

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, October 26, 2015

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

Attendance: Teresa Osinski, Treasurer; Tom Bullock; and Rick Smith

Staff: Mike Walton, Executive Director.

Absent: Jeff Braden, Chair; Patrick Hatchel, Vice-Chair Daron Jagodzinske, and Walt Draper.

1. **Call to Order:** A quorum NOT being present, the Treasurer opened the meeting at 5:35 PM.
2. **Meeting Minutes:**– Minutes from the Meeting on the 24th of August were distributed electronically before the meeting. **No motion was made to approve the Minutes due to lack of a quorum.**
3. **New Business:** Funding Request from Visit Kitsap, Patty Graf-Hoke, Executive Director
Patty presented her case for increasing the support to the VKP from \$15k per year to \$18K per year. Tourism dollars have increased faster than the growth in the general economy and also at a greater rate than other high tourism areas in the state, with higher spending on tourism.
4. **EventFund Reports:**
 - A. Harbor Festival/Pirate’s Ball – Holly James
Holly covered the relocation of the Pirate’s Ball from the Conference Center to the Boardwalk, and the poor conditions for an outdoor event, contributing to low attendance. Holly submitted a report, but needs to revise it in accordance with the application instructions and re-submit it.
 - B. Military All Stars – Matt Acker
Matt explained the circumstances about the cancellation of the Military All-Stars events and that the expenditures for promotion and marketing had all been made prior to the cancellation. He still needs to submit his written report, per the instructions in the EventFund application.
 - C. PPSCL Baseball Tournaments – Matt Acker
Matt covered the tournaments that were held at the KFEC fields and commented on the poor conditions (didn’t finish dirt install; poor supervision of field maintenance work; lack of cooperation with other volunteers; not maintained as “tournament quality”) and some resistance from the Parks staff to him performing the work himself to improve the field conditions. He also needs to submit the proper after-event report to satisfy the requirements of the EventFund grant.
5. **Financial Reports:**
 - A. **Monthly Financial Reports** – The ED summarized from the September financial reports. Revenue (from July sales tax) was \$118.4K, up 11% over 2014 and highest ever in July. After the 286 transfer of \$70K, the expenses were average, at \$10.8K and the net gain was a \$37.6K addition to cash. A transfer of \$10K was made to the 968 Operations Fund.
 - B. **Sales Tax Rebate Revenue by Month Report** – The report through September was available and showed the total revenue for the year to be \$961.7K. It is anticipated that total revenue for the year will exceed \$1.3 million for the first time.
 - C. **Current Invoices** – Due to the lack of a quorum, a Blanket Voucher of invoices in the amount of \$776.55 for October was signed by the ED and reviewed by the Treasurer to be submitted for payment. Invoices for VKP and the State Auditor’s office, in excess of \$1K signing limit for the ED, were postponed for approval until the next month.
6. **Regional Facilities:**
 - A. **Kitsap Conference Center** – reports submitted electronically for August & Sept.

- B. **Kitsap Fairgrounds and Event Center** – report submitted electronically
The board was interested in the progress on the Lobe Field project and was informed that the bid was being prepared and would go out by the end of October.
- C. **NKREC update** – Performance Review proposal letter was sent to the three partners in the NKREC to start the process, but no responses had been received by the date of the meeting.

7. **New Business:**

- A. 2016 Budget Discussion – postponed until the Dec meeting.
- B. Resolution 01-2015, 2016 Meeting schedule - postponed until the Dec meeting.

8. **Ongoing Business:**

- A. **State Accountability Audit** – was concluded by October 17, no findings and no exit messages at the exit conference on October 23rd. Report was provided to each Director. KPFD will not be due for another audit until 2018.
- B. **Study & Strategy Session(s)** - No discussions without a quorum present.

9. **Executive Director’s Report:** Sent electronically.

- A. It was added that the recommendation by the State Auditor that the ED be bonded was satisfied by the Enduris insurance package with a “named individual” policy for \$100K and had been in place since 2008.

10. **Public Comment:** None

11. **Announcements:** None

The next Regular Meeting of the Board will be on December 7th at 5:30 pm in the Cove Room at the Silverdale Beach Hotel.

NOTE: This is the combined Nov-Dec meeting and will be the last meeting of 2015.

Meeting was adjourned at 7:22 pm