

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, February 22, 2016

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

Attending: Jeff Braden, Chair; Walt Draper; Daron Jagodzinske and Rick Smith.

Staff: Mike Walton, Executive Director.

Absent: Patrick Hatchel, Vice-Chair; Teresa Osinski, Treasurer; Tom Bullock.

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:45 PM.
2. **Meeting Minutes:**– Minutes from the Meetings on the 7th of December were distributed electronically before the meeting.
A motion was made to approve the Minutes by Walt Draper. The motion was seconded by Daron Jagodzinske and approved unanimously.
3. **Annual Reports from Funded Partners:**
 - A. **KFEC – Billie Schmidt, Asst. Director Kitsap Parks Dept.**
Billie reported that the Fairgrounds was performing better this year but would not break even on the cost of operations. They would, however, have a capital projects budget for the first time in eight years and some much needed maintenance work would be done. Lobe Field work is progressing, but is behind schedule because of the weather. It is hoped to be completed by the end of March.
 - B. **KCC – Arne Bakker, General Manager**
Arne reported better than expected performance in the last half of the year, but not enough to exceed forecast for the year. Next year is expected to be significantly better, as the economy has improved significantly enough for the bookings to be higher than last year. There is still hope that advanced bookings through the two hotels can improve.
 - C. **VKP – Patty Graf-Hoke, Director Visit Kitsap**
Patty reported that the numbers for hotels and hospitality are up dramatically, where Kitsap's increase is the highest percentage increase of any County in the state. She is working closely with the KCC promoting for weddings and similar events that don't require large hotel room commitments – still an issue with the Hampton and the Fairfield Hotels. Two recent EventFund applicants worked with Patty prior to the submissions and that process seemed to work better for them and result in successful awards.
4. **Financial Reports:**
 - A. **Monthly Financial Reports** – The ED summarized from the January financial reports. Revenue was \$105.7 K, up 9.5% over 2015 and the first over \$100K for January - highest ever for the month of January. Debt service transfer to 286 was <\$69.9K> and expenses were average at <\$11K>. Net to cash was \$24.5K.
 - B. **Sales Tax Rebate Revenue by Month Report** – The report showed the results above, if the trend continues at 9-10% higher, then 2016 could bring in well over \$1.4 million for 2016.
 - C. **Current Invoices** – A Blanket Voucher of invoices in the amount of \$3,603.89 for February was submitted for approval. The largest invoices were for VKP at \$1500, Sound Publishing at \$732.50 for EventFund advertising and Rick Smith for the 2015 stipend.
A motion was made by Walt Draper to approve the Blanket Voucher for \$3,603.89. The motion was seconded by Daron Jagodzinske and passed unanimously.
5. **Regional Facilities:**
 - A. **Kitsap Conference Center** – Arne gave the annual report at the meeting.
 - B. **Kitsap Fairgrounds and Event Center** – monthly report submitted electronically

C. **NKREC update** – Superintendent submitted an annual summary of financial results, including four facilities – NK Stadium, Strawberry Field, the Pool and the Theater. The summary showed significant subsidies for each facility, with the exception of Strawberry Field, which made money through community use.

6. **Ongoing Business:**

A. **Performance Review Agenda** – postponed until next meeting with more attendees.

B. **Resolution 02-2015, Amended:** This resolution was amended to include the lost salary and benefits for the ED for 2014 & 2015, amounting to \$2,536.80.

Walt Draper moved to approve the Resolution, as amended, to include the back pay and benefits lost in 2014 and 2015 in the amount of \$2,536.80. It was seconded by Rick Smith and passed unanimously.

7. **New Business:**

A. **Legislative Update** – It looked promising for HB 2296 when it was passed unanimously out of the House, but never made it out of the Senate Ways & Means committee.

8. **Executive Director's Report:** Sent electronically.

A. The ED quickly summarized his report.

9. **Public Comment:** None

10. **Announcements:** The AWSPFD conference for 2016 will occur on May 16, in Spokane. Further details will be provided when they are available.

The next Regular Meeting of the Board will be on March 28th at 5:30 pm in the Cove Room at the Silverdale Beach Hotel.

Meeting was adjourned at 8:00 pm