

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, December 5, 2016

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

Attending: Daron Jagodzinske, Chair, Walt Draper, Treasurer; Teresa Osinski; Tom Bullock, and Adrienne Breznau.

Staff: Mike Walton, Executive Director

Absent: Patrick Hatchel, Vice-Chair; Rick Smith.

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:30 PM.
2. **Meeting Minutes:** Minutes from the Meeting on the 26th of September were distributed electronically before the meeting.
A motion was made to approve the Minutes as submitted by Teressa Osinski. The motion was seconded by Tom Bullock and approved unanimously.
3. **Financial Reports:**
 - A. **Monthly Financial Reports** – The ED summarized from the September & October financial reports which are now stated in QuickBooks format.
 1. September tax revenue was \$124.1K, up 4.6% over 2015 and highest Sept in KPF history. Debt service transfer to 286 was <\$69.9K>. Expenses were <\$11.7K> and net to cash was \$42.5K.
 2. October tax revenue was \$126.1K, up 11.4% over 2015 and continued the trend of the highest in KPF history for the month of October. <\$69.9K> was transferred to 286 fund and the expenses were <\$8.4K>. Net to cash was \$47.8K.
 3. November preview: tax revenue is \$132K, up 8.3% over 2015 and the highest ever for August. 286 fund transfer was adjusted to <\$67.7K> because of year-end debt service payment (principal and interest of <\$709.6K>) so the prelim net was \$64.8K. The year-end payment for the 2006/2015 bonds was <\$4.5K>, deducted from the 977 Fund.
 - B. **Sales Tax Rebate Revenue by Month Report** – The report through October was sent electronically but the November report was available by meeting time and was in your packets. It showed the total tax revenue received in the first eleven month at \$1.3 million. The ED estimates that KPF should exceed \$1.4 million in total revenue in 2016.
 - C. **Current Invoices** –
 1. A Blanket Voucher of invoices in the amount of \$816.60 for November was submitted for approval.
A motion was made by Teresa Osinski to approve the Blanket Voucher for \$816.60. The motion was seconded by Tom Bullock and passed unanimously.
 2. A Blanket Voucher and invoice in the amount of \$141,199 for the second portion of work on the Lobe Field project was submitted by the Parks Dept. for approval.
A motion was made by Tom Bullock to approve the Lobe Field Project Blanket Voucher for \$141,199. The motion was seconded by Adrienne Breznau and passed unanimously.
4. **Regional Facilities:**
 - A. **Kitsap Conference Center** – reports were submitted electronically, results continue up & down compared to forecast/budget.
 - B. **Kitsap Fairgrounds and Event Center** – Monthly reports were submitted electronically. The ED gave some updates on results from the Lobe Field project – some design errors and some construction errors led to overruns, Parks will not use RFM on a field project in the future, they'll stick with landscape architects like Bruce Dees.

C. **NKREC update -**

The meeting with the new Facilities Director, Jason Rhodes, went well and was more positive than in the past. Poulsbo reported that the fund match for the storm water treatment project was no longer available or that the project was completed. That portion of the proposed/approved funding is “dead.” It was agreed that the bleachers and nets portion could proceed, Mary and Jason will get a revised amount for the equipment and the KPFD will transfer it to the NKREC Project Fund. The ED proposed a regular meeting to continue communications with the partners, but the Chair and other Directors were not in favor of that approach.

5. **Ongoing Business:**

A. **Executive Director’s Report:** Sent electronically, some highlights noted.

B. **Budget Approval:** The Final 2017 Budget was in your packets, few changes from last year. It included a 2% raise for the ED.

Walt Draper moved to approve the 2017 Budget. Teresa Osinski wanted to amend the budget to include additional funding for VKP, up to \$24000 per year.

Teresa moved amend the motion, to revise the amount budgeted for VKP to \$24K per year. The motion was seconded by Adrienne Breznau and pass end unanimously.

Walt draper moved to approve the 2017 Budget as amended. It was seconded by Teresa Osinski and approved unanimously.

C. **PFD Legislation Update –**

The letter drafted by Brian and the ED to the AWSPFD requesting that they include language provided by KPFD to allow existing PFDs use existing tax revenue for new or additional projects in their jurisdictions was drafted and sent to the Spokane PFD to be submitted to the Executive Board of the AWSPFD for consideration. They agreed to put it on the agenda and were to meet during the week following the KPFD Board meeting.

6. **New Business:**

A. **Approve JBSL/Brian Lawler contract –** The ED included a copy of the new contract in the Board packets for review. The old contract would expire at the end of 2017.

A motion to approve the 2017 contract for JBSL and Brian Lawler was made by Teresa Osinski. It was seconded by tom Bullock and passed unanimously.

B. **Resolution 04-2016: 2017 Meeting Schedule Approval:**

A motion to approve Resolution 04-2016 was made by Teresa Osinski. The Chair wanted some additional discussion about the proposed schedule, as he still wanted to reduce it to five meetings from the seven on the Resolution. It would take a By-Laws change to reduce it to five. Other Board Members were in favor of approving the current Resolution and explore some changes after the first of the year. The Chair asked the ED to check into both email and telephone voting on blanket vouchers, especially the EventFund awards invoices.

A motion to amend the Resolution to allow elimination of the February and July meetings, provided a means of approving vouchers requests by telephone or email is provided was made by Daron Jagodzinske. This motion to amend was seconded by Teresa Osinski and passed unanimously.

The amended original motion to approve by Teresa Osinski was seconded by Adrienne Breznau and passed unanimously.

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

Meeting was adjourned at 7:10 pm

The next Regular Meeting of the Board will be on January 23rd, 2017 at 5:30 pm in the East Bay Room at the Silverdale Beach Hotel.