

# ***Kitsap Public Facilities District***

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

Monday, December 2, 2019

Poulsbo City Hall, 200 NE Moe St, Poulsbo, WA

**Attending:** Daron Jagodzinske, Chair; Bill Mahan, Vice-Chair; Walt Draper, Treasurer; Erin Leedham; Rick Smith, Patrick Hatchel and Tom Bullock.

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

**Absent:** Brian Lawler, Attorney (contributed by phone)

1. **Call to Order:** The Chair called the meeting to order at 5:33 PM. He also asked a question of the board – “What did you do most enjoy on Thanksgiving?”
2. **Meeting Minutes:** The ED presented the Minutes of the October 28<sup>th</sup> meeting,  
**Walt Draper moved to approve the Minutes as submitted. Erin Leedham seconded the motion and it passed unanimously.**
3. **Public Comment:** (Limited to 3 minutes, otherwise not on Agenda)
  - A. **Sgt. Mike Sherril** – Sgt Sherill read a statement from Sheriff Gary Simpson requesting reconsideration of funding for the EVOG and other training facilities for the CNW project, for the purpose of training first responders because having to travel to other sites around Puget Sound would be significantly more expensive. Training at an in-County facility would mean that the police, fire and emergency districts would be better prepared to serve & protect residents of Kitsap County.
4. **Discussion of ILAs**
  - A. **Poulsbo ILA Change & Approval** –  
The Chair requested comment on the proposed change to the approved Poulsbo ILA from KPFDF Attorney Brian Lawler and he responded via Internet phone connection. He acknowledged that he and the ED had discussed the suggested change and found it acceptable, in that the original clause 5.1 could be interpreted to require an unnecessary external bank account to receive and account for KPFDF funds. The revision allows the City to account for the funds internally, with a separate identified fund within their accounting system. This kind of change had been made on a previous ILA with the Port of Bremerton.  
**Walt Draper moved to approve the Poulsbo PERC ILA as amended. Rick Smith seconded the motion and it passed unanimously.**
  - B. **County/Heritage Park ILA Discussion & Approval** –  
The Chair again asked the KPFDF Attorney for his assessment of the Kitsap County Heritage Park project ILA. He responded that he and the ED have reviewed the ILA, met twice with their team and worked our any differences. Their proposal was for the first phase of their project, including the building the first stage of the Ride Park, planning & prep for the Sound-to-Olympics Trail (STO) and development of their Master Plan.  
In the following discussion, Eric Baker of the County staff, acknowledged that they made an arithmetic error on the previous submission and corrected the total amount to \$1.697,556 for the 2020-21 portion of the project.  
**Walt Draper moved to approve the Kitsap County ILA, including the revision to the Ride Park portion of the Cost Estimates. Erin Leedham seconded the motion and its was approved unanimously.**
5. **Financial Reports**
  - A. **Monthly Financials & Tax Rebate Summary** – the ED reported that the PFD received \$158.5K in tax rebate revenue in October, 4.7% more than 2018; <\$70 K> was transferred to

286 for Debt Service; and <\$12.1K> in Expenses. The result was a Net to Cash of \$76.4K. The 96977 General Fund balance rose to \$2.92 million at the end of September.

The ED also had advanced information for the month of November, indicating that the tax rebate revenue received was \$161.9K, up 8.3% over last year. The debt service amount was adjusted from the usual \$70k to \$60K due to the actual debt service amount transferred from the 286 Fund by Treasury, so the net (before expenses) to 96977 was \$101.9K. The total debt service principal and interest paid was \$840,281.66.

- B. **Blanket Voucher** – The ED submitted a Blanket Voucher of \$13,841.77 for various expenses to be paid. It included \$3,292 for the annual invoice of Enduris liability insurance premium. **Bill Mahan moved to approve the Blanket Voucher in the amount of \$13,841.77. It was seconded by Pat Hatchel and passed unanimously.**
- C. **Directors Stipend Blanket Voucher** – The ED submitted a Blanket Voucher for Director’s compensation for the third Quarter of 2019 in the amount of \$2,143.92. **Erin Leedham moved to approve the Blanket Voucher for \$2,143.92. It was seconded by Walt Draper and approved unanimously.**

#### 6. New Business:

- A. **Final 2020 Budget Approval** - The final budget was presented to the Board for approval, in the amount of \$230,000. The ED noted that it had been increased by approximately \$30K over last year for the increased salary and additional consultant and recording expenses.
- B. **Resolution 06-2019 re: Closing Project Funds** – ED submitted the Resolution, cooperating with a Treasury request to eliminate some unnecessary Treasury Funds. **A motion to approve Resolution 06-2019 was made by Pat Hatchel. The motion was seconded by Rick Smith and passed unanimously.**
- C. **Regional Facility Reports** – The Chair requested that the Directors read the reports on their own. The from the KCC was positive, reporting results better than plan or budget. The KCC exceeded budgeted bookings and profits.

#### 7. Announcements:

- A. Rick Smith passed out a paper explaining the amount of tax collected from Bainbridge Island during the first 15 years of the KPFD – \$1.9 Million, approx. 10% of the amount collected by the KPFD. He was advocating for some funding be allocated to the BI Parks Pool complex project.
- B. The ED passed out the “Cheat Sheet”, a copyrighted document from The Jurassic Parliament, a Robert’s Rules of Order support organization, to each of the Directors. At the last PFD Assoc. conference, the head of the organization gave these to the ED to give to the KPFD Board, as a thank you for the support of the KPFD at the Association meetings. The ED advised the Directors to not copy or distribute the Cheat Sheet, due to its copyrighted nature.

#### 8. Meeting adjourned at 6:27 pm.

**Next Regular Meeting of the Board, January 20th, 2020 at 5:30 pm**

**Commissioners’ Chambers, County Admin. Bldg., 614 Division St, Pt Orchard**

**Topics: General Business; EventFund Grant Presentations, Bonding & Funding discussion.**

**NOTE: This is a location change from previous meeting location. There will be location changes at each of the regular meeting dates in 2020. Check the website for updates.**