

# ***Kitsap Public Facilities District***

---

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

Monday, June 29, 2015

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

**Attendance:** Jeff Braden, Chair; Patrick Hatchel, Vice-Chair; Teresa Osinski, Treasurer; Daron Jagodzinske; new Director Walt Draper and Tom Bullock.

**Staff:** Mike Walton, Executive Director

**Absent:** Rick Smith.

1. **Call to Order:** A quorum being present, the Chair opened the meeting at 5:33 PM.
2. **Meeting Minutes:**– Minutes from the Special Meeting on the 11th of May was distributed electronically before the meeting.  
**A motion was made by Patrick Hatchel to approve the Minutes from the May 11<sup>th</sup> meeting. It was seconded by Tom Bullock and passed unanimously.**
3. **EventFund Presentation:** Kitsap Pumas, Robin Waite  
Robin made his presentation, requesting \$15,000 in support of his request to host the PDL Western Conference Playoffs at Gordon Field, and mentioning that he would like to come back to request another \$15K if they are selected to host the National Championship. There were questions about the amount of marketing and promotion costs identified in his budget attachment – ranging from \$1250 to a maximum of \$2300.
4. **Financial Reports:**
  - A. **Monthly Financial Reports** –  
The ED summarized from the April and May financial reports.  
Revenue in April (from Feb sales tax) was \$90.2K, up 6% over 2013 and highest since 2007. After the 286 transfer of \$70K, the expenses were above average, due to some EventFund awards, at \$11.4K and a transfer of \$10K was made to the 968 Fund. The net was <\$1.2K> reduction in cash.  
Revenue in May (from Mar sales tax) was \$107K, not only up 7% over last year, it was another month where it was the highest sales tax revenue for May since 2007. After the 286 transfer of \$70K and the expenses of \$8.4K, the net to cash was \$18.6K. A transfer of \$10K was made to the 968 Operations Fund. Also the debt service interest payment was made from the 286 Fund in the amount of \$135.3K.
  - B. **Sales Tax Rebate Revenue by Month Report** – The report through April was available and showed the total revenue for the year to be \$509.4K.
  - C. **Current Invoices** – A combined Blanket Voucher of invoices in the amount of \$3,624.89 for April was reviewed by the Treasurer and submitted for approval. This amount included \$1074.01 for two months of expenses for the ED, including travel & lodging for the AWSPFD Conference and replacement of the desk chair in the office.  
**Teresa Osinski moved to approve the Blanket Voucher of \$3,624.89. It was seconded by Patrick Hatchel and passed unanimously.**
5. **Regional Facilities:**
  - A. **Kitsap Conference Center** – a report was not submitted, but the ED gave a verbal report based on comments to him by the General Manager, about not meeting expectations primarily because of the ongoing issue of local hotel management lack of long-term room blocks. Some discussion ensued about what steps to take to assist in remedying this situation.
  - B. **Kitsap Fairgrounds and Event Center** – report submitted electronically  
The report showed growth over last year. The ED gave an update on the progress of talks about the BMX track and latest direction – considering enclosing or at least roofing

Thunderbird Stadium to get more use from the facility via the BMX organization. Billie and Jim seemed very interested in the prospect, especially if significant funding from the PFD was going to be available in 2-3 years.

- C. **NKREC ILA update** – No change from last month. But ED mentioned about what they should discuss at the Strategy and Study Session, including trying to set up a meeting with a couple of members of the NK School Board to gauge what they really want and how to get back to making progress, if possible.

**6. New Business:**

**EventFund Award:** After some additional discussion about funding Robin's request, a motion was created.

**Daron Jagodzinske moved to Award \$1250 to the Pumas to cover their marketing & promotion costs for the PDL Western Conference Playoffs. The motion was seconded by Patrick Hatchel. After some discussion, the motion was amended by Teresa Osinski include language to recognize the submission of the second event and allow a follow up request, in case of the National Championship selection. The amendment was seconded by Daron Jagodzinske and passed unanimously. The original motion was then voted on and passed unanimously.**

**7. Ongoing Business:**

**A. Reschedule the Study & Strategy Session**

It was previously suggested that we try to do this in sections, following regular Board meetings. The consensus of the Board at this meeting was to do it in one session, probably on a Saturday. The ED will prepare a Survey Monkey to get agreement on when to hold it.

**8. Executive Director's Report:** Sent electronically. (A revised version was included in their folders).

- A. The ED reported that he had been able to complete the Annual Financial Reports for 2013 and 2014, with the assistance of Susan Veach, our accountant. He also submitted 2014's 941 Federal payroll tax returns, although there were some issues, they have been resolved. He also informed them he would be out of town for the WEDA Conference from 7/13-15 in Vancouver, WA. He also informed them that the State Auditor's Office notified him that they would conduct an Audit of KPFD in the Aug/Sept timeframe.

**9. Public Comment:** None

**10. Announcements:**

**The next Regular Meeting of the Board will be on July 27<sup>th</sup> at 5:30 pm in the Cove Room at the Silverdale Beach Hotel.**

**Meeting was adjourned at 7:06 pm**