

Kitsap Public Facilities District

Minutes of the Board of Directors Special Meeting

Monday, April 21, 2014

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

Attendance: Teresa Osinski, Chair, Russ Shippet, Rick Smith, Patrick Hatchel & Jeff Braden.

Staff: Mike Walton, Executive Director

Absent: Anne Blair, Treasurer; and Roy Runyon, Vice-Chair

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:33 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 24th of March were distributed electronically before the meeting. The minutes were submitted by the ED.
A motion was made by Russ Shippet to approve the Minutes of the March 24th Meeting as submitted. The motion was seconded by Jeff Braden and passed unanimously.
3. **New Business:**
 - A. **Lobe Field Project – Billie Schmidt and Ron Easterday, RFM.**
Billie and Ron presented information about the requirements of preparing the necessary plans and drawings just to get accurate estimates for the project and requested some additional funds for that preparation. There was some discussion about whether the inclusion of additional seating behind the backstop would help the attraction of more fans to the games.
A motion was made by Russ Shippet to approve up to \$4000 for RFM to prepare the necessary plans and drawings to get an accurate estimate of the project costs. Jeff Braden seconded the motion and the motion passed unanimously.
4. **Financial Reports:**
 - A. **Monthly Financial Reports –**
The ED summarized from the March report. Revenue from January sales tax was up significantly to \$84.9K, 6% higher than 2013 and highest since 2008 for the ninth month in a row. Expenses were medium at \$11.5K and the net was \$3.4K addition to cash. No transfer to the 96968 account was made.
 - B. **Sales Tax Rebate Revenue by Month Report –** The report for Feb was available and showed revenue at \$84.9K, a continuing increase – up 6% over last year’s amount.
 - C. **Current Invoices –** In the absence of the Treasurer, the ED submitted a general Blanket Voucher request of \$2,457.07 of normal expenses to the Chair for approval by the Board members. The largest expense was marketing consulting services to the VKP of \$1250.
Patrick Hatchel moved to approve the Blanket Voucher for payment of \$4,207.66 as submitted. Jeff Braden seconded and the motion passed unanimously.
 - D. **KCC voucher –** A Blanket Voucher request consisting of two additional invoices totaling \$113,400 for progress payments on the KCC expansion project were submitted for approval.
Jeff Braden moved to approve the Blanket Voucher for \$113,400 as submitted. Rick Smith seconded and the motion was approved unanimously.
5. **Regional Project Reports:**
 - A. **Conference Center Report –**The operations report was sent electronically to the Directors. Chal Martin also made a final update report to the Board about the completion of the project and the City’s appreciation for the contribution and cooperation of the KPFDD.
 - B. **KFEC –** The report was sent electronically to the Directors.
6. **Ongoing Business:**
 - A. **NKREC ILA progress –** Russ reported that there have been talks between the partners to address the issues and additional detail has been requested to document the user fees and the

scheduling of the NKSD and NKREC facilities (including the pool and theater). Russ also reported that he was resigning from the Board and would leave at the end of the month for a new job in Texas. However, he would attend the next ILA meeting on the 29th and make a proposal for some proportional sharing of the costs of field replacement from the other partners – City of Poulsbo and the County - whose residents are using the facilities along with the School District. He would report back to the Board of the progress made on the key issues.

7. **Executive Director's Report:** submitted electronically by the ED prior to the meeting.
8. **Public Comment:** None
9. **Announcements:** None

The next Regular Meeting of the Board will be on June 23rd at 5:30 pm in the Cove Room at the Silverdale Beach Hotel.

NOTE: There will be no May meeting due to the Memorial Day Holiday.

Meeting was adjourned at 6:50 pm