

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, June 26, 2017

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

Attending: Daron Jagodzinske, Chair; Patrick Hatchel, Vice-Chair; Rick Smith; and Tom Bullock.

Staff: Mike Walton, Executive Director; Brian Lawler, Attorney

Absent: Walt Draper, Treasurer, Teresa Taylor (Osinski) and Adrienne Breznau.

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 24th of April were distributed electronically before the meeting.
A motion was made to approve the Minutes as submitted by Tom Bullock. The motion was seconded by Rick Smith and approved unanimously.
3. **EventFund Presentations:**
 - A. **Farms & Frills Vintage Christmas Market** – Kris Williamson & Amy Chipman
Kris and Amy have been doing a similar market in King County, and at the encouragement of Samantha, they have decided to do one in Kitsap. They are well organized and well prepared, they have talked with Patty G-H and prepared a marketing budget to draw folks to the Fairgrounds.
 - B. **Gut Check Challenge Wrestling** - Phillip Pine
Phillip was not able to attend due to a death in the family, he will be invited to present at the July meeting.
4. **Financial Reports:**
 - A. **Monthly Financial Reports** – The ED summarized from the April, and May financial reports which have been restated in QuickBooks format.
May tax revenue was \$126.9K, up 5.7% over 2016. Debt service transfer to 286 was <\$70.2K> and this is the month we also have a deduction for the 2006 LTGO (now the 2015 re-fi) bond of <\$17.1K> for both principle & interest. Expenses were <\$7.7K> and net to cash was \$31.9K.
April tax revenue was \$104.9K, up 4.6% over 2016. Debt service transfer to 286 was <\$70.2K>. Expenses were <\$11.2K> and net to cash was \$23.5K.
Board traced where these transactions showed up on the new current month report – and were now clear on where the transfers and adjustments were made.
 - B. **Sales Tax Rebate Revenue by Month Report** – June data was in just today – sales tax rebate was \$113.3K (from Apr sales), down **-1.1% from June 2016**. This is the first negative change since April 2013. Not sure if this is a trend or a glitch... made \$20K xfer to 968.
 - C. **Current Invoices** –
A Blanket Voucher of invoices in the amount of \$2,621.04 for June was submitted by the ED for approval.
Rick Smith moved to approve the Blanket Voucher of \$2,621.04 as presented. It was seconded by Tom Bullock and approved unanimously.
 - D. **NKREC Invoice** -
A milestone was recognized as a Blanket Voucher from NKSD for bleachers at Strawberry Field was submitted in the amount of \$11,559.45 by the ED. This is the first actionable item in more than four years from the NKREC and NKSD.
Rick Smith moved to approve the Blanket voucher for \$11,559.45 as submitted. Patrick Hatchel seconded the motion and it passed unanimously.
 - E. **EventFund Awards** -
Tom Bullock moved to approve \$5000 to be awarded to the Farm & Frills event. Patrick Hatchel seconded the motion and it passed unanimously.

There was a question raised by the Chair about how the money was awarded and accounted for. Some further discussion about the topic ensued, with the ED explaining there was some flexibility in the timing of the Award, before or after the event, but there was a process for reporting on the expenditure post-event that gave the opportunity to hear how it was spent, and assure it was spent according to the stipulations of the application.

5. Regional Facilities:

- A. **Kitsap Conference Center** – Monthly reports distributed electronically before the meeting. Performance has not been meeting projections, staffing issues in recent months.
- B. **Kitsap Fairgrounds and Event Center** – sent electronically
Monthly reports indicated revenue and events were still down, probably related to weather. No further discussions about the CKSD planned investment in the Fairgrounds ballfields, and their desire to manage and schedule the fields – need to follow up on this item.
- C. **NKREC update -**
ED and Daron will meet with new Superintendent of District on July 12th, and will solidify the relationship for the NKREC. The ILA and issues may or may not come up for discussions, that may be pursued with Jason, the Asst. Super.

6. Ongoing Business:

- A. **Executive Director's Report:** Submitted electronically and summarized by the ED
He highlighted the postponed resignation of Patty Graf-Hoke from the VKP, and completion of the PFD Legislation process:
 - 1. PFD Legislation Update – Bill signed by Governor (picture presented as evidence) and goes into effect on July 21st.
- B. **Public Records Request compliance process** – PFD Attorney Brian Lawler gave a comprehensive presentation about what has been accomplished to date – appointment of a PRA Officer (the ED) and a draft PRA Policy document, as well as how much more need to be completed before the KPF is completely protected. He also identified the need for every Director and staff person to complete the online PRA training, providing the contact information to do so. This will be a yearly requirement.

7. New Business:

- A. **Project Funding Process** – ED presented updated and revised process for review and approval. It was accepted and consensus of the Board was to proceed with its use and dissemination. There is still the need to determine the amount of bond proceeds that may be realized from that effort. Ed & Daron will meet with the Treasury dept. head in July

8. Public Comment/Announcements: None

Meeting was adjourned at 7:05 pm

The next Regular Meeting of the Board will be on July 24th, 2017 at 5:30 pm in the East Bay Room at the Silverdale Beach Hotel, to approve EventFund and Blanket Vouchers and hear the Gut Check Challenge Presentation.