

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, April 23, 2018

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; Tom Bullock; Bill Mahan and Erin Leedham.

Staff: Mike Walton, Executive Director; Legal Counsel Brian Lawler; Construction Consultant, Bror Elmquist.

Absent:

1. **Call to Order:** The Chair called the meeting to order at 5:35 PM,
2. **Meeting Minutes:** Minutes from the Meeting on the 26th of February were distributed electronically before the meeting.
Bill Mahan moved to approve the Minutes as presented. Erin Leedham seconded and the motion passed unanimously.
3. **Kitsap Conference Center Year-End Report** – Lori Main, General Manager
Lori reported that the KCC results were improving in the latter stages of 2017, but still required a subsidy from the City, and looked even brighter in 2018. She said she was also doing research on plans to refresh the appearance of the KCC, replace the A/V technology and some interesting design elements, such as wayfinding info.
4. **CNW Funding Proposal** – Brian Nilsen, General Partner
Brian clarified some aspects of the public use portion of their revised business plan, which previously only included the Membership and Rental uses of the track, and the need for a feasibility study to provide data about the support of the current public use by several local organizations and approximately 100K people per year. There was significant discussion pro & con about authorizing the funding until one question raised the issue of providing funding to a private organization. The KPFD attorney, Brian Lawler, stated that the PFD could not do that directly, it would violate the State Constitution. But we might be able to partner with the Port in an ILA or MOU that would provide funding to the Port for the study or for construction funding to improve the property for the track & facilities. After these discussions, there may be consideration of a Special Meeting in May.
Bill Mahan made a motion for the KPFD to contract for the market study on behalf of the CNW, not to exceed \$60K. The motion was seconded by Walt Draper, but defeated by a vote of 2 for and 5 against.
5. **Financial Reports:**
 - A. **Monthly Financial Reports** – The ED summarized from the March financial reports.
March tax revenue was \$123.9K up 17% over Mar 2017. Debt service transfer to 286 was <\$70K>. Expenses were <\$9.5K> and net to cash was \$44.4K.
 - B. **Sales Tax Rebate Revenue by Month Report** – March revenue, was \$124K, up 17% over last year. To answer the question raised by Erin Leedham. She was correct, it was being calculated incorrectly and this month reflects it being reported correctly
 - C. **Current Invoices** –
A Blanket Voucher of invoices in the amount of \$9,865.17 for March was submitted by the ED for approval.
Tom Bullock moved to pre-approve the Blanket Voucher of \$9,865.17 as presented. It was seconded by Patrick Hatchel and approved unanimously.

6. Regional Facilities:

- A. **Kitsap Conference Center** – reported on earlier, plus the March report in their folders.
- B. **Kitsap Fairgrounds and Event Center** – reports for February & March were submitted electronically.
- C. **NKREC update** – Daron reported on discussions in the NKREC Users meeting with the Facilities Manager, Bill Gordon, on timing for future cooperation and also on possible use of the allocated funds for a drainage project may be also used for the baseball field drainage issues. To be reported on later...

7. Ongoing Business:

- A. **Executive Director's Report:** ED reported to the Board on his activities in Mar & Apr.
- B. **Legal Update from Brian Lawler:**
Brain will further research possible cooperation with the Port of Bremerton for possible funding for the CNW project
- C. **EventFund Actions** - During the January meeting, the applications by the EventFund presenters were “pre-approved” by the three Director’s present, pending ratification and approval by the full Board.
Bill Mahan moved to approve both the Josephine’s Redeemed Revival request for \$5000 and the Kitsap Klasic Car Club 2nd Chance Prom request for \$3000. It was seconded by Walt Draper and passed unanimously.

8. New Business:

- A. **Publicity Plan/Press Release** – the ED outlined plans for the initial Press Release to announce the increased time of the tax rebate and the ability to fund new projects in the County. The Publicity Plan for getting the information to the County, Cities, Chambers and other organizations in the County was also outlined and discussed. It was also suggested that the ED work with Visit Kitsap on social media promotion of the information,
- B. **Bonding for Projects** – Brian Lawler, KPFD Attorney
Brian provided some information about seeking a financial advisor and bond counsel to assist in the sale of bonds for any new project(s) that the KPFD makes a commitment to fund, but that process will continue until we have the capability of engaging the required people.

9. Public Comment/Announcements:

It was announced about the upcoming AWSPFD Annual Conference in Sept 2018.

Meeting was adjourned at 8:18 pm

The next Regular Meeting of the Board will be on June 25th, 2018 at 5:30 pm in the East Bay Room at the Silverdale Beach Hotel.