

# ***Kitsap Public Facilities District***

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

Monday, December 4, 2017

Silverdale Beach Hotel, East Bay Room, 3073 NW Bucklin Hill Rd, Silverdale, WA

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

**Staff:** Mike Walton, Executive Director

**Absent:** Tom Bullock; and Teresa Taylor.

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:40 PM, after some refreshments to celebrate the Holidays.
2. **Meeting Minutes:** Minutes from the Meeting on the 25th of September were distributed electronically before the meeting.  
**A motion was made to approve the Minutes as submitted by Bill Mahan. The motion was seconded by Walt Draper and approved unanimously.**
3. **Financial Reports:**
  - A. **Monthly Financial Reports** – The Treasurer summarized from the October and November financial reports.  
**September** tax revenue was \$129.3K (from July sales), up 4% over 2016. Debt service transfer to 286 was <\$70.2K>. Expenses were <\$18.9K> and net to cash was \$40.2K.  
**October** tax revenue was \$133K, up 5.2% over last year. Debt service transfer to 286 was <\$70.2K> and expenses were <\$8.4K>. Net to cash was \$54K.
  - B. **Sales Tax Rebate Revenue by Month Report** – November revenue, was \$139K, totaling \$1,382.8K for the year to date. We are on track for our first \$1.5 Million year! There was some discussion about the consideration of bond sales and the funding process for new projects.
  - C. **Current Invoices** –  
A Blanket Voucher of invoices in the amount of \$4,435.50 for November was submitted by the Treasurer for approval.  
**Walt Draper moved to approve the Blanket Voucher of \$4,435.50 as presented. It was seconded by Patrick Hatchel and approved unanimously.**
4. **New Business – Financial Proposals**
  - A. **KFEC Projects – Billie Schmidt, Kitsap Parks**  
Billie presented information on two projects: Gordon Field #2 and Lobe Fields #1. Both are in the \$1.7 to \$2.0 M range and both are asking a commitment of \$500K from the KPF. Parks is still evaluating which will be the first to commit to construction, but Billie was looking for a “commitment” from the Board in support of that project. The Board did not vote on a motion or a committed amount, but is supportive of both the projects.
  - B. **Circuit of the Northwest – Brian Nilsen & Mike Burdick, Partners**  
Brian made a long & detailed presentation to the Board about the plan for a motorsports racetrack on Port property across from the airport. The permits and environmental studies are completed, a design of the track has been completed and they are in the fundraising stage. They are planning a “conference center” facility on the property and are seeking KPF support and funding. No specific ask or commitment was discussed or made.  
The “Event & Technology Center” would also be a STEM educational facility. There were also discussions about whether the track itself would be considered a “recreation” facility, even without the Center. That is a question for the KPF attorney.

5. **Regional Facilities:**

- A. **Kitsap Conference Center** – The new Director, Lori Main, sent us reports from August & October.
- B. **Kitsap Fairgrounds and Event Center** – August, Sept & Oct reports were in the Director’s folders. The ED reported on a meeting with CKSD Superintendent, McVicker, Business & Operations Director, Doug Newell and Jim Dunwiddie from Parks. The discussion revolved around the plan for CKSD to upgrade the Lobe Fields 3 & 4 with bond money and their ILA with the County that predates the KPFD ILA. They wanted to start work as soon as possible and KPFD would hold that up if they were going to be a party to the project. The ED gave them clearance to proceed, but cautioned about some of the issues they have experienced with the NKREC fields and user issues. CKSD said they would include a clause about user meeting twice a year to iron out any conflicts or issues. Daron and other Board members had some issues in the discussion that followed. It will also be raised with our attorney
- C. **NKREC update -**  
From the previous meeting, “There was a consensus of the Board to send a letter to the three other partners stating: 1) what has been accomplished; 2) what was not accomplished; 3) state that the PFD Board was treating it as “not viable”; and 4) what has to happen to move it forward.”  
Daron did not feel that was a proper representation of the situation and recommended that the new superintendent be given up to a year’s time to adjust to her new position and then sit down and reevaluate where the NKSD is on further actions and commitments to the NKREC by the NKSD. The Board concurred.

6. **Ongoing Business:**

- A. **Executive Director’s Report:** I met with Lori Main of KCC to discuss the process of how she, as Columbia Hospitality, can work with the City to request updates to A/V system or renovation of the facility for KPFD funding. KPFD & VKP held a ribbon cutting ceremony, assisted by the Silverdale Chamber, on November 30<sup>th</sup>.
- B. **CKSD/Parks ILA & Ballfield Reno** - I met with the CKSD leadership, as reported in 5B above.
- C. **Public Records Request compliance process** – PFD Attorney Brian Lawler had no follow up actions at this time, as he is awaiting new guidelines from the WA State Attorney General before making final recommendations about our policy.

7. **New Business:**

- A. **2018 Budget** – The Operations Budget for 2018 was presented, requesting approval for \$155,962.60. That amount included a 2% raise for the ED; an increase in Legal expenses for PRA activity and bond discussions; and the increase in office rental costs.  
**Rick Smith moved to adopt the 2018 Operations Budget as presented. Bill Mahan seconded the motion and it was passed unanimously.**
- B. **Resolution 04-2017 – 2018 Meeting Schedule**  
Daron wanted to remember details about the current schedule and the designated activities to be conducted or decided at those meetings. “We” could not remember all the details but the schedule was structured the same as last year.  
**Bill Mahan moved to approve the Resolution for the 2018 meeting schedule as presented. The motion was seconded by Rick Smith and passed unanimously.**

8. **Public Comment/Announcements:** None

**Meeting was adjourned at 7:15 pm**

**The next Regular Meeting of the Board will be on January 22nd, 2018 at 5:30 pm in the East Bay Room at the Silverdale Beach Hotel.**