

# ***Kitsap Public Facilities District***

## **Minutes of the Board of Directors Regular Meeting**

Monday, December 9, 2013

Silverdale Beach Hotel Cove Room, 3073 NW Bucklin Hill Rd, Silverdale, WA

**Attendance:** Teresa Osinski, Chair; Roy Runyon, Vice-Chair, Anne Blair, Treasurer, Russ Shiplet, Rick Smith, Patrick Hatchel & Jeff Braden.

**Staff:** Mike Walton, Executive Director.

**Absent:**

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:32 PM.
2. **Meeting Minutes:**– Minutes from the Meeting on the 23<sup>rd</sup> of October were distributed electronically before the meeting and submitted by the ED,  
**A motion was made by Jeff Braden to approve the Minutes of the October 23rd Meeting as submitted. The motion was seconded by Roy Runyon and passed unanimously.**
3. **Finance Reports:**
  - A. **Monthly Financial Reports – October & November**

The ED summarized from the October and November reports. OCTOBER: Reflecting August retail sales, the revenue of \$99.4K was up 5% over the previous year. In fact, it was the highest October revenue since 2008. Expenses were lower at \$4.5K and provided an increase in cash position of approx. \$29.2K. The ED also reported that \$20K was transferred to the 968 fund for operations and reserve accumulation. NOVEMBER: Revenue from September sales tax was 101K, up 5% and highest since 2008. Expenses were \$11.8K and the net was \$19K addition to cash. \$20K was transferred to the 96968 account. There was a debt service payment from 286 at the end of November of approx. \$696K, leaving the balance at the reserve amount of \$250K.  
**Anne Blair moved to accept the Financial Reports as submitted. Roy Runyon seconded and the motion passed unanimously.**
  - B. **Sales Tax Rebate Revenue by Month Report** – The report showed a continuing 5% increase in October & November over last year’s amount. Revenue remains on track to exceed the forecast of \$1.1 Million by \$25-30K.
  - C. **Current Invoices** –The ED submitted a general Blanket Voucher requests of \$8,375.34 of normal expenses to the Chair for approval by the Board members. The largest expense was legal services of \$4966.50 followed by one-time expense for PC replacement by the ED for \$1114.69.  
**Anne Blair moved to approve the Blanket Voucher for payment of \$7,281.44 as submitted. Roy Runyon seconded and the motion passed unanimously.**
  - D. **2014 Budget** – The ED and Treasurer submitted the final 2014 budget for the Board’s review and discussion. A Forecast of the anticipated Management of the new array of Funds, including the new Facility Projects Funds was also presented.  
**Anne Blair moved to approve the 2014 Operations Budget. The motion was seconded by Roy Runyon and passed unanimously.**
  - E. **Additional Blanket Vouchers** –
    1. Because of some equipment upgrades by the County not all of the invoices had been received when the first voucher was processed. The second BV for \$3733.75 included the lagging vouchers. (Note: the amount was later revised to \$3660.71 because of an addition error on the Elmquist Commercial invoice.)  
**Roy Runyon moved to approve the Blanket Voucher for \$3733.75. It was seconded by Patrick Hatchel and passed unanimously.**
    2. The second BV was a special one, for the reimbursement of the purchase of the press box at Gordon Field by Parks, in the amount of \$30,000. This is the first

expenditure in the new round of approved projects from the June meeting, and the first use of one of the new Facility Projects Funds, the 966 KFEC Fund.

**Roy Runyon moved to approve the BV in the amount of \$30,000. Patrick Hatchel seconded and the motion passed unanimously.**

**4. New Business:**

- A. **VKP update – Patty Graf-Hoke, Exec. Director.** – There was discussion about the Bremerton Council removing the funding for VKP from their 2014 budget in a last minute amendment to the budget. There was significant concern about marketing support for the expanded KCC from the City and the VKP if they were not on the same page. Patty was asked to offer to work closely with the Mayor and the Council so as to not affect the marketing of the KCC and perhaps get the funding restored.
- B. **Lawler notification letter** – A letter from Brian Lawler notified the KPF D of his pending move from his current firm, Socius Law Group, to a new firm, Jameson, Babbitt, Stites and Lombard PLLC (JBSL) by Jan 1, 2014, and requesting that the KPF D authorize the transfer of files from Socius to JBSL. If the Board approves this, he will submit a new Agreement for the new firm.  
**Anne Blair made a motion to approve the transfer of legal services to Brian Lawler at the new firm and authorized the ED to sign the authorization form to transfer the KPF D files. The motion was seconded by Roy Runyon and passed unanimously.**
- C. **Bremerton KCC expansion funding ILA** – The full ILA language was in the current version of the ILA and was presented for acceptance.  
**Anne Blair made a motion to approve the Funding ILA considered last month and reviewed by the Board. The motion was seconded by Roy Runyon and passed unanimously.**
- D. **Bremerton KCC expansion funding request – Milenka , Public Works**  
Milenka gave an update on the selection of the contractor, Jones & Lambert, and the progress of the project. She reiterated that the ILA needs to get approved and submitted to the City for signature.

**5. Regional Project Reports:**

- A. **Conference Center Report** – ED submitted the report from the Manager, Arne Bakker. There was a brief discussion of the results shown and the ED was instructed to have the GM be present at the next meeting to answer some questions from the board.
- B. **Kitsap Fairgrounds and Event Center – Billie Schmidt was unable to attend & report**  
We are still seeking more detailed explanation of the lackluster results and what is being done.

**6. Ongoing Business:**

- A. **Bror report on KCC project** – Bror was not present to make his report.
- B. **Resolution 09-2013** – Meeting dates for 2014.  
**Roy Runyon moved to approve the Resolution defining the meeting dates for 2014. Jeff Braden seconded the motion and it passed unanimously.**

- 7. Executive Director’s Report:** submitted electronically by the ED prior to the meeting.  
The ED covered some of his activities and also explained the unexpected demise of the KPF D office computer and the two-week long effort to replace the PC and restore software and files. He also explained the research to finalize the location of the meetings in 2014 and determined that the site used for the last two meetings of 2013, the Cove Room of the Silverdale Beach Hotel, was the best choice

- 8. Public Comment:** None

**9. Announcements:**

- ED announced the next PFD Conference to be held at Ocean Shores on April 28<sup>th</sup>, 2014, more details to follow.

**The first Regular Meeting of the Board in 2014 will be on December 9th at 5:30 pm in the Cove Room at the Silverdale Beach Hotel. This will be the permanent location for meeting in 2014.**

**Meeting was adjourned at 7:03 pm**

Some refreshments were provided by the ED for the meeting.