 2026

2026					Total Variance Between:								
					2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %	
25	Total Operating Expenditures	\$ 21,290,709	\$ 18,105,048	\$ 15,657,517	\$ 14,858,146	\$ 3,185,660	17.60%	\$ 5,633,191	35.98%	\$ 2,447,531	15.63%	\$ 3,246,902	21.85%
26	Capital and Non-Operating Projects	13,476,000	15,033,742	10,612,530	6,963,367	(1,557,742)	-10.36%	2,863,470	26.98%	4,421,212	41.66%	8,070,375	115.90%
27	Total Capital and Non-Operating Projects	13,476,000	15,033,742	10,612,530	6,963,367	(1,557,742)	-10.36%	2,863,470	26.98%	4,421,212	41.66%	8,070,375	115.90%
28	Total Appropriation	\$ 34,766,709	\$ 33,138,791	\$ 26,270,047	\$ 21,821,514	\$ 1,627,918	4.91%	\$ 8,496,661	32.34%	\$ 6,868,744	26.15%	\$ 11,317,277	51.86%

Summary – Primary Drivers of Increase over 2025

- Labor: **\$2.49M** – primarily step increases, fewer vacancies, 15% medical increase, new CBA, retention bonus, and COLA (no other wage scale increases)
- Debt Service: **\$0.5M** – New for 2026 (\$0.97M in total)

Summary – Primary Offsetting Variations

- Software: **\$490K** – primarily for new virtual server and cyber security licenses
- Communication: **\$120K** – primarily for LTE connection for new radios
- R&M: **\$103K** – primarily new radio & microwave maintenance (once it goes live)
- “Phase 2” Timeline Revision: **(\$544K)** – primarily from leases and equipment
- KCIS Network & Security: **(\$42K)** – cost provided by County, and excludes mapping services

Summary Budget Analysis - Categorical

Total Operating, Capital, and Total Appropriation

Kitsap 911 Public Authority Budget Analysis - Categorical 2026

	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual
25 Total Operating Expenditures	\$ 21,290,709	\$ 18,105,048	\$ 15,657,517	\$ 14,858,146
26 Capital and Non-Operating Projects	13,476,000	15,033,742	10,612,530	6,963,367
27 Total Capital and Non-Operating Projects	13,476,000	15,033,742	10,612,530	6,963,367
28 Total Appropriation	\$ 34,766,709	\$ 33,138,791	\$ 26,270,047	\$ 21,821,514

Total Variance Between:

2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %
\$ 3,185,660	17.60%	\$ 5,633,191	35.98%	\$ 2,447,531	15.63%	\$ 3,246,902	21.85%
(1,557,742)	-10.36%	2,863,470	26.98%	4,421,212	41.66%	8,070,375	115.90%
(1,557,742)	-10.36%	2,863,470	26.98%	4,421,212	41.66%	8,070,375	115.90%
\$ 1,627,918	4.91%	\$ 8,496,661	32.34%	\$ 6,868,744	26.15%	\$ 11,317,277	51.86%

Capital Projects – Proposition 2

- Radio Project: \$9.7M
- CAD System Replacement: \$3.3M
- Backup Center (Phase 2): \$125K
- Remote 911 Kit Replacements: \$75K

Total: \$13.2M

Capital Projects – Other

- AI Integration for Operations: \$100K
- Finance System Replacement: \$80K
- Corrosion Inspections and Other Improvements: \$68K
- ADA-Compliant Rebuild of Website: \$28K

Total: \$276K

Summary Budget Analysis - Categorical

Budget Balancing - Constitutional

Kitsap 911 Public Authority Budget Analysis - Categorical 2026

	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual
29 Estimated Ending Fund Balance	5,348,338	2,989,832	5,594,603	10,889,922
30 Total Appropriation and Ending Fund Balance	\$ 40,115,047	\$ 36,128,623	\$ 31,864,650	\$ 32,711,436
31 Operating (Deficit) / Surplus**	(775,241)	1,618,780	5,317,210	5,693,486
32 Total (Deficit) / Surplus	(3,251,241)	(2,414,962)	(5,295,320)	(1,269,882)
33 Constitutional Balancing				
34 Beginning Fund Balance + Revenues	40,115,047	36,128,623	31,864,650	32,711,436
35 Total Appropriation + Ending Fund Balance	(40,115,047)	(36,128,623)	(31,864,650)	(32,711,436)
36 Constitutionally Balanced if Zero	-	-	-	-

Total Variance Between:

2026 Budget Annual \$	2025 Budget Annual %	2026 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2025 Actual Annualized* %	2025 Budget Annual \$	2024 Actual %
2,358,506	78.88%	(246,264)	-4.40%	(2,604,770)	-46.56%	(7,900,090)	-72.54%
\$ 3,986,424	11.03%	\$ 8,250,397	25.89%	\$ 4,263,973	13.38%	\$ 3,417,187	10.45%
\$ (2,394,021)	-147.89%	\$ (6,092,452)	-114.58%	\$ (3,698,430)	-69.56%	\$ (4,074,706)	-71.57%
\$ (836,279)	34.63%	\$ 2,044,078	-38.60%	\$ 2,880,357	-54.39%	\$ (1,145,081)	90.17%

Summary Budget Analysis - Categorical

Budget Balancing - Structural

Kitsap 911 Public Authority Budget Analysis - Categorical 2026

	2026 Budget Annual	2025 Budget Annual	2025 Actual Annualized*	2024 Actual
25 Total Operating Expenditures	\$ 21,290,709	\$ 18,105,048	\$ 15,657,517	\$ 14,858,146
29 Estimated Ending Fund Balance	5,348,338	2,989,832	5,594,603	10,889,922
31 Operating (Deficit) / Surplus**	(775,241)	1,618,780	5,317,210	5,693,486
32 Total (Deficit) / Surplus	(3,251,241)	(2,414,962)	(5,295,320)	(1,269,882)
37 Stabilization Fund (2 Months of Operating Costs)				
38 Total Operating Costs	\$21,290,709			
39 GFOA Recommendation	17%			
40 Total Stabilization Fund	\$3,619,420			
41 Ending Fund Balance (from Regular Revenues)	3,409,341			
42 Over / (Under) Funded by	(\$210,079)			

Summary Budget Statement

Both the operating and total deficit in 2026 are temporary in nature, due to the significant capital outlays required to both avoid the incurrence of additional indebtedness and complete the Radio Project without delays caused by overreliance on cash. While an operating deficit is not expected in 2027, Regular Revenues alone may not be sufficient to maintain an adequate Stabilization Fund.

2026 Estimated Ending Fund Balance

- Prop 2: \$1.94M
- Regular: \$3.41M
 - Total: \$5.35M

GFOA Recommendation¹

“GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures...”

¹Fund Balance Guidelines for the General Fund

Authorized Regular Positions

Kitsap 911 Authorized Regular FTE Positions			
Classification	Grade	2026	2025
Administrative Specialist	Admin1	3.0	2.0
Executive Assistant	EXAD2U	1.0	1.0
Public Records Specialist	PUBREC	0.0	1.0
Deputy Director	M4	1.0	1.0
Executive Director	ED	1.0	1.0
Finance Manager	M1	1.0	1.0
Human Resources Manager	M1	1.0	1.0
Assistant Director for Operations	M2	1.0	1.0
Operations Program Manager	PM1	0.0	0.0
Professional Standards Program Manager	PM1	1.0	1.0
Training Program Manager	PM1	1.0	1.0
Public Safety Communications Assistant Supervisor	OS1	6.0	6.0
Public Safety Communications Supervisor	OS3	4.0	4.0
Public Safety Systems Analyst	T7	0.0	0.0
Public Safety Systems Engineer	T8	5.0	5.0
Public Safety Systems Master Technician	T6	2.0	2.0
Public Safety Systems Senior Technician	T4	1.0	1.0
Public Safety Systems Technician	T2	4.0	4.0
Public Safety Telecommunicator 1	OP2	12.0	12.0
Public Safety Telecommunicator 2	OP4	39.0	39.0
Public Safety Telecommunicator Trainee	OP1	0.0	0.0
Senior Public Safety Program Manager/Radio Engineer	PM1	1.0	1.0
Technical Services Manager	M2	1.0	1.0
Total		86.0	86.0

- No new positions recommended
- One reclassification:
 - From: Public Records Specialist
 - To: Administrative Specialist

2026 User Fees

Summary View

Agency	Calls for Service			Total CFS	Cost per Unit		Total Surcharges	Total 2026 Allocation	Difference		
	Fee Type	Per Call	Total Calls		Total	Adjusted			2025 Allocation	\$	%
Kitsap County Sheriff	Law	\$ 7.90	79,182	\$ 625,437.81	\$ 120,453.08	\$ 40,151.03	\$ 2,446.88	\$ 668,035.71	\$ 572,876.05	\$ 95,159.66	16.61%
Kitsap Medical Examiner	Law	7.90	488	3,854.58	3,006.25	1,002.08	2,820.37	7,677.04	9,722.86	(2,045.82)	-21.04%
Kitsap Animal Control	Law	7.90	6,366	50,283.36	4,372.10	1,457.37	1,389.37	53,130.10	50,000.00	3,130.10	6.26%
Poulsbo PD	Law	7.90	11,757	92,865.45	23,183.25	7,727.75	2,446.88	103,040.08	84,156.97	18,883.11	22.44%
Bainbridge Island PD	Law	7.90	9,342	73,790.00	21,915.41	7,305.14	2,502.37	83,597.51	88,561.20	(4,963.69)	-5.60%
Port Orchard PD	Law	7.90	16,378	129,365.52	24,746.50	8,248.83	1,810.88	139,425.23	130,199.02	9,226.21	7.09%
Suquamish PD	Law	7.90	9,129	72,107.57	15,641.55	5,213.85	1,969.88	79,291.30	64,441.43	14,849.87	23.04%
Pt. Gamble PD	Law	7.90	6,913	54,603.97	18,450.40	6,150.13	1,866.37	62,620.47	51,028.89	11,591.58	22.72%
Bremerton PD	Law	7.90	43,235	341,501.90	57,352.35	19,117.45	1,810.88	362,430.23	321,726.31	40,703.92	12.65%
Bremerton Fire	Fire	14.65	10,644	155,931.78	18,833.85	6,277.95	34,709.95	196,919.68	184,108.58	12,811.10	6.96%
North Kitsap F&R	Fire	14.65	3,423	50,146.04	20,878.10	6,959.37	31,345.23	88,450.64	67,207.20	21,243.45	31.61%
Port Gamble Fire	Fire	14.65	293	4,292.37	-	-	2,583.39	6,875.76	5,879.17	996.59	16.95%
Central Kitsap F&R	Fire	14.65	10,959	160,546.45	44,721.40	14,907.13	35,981.95	211,435.53	188,674.22	22,761.31	12.06%
South Kitsap F&R	Fire	14.65	13,304	194,900.08	36,705.70	12,235.23	38,652.42	245,787.73	222,103.69	23,684.04	10.66%
Poulsbo Fire/FD18	Fire	14.65	4,343	63,623.80	27,609.20	9,203.07	35,981.95	108,808.82	87,557.71	21,251.11	24.27%
Bainbridge Island Fire	Fire	14.65	3,413	49,999.55	15,031.25	5,010.42	34,709.95	89,719.91	72,375.50	17,344.41	23.96%
Total			229,169	\$ 2,123,250.25	\$ 452,900.39	\$ 150,966.80	\$ 233,028.72	\$ 2,507,245.74	\$ 2,200,618.78	\$ 306,626.96	13.93%

“Total Calls” is a rolling 3-year average

2026 User Fees

Detail View - Cost per Unit

Additional Details

- Unit counts provided by each agency
- Radio cost is the same for all agencies
- MCT cost depends on agency type
- The “Total Cost per Unit” increase will be split over 3 years (2026-2028)

Agency	Radios			MCTs			Cost per Unit	
	Count	CPR	Total CPR	Count	CPM	Total CPM	Total	Adjusted
Kitsap County Sheriff	348	\$120.25	\$ 41,847.00	124	\$ 633.92	\$ 78,606.08	\$ 120,453.08	\$ 40,151.03
Kitsap Medical Examiner	25	120.25	3,006.25	0	633.92	-	3,006.25	1,002.08
Kitsap Animal Control	10	120.25	1,202.50	5	633.92	3,169.60	4,372.10	1,457.37
Poulsbo PD	61	120.25	7,335.25	25	633.92	15,848.00	23,183.25	7,727.75
Bainbridge Island PD	61	120.25	7,335.25	23	633.92	14,580.16	21,915.41	7,305.14
Port Orchard PD	74	120.25	8,898.50	25	633.92	15,848.00	24,746.50	8,248.83
Suquamish PD	51	120.25	6,132.75	15	633.92	9,508.80	15,641.55	5,213.85
Pt. Gamble PD	48	120.25	5,772.00	20	633.92	12,678.40	18,450.40	6,150.13
Bremerton PD	187	120.25	22,486.75	55	633.92	34,865.60	57,352.35	19,117.45
Bremerton Fire	76	120.25	9,139.00	11	881.35	9,694.85	18,833.85	6,277.95
North Kitsap F&R	93	120.25	11,183.25	11	881.35	9,694.85	20,878.10	6,959.37
Port Gamble Fire	0	120.25	-	0	881.35	-	-	-
Central Kitsap F&R	196	120.25	23,569.00	24	881.35	21,152.40	44,721.40	14,907.13
South Kitsap F&R	144	120.25	17,316.00	22	881.35	19,389.70	36,705.70	12,235.23
Poulsbo Fire/FD18	105	120.25	12,626.25	17	881.35	14,982.95	27,609.20	9,203.07
Bainbridge Island Fire	125	120.25	15,031.25	0	881.35	-	15,031.25	5,010.42
Total	1,604		\$ 192,881.00	377		\$ 260,019.39	\$ 452,900.39	\$ 150,966.80

2026 User Fees

New “Exhibit A”

City of Bremerton PD	2026	City of Bremerton Fire	2026
Calls for Service ("CFS")		Calls for Service ("CFS")	
Units of Use:	43,235	Units of Use:	10,644
Cost per Unit - Law:	\$ 7.90	Cost per Unit - Law:	\$ 14.65
Total Calls for Service:	\$ 341,501.90	Total Calls for Service:	\$ 155,931.78
Cost per Unit ("CPU")		Cost per Unit ("CPU")	
Total Radios:	187	Total Radios:	76
Cost per Radio:	\$ 120.25	Cost per Radio:	\$ 120.25
Total CPR:	\$ 22,486.75	Total CPR:	\$ 9,139.00
Total MCTs:	55	Total MCTs:	11
Cost per MCT - Law	\$ 633.92	Cost per MCT - Law	\$ 881.35
Total CPM:	\$ 34,865.60	Total CPM:	\$ 9,694.85
Adjustment for 3-Year Split	\$ (38,234.90)	Adjustment for 3-Year Split	\$ (12,555.90)
Total Cost per Unit:	\$ 19,117.45	Total Cost per Unit:	\$ 6,277.95
Total Surcharges:	\$ 1,810.88	Total Surcharges:	\$ 34,709.95
Total Service Fees:	\$ 362,430.23	Total Service Fees:	\$ 196,919.68

Additional Details

- Each subcategory is detailed
- Following budget approval, a letter will be sent out to each agency with “Exhibit A” attached (no change)
- User Fees may now only be paid either quarterly or annually

2026 Radios as a Service

Radio as a Service Customer	Equipment (Non-Member)	Annual Services (Non-Member)	Annual Services (Member Agency)
Multicare Emergency Room	\$15,000.00	\$200.00	N/A
Kitsap Department of Emergency Management	\$58,500.00	\$2,000.00	N/A
Kitsap Public Works Traffic Investigators	\$15,600.00	\$400.00	N/A
Kitsap County Fire Marshal	\$92,513.00	\$2,160.00	\$9,646.00

Additional Notes

- “Equipment” amounts reflect the acquisition costs incurred by Kitsap 911 to purchase the number of radios requested by the customer
- “Annual Service” amounts are based on the number of radios requested by the customer
- The Fire Marshal is considering becoming a member agency under the Kitsap County Service Agreement:
 - If they do join, they pay nothing up front for equipment and \$9,646.00 per year (services adjusted annually) for a minimum of 10 years to recoup the cost for equipment.
 - If they do not join, they will remain a Radio as a Service customer purchasing the equipment for \$92,513.00, plus \$2,160.00 per year (adjusted annually) for services.

Kitsap 911 2025 Key Projects and Initiatives

Technical Projects			Estimated		
Proj/Task#	Project/Initiative	Priority	Start	on	Status
2019 1	Backup Center - Phase 1	3	9/30/2022	Q3 2025	In Progress - Late
2023 2	Cyber Security Upgrade	3	Q4 2023	Q1 2025	Late
2023 3	Replace AV System	4	Q4 2023	Q4 2025	In-Progress
2023 4	Dispatch Floor Project - Carpet	3	Q4 2023	Q2 2025	Complete
2023 5	Dispatch Floor Project - Soundproofing	3	Q4 2023	Q2 2025	Complete+
2023 6	Dispatch Floor Project - Console Furniture	2	Q4 2023	Q2 2025	In Progress
2025 7	CAD Upgrade Part 1	1	9/1/2024	Q3 2025	Complete
2025 8	Data Center Improvement	4	Q1 2025	Q3 2025	In Progress - Late
2025 9	SonicWall Replacement	2	Q1 2025	Q3 2025	In Progress - Late
2025 10	Firewall Cluster at Backup Center	3	Q4 2024	TBD	In Progress
2025 11	Windows Server Licensing	3	Q1 2025	Q3 2025	Complete+
2025 12	Temp Sensors at all sites	4	Q1 2025	Q4 2025	Complete+
2025 13	PowerRecall Implementation	4	Q1 2025	Q3 2025	Complete+
2025 14	QA program	3	Q4 2024	Q3 2025	Complete+
2025 15	CAD Upgrade Part 2	1	Q3 2025	Q3 2026	In Progress
2025 16	Backup Center - Phase 2	3	TBD	TBD	Not Started

Microwave Expansion Project (Multi-Year)			Estimated		
Task#	Milestone	Priority	Start	on	Status
MVE 1	Complete microwave hops to additional radio sites	2	Q1 2025	Q4 2025	Not Started

LMR Replacement Project (Multi -Year)			Estimated		
Task#	Milestone	Priority	Start	Completion	Status
LMR 1	Integration Testing of Radio System, Console system, CAD, etc.	1	Q2 2024	Q1 2025	Complete
LMR 2	Move Radio Equipment to Tower Sites	1	Q3 2024	Q1 2025	Complete
LMR 3	System Testing and Acceptance of Phase 1 Sites	1	Q1 2025	Q4 2025	Not Started
LMR 4	DC Power Systems Replacement	2	Q4 2023	Q2 2025	Complete
LMR 5	Complete replacement of Law Portable Radios	1	Q1 2025	Q4 2025	In Progress
LMR 6	Phase 1 Coverage Testing	2	Q2 2025	Q3 2025	In Progress
LMR 7	Complete Replacement all Law Mobile Radios	1	Q1 2025	Q4 2025	In Progress

ACCOUNTS PAYABLE

Kitsap 911

Time: 09:12:32 Date: 09/24/2025

As Of: 10/01/2025

Page: 1

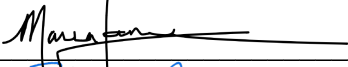
Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7524-7538	Amount	Memo
9281	09/23/2025	10/01/2025 569	ASSET PANDA LLC		10,714.10	2025-2028 Asset Panda Licences & Support; 2025-00947
9292	09/24/2025	10/01/2025 479	AT&T MOBILITY LLC		74.76	08/20/2025-09/19/2025 Cellular Telephones
9282	09/23/2025	10/01/2025 167	CDW GOVERNMENT		45,181.28	ADO GOV ACRPRO V22 RNW L1 2024-0529A; Year 1 of 3 - ThreatLocker Subscription; 2025-00946
9283	09/23/2025	10/01/2025 322	CENTURYLINK, BUSINESS SERVICES		247.18	08/04/2025-09/03/2025 Telephone Services
9284	09/23/2025	10/01/2025 172	CENTURYLINK		3,682.02	09/17/2025-10/16/2025 Telephone Service
9285	09/23/2025	10/01/2025 599	FONEMED LLC		676.80	08/2025 Nurse Triage Calls
9286	09/18/2025	10/01/2025 240	JEFFERSON COUNTY PUD #1		271.02	08/12/2025-09/12/2025 Tower Electricity
9287	09/23/2025	10/01/2025 649	NORTH COAST ELECTRIC COMPANY		135.34	Parts for Poulsbo Fire Station 76 Base Station, 2025-00939
9288	09/23/2025	10/01/2025 225	OFFICE DEPOT		105.46	Office Supplies; 2025-00992
9293	09/24/2025	10/01/2025 232	PENINSULA LIGHT CO.		139.35	08/15/2025-09/15/2025 Tower Electricity
9294	09/24/2025	10/01/2025 239	POWERDMS, INC.		7,340.04	11/07/2025-11/06/2026 PowerPolicy Professional Subscription
9295	09/23/2025	10/01/2025 289	SOUTH KITSAP FIRE & RESCUE		20,252.32	06/2025-08/2025 Orchard Heights T-Mobile & 2025 Orchard Heights Verizon Revenue Splits
9289	09/23/2025	10/01/2025 647	VALMONT TELECOMMUNICATIONS, INC.		238.53	SKFR ST31 Base Station Supplies; 2025-01002
9290	09/23/2025	10/01/2025 267	WCP SOLUTIONS		743.71	Janitorial supplies; 2025-00991
9291	09/17/2025	10/01/2025 268	ZETRON, INC.		5,938.08	03/19/2025-03/18/2026 MAX-PSP Extended Service Plan
Report Total:					95,739.99	

STATE OF WASHINGTON - COUNTY OF KITSAP

I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed as described herein, and that the claims are just, due and unpaid obligations against Kitsap 911, and that I am authorized to authenticate and certify said claims.

APPROVED BY
AUDITING OFFICER

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
BOARD OF DIRECTORS CHAIR

	09/29/2025
	09/25/2025
	09/24/2025

ACCOUNTS PAYABLE

Kitsap 911

Time: 11:20:57 Date: 10/01/2025

As Of: 10/03/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7539-7561	Amount	Memo
9305	09/25/2025	10/03/2025	154	ABM JANITORIAL SERVICES	1,717.26	10/2025 Janitorial Services
9311	10/01/2025	10/03/2025	654	AMAZON CAPITAL SERVICES, INC.	411.96	09/2025 Amazon Invoicing
9306	10/01/2025	10/03/2025	160	AMERICAN TOWER CORPORATION	7,782.24	10/2025 View Park Tower Rental & Utilities Reimbursement
9307	10/01/2025	10/03/2025	594	CROW CANYON SYSTEMS, INC	250.00	Professional Services for Nitro Refinement; 2025-00561
9308	09/29/2025	10/03/2025	190	DELL MARKETING L.P.	58,609.03	Backup Server Upgrade for CAD 2025-00956; Laptop for MN 2025-00943
9312	10/01/2025	10/03/2025	579	EADIE KALTENBACHER	13,750.00	09/2025 GIS Mapping Services
9309	10/01/2025	10/03/2025	198	FEDEX	10.85	09/19/2025 Shipping Services
9326	10/01/2025	10/03/2025	631	HARRY'S KEY SERVICE, INC.	55.47	Replacement Keys; 2025-00989
9310	09/29/2025	10/03/2025	576	HERMANSON COMPANY, LLP	7,562.80	Replace HVAC Unit AC1 Compressor; 2025-00868
9297	09/26/2025	10/03/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	4,888.08	Pay Cycle(s) 09/26/2025 To 09/26/2025 - MSR 457 Plan (Flat)
9298	09/26/2025	10/03/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	850.00	Pay Cycle(s) 09/26/2025 To 09/26/2025 - MSR Roth IRA
9299	09/26/2025	10/03/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	165.68	Pay Cycle(s) 09/26/2025 To 09/26/2025 - MSR - 457 Loan Payment
9313	09/24/2025	10/03/2025	659	MISSION CRITICAL PARTNERS, LLC	6,955.20	07/25/2025-08/30/2025 Comp & Effectiveness Study
9324	10/01/2025	10/03/2025	628	MITCH GRAY INC	10,701.60	Removing Vegetation from Tower Sites; 2025-00757
9314	09/30/2025	10/03/2025	507	NORTHWEST OPEN ACCESS NETWORK	312.00	09/2025 Telephone Services
9325	10/01/2025	10/03/2025	480	PLATT ELECTRIC SUPPLY	225.28	SKFR ST31 Base Station Supplies; 2025-01004
9315	09/29/2025	10/03/2025	241	PUGET SOUND ENERGY	18,401.04	10/2025 Carver, Tower, & Backup Site Electricity
9316	10/01/2025	10/03/2025	640	SILVERDALE WATER DISTRICT	156.80	08/2025-09/2025 Water Utility (8341 Building 5 Dickey Rd)
9317	09/30/2025	10/03/2025	289	SOUTH KITSAP FIRE & RESCUE	1,489.63	09/2025 Orchard Heights T-Mobile Revenue Split
9318	09/30/2025	10/03/2025	249	SPOK, INC.	32.53	10/2025 Telephone Services
9319	10/01/2025	10/03/2025	311	T-MOBILE	17.66	08/21/2025-09/20/2025 Cellular Telephones
9320	09/29/2025	10/03/2025	647	VALMONT TELECOMMUNICATIONS, INC.	111.46	SKFR ST8 Base Stations Supplies; 2025-01015
9321	09/24/2025	10/03/2025	266	WA STATE PATROL BUDGET & FISCAL SERVICES	1,800.00	07/2025-09/2025 ACCESS User Fee
9322	10/01/2025	10/03/2025	657	WEST COAST MECHANICAL SOLUTIONS, LLC	3,006.28	2025 HVAC Preventative Maintenance & Repair Services
9323	10/01/2025	10/03/2025	596	WEX BANK	276.98	09/2025 Vehicle Fuel
Report Total:					139,539.83	

ACCOUNTS PAYABLE

Kitsap 911

Time: 10:49:39 Date: 10/13/2025

As Of: 10/15/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7562-7578	Amount	Memo
9338	10/02/2025	10/15/2025 573	BAGWELL LAW PLLC		1,189.50	09/2025 Legal Services
9339	10/09/2025	10/15/2025 190	DELL MARKETING L.P.		2,689.98	Laptops for MN & RTate; 2025-01032
9340	10/06/2025	10/15/2025 564	DOORDASH INC		1,235.03	09/2025 DashPass Subscription & 09/2025 Expensed Meals
9341	10/08/2025	10/15/2025 198	FEDEX		141.28	09/19/2025 Shipping Services
9342	10/02/2025	10/15/2025 411205	HUGHES, JAMIE		139.20	Ferry Reimbursement
9329	10/10/2025	10/15/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE		5,027.27	Pay Cycle 10/10/2025 - MSR 457 Plan (Flat)
9330	10/10/2025	10/15/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE		850.00	Pay Cycle 10/10/2025 - MSR Roth IRA
9331	10/10/2025	10/15/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE		165.68	Pay Cycle 10/10/2025 - MSR - 457 Loan Payment
9344	10/09/2025	10/15/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE		4,826.91	Pay Cycle 09/12/2025 - MSR 457 Plat (Flat); Reissue for Cancelled Check #7515
9345	10/09/2025	10/15/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE		850.00	Pay Cycle 09/12/2025 - MSR Roth IRA; Reissue for Cancelled Check #7515
9346	10/09/2025	10/15/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE		165.68	Pay Cycle 09/12/2025 - MSR - 457 Loan Payment; Reissue for Cancelled Check #7515
9343	10/07/2025	10/15/2025 217	LEGACY TELECOMMUNICATIONS		8,651.77	Orchard Heights Antenna Replacement & Change Order; 2025-00768
9347	10/06/2025	10/15/2025 570	PACIFIC LANDSCAPE MANAGEMENT		1,112.75	10/2025 Landscaping Services
9348	10/07/2025	10/15/2025 417	PENINSULA FIRE INC		191.10	Yearly On & Offsite Fire Extinguisher Certification; 2025-00869
9350	10/06/2025	10/15/2025 233	PENINSULA SERVICES		24.00	10/2025 Shredding Services
9349	10/02/2025	10/15/2025 239	POWERDMS, INC.		2,263.72	10/01/2025-04/14/2026 PowerReady Subscription
9351	10/07/2025	10/15/2025 644	PRIMUS ELECTRONICS CORPORATION		469.72	Cabinets for ST31 & ST8; 2025-01028
9352	10/02/2025	10/15/2025 245	SELECT ADVANTAGE		650.00	09/2025 Dispatcher Assessment Services
9353	10/02/2025	10/15/2025 400	WASHINGTON STATE CHAPTER OF APCO		600.00	Reimbursement for Erroneously Deposited Check
9354	10/07/2025	10/15/2025 657	WEST COAST MECHANICAL SOLUTIONS, LLC		574.41	Thermostat Replacement at Hansville Tower Site
9355	10/08/2025	10/15/2025 163	WM CORPORTATE SERVICES INC		768.04	Metal Roll-Off Dumpster; 2025-00915
9356	10/09/2025	10/15/2025 268	ZETRON, INC.		58,808.00	05/28/2025-05/27/2026 MAX-PSP Extended Service Plan
Report Total:					91,394.04	

ACCOUNTS PAYABLE

Kitsap 911

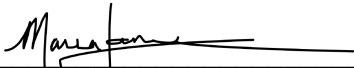
Time: 10:49:39 Date: 10/13/2025
Page: 2

As Of: 10/15/2025

Accts	Received	Date Due	Vendor	Amount	Memo
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STATE OF WASHINGTON - COUNTY OF KITSAP
I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed as described herein, and that the claims are just, due and unpaid obligations against Kitsap 911, and that I am authorized to authenticate and certify said claims.

APPROVED BY
AUDITING OFFICER
ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

	10/14/2025
<u>Steve Rogers</u>	<u>10/13/2025</u>
<u>Alexandra Boeddiker</u>	<u>10/13/2025</u>

ACCOUNTS PAYABLE

Kitsap 911

Time: 08:01:52 Date: 10/15/2025

As Of: 10/17/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7579-7589	Amount	Memo
9368	10/15/2025	10/17/2025 157	ADCOMM ENGINEERING LLC		475.00	09/2025 FCC Licensing Services
9369	10/15/2025	10/17/2025 600	CENTURYLINK		80.10	10/03/2025-11/02/2025 Telephone Services
9370	10/15/2025	10/17/2025 470	COMCAST		257.72	10/18/2025-11/27/2025 Backup Internet & Cable Service
9359	10/14/2025	10/17/2025 594	CROW CANYON SYSTEMS, INC		675.00	Professional Services for Nitro Refinement; 2025-01030
9371	10/15/2025	10/17/2025 198	FEDEX		32.98	09/23/2025 Shipping Services
9360	10/14/2025	10/17/2025 599	FONEMED LLC		595.00	09/2025 Nurse Triage Calls
9361	10/13/2025	10/17/2025 204	HOLADAY PARKS, INC.		1,257.26	07/2025 & 09/2025 Maintenance - Controls Billing
9362	10/14/2025	10/17/2025 519	NATIONAL TESTING NETWORK		2,714.00	09/2025 Applicant Testing
9363	10/14/2025	10/17/2025 225	OFFICE DEPOT		549.47	Office Supplies: 2025-01049
9364	10/14/2025	10/17/2025 570	PACIFIC LANDSCAPE MANAGEMENT		447.72	Winterization of Irrigation System
9365	10/14/2025	10/17/2025 273	TPSC		119,868.57	11/2025 Employee Medical/Dental/Life Insurance
Report Total:					126,952.82	

STATE OF WASHINGTON - COUNTY OF KITSAP

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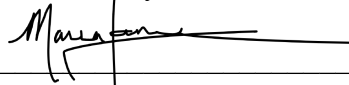
APPROVED BY

AUDITING OFFICER

ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY

BOARD OF DIRECTORS CHAIR



10/16/2025

Alexandra Boeddiker 10/15/2025

ACCOUNTS PAYABLE

Kitsap 911

Time: 15:44:16 Date: 10/22/2025

As Of: 10/24/2025

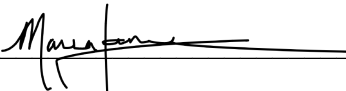
Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7608-7625	Amount	Memo
9383	10/21/2025	10/24/2025 154	ABM JANITORIAL SERVICES		1,717.26	11/2025 Janitorial Services
9384	10/15/2025	10/24/2025 155	APCO INTERNATIONAL		2,722.00	2026 APCO Membership Dues
9385	10/21/2025	10/24/2025 322	CENTURYLINK, BUSINESS SERVICES		240.40	09/04/2025-10/03/2025 Telephone
9386	10/21/2025	10/24/2025 172	CENTURYLINK		3,703.00	10/17/2025-11/16/2025 Telephone Service
9387	10/21/2025	10/24/2025 190	DELL MARKETING L.P.		1,345.01	Laptop for GO; 2025-01037
9388	10/21/2025	10/24/2025 658	EDNETICS INCORPORATED		42,915.80	SonicWall Firewall Replacement; 2025-00925
9389	10/22/2025	10/24/2025 198	FEDEX		10.85	10/07/2025 Shipping Services
9390	10/21/2025	10/24/2025 549	HAVIS, INC		1,196.83	Dock Repairs; 2025-01038
9391	10/15/2025	10/24/2025 576	HERMANSON COMPANY, LLP		829.51	Fan Repair at Purdy Site
9392	10/22/2025	10/24/2025 222168	JAMESON-OWENS , MARIA K		444.96	Per Diem for APCO WA Fall Conference
9393	10/21/2025	10/24/2025 240	JEFFERSON COUNTY PUD #1		300.13	09/12/2025-10/13/2025 Tower Electricity
9394	10/22/2025	10/24/2025 216	LANGUAGE LINE SERVICES, INC.		645.55	09/2025 Translation Services
9395	10/21/2025	10/24/2025 217	LEGACY TELECOMMUNICATIONS		2,716.37	Crank Shaft Dampener Replacement at View Park; 2025-00907
9396	10/22/2025	10/24/2025 417	PENINSULA FIRE INC		21.84	Yearly On & Offsite Fire Extinguisher Certification; 2025-00869
9397	10/21/2025	10/24/2025 644	PRIMUS ELECTRONICS CORPORATION		759.76	Base Station Parts for SKFR ST31; 2025-01003
9398	10/21/2025	10/24/2025 264	VERIZON WIRELESS		19,014.20	09/11/2025-10/10/2025 & 09/11/2025-10/10/2025 Cellular Telephones
9399	10/22/2025	10/24/2025 398727	WECKER , BRANDON S		789.51	Per Diem for APCO International in Orlando, FL
9400	10/21/2025	10/24/2025 478	ZONES, LLC		31,153.61	Replacement PDUs, KVMs, & Dongles; 2025-00916
Report Total:					110,526.59	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY
AUDITING OFFICER
ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
BOARD OF DIRECTORS CHAIR

 10/23/2025

 10/22/2025

ACCOUNTS PAYABLE

Kitsap 911

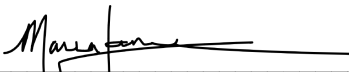
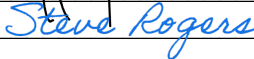
Time: 15:47:17 Date: 10/27/2025
Page: 1

As Of: 10/15/2025

Accts	Pay #	Received	Date Due	Vendor	ACH Payment	Amount	Memo
	9405	09/25/2025	10/15/2025	653	NATIONAL PUBLIC SAFETY GROUP, LLC	8,166.67	K911-088; NPSG Contract #2025-1700
Report Total:						8,166.67	

STATE OF WASHINGTON - COUNTY OF KITSAP
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APPROVED BY
AUDITING OFFICER
ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
BOARD OF DIRECTORS CHAIR

	10/28/2025
	10/27/2025
	10/15/2025

ACCOUNTS PAYABLE

Kitsap 911

Time: 13:56:49 Date: 10/22/2025
Page: 1

As Of: 10/24/2025

Accts	Pay #	Received	Date Due	Vendor	ACH Payment	Amount	Memo
9373	10/21/2025	10/24/2025	263	US BANK		4,675.16	09/26/2025 Credit Card Statement
9372	10/20/2025	10/24/2025	482	US BANK		2,801.47	09/26/2025 Travel Credit Card Statement
Report Total:						7,476.63	

STATE OF WASHINGTON - COUNTY OF KITSAP
I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed as described herein, and that the claims are just, due and unpaid obligations against Kitsap 911, and that I am authorized to authenticate and certify said claims.

APPROVED BY
AUDITING OFFICER
ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
BOARD OF DIRECTORS CHAIR

	10/23/2025
<u>Steve Rogers</u>	<u>10/23/2025</u>
<u>Alexandra Boedddeker</u>	<u>10/22/2025</u>



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 10/10/2025
Pay Period: 09/22/2025 to 10/05/2025

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 257,125.19
941 Tax (Withholding, Social Security & Medicare)	101,131.04
Unemployment	708.74
Labor & Industries	1,645.12
PFML Premiums	3,136.03
Long-Term Care Act Premiums	1,854.83
PERS Plan 2	11,550.99
PERS Plan 3	4,611.46
PSERS Plan 2	31,048.02
Washington State 457 and Roth	1,864.14
Mission Square 457 and Roth	6,042.95
AFLAC	1,165.69
Guild Dues	1,830.00
Total Payroll	\$ 423,714.20

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,229.14	\$ 53,916.48	\$ 56,145.62
Dental Insurance	208.16	4,190.66	4,398.82
Life Insurance	220.73	356.44	577.17
State Income Tax - NC	148.61	-	148.61
Garnishments	-	-	-
Total Health Care & Other Benefits/Deductions			\$ 61,270.22

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved: \$ 484,984.42
Transferred to Payroll Account \$ 423,714.20

Alexandra Boeddicker
 Prepared By (Kitsap 911) 10/07/2025
 DATE
[Signature]
 Authorized Signature (Kitsap 911) 10/07/2025
 DATE
 Board of Directors Chair
 DATE



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 10/24/2025
Pay Period: 10/06/2025 to 10/19/2025

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 254,495.60
941 Tax (Withholding, Social Security & Medicare)	98,478.43
Unemployment	712.76
Labor & Industries	1,738.26
PFML Premiums	3,082.63
Long-Term Care Act Premiums	1,809.33
PERS Plan 2	11,443.26
PERS Plan 3	4,886.04
PSERS Plan 2	30,974.08
Washington State 457 and Roth	1,878.59
Mission Square 457 and Roth	5,671.38
AFLAC	1,234.35
Guild Dues	1,890.00
Total Payroll	\$ 418,294.71

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,322.95	\$ 53,933.95	\$ 56,256.90
Dental Insurance	214.45	4,194.53	4,408.98
Life Insurance	220.72	356.44	577.16
State Income Tax - NC	156.03	-	156.03
Garnishments	-	-	-
Total Health Care & Other Benefits/Deductions			\$ 61,399.07

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved: \$ 479,693.78
Transferred to Payroll Account \$ 418,294.71

Alexandra Boeddeker
Prepared By (Kitsap 911)
[Signature]
Authorized Signature (Kitsap 911)

10/21/2025
DATE
10/21/2025
DATE

Board of Directors Chair

DATE

Combined Excise Tax Return

KITSAP 911 PUBLIC AUTHORITY
604-008-144

Filing Period: September 30, 2025 **Due Date:** October 27, 2025
Filing Frequency: Monthly

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Use Tax	26,481.17	0.00	26,481.17	0.065000	1,721.28
Total State Sales and Use					1,721.28

Local City and/or County Use Tax/Deferred Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1801 - BREMERTON	26,481.17	0.027000	714.99
Total Local City and/or County Use Tax/Deferred Sales Tax			714.99

Total Tax	2,436.27
Subtotal	2,436.27
Total Amount Owed	2,436.27

Prepared by: Alexandra Boeddeker Date: 10/02/2025
Alexandra Boeddeker, Finance Specialist

Reviewed by: Maria Jameson-Owens Date: 10/02/2025
Maria Jameson-Owens, Executive Director

Approved by: _____ Date: _____
Board of Directors

Submission

Confirmation #: 0-048-901-850
Prepared By: Alexandra Boeddeker
Phone Number: (360) 307-5801
Email Address: accounting@kitsap911.org
Submitted Date: Oct-02-2025

Payment

Amount Due: \$2,436.27
Amount Paid: \$2,436.27
Effective Date: Oct-03-2025
Method: Bank Account (ACH Debit)

Sales Tax Due

Kitsap 911

Time: 11:29:58

Date: 10/02/2025

09/01/2025 To 09/30/2025

Page: 1

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax Due
09/04/2025	001 - 528 32 35 0001	INTRADYN		157.80	10.26	4.26		14.52
09/19/2025	001 - 528 32 35 0001	GOVWORX, INC.		22,500.00	1,462.50	607.50		2,070.00

001 - 528 32 35 0001 22,657.80 1,472.76 611.76 2,084.52

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax Due
09/23/2025	001 - 528 32 48 0001	US BANK	Incinolet - Incinerator Toilet for Gold Mountain Tower Site	3,065.00	199.23	82.76		281.99

001 - 528 32 48 0001 3,065.00 199.23 82.76 281.99

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax Due
09/19/2025	001 - 594 28 60 0099	PRIMUS ELECTRONICS CORPORATION		266.37	17.31	7.19		24.50

001 - 594 28 60 0099 266.37 17.31 7.19 24.50

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax Due
09/23/2025	001 - 594 28 60 0001	US BANK	Amphenol Procom - Exterior Ham Station Antenna; 2025-00817	492.00	31.98	13.28		45.26

001 - 594 28 60 0001 492.00 31.98 13.28 45.26

Location: 0000 @2.70% 26,481.17 714.99

State Tax @6.50 26,481.17 1,721.28 1,721.28

Location Taxes 714.99

2,436.27

Rounding Error 0.00



KITSAP 911
CONTRACT REVIEW SHEET

(Kitsap 911 Governing Directive #60 -Purchasing and Contracting)

A. GENERAL INFORMATION

1. Contractor Henden Electric
2. Purpose Move electrical outlets to accommodate AV project
3. Contract Amount \$2,850.00 Disburse ☒ Receive ☐
4. Contract Term October 13, 2025 to October 31, 2025
5. Contract Administrator Scott Henden Phone 360-297-4433
Approved: *Marisa* Date 10/09/2025
Executive Director

B. ACCOUNTING INFORMATION

1. Contract Control Number K911-086
2. Fund Name Capital Projects – Other/Dispatch Floor Project
3. Payment from-Revenue to CC/Account Nbr _____

C. RISK MANAGER REVIEW

1. ☒ Approved ☐ Not Approved
Reviewer Farah Derosier Date 01/30/2024
2. Comments: Standard K911 contract template

D. ATTORNEY REVIEW

1. ☒ Approved ☐ Not Approved
Reviewer _____ Date 01/30/2024
2. Comments: Standard K911 contract template

**H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS
READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.**
(For contract signing authority, see Kitsap 911 Governing Directive # 60 Purchasing and Contracting)

Ratification By Kitsap 911 Board of Directors Chair

Date

CONTRACT FOR ELECTRICAL OUTLET ADDITIONS

This Contract for the addition of electrical outlets in the EOC and Classroom (the Contract) is entered into by and between Kitsap 911 (CENCOM) with its principal offices at 911 Carver Street, Bremerton Washington 98312 hereafter referred to as "Owners" and Henden Electric having its principal offices at 26124 Calvary Lane NE, Kingston, WA 98346 (the Contractor).

SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective October 6, 2025, and terminate on December 31, 2025. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of Kitsap 911.

SECTION 2. CONTRACT DOCUMENTS

- 2.1 Description of services being requested from the scope of work set forth in Exhibit A.
- 2.2 Compensation Schedule set forth in Exhibit B
- 2.3 Contractors response to the scope of work set forth in Exhibit C
- 2.4 Exhibits are considered contract documents and incorporated by reference here in.

SECTION 3. SERVICES TO BE PROVIDED

- 3.1 A description of the services to be performed by the Contractor is set forth in Exhibit A, Scope of Work, which is attached to the Contract and incorporated by this reference.
- 3.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by Kitsap 911
- 3.3 The Contractor will perform the work specified in the Contract according to standard industry practice.
- 3.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.

- 3.5 The Contractor will confer with Kitsap 911 from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by Kitsap 911.

SECTION 4. CONTRACT REPRESENTATIVES

Kitsap 911 and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

Kitsap 911 Contract Representative

John Higashi,
Technical Services Manager
911 W. Carver Street, Bremerton, WA 98312
jhigashi@kitsap911.org
360-307-5860

Contractor's Contract Representative

Henden Electric – Scott Henden
Project Manager
26124 Calvary Lane NE
phone: 360-297-4433
office@hendenelectric.com

SECTION 5. COMPENSATION

- 5.1 A description of the compensation to be paid to the Contractor is set forth in Exhibit B: Compensation, which is attached to the Contract and incorporated by this reference.
- 5.2 The total amount payable under the Contract by Kitsap 911 to the Contractor in no event will exceed \$2850.00 before tax.
- 5.3 Unless otherwise provided in the Contract, the Contractor will submit an invoice to Kitsap 911 for payment upon execution of the contract. Subject to the other provisions of the Contract, Kitsap 911 generally will pay such an invoice within 30 days of receiving it.
- 5.4 The Contractor will be paid only for work expressly authorized in the Contract.
- 5.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.

- 5.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from Kitsap 911, Kitsap 911 may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.

SECTION 6. AMENDMENTS AND CHANGES IN WORK

- 6.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by Kitsap 911.
- 6.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by Kitsap 911 and has become effective.

SECTION 7. HOLD HARMLESS AND INDEMNIFICATION

- 7.1 The Contractor shall defend, indemnify and hold the Kitsap 911, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of Kitsap 911.

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 Contractor and Kitsap 911, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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.

SECTION 8. INSURANCE

- 8.1 **Insurance Term-** The Contractor 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 Contractor, its agents, representatives, or employees.

- 8.2 **No Limitation-** Contractor maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance or otherwise limit Kitsap 911 recourse to any remedy available at law or in equity.

8.3 **Minimum Scope of Insurance**

Contractor shall obtain insurance of the types and coverage described below:

1. 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.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Kitsap 911 shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for Kitsap 911 using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

8.4 **Minimum Amounts of Insurance**

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

- 8.5 **Other Insurance Provision-** The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect Kitsap 911. Any Insurance, self-insurance, or self-insured pool coverage maintained by Kitsap 911 shall be excess of the Contractor's insurance and shall not contribute with it.

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

8.7 Verification of Coverage

Contractor shall furnish Kitsap 911 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 Contractor before commencement of the work.

8.8 Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that Kitsap 911 is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

8.9 Notice of Cancellation- The Contractor shall provide Kitsap 911 with written notice of any policy cancellation within two business days of their receipt of such notice.

8.10 Failure to Maintain Insurance- Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which Kitsap 911 may, after giving five business days' notice to the Contractor 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 Kitsap 911 on demand, or at the sole discretion of Kitsap 911, offset against funds due the Contractor from Kitsap 911.

8.11 Kitsap 911 Full Availability of Contractor Limits- If the Contractor maintains higher insurance limits than the minimums shown above, Kitsap 911 shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to Kitsap 911 evidences limits of liability lower than those maintained by the Contractor.

SECTION 9. TERMINATION

9.1 Kitsap 911 may terminate the Contract in whole or in part whenever Kitsap 911 determines, in its sole discretion that such termination is in the best interests of Kitsap 911. Kitsap 911 may terminate the Contract upon giving the Contractor 10-days' written notice. In that event, Kitsap 911 will pay the Contractor for all

costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.

- 9.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, Kitsap 911 may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by Kitsap 911 to the Contractor. No costs incurred after the effective date of the termination will be paid.
- 9.3 If the Contractor breaches any of its obligations under the Contract and fails to cure the breach within 10 days of written notice to do so by Kitsap 911, Kitsap 911 may terminate the Contract. In that event, Kitsap 911 will pay the Contractor only for the costs of services accepted by Kitsap 911. Upon such termination, Kitsap 911, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by Kitsap 911 in completing the work and all damages sustained by Kitsap 911 by reason of the Contractor's breach.

SECTION 10. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

- 10.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of Kitsap 911.
- 10.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

SECTION 11. INDEPENDENT CONTRACTOR

- 11.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of Kitsap 911. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract.
- 11.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any Kitsap 911 benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Kitsap 911 employees.

- 11.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of Kitsap 911.

SECTION 12. NONDISCRIMINATION

The Contractor, its assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of any disability.

SECTION 13. DISPUTES

Differences, disputes and disagreements between the Contractor and Kitsap 911 arising under or out of the Contract will be brought to the attention of Kitsap 911 at the earliest possible time so that the matter may be settled, or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by Kitsap 911 contract representative or designee. All rulings, orders, instructions and decisions of Kitsap 911 contract representative will be final and conclusive.

SECTION 14. CONFIDENTIALITY

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by Kitsap 911 or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of Kitsap 911 or an order entered by a court of competent jurisdiction. The Contractor will promptly give Kitsap 911 written notice of any judicial proceeding seeking disclosure of such information.

SECTION 15. CHOICE OF LAW, JURISDICTION AND VENUE

- 16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.
- 16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

SECTION 16. MISCELLANEOUS

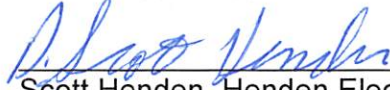
- 16.1 **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.
- 16.2 **Tax Payments.** The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.
- 16.3 **Personnel Removal.** The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from Kitsap 911 contract representative or designee.
- 16.4 **Legal Compliance.** The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.
- 16.5 **Records Inspection and Retention.** Kitsap 911 may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.
- 16.6 **Prevailing Wages:**
The contractor will comply with all provisions of Chapter 39.12 RCW - Prevailing Wages on Public Work.
1. RCW 39.12.010 - The Prevailing Rate of Wage. Contact the Department of Labor and Industries to confirm the current prevailing wage rate for applicable workers on this particular public work project.
 2. RCW 39.12.040 - Statement of Intent to Pay Prevailing Wages and an Affidavit of Wages Paid. Before an awarding agency may pay any sum due on account, it must receive a statement of Intent to Pay Prevailing Wages approved by the Department of Labor and Industries. Following final acceptance of a public work project, and before any final money is disbursed, each contractor and subcontractor must submit to the awarding agency an Affidavit of Wages Paid, certified by the Department of Labor and Industries.
 3. RCW 39.12.070 - Fees Authorized for Approval Certification and Arbitrations. Any fees charged by the Department of Labor and Industries for approvals or fees to cover costs of arbitration conducted shall be the responsibility of the contractor.

- 16.7 **Successors and Assigns.** Kitsap 911, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.
- 16.8 **Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- 16.9 **Entire Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.
- 16.10 **Notices.** Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representative's provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.
- 16.11 **Survival.** Those provisions of the Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, but are not necessarily limited to, the following: Sections 6.1 (Hold Harmless and Indemnification), 8.3 (Termination), 13 (Patent/Copyright Infringement), 14 (Disputes), 15 (Confidentiality), 16.1-16.2 (Choice of Law, Jurisdiction and Venue), 17.1 (Miscellaneous – No Waiver), 17.5 (Miscellaneous – Records Inspection and Retention) and Section 17.7 (Miscellaneous – Severability).

DATED this 8 day October, 2025.

DATED this _____ day _____, 2025.

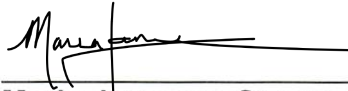
CONTRACTOR



Scott Henden, Henden Electric

Federal Tax ID No: 91-1449766

Kitsap 911



Maria Jameson-Owens, Executive Director

ATTEST:

Barrie Hillman

EXHIBIT A – PUBLISHED SCOPE OF WORK



Kitsap 911 EOC Audio Visual Electrical Project

Scope of Work

Bid Proposals Due September 18 at 1200.

This is a small public works project that involves construction, alteration, repair, or improvements of real property. The vendor must pay prevailing wages to their employees and file a letter of intent with WA Department of Labor and Industries.

This project is being put forth by competitive bid on the MRSC per RCW 39.04.151.

Overview

Kitsap 911 is seeking quotes for adding electrical outlets in Room 111 and 112 of the main Kitsap 911 building located at 911 Carver Street W, Bremerton, WA 98312. The new outlets would be approximately three to four feet higher on the wall than existing outlets to allow for large TV screens to be plugged in without cords or conduit running down to the lower outlets. In addition, a second empty box should be placed near the new outlets to allow for AV cables to be run up from the sub-floor.

Existing Conditions

The site is in the interior of the steel frame building on the main floor with a door that offers immediate access to the outdoor secured parking lot. The room in question has a two-foot subfloor that allows easy access to existing wiring and cabling. The subfloor is covered by floor panels that can be removed at any point in the room. Currently the walls are covered with a

fabric and acoustic panel sound dampening system as well as multiple white boards. All white boards and the purple-gray sound dampening system will be removed exposing the drywall prior to work commencing. The room can be divided by an accordion wall system into two rooms referred to as the EOC and the Classroom.

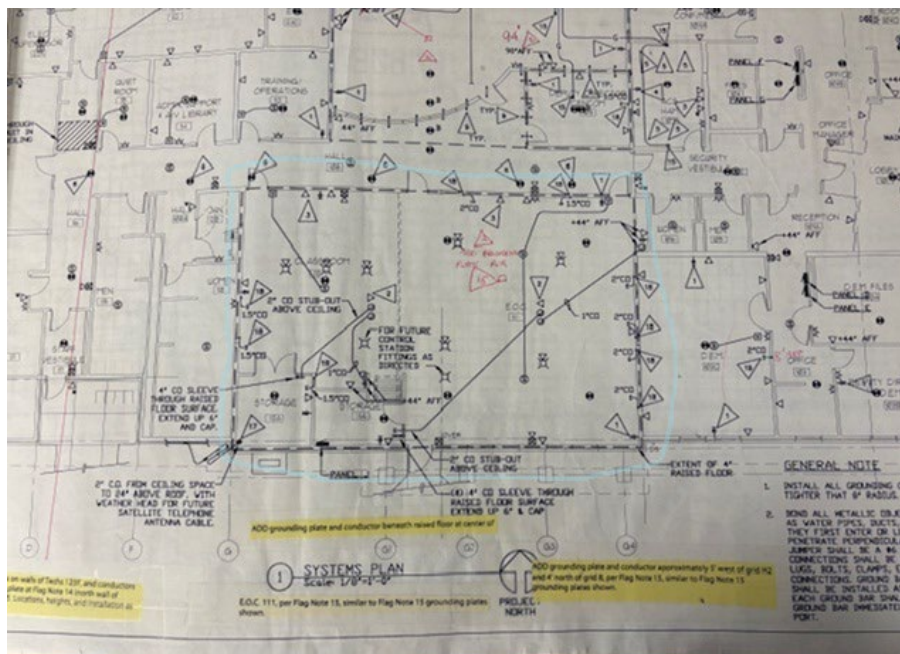


Photo 1: The area where the work is being done is enclosed in the light blue square.

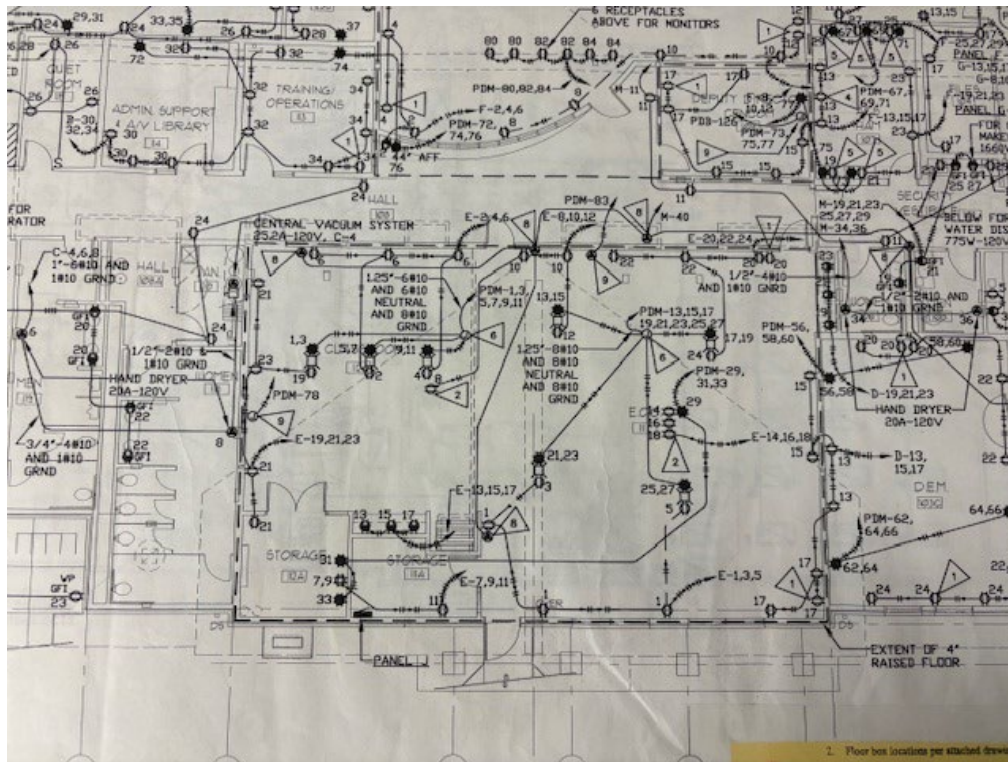


Photo 2 –
Electrical Plan



Photo 3 – EOC North Wall. There is a row of four existing outlets at standard 16" height from the floor. There is a recessed outlet behind the larger TV on the left.

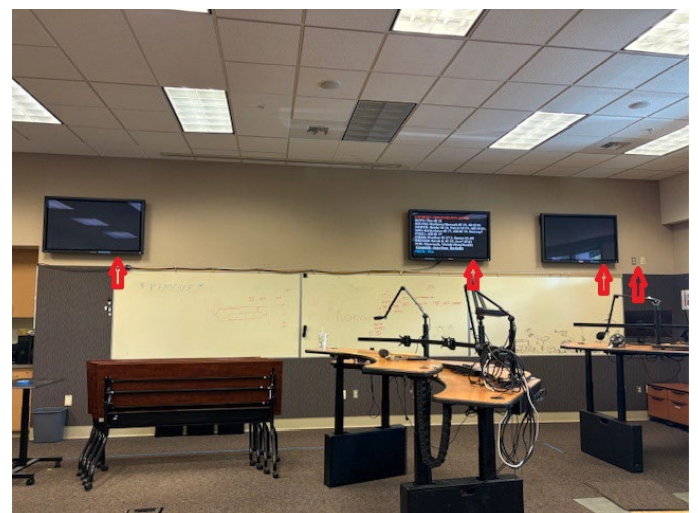


Photo 4 North Wall Close up. The existing outlet under the larger TV monitor on the north wall has an extension junction box. The bid should include hiding this if possible. The existing wall covering would be removed and the underlying drywall will be exposed prior to work commencing.



Photo 5: North Wall Outlet Locations. The existing standard outlets on the North Wall are marked with red circles.

Photo 5 East Wall. The existing TVs will be removed and replaced but they have electrical outlets marked by red arrows. The sound dampening material and whiteboards will be removed exposing dry wall prior to work commencing.



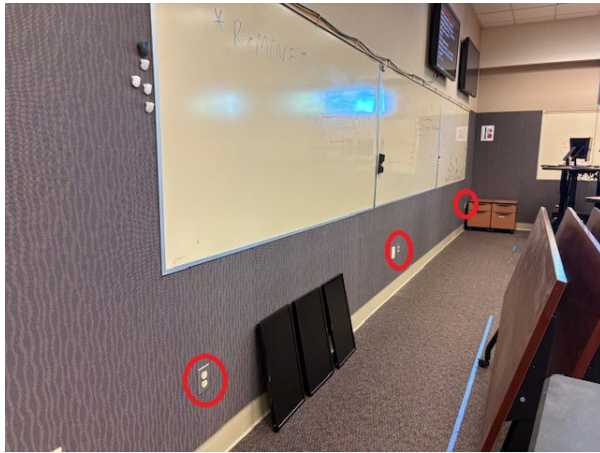


Photo 6 East Wall Detail. The lower outlets on this wall are marked by red circles and are at standard 16" height.



Photo 7: Classroom West Wall. The smart board in the middle is covering an outlet that may be able to be reused for the new monitor. A second outlet on the wall is intended for this wall as well.

Photo 8: Classroom West Wall. The existing outlets are circled in red and are at standard 16" height.



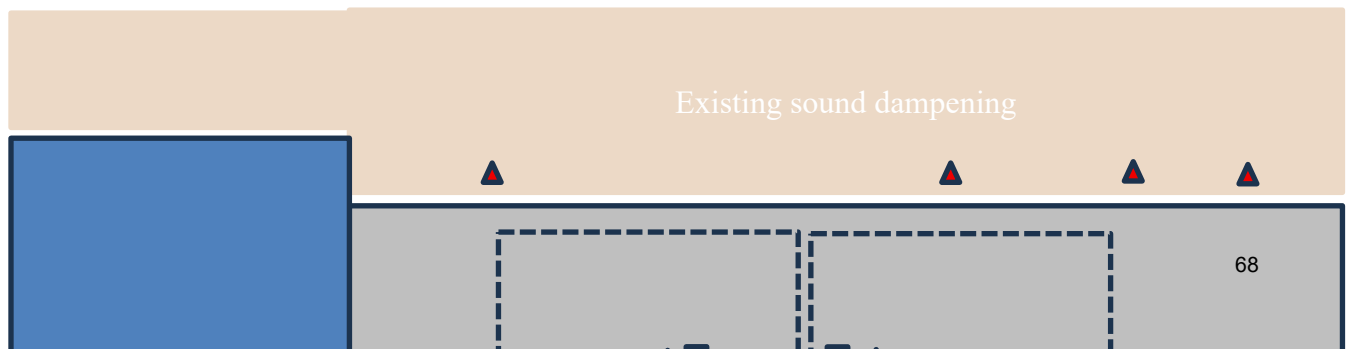
Design

Key: ▲ Existing outlet

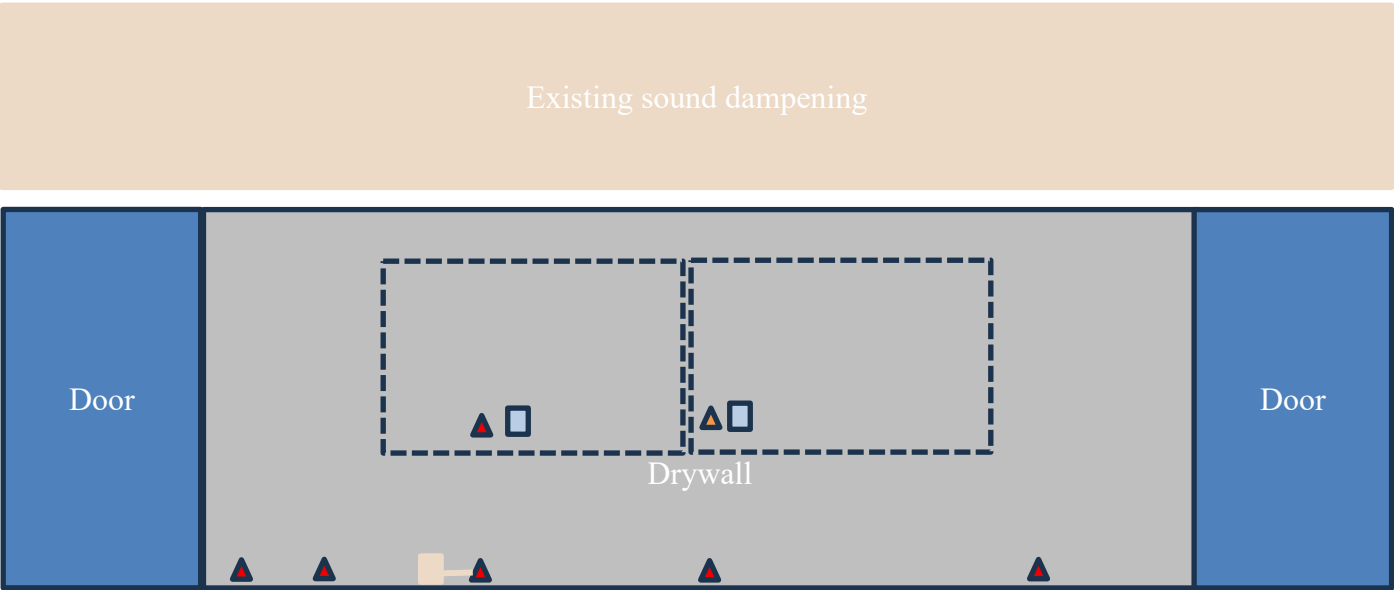
▲ Proposed new outlet location

■ Proposed new empty box location

EOC East Wall -Schematic Design. Not drawn to scale. The intention is to mount two very large TVs as indicated by the dashed lines with the outlet and AV cable box hidden behind the TV.

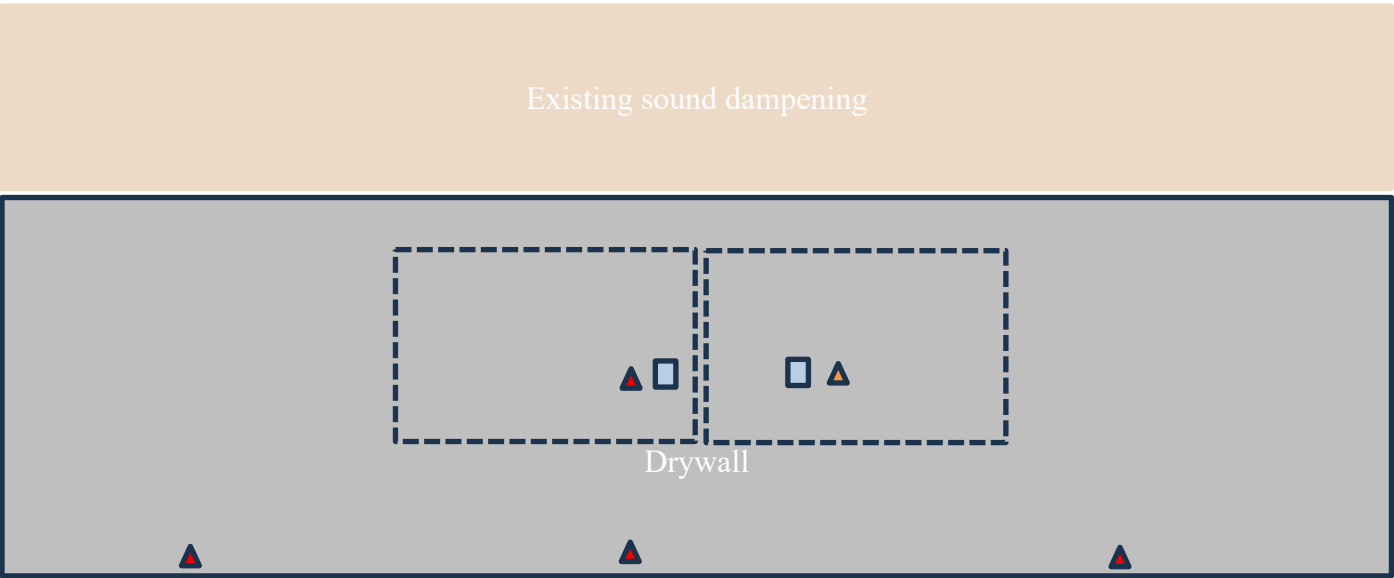


EOC North Wall. Schematic Design. Not drawn to scale. The intention is to mount two very large TVs as indicated by the dashed lines with the outlet and AV cable box hidden behind the TV. We want to hide the existing exterior run wire with conduit and junction box in the wall if possible.



Existing junction box and wire run that we would like to hide in the wall.

Classroom West Wall. Schematic Design. Not drawn to scale. The intention is to mount two very large TVs as indicated by the dashed lines with the outlet and AV cable box hidden behind the TV.



Quotes

The quotation shall include:

- Name, telephone number and e-mail address of the person authorized to agree to the scope of work, terms, and conditions.
- Name, telephone number and e-mail address for existing customers to serve as references.
- Confirmation that insurance described in Attachment A will be provided.
- Itemized cost to complete add outlets and additional boxes as described herein including the cost of materials including the repair of drywall if necessary.
- Anticipated start and end dates scheduling after October 1, 2025.

Scope of Work

The design plans provided above for installation of new electrical outlets at the sites of new large TV monitors as such:

- EOC North Wall: 2 monitor outlets and 2 additional empty boxes approximately 3-4 feet above two of the existing outlets centered between the doors. Hiding of existing additional wiring and junction box in the wall.
- EOC East Wall: 2 monitor outlets and 2 additional empty boxes at a location between the upper outlets and lower outlets offset approximately three feet from center to the left of the room.
- Classroom West Wall: 2 monitor outlets and 2 additional empty boxes approximately 3-4 feet above two of the existing outlets centered on the wall.

Kitsap 911 will prepare the site by (do not include these in your bid):

- Removing all existing AV equipment, white boards, sound dampening, and opening of floor panels as needed.

The vendor's quote should include:

1. Permitting and inspections.
2. Wall preparation and finishing of outlets and boxes so that a traditional cover plate will serve to hide rough edges.
3. Wiring.
4. Clean up and disposal of excess unusable scrap materials

Kitsap 911 will re-install the wall finishes such as face plates, white boards, AV equipment, wall finishes, fire extinguisher boxes, and fire alarm klaxon covers.

Materials and Equipment Provided by Vendor

The vendor will include the cost of all materials and equipment required to install and complete the project in the bid.

Estimated Budget for the Project

The estimated budget for Items 1-3 listed above is \$3,000 including tax.

Site Visit

To arrange for the site visit, please contact Barrie Hillman at bhillman@kitsap911.org or by calling 360-307-5803.

Contract Requirements

Kitsap 911 will use a service contract for this project which includes the insurance requirements in Attachment A.

- Retainage Percentage or Performance Bond: If the project is less than \$50,000, Kitsap 911 will opt to include a 10% retainage in lieu of a performance bond.
- **Criminal History – all vendor employees working at the Kitsap 911 primary site located at 911 Carver Street must complete and pass a criminal history check.** Vendor employees that do not meet the criminal history requirements will not be allowed to work on site. The Criminal History check must be completed prior to contracting.
- Payment – Net 20 on purchase order.
- Change orders: a change order will be utilized if the change falls outside the scope of work included in the contract and must be approved by Kitsap 911's Executive Director.

Bidding Process

It is the bidder's responsibility to thoroughly review the scope of work and plans to verify measurements and their understanding of the project.

Interested applicates shall submit quotations to bhillman@kitsap911.org or delivery to 911 Carver Street W, Bremerton, WA 98312 not later than 12 PM on September 18, 2025.

Bids are not required to be sealed and can be emailed only.

Questions should be sent to Barrie Hillman at bhillman@kitsap911.org.

Barrie Hillman
Executive Assistant
Kitsap County 911 – CENCOM
911 Carver Street
Bremerton, WA 98312
Phone: (360) 307-5803, Fax: (360) 792-5982

E-Mail: bhillman@kitsap911.org

Attachment A - INSURANCE

Insurance Term- The Contractor 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.

No Limitation- Contractor maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance or otherwise limit Kitsap 911 recourse to any remedy available at law or in equity.

Minimum Scope of Insurance

Contractor shall obtain insurance of the types and coverage described below:

- 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.
- Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Kitsap 911 shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for Kitsap 911 using an additional insured endorsement at least as broad as ISO CG 20 26.
- Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

- Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- Commercial General Liability insurance shall be written with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- Professional Liability insurance shall be written with limits of no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

Other Insurance Provision- The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect Kitsap 911. Any Insurance, self-insurance, or self-insured pool coverage

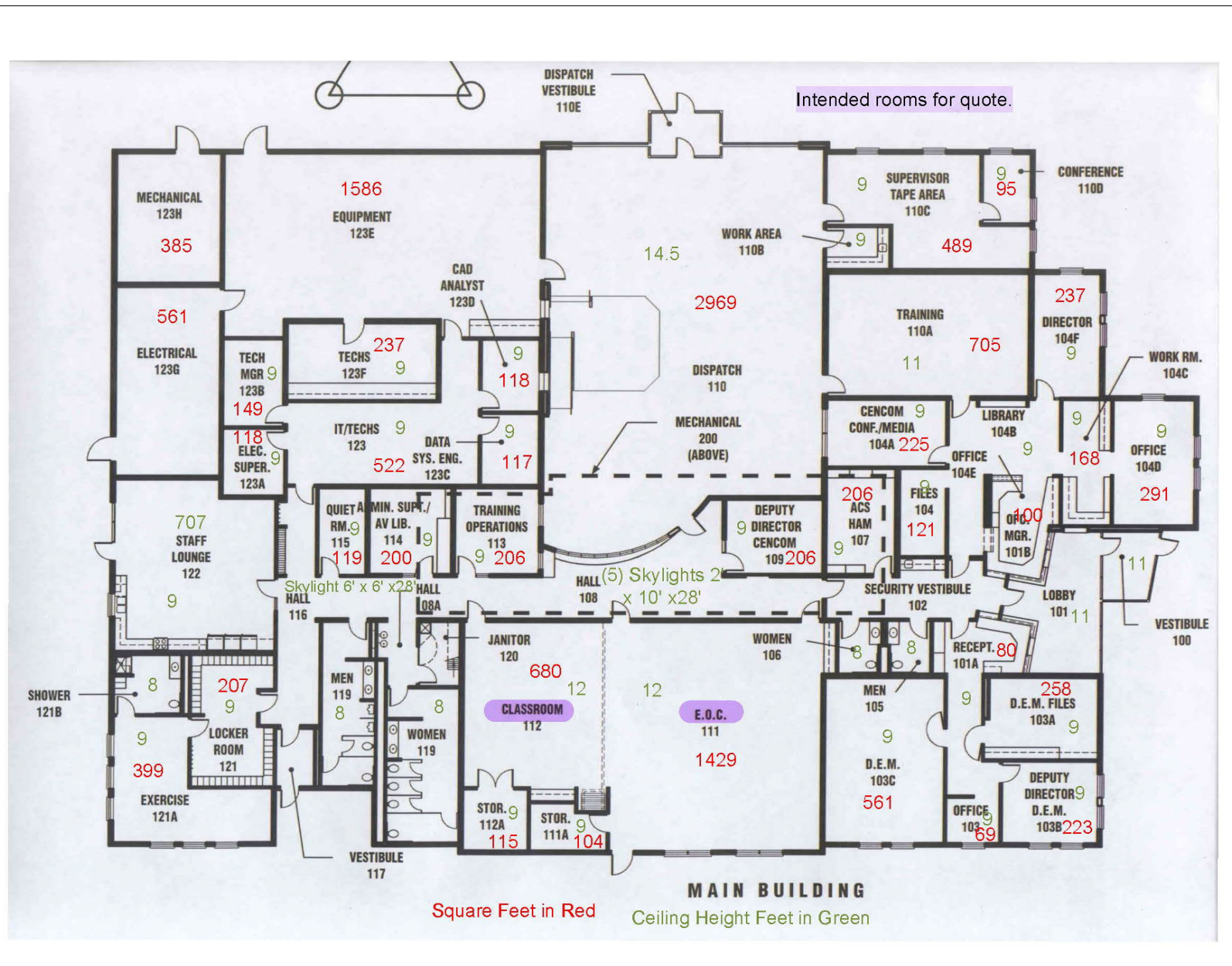
maintained by Kitsap 911 shall be excess of the Consultant's insurance and shall not contribute with it.

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

Verification of Coverage

Consultant shall furnish Kitsap 911 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.

Attachment B – BUILDING LAYOUT



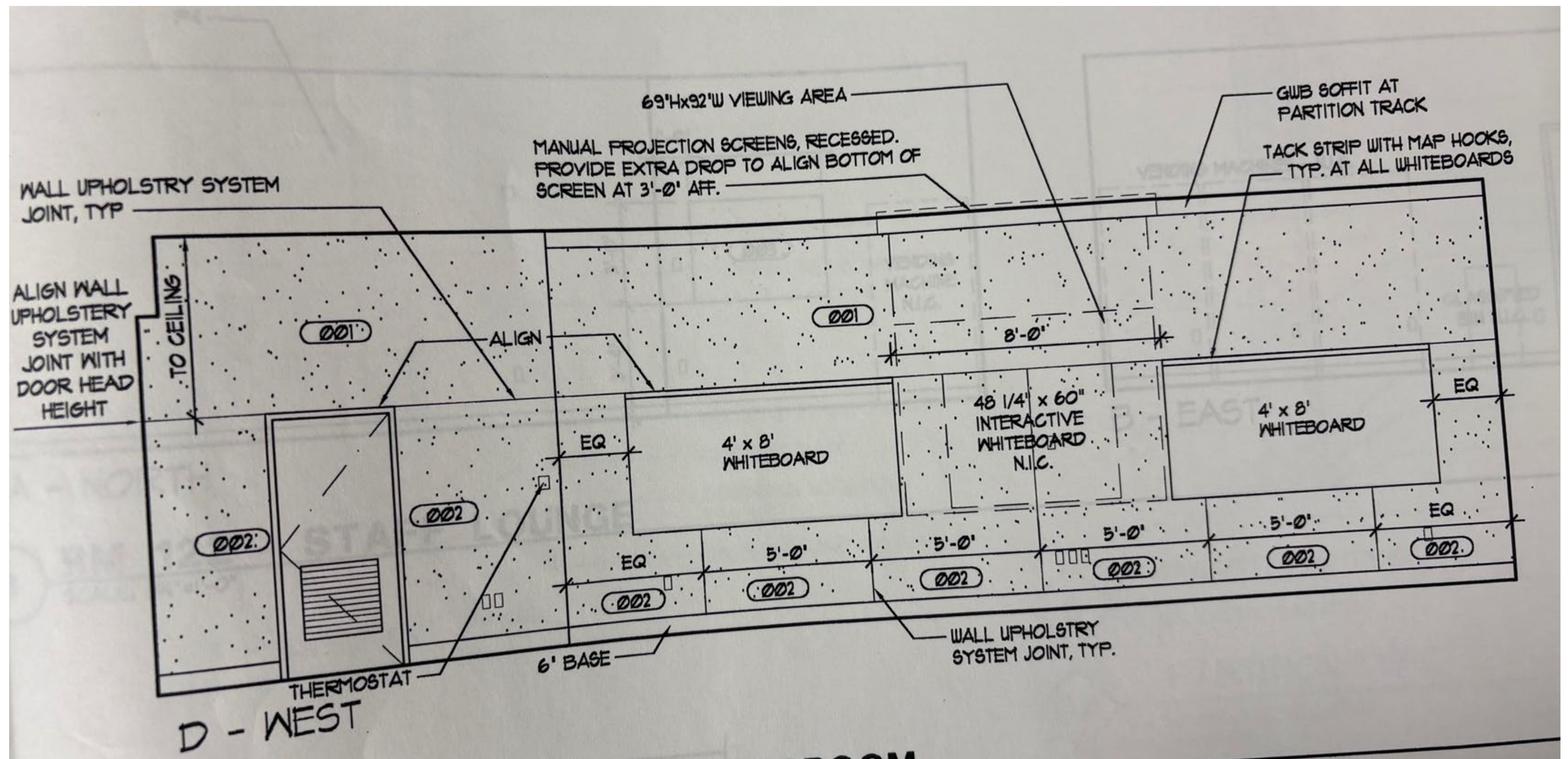


EXHIBIT B – COMPENSATION SCHEDULE

Item	Description	Price
1	Permitting/Inspections	\$150.00
2	Wall Prep/Drywall Repair	\$200.0
3	Wiring/Boxes/Outlets	\$2,500
	Total before tax	\$2,850.00

Vendor to invoice for the total amount upon Kitsap 911's accepted completion of work by emailing the invoice to accounting@kitsap911.org. Kitsap 911 will pay invoices within 30 days of receipt and review of prevailing wage statement of intent.

EXHIBIT C – VENDOR’S RESPONSE

HENDEN ELECTRIC, INC.

Residential and Commercial Wiring

26124 Calvary Lane NE

Kingston, WA 98346

Phone: (360) 297-4433

Fax: (360) 297-7899

email: office@hendenelectric.com

PROJECT BID

ESTIMATE #: KITS

DATE: 9/15/25

TO Kitsap 911
911 Carver St W
Bremerton, WA 98312

PROJECT NAME:

Kitsap 911 EOC
Audio Visual Electrical Project

ESTIMATE PREPARED BY:	JOB	PAYMENT TERMS	DUE DATE
SCOTT HENDEN	Adding Electrical Outlets	Upon Receipt	

ITEM	DESCRIPTION	UNIT PRICE	ESTIMATE PRICE
	Electrical Work To Be Completed Per the Following:		
1	Permitting / Inspections		\$150.00
2	Wall Prep / Drywall Repair		\$200.00
3	Wiring / Boxes / Outlets		\$2,500.00
	Anticipated Start Date: October 20, 2025		
	Anticipated End Date: October 24, 2025		

BID AS SPECIFIED ABOVE:

**SALES TAX NOT INCLUDED

SUBTOTAL	\$2,850.00
SALES TAX	
TOTAL	

HENDEN ELECTRIC, INC.

RESIDENTIAL AND COMMERCIAL WIRING

CONTRACTORS LICENSING INFORMATION

Name: Henden Electric Inc
Address: 26124 Calvary Ln. NE
Kingston, WA 98346
Contact Info: D. Scott Henden, President
360-297-4433
office@hendenelectric.com

Unified Business Identifier (UBI #):	601-188-218
Employer Identification #:	91-1449766
Employment Security Dept #:	674475-00-7
WA Industrial Insurance (L&I):	544,829-01
WA State Excise Tax Registration:	601-188-218
WA State Contractor License Registration #:	HENDEEI110NZ
Exp Date:	8/9/2027
	ELECTRICAL CONTRACTOR
Business License #:	601188218

26124 Calvary Lane NE • Kingston, WA 98346 • Office (360) 297-4433
Fax (360) 297-7899 • office@hendenelectric.com

HENDEN ELECTRIC, INC.

RESIDENTIAL AND COMMERCIAL WIRING

PROJECT REFERENCES

Henden Electric has been in business as a commercial and residential Electrical Contractor for over 35 years. We have completed over 32 Public Works Projects over the last 5 years, many of similar scope, as well as many large scale non-public works jobs.

Please see below references of recent Public Works projects completed:

Housing Kitsap

2244 NW Bucklin Hill Rd.

Silverdale, WA 98383

Job Name: Electrical Panel and Meter Stack Replacement for Heritage, Viewmont & Windsong Apartments

Contact: Laura Auerbach – 360-535-6169 – auerbachl@housingkitsap.org

Description of Project: Replace Electrical Panels and Meter Stacks on 3 Apartment Complexes – About 175 Panel Replacements and Meter Stacks Replacements on 36 Buildings

Contract Amount: \$444,710.00

Date of Completion: This is a current job that is about 75% Complete – should be complete by middle to end of October

Mason County PUD 1

N. 21971 Hwy 101

Shelton, WA 98584

Job Name: Canal & Lakewood Generator Project

Contact: Brandy Milroy – 360-877-5249 x 218 – brandym@mason-pud1.org

Description of Project: Install new emergency backup generators at the Canal & Lakewood Locations

Contract Amount: \$89,838.00

Date of Completion: September 2024

Housing Kitsap

2244 NW Bucklin Hill Rd.

Silverdale, WA 98383

Job Name: Update Electrical Panels for Fjord Manor Apartments

Contact: Elisa Olson – 360-535-6100 - procurement@housingkitsap.org

Description of Project: Replace Electrical Panels in 38 units and Replace Meter Panels in Main Meter Room

Contract Amount: \$122,740.80

Date of Completion: February 2024

26124 Calvary Lane NE • Kingston, WA 98346 • Office (360) 297-4433
Fax (360) 297-7899 • office@hendenelectric.com

City of Maple Valley

22017 SE Wax Rd.

Maple Valley, WA 98038

Job Name: City Hall Generator Project

Contact: Shaunna Lee – 425-413-8800 – Shaunna.lee@maplevalleywa.gov

Description of Project: Install new emergency backup generator for Maple Valley City Hall

Contract Amount: \$185,628.30

Date of Completion: December 2023

City of Mount Vernon

1805 Continental Place

Mount Vernon, WA 98273

Job Name: Police Court Campus Generator Replacement

Contact: Chris Phillips – 360-630-7563 – cphillips@mountvernonwa.gov

Description of Project: Install new generator for the Mount Vernon Police Court Campus

Contract Amount: \$255,000

Date of Completion: April 2023

Mason County PUD No. 3

200 SE Lynch Rd.

Shelton, WA 98584

Job Name: Totten Fiber Enclosure Fencing & Backup Generator

Contact: Mike Rientjes – 360-432-5680 – miker@masonpud3.org

Description of Project: Electrical Work for Fiber Enclosure Fencing & Backup Generator Installation

Contract Amount: \$47,990

Date of Completion: December 2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/10/2025

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 Weeks Insurance & Financial Services Jason Weeks Agency 8404 83rd Ave SW Ste K Lakewood WA 98498-6079		CONTACT NAME: Christina Bates PHONE (A/C, NO, EXT): 253-355-9733 FAX (A/C, NO): 253-449-3189 E-MAIL ADDRESS: christina.jweeks@farmersagency.com	
INSURED HENDEN ELECTRIC, INC. 26124 CALVARY LN NE KINGSTON WA 98346		INSURER(S) AFFORDING COVERAGE INSURER A: Truck Insurance Exchange 21709 INSURER B: Farmers Insurance Exchange 21652 INSURER C: Mid Century Insurance Company 21687 INSURER D: Fire Insurance Exchange 21660 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 NAME 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.

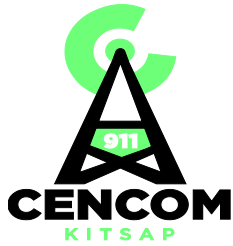
INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PROJECT ☐ LOC OTHER:			607110509	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 1,000,000 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 \$ 2,000,000
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			607110520	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$			607138204	12/31/2024	12/31/2025	EACH OCCURRENCE \$ AGGREGATE \$ 2,000,000
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTHER ☐ \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
26124 CALVARY LN NE, KINGSTON, WA 98346

CERTIFICATE HOLDER

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 CHRISTINA BATES



**KITSAP 911
CONTRACT REVIEW SHEET**

(Kitsap 911 Governing Directive #60 -Purchasing and Contracting)

A. GENERAL INFORMATION

- | | | | |
|---------------------------|---|-----------------------------------|------------------------------------|
| 1. Contractor | Bremerton Government Center Association (BGCA) Norm Dicks Lease | | |
| 2. Purpose | Radio Site Lease on Norm Dicks Building | | |
| 3. Contract Amount | \$0 | Disburse ☐ | Receive ☐ |
| 4. Contract Term | 11-1-2025 to 10-31-2030 plus five additional five year terms 10-31-2055 | | |
| 5. Contract Administrator | Matt Donleycott | Phone | Matt.donleycott@ci.bremerton.wa.us |

Approved: _____ **Date** 10-6-2025

Executive Director

B. ACCOUNTING INFORMATION

- | | |
|---|----------|
| 1. Contract Control Number | K911-089 |
| 2. Fund Name | N/a |
| 3. Payment from-Revenue to CC/Account Nbr | _____ |

C. RISK MANAGER REVIEW

- | | |
|---|---------------------------------------|
| 1. ☒ Approved | ☐ Not Approved |
| Reviewer Farah Derosier | Date _____ |
| 2. Comments: Standard lease agreement | |

D. ATTORNEY REVIEW

- | | |
|---|---------------------------------------|
| 1. ☒ Approved | ☐ Not Approved |
| Reviewer _____ | Date _____ |
| 2. Comments: Standard lease agreement | |

**H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS
READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.**
(For contract signing authority, see Kitsap 911 Governing Directive # 60 Purchasing and Contracting)

Ratification By Kitsap 911 Board of Directors Chair

Date

RADIO COMMUNICATIONS FACILITY LEASE AGREEMENT

This Radio Communications Facility Lease Agreement (the “**Agreement**”) is made and effective as of the date the last Party executes this Agreement (the “**Effective Date**”), by and between the Bremerton Government Center Association (BGCA), an association of owners of individual units within the Norm Dicks Government Center having a place of business at 345 6th Street, Bremerton, WA 98337 (“**Lessor**”), and Kitsap 911, a public authority of the State of Washington, duly organized pursuant to RCW 35.21.730 through 35.21.759 and existing under the laws of the State of Washington and Kitsap County (“**Lessee**,” and together with Lessor, the “**Parties**,” each a “**Party**”).

In consideration of the terms and conditions of this Agreement, the parties agree as follows:

SECTION 1. DEFINITIONS

- 1.1. “**Building**” means the Building of which the Premises is a part.
- 1.2. “**Installation**” means the installation of Lessee’s Equipment on the Premises.
- 1.3. “**Permitted Modifications**” means adding, removing, replacing, upgrading, or modifying Lessee’s Equipment within the Premises.

SECTION 2. PREMISES

- 2.1. Premises. Lessor is the owner of the Property located at 345 6th Street, Bremerton, WA 98337, as legally described in Exhibit A (“Property”), attached to and incorporated herein.

In consideration of the obligations of Lessor and Lessee set forth herein, Lessor leases to Lessee, and Lessee hereby leases from Lessor “Radio Communications Facility Space” which includes: (i) approximately 20 square feet of space for the installation, use, operation, modification, repair, replacement, monitoring and maintenance of antennas, radios, and/ or nodes; (ii) approximately 32 square feet of space for the installation, use, operation, modification, repair, replacement, monitoring, and maintenance of radio communications equipment; and (iii) additional space within and on the Building and/or the roof of the Building for the installation, use, operation, modification, repair, replacement, monitoring, and maintenance of wires, cables, optical fiber cables (OFC) /T-1, conduits, pipes running between and among the Radio Communications Facility Space and/or public right of way, and to all necessary electrical, OFC, and telephone utility sources located within the Building or on the Property.

The Radio Communications Facility Space is referred to as the “Premises” and is depicted on the site plan attached hereto and incorporated herein as Exhibit B. Lessee shall have the right, but not the obligation, to prepare a survey of the Property, Building, and Radio Communications Facility Space, and said survey may, at Lessee’s election, replace Exhibit B, and shall control in the event of any discrepancies between the survey and Exhibit B.

Lessor also grants to Lessee: (a) the right to use any OFC installed at the Property to support Lessee’s Installation, if available for Lessee’s use; (b) a utility easement running from the nearest public right of way to the Premises to the extent necessary to serve Lessee’s Installation, in Lessee’s sole determination, and promptly following Lessee’s request therefor; and (c) the right

to install services such as OFC or power, on, through, over and/or under the Property in available conduit. Lessor agrees that independent third-party providers of utility services, including, but not limited to, OFC, may utilize the above-referenced easement and conduit for the installation of lines, equipment, and all necessary appurtenances, without the execution of any further documentation. However, if required by Lessee or any such third-party provider, Lessor agrees to execute a separate recordable document or other reasonable documentation evidencing such rights without the payment of additional consideration. If the existing utility sources located within the Building or on the Property are insufficient for Lessee's Permitted Use, Lessor agrees to grant Lessee and/or the applicable third-party utility provider the right, at Lessee's sole cost and expense, to install such utilities on, over, and/or under the Property and through the Building as is necessary for Lessee's Permitted Use, provided that the location of such utilities shall be mutually agreed upon by Lessor and Lessee prior to the commencement of installation thereof. Further, Lessor agrees to grant additional space to Lessee for radio frequency signage and barricades if required by applicable Law.

- 2.2. Contingencies. The Parties acknowledge and agree that Lessee's ability to use the Premises is contingent upon Lessee obtaining each of the following: (i) a satisfactory building structural analysis showing that the Building is suitable for Lessee's Permitted Use ("Structural Analysis"); and (ii) all certificates, permits, approvals and other authorizations that may be required by any governmental authority in accordance with applicable law (collectively, the "Governmental Approvals"). Lessor hereby authorizes Lessee, at Lessee's sole cost and expense, to file and submit for Governmental Approvals. Lessor shall: (i) cooperate with Lessee in Lessee's efforts to obtain such Governmental Approvals; (ii) promptly execute and deliver any and all documents necessary to obtain and maintain Government Approvals; and (iii) take no action that would adversely affect Lessee's ability to obtain and/or maintain the Governmental Approvals.

Prior to the Commencement Date, if: (i) a Structural Analysis shows that the Building is not suitable for Lessee's Permitted Use; (ii) any application for Governmental Approvals is rejected, conditioned, materially delayed or otherwise not approved for any or no reason; or (iii) Lessee determines, in Lessee's sole and absolute discretion, that such Governmental Approvals cannot be obtained in a timely and commercially reasonable manner, then, following the occurrence of any of the events set forth in clauses (i) through (iii) (collectively, the "Contingencies"), Lessee shall have the right to terminate this Agreement immediately upon Notice to Lessor and without penalty or further obligation to Lessor, its employees, officers, agents or lenders. If, following the Commencement Date, and through no fault of Lessee, any Governmental Approval issued to Lessee is canceled, expires, lapses, or is otherwise withdrawn or terminated by the applicable governmental authority, then Lessee shall have the right to terminate this Agreement upon ninety (90) days' Notice to Lessor without penalty or further obligation to Lessor, its employees, officers, agents, or lenders.

SECTION 3. TERM AND TERMINATION

- 3.1. Term. This Agreement shall be effective as of the Effective Date. The initial term of this Agreement (the "**Initial Term**") will commence on the first (1st) day of the month following the commencement of Lessee's Installation (the "**Commencement Date**"), and will expire on the last day of the month that is sixty (60) months after the Commencement Date unless terminated sooner, renewed, or extended as provided herein. The Initial Term shall automatically be extended for up to four (4) additional five (5) year terms (each 5-year term, a "**Renewal Term**")

unless Lessee elects, in Lessee's sole and absolute discretion, to terminate the lease at the end of the then-current term by giving Lessor written Notice at least ninety (90) days prior to the end of the then-current term. The Parties agree this Agreement constitutes a binding and valid obligation of each Party as of the Effective Date, subject to the Contingencies (as defined in Section 2.2). The Initial Term and any applicable Renewal Term(s) may be referred to collectively as the "Term".

- 3.2. Lessee Termination. Lessee shall have the right, but not the obligation, to terminate this Agreement without further liability upon thirty (30) days prior written Notice to Lessor due to any one or more of the following: (i) changes in applicable law which prohibit or adversely affect Lessee's ability to operate Lessee's Equipment at the Premises; (ii) Lessee, in its sole discretion, determines that Lessee's Permitted Use of the Premises is obsolete or unnecessary; or (iii) Lessor or a third party installs any Building, equipment, or other item on the Building, Property or an adjacent property, which blocks, hinders, limits, or prevents Lessee from being able to use the Lessee Equipment for Lessee's Permitted Use. Lessee may terminate this Agreement with three (3) months' prior notice to Lessor, upon the annual anniversary of the Commencement Date, or at any time before the Commencement Date at Lessee's sole discretion.
- 3.3. Lessor Termination. Further, Lessor shall have the right, but not the obligation, to terminate this Agreement without further liability upon thirty (30) days prior written Notice to Lessee due to any one or more of the following: (i) changes in applicable law which prohibit or adversely affect Lessor's ability to lease the Premises or (ii) Lessee installs any Building, equipment, or other item on the Premises which does not meet all Structural Analysis and Governmental Approvals or is in violation of applicable law. Lessor may terminate this Agreement with three (3) months' prior notice to Lessee, upon the annual anniversary of the Commencement Date, or at any time before the Commencement Date at Lessor's sole discretion.

SECTION 4 RENT AND TAXES

- 4.1. Rent / Compensation / Mutual Benefit. As consideration to the Lessor, and for the mutual benefit of both parties, Lessee agrees to: (a) support continued reliable emergency radio communications for first responders in Kitsap County, including the City of Bremerton; (b) provide on-site radios for building owners for use in emergencies; and (c) remove Lessor's decommissioned, unused equipment from the roof at the time of installation of Lessee's equipment, which would otherwise come at an additional cost for Lessor.
- 4.2. Taxes. Lessor shall pay all taxes, including but not limited to, ad valorem, personal property, real estate, sales and use taxes, fees, assessments, or other taxes that are assessed upon the Property during the Term. If any such tax or excise is levied or assessed directly against Lessee, then Lessee shall be responsible for and shall pay the taxing authority. Lessee shall be liable for all taxes against Lessee's personal property or Lessee's fixtures placed in the Premises, whether levied or assessed against Lessor or Lessee. Lessor shall reasonably cooperate with Lessee, at Lessee's expense, in any appeal or challenge to Taxes. If, as a result of any appeal or challenge by Lessee, there is a reduction, credit, or repayment received by Lessor for any Taxes previously paid by Lessee, Lessor agrees to promptly reimburse to Lessee the amount of said reduction, credit, or repayment. If Lessee does not have the standing rights to pursue a good faith and reasonable dispute of any Taxes under this section, Lessor will pursue such dispute at Lessee's sole cost and expense upon written request of Lessee.

SECTION 5. USE, ACCESS, AND MODIFICATIONS TO LESSEE'S EQUIPMENT

- 5.1. Lessee's Permitted Use. Lessor agrees that Lessee may use the Premises for the purpose of the installation, operation, maintenance, upgrade, removal, and management of a radio communications facility, including, without limitation, equipment designed to transmit and receive radio frequency signals (collectively, "**Lessee's Equipment**"), which shall include the right, subject to Section 5.3 below, to replace, repair, add, or otherwise modify Lessee's Equipment or any portion thereof and the frequencies over which Lessee's Equipment operates ("**Lessee's Permitted Use**").
- 5.2. Access. Commencing on the Effective Date and continuing throughout the Term, Lessee, its employees, agents, and Contractors shall have unrestricted access from the public right-of-way to the Premises 24 hours per day, 7 days per week and at no additional cost or expense to Lessee. During normal business hours, Lessee will check in with Lessor's Building Monitor located at the lobby concierge desk for escort and access to Premises. For access to Premises after business hours, including weekends and holidays ("After-Hour Access"), Lessee shall contact the City of Bremerton Facilities standby personnel at (360) 473-0681 (a 24/7 monitored phone) to notify the City of Bremerton of Lessee's intent to enter the Norm Dicks Government Center. For After-Hour Access to Premises, Lessee will be given access to a physical key stored in a location designated by Lessor. After-Hours Access is strictly limited to Premises.
- 5.3. Modifications to Lessee's Equipment. After Lessee's initial Installation, Lessee may make Permitted Modifications, including those which allow Lessee to: (i) modify or add additional technologies; and (ii) modify or add equipment within the Premises; in either case, without incurring any increase in the then-current Rent, or other modification of the terms and conditions set forth in this Agreement, provided that the new equipment does not trigger or cause a material adverse effect on the structural integrity or loading of the roof of the Building and meets all Structural Analysis and Governmental Approvals as defined in Section 2.2. For any modification or addition that is not a Permitted Modification, Lessee shall seek Lessor's approval of Lessee's installation plans and specifications prior to commencing any such addition or modification.

SECTION 6. UTILITIES AND LIENS

- 6.1. Utilities. Lessee may utilize and make reasonable modifications to the Building's electrical system to accommodate the electrical requirements of Lessee's Equipment, at Lessee's sole cost and expense. Lessee may have its own utility meter installed in a mutually agreed upon location. If separate metering is not commercially reasonable, then Lessee may install a utility sub meter on Lessor's main utility meter, which Lessor shall read and bill to Lessee on a monthly basis (without mark-up) for Lessee's utility consumption and provide Lessee with documentation to substantiate all invoiced amounts. Lessee's actual utility usage charges shall be paid by Lessee to Lessor (each without mark-up) within sixty (60) days following Lessee's receipt of an undisputed invoice and documentation substantiating all invoiced amounts.
- 6.2. Liens. Lessee will use commercially reasonable efforts to prevent any lien from attaching to the Building or any part thereof. If any lien is filed purporting to be for labor or material furnished or

to be furnished at the request of Lessee, then Lessee shall do all acts necessary to discharge such lien by payment, satisfaction or posting of bond within ninety (90) days of receipt of Notice of the same from Lessor; provided, that Lessee may contest any such lien if Lessee provides Lessor with cash or a letter of credit in the amount of said lien as security for its payment within such ninety (90) day period, and thereafter diligently contests such lien. In the event Lessee fails to deposit the aforementioned security with Lessor and fails to pay any lien claim after entry of final judgment in favor of the claimant, then Lessor shall have the right to expend all sums reasonably necessary to discharge the lien claim.

SECTION 7. INTERFERENCE AND RELOCATION OF LESSEE'S EQUIPMENT

- 7.1. Interference. Lessee agrees to use commercially reasonable efforts to ensure that Lessee's Equipment does not cause measurable Interference (as defined below) with any equipment installed at the Building as of the Effective Date. Following the Effective Date, Lessor agrees not to install or to permit others to install any Building or equipment, which could block or otherwise interfere with any transmission or reception by Lessee's Equipment ("**Interference**"). If Interference continues for a period more than forty-eight (48) hours following a Party's receipt of notification thereof, Lessor shall cause any interfering party to cease operating, and/or relocate, the source of Interference, or to reduce the power sufficiently to minimize the Interference until such Interference can be remedied. The Parties acknowledge and agree that there will not be an adequate remedy at law for noncompliance with the provisions of this Section 7.1, and therefore either Party shall have the right to equitable remedies, including, without limitation, injunctive relief, and specific performance.

SECTION 8. MAINTENANCE AND REPAIR OBLIGATIONS

- 8.1. Lessor Maintenance of the Building. Lessor represents and warrants that, as of the Effective Date, the Building, the Building's systems, and all structural elements of the Building are in compliance with applicable law. Throughout the Term, Lessor shall maintain, at its sole cost and expense, the Building and the Property (but not Lessee's Equipment located thereon) in good operating condition and in compliance with applicable law. The Parties acknowledge and agree that Lessor shall not have any obligation to maintain, repair or replace Lessee's Equipment except to the extent required due to the acts and/or omissions of Lessor, Lessor's agents, Contractors, or other Lessees of the Building. Lessor agrees to safeguard Lessee's Equipment with the same standard of care it uses to protect its own property, but in no event less than reasonable care. In addition, Lessee may take all reasonable actions necessary, in Lessee's reasonable discretion, to secure, and/or restrict access to Lessee's Equipment. Such actions are limited to Premises and are subject to the access requirements in Section 5.2.
- 8.2. Lessee Maintenance of Lessee's Equipment. Lessee assumes sole responsibility for the maintenance, repair and/or replacement of Lessee's Equipment, except as set forth in Section 6.1. Lessee agrees to perform all maintenance, repair, or replacement of Lessee's Equipment ("**Lessee Maintenance**") in accordance with applicable law, and in a good and workmanlike manner. Lessee acknowledges and agrees that Lessee shall not be permitted to conduct Lessee Maintenance in a manner that would materially increase the size of the Premises.

SECTION 9. SURRENDER AND HOLD OVER

- 9.1. Surrender. Except as set forth to the contrary herein, within ninety (90) days following the expiration or earlier termination of the Term of this Agreement (including any period(s) of renewal or extension) (the "Equipment Removal Period") in each case in accordance with the terms of this Agreement, Lessee will surrender the Premises to Lessor in a condition similar to that which existed on the Effective Date, normal wear and tear excepted. The Parties acknowledge and agree that Rent will not accrue during the Equipment Removal Period, provided, however, that if Lessee fails to remove Lessee's Equipment during the Equipment Removal Period, Lessee will be deemed to be in Hold Over (as defined in Section 9.2 below) until such time as Lessee removes Lessee's Equipment from the Premises. Nothing herein, however, shall prohibit Lessee from accessing the Premises or removing all or any portion of Lessee's Equipment from the Premises at any time during the Term or the Equipment Removal Period. Access to Premises shall be in accordance with Section 5.2.
- 9.2. Hold Over. If Lessee occupies the Premises beyond the Equipment Removal Period without Lessor's written consent ("**Hold Over**"), Lessee will be deemed to occupy the Premises on a month-to-month basis, terminable by either Party on thirty (30) days' written Notice to the other Party, and all of the terms and provisions of this Agreement shall be applicable during that period, except that Lessee shall pay Lessor a rental fee equal to the then current monthly Rent applicable hereunder at the expiration of the Term or applicable Renewal Term, prorated for the number of days of such hold over.

SECTION 10. DEFAULT AND REMEDIES

- 10.1. Default. If any of the following events occur during the Term (each a "Default"), then the non-Defaulting Party may elect one or more of the remedies set forth below in this Section 10 or seek any other remedy available at law or in equity: (a) a Party's failure to make any payment required by this Agreement within thirty (30) days after such Party's receipt of written Notice from the other Party of such failure to pay; (b) failure by either Party to observe or perform any of the covenants or other provisions of this Agreement to which either Party is bound by this Agreement where such failure: (1) continues for a period of thirty (30) days after written Notice thereof from the non-defaulting Party, provided, however, that if the event for which the Notice is given is of a nature that may not be reasonably cured within said thirty (30) day period, then such Party shall not be in default for so long as such Party commences to cure the failure within the thirty (30) day period and diligently pursues it to conclusion; and/or (2) based upon Lessee's reasonable determination, materially affects Lessee's ability to transmit or receive wireless communications signals to or from the Premises; (3) either Party files a petition in bankruptcy or insolvency or for reorganization or arrangement under the bankruptcy laws of the United States or under any insolvency act of any state, or admits the material allegations of any such petition by answer or otherwise, or is dissolved or makes an assignment for the benefit of creditors; and/or (4) involuntary proceedings under any such bankruptcy law or insolvency act or for the dissolution of either Party are instituted against either Party, or a receiver or trustee is appointed for all or substantially all of the property of either Party, and such proceeding is not dismissed, or such receivership or trusteeship vacated within sixty (60) days after such institution or appointment.
- 10.2. Remedies. Upon the occurrence of any uncured Event of Default, the non-defaulting Party may thereafter terminate this Agreement immediately upon written Notice to the other Party without prejudice to any other remedies the non-defaulting Party may have at law or in equity.

- 10.3. Waiver; Remedies. It is agreed that, except as expressly set forth in this Agreement, the rights and remedies herein provided in case of Default or breach by either Lessor or Lessee are cumulative and shall not affect in any manner any other remedies that the non-breaching Party may have by reason of such default or breach. The exercise of any right or remedy herein provided shall be without prejudice to the right to exercise any other right or remedy provided herein, at law, in equity or otherwise. In addition to, and not in limitation of, the preceding, the Parties acknowledge and agree that there will not be an adequate remedy at law for noncompliance with the provisions of Section 7, and therefore either Party shall have the right to equitable remedies, including, without limitation, injunctive relief, and specific performance.

SECTION 11. LIMITATION OF LIABILITY AND INDEMNIFICATION

- 11.1. Limitation of Liability. Except for each party's indemnification obligations set forth below in this Section 11, neither party nor any of its agents, Contractors, or employees, shall be liable to the other party or any person claiming through that party for any exemplary, special, incidental, or consequential damages for any cause whatsoever, including, without limitation, claims caused by or resulting from the negligence, gross negligence, or willful misconduct of that party, its agents, Contractors, or employees.
- 11.2. Lessee's Indemnity. Except to the extent caused by the breach of this Agreement by Lessor or the acts or omissions of Lessor, its officers, agents, employees, contractors, or any other person or entity for whom Lessor is legally responsible, Lessee shall defend, indemnify and hold Lessor and its elected and appointed officials, officers, directors, employees, agents, and representatives ("**Lessor's Representatives**") harmless from and against any and all claims, demands, litigation, settlements, judgments, damages, liabilities, costs, and expenses (including, without limitation, reasonable attorneys' fees) (individually or collectively, a "**Claim**") arising directly or indirectly out of: (i) any act or omission of Lessee, its elected and appointed officials, officers, agents, employees, contractors, or any other person or entity for whom Lessee is legally responsible ("**Lessee's Representatives**"); or (ii) a breach of any representation, warranty, or covenant of Lessee contained or incorporated in this Agreement.
- 11.3. Lessor's Indemnity. Except to the extent caused by the breach of this Agreement by Lessee or the acts or omissions of Lessee, its elected and appointed officials, officers, agents, employees, contractors, or any other person or entity for whom Lessee is legally responsible, Lessor shall defend, indemnify, and hold Lessee, its elected and appointed officials, officers, directors, employees, agents, and representatives harmless from and against any and all Claims arising directly or indirectly out of: (i) any act or omission of Lessor, its elected and appointed officials, officers, agents, employees, contractors, or any other person or entity for whom Lessor is legally responsible; (ii) a breach of any representation, warranty, or covenant of Lessor contained or incorporated in this Agreement; and/or (iii) the generation, possession, use, storage, presence, release, spill, treatment, transportation, manufacture, refinement, handling, production, and/or disposal of Hazardous Substances in, on, about, adjacent to, under or near the Premises, the Building and/or the Property, and/or any contamination of the Premises, the Building and/or the Property by any Hazardous Substance, but only to the extent not caused by Lessee or its employees, agents, customers/invitees, or contractors.

- 11.4. Indemnification Procedure. The Party seeking indemnification (the “**Indemnified Party**”) shall promptly send Notice to the Party from whom indemnification is being sought (the “**Indemnifying Party**”) of the claim or suit for which indemnification is sought. The Indemnified Party shall not make any admission as to liability or agree to any settlement of or compromise any claim without the prior written consent of the Indemnifying Party. The Indemnified Party shall, at the Indemnifying Party request and expense, give the Indemnifying Party all reasonable assistance in connection with those negotiations and litigation.

SECTION 12. INSURANCE

- 12.1. Lessor Obligations. Throughout the Term of the Agreement, Lessor shall maintain, at Lessor’s sole cost and expense, the following insurance coverage Commercial General Liability of not less than \$2,000,000 per occurrence and \$2,000,000 aggregate. All such policies shall be endorsed to include Lessee as an additional insured. Subject to the policy minimums set forth above in this Section 12.1, the insurance required of Lessor hereunder may be maintained by a blanket or master policy that includes properties other than the Property.
- 12.2. Lessee Obligations. Throughout the Term of the Agreement, Lessee shall maintain, at Lessee’s sole cost and expense, the following insurance coverage: (i) workers’ compensation insurance with no less than the minimum limits required by applicable law; (ii) employer’s liability insurance with such limits as required by applicable law; and (iii) Commercial General Liability with a minimum limit of \$2,000,000 per occurrence and \$2,000,000 aggregate.
- 12.3. Insurance Requirements. All policies required by this Section 12 shall be issued by insurers that are (1) licensed to do business in the state in which the Property and/or Building are located, and (2) rated A- or better by Best’s Key Rating Guide.
- 12.4. Waiver of Subrogation. To the fullest extent permitted by law, Lessor and Lessee for themselves and any and all parties claiming under or through them, including, without limitation, their respective insurers, hereby mutually release and discharge each other, and their respective officers, directors, shareholders, agents, employees, contractors, and/or any other person or entity for whom a Party is legally responsible from any claims for damage to any person or to the Premises or any other real or personal property that are or are claimed to have been caused by or result from risks insured against under any insurance policies carried by the waiving party and in force at the time of such damage and hereby waive any right of subrogation that might otherwise exist in or accrue to any person on account thereof. All policies required to be carried by either Party herein shall contain an endorsement in favor of the other Party waiving the insurance company’s right of subrogation against such other Party. This release shall apply even if the loss or damage is caused by the fault or negligence of a party hereto or by any person for which such party is responsible. Each party agrees to notify its insurance carrier(s) of this provision.

SECTION 13. WARRANTIES

- 13.1. Lessor represents, warrants, and covenants that: (a) Lessor has the right and authority to execute and perform this Agreement; (b) there are no liens, judgments, or other title matters materially

and adversely affecting Lessor's title to the Property; (c) there are no covenants, easements, or restrictions that prevent the use of the Premises for Lessee's Permitted Use; (d) the Building and the Premises are in good repair and suitable for Lessee's Permitted Use; (e) in the event a third party other than Lessor owns or controls any rights to, or Lessor subleases any portion of the Property and/or Building, Lessor has obtained all rights necessary to enter into this Agreement; and (f) Lessor has not and shall not cause, knowingly permit or, fail to remediate in accordance with applicable law (at Lessor's sole cost and expense) any hazardous substance (as such phrase is defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 USC §9601 et seq. ("**Hazardous Substance**") to be placed, stored, treated, released, spilled, transported, or disposed of on, under, at or from the Property and/or Building in violation of any applicable environmental laws during the term of this Agreement. Lessor understands and agrees that notwithstanding anything contained in this Agreement to the contrary, in no event shall Lessee have any liability whatsoever with respect to any Hazardous Substance that was on, about, adjacent to, under or near the Building prior to the Effective Date, or that was generated, possessed, used, stored, released, spilled, treated, transported, manufactured, refined, handled, produced, or disposed of on, about, adjacent to, under, or near the Property and/or Building by: (1) Lessor, its agents, employees, contractors, or invitees; or (2) any third party who is not an employee, agent, contractor, or invitee of Lessee.

SECTION 14. GOVERNING LAW AND DISPUTES

- 14.1. Governing Law; Venue. The Agreement will be governed in all respects by the laws of the State of Washington, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Agreement may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington or as provided by RCW 36.01.050.
- 14.2. Disputes. Conflicts and disagreements between the parties related to the Agreement will be promptly brought to the attention of the Lessor.

SECTION 15. NOTICE AND AGREEMENT REPRESENTATIVES

- 15.1. Notice. Any notices, demands and other communications required by the Agreement will be effective if personally served upon the other party or if mailed by registered or certified mail, postage prepaid, return receipt requested, to the other party's Agreement Representative at the address below. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three (3) days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day. Each party will designate an "Agreement Representative", which may be changed by providing fifteen (15) days prior notice to the other party.

Lessor's Agreement Representative:

City of Bremerton
Attn: Matt Donleycott

If by courier service:

Lessee's Agreement Representative:

Kitsap 911 – CENCOM
Attn: Executive Director
911 Carver Street
Bremerton, WA 98312-4300

Matt Donleycott
BGC Managing Agent
345 6th Street
Bremerton, WA 98337

If by e-mail:
contracts.manager@kitsap911.org

If by first-class certified mail:
Matt Donleycott
100 Oyster Bay Avenue N.
Bremerton, WA 98337

If by email:
Matt.Donleycott@ci.bremerton.wa.us

SECTION 16. ASSIGNMENTS AND RIGHTS

- 16.1. Assignment. Neither Party may assign or otherwise transfer any of its rights or obligations under this Agreement to any third party without the prior written approval of the other Party, which consent shall not be unreasonably withheld, conditioned, or delayed.
- 16.2. Successors and Assigns. The respective rights and obligations provided in this Agreement shall bind and shall continue to apply for the benefit of the Parties hereto, their legal representative, heirs, successors and permitted assigns. No rights however, shall continue to apply for the benefit of any assignee, unless such assignment was made in accordance with Section 16.1 of this Agreement.
- 16.3. Rights Upon Sale of Property or Building. Should Lessor, at any time during the Term, sell or transfer all or any part of the Property or the Building to a purchaser other than Lessee, such transfer shall be subject to this Agreement and Lessor shall require any such purchaser or transferee to recognize Lessee's rights under the terms of this Agreement in a written instrument signed by Lessor and the third-party transferee. In the event that Lessor completes any such transfer without executing such a written instrument, then Lessor shall not be released from its obligations to Lessee under this Agreement, and Lessee shall have the right to look to Lessor and the third party for the full performance of this Agreement. In addition to, and not in limitation of the preceding, in the event the Lessor sells or transfers either its rights in all or any portion of the Premises or Lessor's right to the receive the Rent (and other payments) derived from the Premises under this Agreement, in either case separate from the underlying Building and/or Property, to any third party who is not an affiliate of Lessor, then prior to any such sale or transfer Lessor shall first provide Lessee with a right of first refusal ("**ROFR**") to acquire such right(s). In order to evaluate the terms and conditions offered to Lessor by such third-party Lessor shall provide Lessee with a full, complete, and unredacted copy thereof and Lessee shall have thirty (30) days from receipt thereof to elect to exercise its ROFR; provided that Lessee's exercise of the ROFR shall be on the same terms and conditions as offered to Lessor by such third party (except as may be mutually agreed upon to the contrary).
- 16.4. Subordination and Non-Disturbance. This Agreement shall be subordinate to any mortgage, deed of trust, or other security agreement (each a "**Mortgage**") by Lessor which, from time to time, may encumber all or part of the Property; provided, however, the lender under every such Mortgage shall, in the event of a foreclosure of Lessor's interest, recognize the validity of this

Agreement and Lessee's right to remain in occupancy of and have access to the Premises, as long as no Event of Default by Lessee exists under this Agreement. If the Property is encumbered by a Mortgage as of the Effective Date, then Lessor shall, promptly following Lessee's request, obtain and furnish to Lessee a non-disturbance agreement, in recordable form, for each such Mortgage. If Lessor defaults in any payment or other performance obligations under any Mortgage encumbering the Property, Lessee may, at its option (but without any obligation), cure or correct such default and, upon doing so, Lessee may offset the full amount against any Rent or other amount owed by Lessee to Lessor under this Agreement.

- 16.5. Condemnation. If all or any portion of the Premises is condemned, taken by a governmental authority or otherwise appropriated by the exercise of the right of eminent domain or a deed or conveyance in lieu of eminent domain (each, a "**Taking**"), either Party hereto shall have the right, but not the obligation, to terminate this Agreement immediately upon Notice to the other Party. If either Party elects to terminate this Agreement, the Rent set forth herein shall be abated, and Lessee's liability therefor will cease as of the date of such Taking, this Agreement shall terminate as of such date, and any prepaid rent shall be returned to Lessee. If this Agreement is not terminated as herein provided, then it shall continue in full force and effect, and Lessor shall, within a reasonable time after possession is physically taken by the condemning authority restore the remaining portion of the Premises to render it reasonably suitable for the uses permitted by this Agreement and the Rent shall be proportionately and equitably reduced. Notwithstanding the foregoing, Lessor shall not be obligated to expend an amount greater than the proceeds received from the condemning authority less all expenses reasonably incurred in connection therewith (including attorneys' fees) for the restoration. All compensation awarded in connection with a Taking shall be the property of Lessor, provided that if allowed under applicable law, Lessee may apply for and keep as its property a separate award for (i) the value of Lessee's leasehold interest; (ii) the value of Lessee's Equipment or other personal property of Lessee; (iii) Lessee's relocation expenses; and (iv) damages to Lessee's business incurred as a result of such Taking.

SECTION 17 REPRESENTATIONS AND RECORDS

- 17.1. Public Records. The Parties acknowledge the Agreement and all public records associated with the Agreement shall be available to each Party for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW ("Act"). To the extent that public records in the custody of either Party are needed for a Party to respond to a request under the Act, as determined by a Party, each Party shall make them promptly available to the other Party at no cost to either Party. If a Party considers any portion of any record provided to the other Party under the Agreement, whether electronic or hard copy, to be protected from disclosure under the law, the Party shall clearly identify all specific information it claims to be confidential or proprietary. If a Party receives a request under the Act to inspect or copy the information that has been identified by a Party as protected from disclosure and a Party determines that release of the information is required by the Act or otherwise appropriate, the Party's sole obligation will be to make a reasonable effort to notify the other Party of the request and the date that such protected information will be released to the requester unless a Party obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. If a Party fails to timely obtain a court order enjoining disclosure, the Party will release the requested information on the date specified. Either Party has, and by this Section assumes, no obligation on behalf of the other Party to claim any exemption from disclosure under the Act. A Party will not be liable to the other Party for releasing records in compliance with the Act, this Section or court order.

- 17.2. Audit and Record Retention. Lessee and its personnel shall retain all books, documents, and records relating to performance of the Agreement for six (6) years after completion of the Agreement, or in lieu of retention, Lessee may provide such books, documents, and records to Lessor prior to or upon completion of the Agreement. All records shall be subject to inspection and audit by Lessor. Upon request, Lessee shall promptly make available to Lessor a legible copy of all books, documents, and records at no cost to Lessor.
- 17.3. Compliance with Law. Each Party shall, with respect to its actions and/or inactions pursuant to and in connection with this Agreement, comply with all applicable statutes, laws, rules, ordinances, codes and governmental or quasi-governmental orders or regulations (in each case, whether federal, state, local or otherwise) and all amendments thereto, now enacted or hereafter promulgated and in force during the term of this Agreement, a Renewal Term, or any extension of either of the foregoing.
- 17.4. Nondiscrimination. Lessee and its personnel shall not discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and Americans with Disabilities Act of 1990 in the performance of the Agreement.

SECTION 18 GENERAL PROVISIONS

- 18.1. Force Majeure. Notwithstanding anything to the contrary in this Agreement, neither Party shall be liable to the other Party for nonperformance or delay in performance of any of its obligations under this Agreement due to causes beyond its reasonable control, including, without limitation, strikes, lockouts, pandemics, labor troubles, acts of God, accidents, technical failure governmental restrictions, insurrections, riots, enemy act, war, civil commotion, fire, explosion, flood, windstorm, earthquake, natural disaster, or other casualty ("Force Majeure"). Upon the occurrence of a Force Majeure condition, the affected Party shall immediately notify the other Party with as much detail as possible and shall promptly inform the other Party of any further developments. Immediately after the Force Majeure event is removed or abates, the affected Party shall perform such obligations with all due speed. Neither Party shall be deemed in default of this Agreement to the extent that a delay or other breach is due to or related to a Force Majeure event. A proportion of the Rent herein reserved, according to the extent that such Force Majeure event shall interfere with the full enjoyment and use of the Premises, shall be suspended and abated from the date of commencement of such Force Majeure event until the date that such Force Majeure event subsides. If such Force Majeure event prevents the affected Party from performing its obligations under this Agreement, in whole or in part, for a period of forty-five (45) or more days, then the other Party may terminate this Agreement immediately upon Notice to the affected Party.
- 18.2. Headings/Captions. Headings and captions used are for convenience only and are not a part of the Agreement and do not in any way limit or amplify the terms and provisions hereof.
- 18.3. No Third-Party Beneficiary. No provision of the Agreement is intended to, nor will it be construed to, create any third-party beneficiary or provide any rights or benefits to any person or entity other than the Lessor and the Lessee.

- 18.4. Severability. Each provision of this Agreement shall be construed as separable and divisible from every other provision and the enforceability of any one provision shall not limit the enforceability, in whole or in part, of any other provision. If a court or administrative body of competent jurisdiction holds any provision of this Agreement to be invalid, illegal, void or less than fully enforceable as to time, scope or otherwise, such provision shall be construed by limiting and reducing it so that such provision is valid, legal and fully enforceable while preserving to the greatest extent permissible the original intent of the parties; the remaining terms and conditions of this Agreement shall not be affected by such alteration, and shall remain in full force and effect.
- 18.5. Incorporation of Exhibits. All exhibits referenced herein and attached hereto are hereby incorporated herein in their entirety by this reference.
- 18.6. Precedence. The Agreement documents consist of this Agreement and its attachments and exhibits. In the event of a conflict between or among the Agreement documents, the order of precedence shall be this Agreement, then the attachments and exhibits.
- 18.7. Counterparts. This Agreement may be executed in any number of identical counterparts and, if so executed, shall constitute one agreement, binding on all the Parties hereto, notwithstanding that all the Parties are not signatories to the original or the same counterpart. Execution of this Agreement by facsimile or electronic signature shall be effective to create a binding agreement and, if requested, Lessor and Lessee agree to exchange original signed counterparts in their possession.
- 18.8. Entire Agreement. This Agreement sets forth the entire, final, and complete understanding between the Parties hereto regarding the subject matter of this Agreement, and it supersedes and replaces all previous understandings or agreements, written, oral, or implied, regarding the subject matter of this Agreement made or existing before the date of this Agreement. Except as expressly provided by this Agreement, no waiver or modification of any of the terms or conditions of this Agreement shall be effective unless in writing and signed by both Parties. Any provision of this Agreement that logically would be expected to survive termination or expiration, shall survive for a reasonable time period under the circumstances, whether or not specifically provided in this Agreement.

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this Agreement as of the Effective Date.

**LESSOR: BREMERTON GOVERNMENT CENTER
ASSOCIATION**

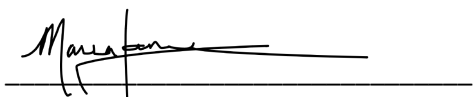
By: 

Name: Michael Riley

Title: BGCA President

Date: 10/07/2025

LESSEE: KITSAP 911

By: 

Name: Maria Jameson-Owens

Title: Executive Director

Date: 10/06/2025 _____

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

Name: Bremerton Government Center Association
Account Number: TPN 8149-000-000-0005

BREMERTON GOVERNMENT CENTER

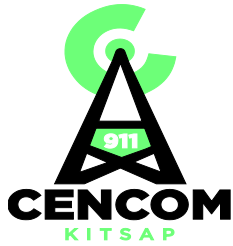
Lots 4 through 11 and the west half of lot 12; lots 33 through 38 and lot 39, except the east 22 feet; lots 40 through 45; all in block 5, town of Bremerton, according to the plat recorded in volume 2 of plats, page 30, in Kitsap County, Washington.

Together with that portion of vacated alley remainder to such lots as granted in city of Bremerton ordinance no. 3695 and 4854 recorded under auditor's file no. 8204300079 and 200307210147; Together with that portion of proposed vacated alley situated in front of and adjacent to lots 9, 10, 11, 12, 33, 34, 35, 36, 37, 38 and 39 described herein.

EXHIBIT B

SITE PLAN

>>>KITSAP 911 WILL INSERT PRIOR TO EXECUTION<<<



KITSAP 911
CONTRACT REVIEW SHEET

(Kitsap 911 Governing Directive #60 -Purchasing and Contracting)

A. GENERAL INFORMATION

1. Contractor Tree Surgeon LLC
2. Purpose Install a concrete picnic area patio
3. Contract Amount \$6,500.00 Disburse ☒ Receive ☐
4. Contract Term October 13, 2025 to October 31, 2025
5. Contract Administrator Raleigh Peterson Phone 360-984-1782
Approved: *M. Peterson* Date 10/06/2025
Executive Director

B. ACCOUNTING INFORMATION

1. Contract Control Number K911-092
2. Fund Name Grounds Maintenance
3. Payment from-Revenue to CC/Account Nbr _____

C. RISK MANAGER REVIEW

1. ☒ Approved ☐ Not Approved
Reviewer Farah Derosier Date 01/30/2024
2. Comments: Standard K911 contract template

D. ATTORNEY REVIEW

1. ☒ Approved ☐ Not Approved
Reviewer _____ Date 01/30/2024
2. Comments: Standard K911 contract template

**H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS
READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.**
(For contract signing authority, see Kitsap 911 Governing Directive # 60 Purchasing and Contracting)

Ratification By Kitsap 911 Board of Directors Chair

Date

CONTRACT FOR A PATIO PICNIC AREA

This Contract for the addition of concrete picnic area (the Contract) is entered into by and between Kitsap 911 (CENCOM) with its principal offices at 911 Carver Street, Bremerton Washington 98312 hereafter referred to as “Owners” and Tree Surgeon LLC having its principal offices at 22001 NE 50th Ave, Battle Ground, WA 98604 (the Contractor).

SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective October 13, 2025, and terminate on October 31, 2025. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of Kitsap 911.

SECTION 2. CONTRACT DOCUMENTS

- 2.1 Description of services being requested from the scope of work set forth in Exhibit A.
- 2.2 Compensation Schedule set forth in Exhibit B
- 2.3 Contractors response to the scope of work set forth in Exhibit C
- 2.4 Exhibits are considered contract documents and incorporated by reference here in.

SECTION 3. SERVICES TO BE PROVIDED

- 3.1 A description of the services to be performed by the Contractor is set forth in Exhibit A, Scope of Work, which is attached to the Contract and incorporated by this reference.
- 3.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by Kitsap 911
- 3.3 The Contractor will perform the work specified in the Contract according to standard industry practice.
- 3.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.

- 3.5 The Contractor will confer with Kitsap 911 from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by Kitsap 911.

SECTION 4. CONTRACT REPRESENTATIVES

Kitsap 911 and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

Kitsap 911 Contract Representative

Maria Jameson-Owens,
Executive Director
911 W. Carver Street, Bremerton, WA 98312
mjameso@kitsap911.org
360-307-5800

Contractor's Contract Representative

Tree Surgeon LLC – Raleigh Peterson
Project Manager
22001 NE 50th Ave,
Battle Ground, WA
phone: 360-984-1782
raleighp1782@gmail.com

SECTION 5. COMPENSATION

- 5.1 A description of the compensation to be paid to the Contractor is set forth in Exhibit B: Compensation, which is attached to the Contract and incorporated by this reference.
- 5.2 The total amount payable under the Contract by Kitsap 911 to the Contractor in no event will exceed \$6,500.00 including tax for the concrete option.
- 5.3 Unless otherwise provided in the Contract, the Contractor will submit an invoice to Kitsap 911 for payment upon execution of the contract. Subject to the other provisions of the Contract, Kitsap 911 generally will pay such an invoice within 30 days of receiving it.
- 5.4 The Contractor will be paid only for work expressly authorized in the Contract.
- 5.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.

- 5.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from Kitsap 911, Kitsap 911 may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.

SECTION 6. AMENDMENTS AND CHANGES IN WORK

- 6.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by Kitsap 911.
- 6.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by Kitsap 911 and has become effective.

SECTION 7. HOLD HARMLESS AND INDEMNIFICATION

- 7.1 The Contractor shall defend, indemnify and hold the Kitsap 911, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of Kitsap 911.

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 Contractor and Kitsap 911, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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.

SECTION 8. INSURANCE

- 8.1 **Insurance Term-** The Contractor 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 Contractor, its agents, representatives, or employees.

- 8.2 **No Limitation-** Contractor maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance or otherwise limit Kitsap 911 recourse to any remedy available at law or in equity.

8.3 **Minimum Scope of Insurance**

Contractor shall obtain insurance of the types and coverage described below:

1. 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.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Kitsap 911 shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for Kitsap 911 using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

8.4 **Minimum Amounts of Insurance**

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

- 8.5 **Other Insurance Provision-** The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect Kitsap 911. Any Insurance, self-insurance, or self-insured pool coverage maintained by Kitsap 911 shall be excess of the Contractor's insurance and shall not contribute with it.

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

8.7 Verification of Coverage

Contractor shall furnish Kitsap 911 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 Contractor before commencement of the work.

8.8 Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that Kitsap 911 is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

8.9 Notice of Cancellation- The Contractor shall provide Kitsap 911 with written notice of any policy cancellation within two business days of their receipt of such notice.

8.10 Failure to Maintain Insurance- Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which Kitsap 911 may, after giving five business days' notice to the Contractor 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 Kitsap 911 on demand, or at the sole discretion of Kitsap 911, offset against funds due the Contractor from Kitsap 911.

8.11 Kitsap 911 Full Availability of Contractor Limits- If the Contractor maintains higher insurance limits than the minimums shown above, Kitsap 911 shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to Kitsap 911 evidences limits of liability lower than those maintained by the Contractor.

SECTION 9. TERMINATION

9.1 Kitsap 911 may terminate the Contract in whole or in part whenever Kitsap 911 determines, in its sole discretion that such termination is in the best interests of Kitsap 911. Kitsap 911 may terminate the Contract upon giving the Contractor 10-days' written notice. In that event, Kitsap 911 will pay the Contractor for all

costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.

- 9.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, Kitsap 911 may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by Kitsap 911 to the Contractor. No costs incurred after the effective date of the termination will be paid.
- 9.3 If the Contractor breaches any of its obligations under the Contract and fails to cure the breach within 10 days of written notice to do so by Kitsap 911, Kitsap 911 may terminate the Contract. In that event, Kitsap 911 will pay the Contractor only for the costs of services accepted by Kitsap 911. Upon such termination, Kitsap 911, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by Kitsap 911 in completing the work and all damages sustained by Kitsap 911 by reason of the Contractor's breach.

SECTION 10. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

- 10.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of Kitsap 911.
- 10.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

SECTION 11. INDEPENDENT CONTRACTOR

- 11.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of Kitsap 911. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract.
- 11.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any Kitsap 911 benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Kitsap 911 employees.

- 11.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of Kitsap 911.

SECTION 12. NONDISCRIMINATION

The Contractor, its assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of any disability.

SECTION 13. DISPUTES

Differences, disputes and disagreements between the Contractor and Kitsap 911 arising under or out of the Contract will be brought to the attention of Kitsap 911 at the earliest possible time so that the matter may be settled, or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by Kitsap 911 contract representative or designee. All rulings, orders, instructions and decisions of Kitsap 911 contract representative will be final and conclusive.

SECTION 14. CONFIDENTIALITY

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by Kitsap 911 or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of Kitsap 911 or an order entered by a court of competent jurisdiction. The Contractor will promptly give Kitsap 911 written notice of any judicial proceeding seeking disclosure of such information.

SECTION 15. CHOICE OF LAW, JURISDICTION AND VENUE

- 16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.
- 16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

SECTION 16. MISCELLANEOUS

- 16.1 **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.
- 16.2 **Tax Payments.** The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.
- 16.3 **Personnel Removal.** The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from Kitsap 911 contract representative or designee.
- 16.4 **Legal Compliance.** The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.
- 16.5 **Records Inspection and Retention.** Kitsap 911 may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.
- 16.6 **Prevailing Wages:**
The contractor will comply with all provisions of Chapter 39.12 RCW - Prevailing Wages on Public Work.
1. RCW 39.12.010 - The Prevailing Rate of Wage. Contact the Department of Labor and Industries to confirm the current prevailing wage rate for applicable workers on this particular public work project.
 2. RCW 39.12.040 - Statement of Intent to Pay Prevailing Wages and an Affidavit of Wages Paid. Before an awarding agency may pay any sum due on account, it must receive a statement of Intent to Pay Prevailing Wages approved by the Department of Labor and Industries. Following final acceptance of a public work project, and before any final money is disbursed, each contractor and subcontractor must submit to the awarding agency an Affidavit of Wages Paid, certified by the Department of Labor and Industries.
 3. RCW 39.12.070 - Fees Authorized for Approval Certification and Arbitrations. Any fees charged by the Department of Labor and Industries for approvals or fees to cover costs of arbitration conducted shall be the responsibility of the contractor.

- 16.7 **Successors and Assigns.** Kitsap 911, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.
- 16.8 **Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- 16.9 **Entire Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.
- 16.10 **Notices.** Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representative's provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.
- 16.11 **Survival.** Those provisions of the Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, but are not necessarily limited to, the following: Sections 6.1 (Hold Harmless and Indemnification), 8.3 (Termination), 13 (Patent/Copyright Infringement), 14 (Disputes), 15 (Confidentiality), 16.1-16.2 (Choice of Law, Jurisdiction and Venue), 17.1 (Miscellaneous – No Waiver), 17.5 (Miscellaneous – Records Inspection and Retention) and Section 17.7 (Miscellaneous – Severability).

DATED this 6th day October, 2025.

DATED this _____ day _____, 2025.

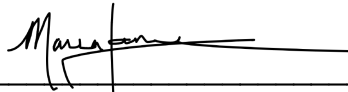
CONTRACTOR



Raleigh Peterson

Federal Tax ID No: 33-3982487

Kitsap 911



Maria Jameson-Owens, Executive Director

ATTEST:

Barrie Hillman

EXHIBIT A – PUBLISHED SCOPE OF WORK



Kitsap 911 Picnic Area Patio

Bid Proposals Due October 1 at 1200.

Scope of Work

This is a small public works project that involves construction, alteration, repair, or improvements of real property. The vendor must pay prevailing wages to their employees and file a letter of intent with WA Department of Labor and Industries.

This project is being put forth by competitive bid on the MRSC per RCW 39.04.151.

Overview

Kitsap 911 is seeking quotes for creating an exterior, uncovered picnic area with a concrete pad or paver patio "floor".

Existing Conditions

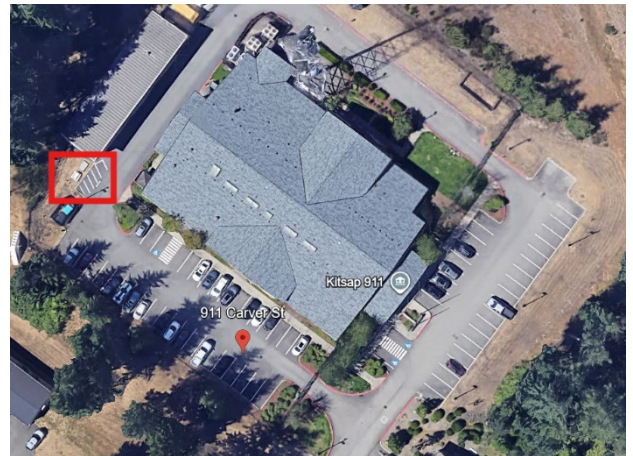


The site is within the exterior grounds of Kitsap 911's main building located at 911 Carver Street W, Bremerton, WA 98312. The site is cleared with grass and flat but not level with a slight hump in the middle sloping back toward a chain link fence. The site is located between a water access point and an elevated concrete enclosed vault. The front of the site has a six-inch concrete curb.

The total depth of the site is 21 feet. The width between the water access point and the vault is 12 feet 5 inches.

Photo 1: Site

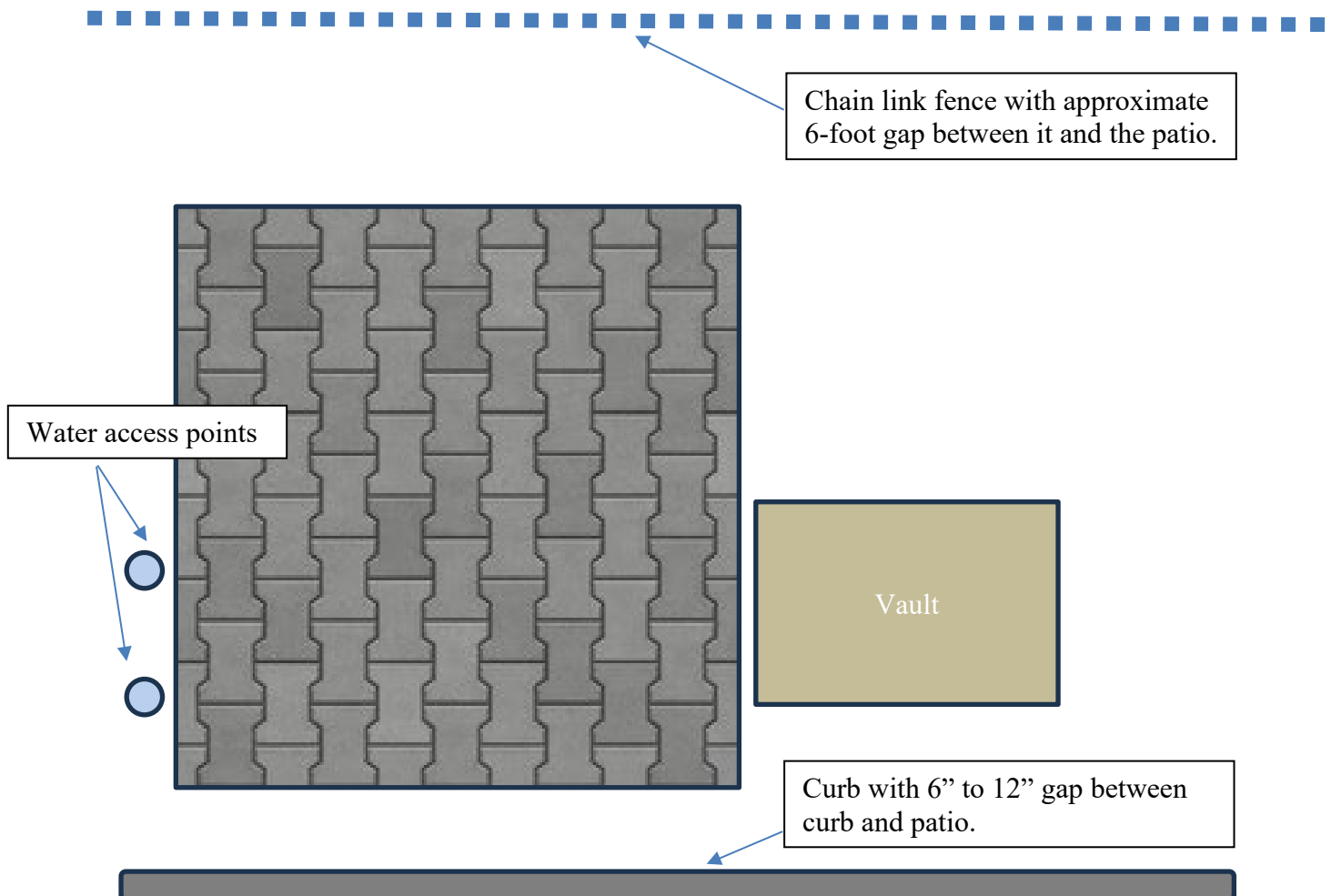
Photo 2: Aerial view of the campus with the site noted in the red box.



Scope of Work and Design

The goal is to create a level patio for picnic tables between the water access point and concrete vault approximately 12 feet wide and 14 feet deep.

See design concept drawing below (not to scale).



Quotes

The quotation shall include:

- Name, telephone number and e-mail address of the person authorized to agree to the scope of work, terms, and conditions.
- Name, telephone number and e-mail address for existing customers to serve as references.
- Confirmation that insurance described in Attachment A will be provided.
- Itemized cost for Option A: to prepare the site and install concrete pavers with weed barrier for a level patio and Option B: to prepare the site and install a concrete pad for a level patio including the cost of materials.
- The vendor's quote should include the cost of any necessary permitting and clean up and disposal of waste and excess scrap materials.
- Anticipated start and end dates scheduling after October 15, 2025.

Materials and Equipment Provided by Vendor

The vendor will include the cost of all materials and equipment required to install and complete the project in the bid.

Estimated Budget for the Project

The estimated budget for the scope listed above is \$5,000 including tax.

Site Visit

To arrange for the site visit, please contact Barrie Hillman at bhillman@kitsap911.org or by calling 360-307-5803.

Contract Requirements

Kitsap 911 will use a service contract for this project which includes the insurance requirements in Attachment A.

- Retainage Percentage or Performance Bond: If the project is less than \$50,000, Kitsap 911 will opt to include a 10% retainage in lieu of a performance bond.
- **Criminal History – all vendor employees working inside the Kitsap 911 primary site located at 911 Carver Street must complete and pass a criminal history check.** If employees work outside the building only, a criminal history check is not required. Vendor employees that do not meet the criminal history requirements will not be allowed to work inside the building. The Criminal History check must be completed prior to contracting, if needed.
- Payment – Net 20 on purchase order.
- Change orders: a change order will be utilized if the change falls outside the scope of work included in the contract and must be approved by Kitsap 911's Executive Director.

Bidding Process

It is the bidder's responsibility to thoroughly review the scope of work and plans to verify measurements and their understanding of the project.

Interested applicates shall submit quotations to bhillman@kitsap911.org or delivery to 911 Carver Street W, Bremerton, WA 98312 not later than 12 PM on October 1, 2025.

Bids are not required to be sealed and can be emailed only.

Questions should be sent to Barrie Hillman at bhillman@kitsap911.org.

Barrie Hillman
Executive Assistant
Kitsap County 911 – CENCOM
911 Carver Street
Bremerton, WA 98312
Phone: (360) 307-5803, Fax: (360) 792-5982
E-Mail: bhillman@kitsap911.org

Attachment A - INSURANCE

Insurance Term- The Contractor 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.

No Limitation- Contractor maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance or otherwise limit Kitsap 911 recourse to any remedy available at law or in equity.

Minimum Scope of Insurance

Contractor shall obtain insurance of the types and coverage described below:

- 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.
- Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Kitsap 911 shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for Kitsap 911 using an additional insured endorsement at least as broad as ISO CG 20 26.
- Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

- Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- Commercial General Liability insurance shall be written with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- Professional Liability insurance shall be written with limits of no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

Other Insurance Provision- The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect Kitsap 911. Any Insurance, self-insurance, or self-insured pool coverage

maintained by Kitsap 911 shall be excess of the Consultant's insurance and shall not contribute with it.

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

Verification of Coverage

Consultant shall furnish Kitsap 911 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.

EXHIBIT B – COMPENSATION SCHEDULE

Item	Description	Price
1	Grading/Prep	\$1,040.00
2A	Option A – Pavers with Weed Barrier	\$6,000.00
2B	Option B – Concrete Pad	\$4,850.00
	Total for Option A after tax	\$7,867.00
	Total for Option B after tax	\$6,431.88

Kitsap 911 is choosing Option B for the concrete pad.

Vendor to invoice for the total amount upon Kitsap 911's accepted completion of work by emailing the invoice to accounting@kitsap911.org. Kitsap 911 will pay invoices within 30 days of receipt and review of prevailing wage statement of intent.

EXHIBIT C – VENDOR’S RESPONSE

Kitsap 911 Picnic Area Patio

ITEM	TOTAL
Grading/prep	\$1040.00
Concrete pavers with weed barrier	\$6000.00
Concrete pad	\$4850.00

Option A after tax: \$7687.00

Option B after tax: \$6431.88

Raleigh Peterson
Tree Surgeon LLC
(360)-984-1782
raleighp1782@gmail.com

References (previous customers):
Micah Koistinen: (360)-984-4708
koistinenmicah@gmail.com

Riley Sarkinen: (360)-921-5157
rileys@nellc.net



CERTIFICATE OF LIABILITY INSURANCE

005-102-900

DATE (MM/DD/YYYY)

5/23/2025

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 Montana First Insurance 109 SW 1st St. Suite 168 Battle Ground WA 98604	CONTACT NAME: Dillon Knaff PHONE (A/C, No, Ext): (406) 755-0719 E-MAIL ADDRESS: dillon@wa1st.com FAX (A/C, No):
INSURED Tree Surgeon, LLC 123 DESOTA RD WOODLAND WA 98674	INSURER(S) AFFORDING COVERAGE INSURER A: INSURER B: Scottsdale Insurance Company 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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
☒	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:		CPS3222872	05/23/2025	05/23/2026	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 \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY		Dept. of Labor & Industries Region 2 MAY 27 2025			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	Received by Tukwila			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

The State of Washington Labor and Industries PO Box 44450 Olympia, WA 98504	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 Dillon Knaff
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