

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, March 24, 2014

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

Attendance: Teresa Osinski, Chair, Roy Runyon, Vice-Chair; Rick Smith, Patrick Hatchel & Jeff Braden.

Staff: Mike Walton, Executive Director

Absent: Anne Blair, Treasurer; and Russ Shiplet

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:31 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 24th of February were distributed electronically before the meeting. The minutes were submitted by the ED.
A motion was made by Jeff Braden to approve the Minutes of the February 24th Meeting as submitted. The motion was seconded by Patrick Hatchel and passed unanimously.
3. **New Business:**
 - A. **KCC Project – Mayor Patty Lent and Arne Bakker.**
Mayor Lent gave a progress report and also led off a request for some additional funding for items taken out of the budget to make the project pencil out – tables, chairs, kitchen equipment. The pared down total was requested for \$21,474 and would prevent the KCC from having to rent additional equipment for some upcoming large events.
A motion was made by Rick Smith to approve an additional \$21,474 to Bremerton for some additional capital items identified by the City and Columbia Hospitality for the KCC expansion, provided there is proper recognition of the PFD contribution to the KCC project. Jeff Braden seconded the motion and the motion passed, 4 yeas and 1 abstention (Roy Runyon, to avoid any perception of conflict of interest.)
 - B. **April Meeting Date** – The ED pointed out that the AWSPFD Conference was the same day as the KPFD Board meeting that evening and both Member Shiplet and the ED planned to attend. The ED wished to know if the Board wished to cancel the meeting (May was already canceled) or move the meeting ahead one week to the 21st. The consensus of the Board was to move the date up and the ED would take care of the Public Notice requirements.
4. **Financial Reports:**
 - A. **Monthly Financial Reports – January**
The ED summarized from the February report. Revenue from December sales tax was up significantly to \$119.4K, 4% over 2013 and highest since 2008 for the eighth month in a row. Expenses were medium at \$10.8K and the net was \$38K addition to cash. \$20K was transferred to the 96968 account.
A new summary was added to the report to try and identify the total cash position and cash available over and above reserves, indicating approx. \$143K available.
 - B. **Sales Tax Rebate Revenue by Month Report** – The report for Feb was available and showed revenue at \$119.3K, a continuing increase – up 4% over last year's amount.
 - C. **Current Invoices** – In the absence of the Treasurer, the ED submitted a general Blanket Voucher request of \$4,207.66 of normal expenses to the Chair for approval by the Board members. The largest expense was construction consulting to Elmquist Commercial, followed by marketing consulting services to the VKP of \$1250.
Roy Runyon moved to approve the Blanket Voucher for payment of \$4,207.66 as submitted. Rick Smith seconded and the motion passed unanimously.
 - D. **Budget Revision** - The ED noticed an error in the budget approved in Dec, omitting any Marketing & Advertising expense line item. He suggested adding \$4000 for that line item and reduced the furniture and equipment line item by \$500, as most of that expense came in 2013.

Roy Runyon moved to approve the revisions to the 2014 budget. Jeff Braden seconded and the motion was passed unanimously.

5. Regional Project Reports:

- A. **Conference Center Report** –Arne Bakker was present to give advance notice of the “Ribbon Cutting” for the new addition at the 10 year anniversary celebration of the KCC on May 8th.
- B. **KFEC – Lobe Field:** The ED reported that Billie had received a quote of \$22K from RFM for architectural drawings and bid documents and was disappointed that it was so high. The ED and Bror will go with her back to RFM and work out a better deal.

6. Ongoing Business:

- A. **NKREC ILA progress** – Russ was not present to report, so no report was available.

7. Executive Director’s Report:

submitted electronically by the ED prior to the meeting. The ED covered some of his activities and also gave accounts of the negotiations about the KFEC project(s); the EventFund – no submissions to date; we will do the KPFD ad in the Kitsap Guide again this year.

8. Public Comment: None

9. Announcements: None

The next Regular Meeting of the Board will be on April 21st at 5:30 pm in the Cove Room at the Silverdale Beach Hotel.

NOTE: There will be no May meeting.

Meeting was adjourned at 7:00 pm