

# ***Kitsap Public Facilities District***

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

Monday, December 7, 2015

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

**Attending:** Jeff Braden, Chair; Patrick Hatchel, Vice-Chair; Teresa Osinski, Treasurer; Tom Bullock; Daron Jagodzinske, Walt Draper and Rick Smith.

**Staff:** Mike Walton, Executive Director.

**Absent:**

1. **Call to Order:** After a brief break for some Holiday cheer and a quorum being present, the Chair called the meeting to order at 5:45 PM.
2. **Meeting Minutes:**– Minutes from the Meetings on the 28th of September and October 26<sup>th</sup> were distributed electronically before the meeting.  
**A motion was made to approve the Minutes of both meetings by Teresa Osinski. The motion was seconded by Tom Bullock and approved unanimously.**
3. **Financial Reports:**
  - A. **Monthly Financial Reports** – The ED summarized from the October financial reports. Revenue (from August sales tax) was \$111.6K, up 4% over 2014 and highest ever in October. After the 286 transfer of \$70K, the expenses were lower than average (due to some invoices >\$1K being carried over), at \$5.2K and the net gain was a \$36.4K addition to cash. A transfer of \$10K will be made to the 968 Operations Fund.
  - B. **Sales Tax Rebate Revenue by Month Report** – The report through November was just available that day and showed the revenue as \$121.1K for November, and total received for the year to be \$1194.4K. It is anticipated that total revenue for the year will exceed \$1.3 million for the first time in PFD history.
  - C. **Current Invoices** – A Blanket Voucher of invoices in the amount of \$10,964.28 for November including invoices for VKP and the State Auditor’s office, in excess of \$1K signing limit for the ED, were postponed for approval until this month. There was a discussion about the payment for the PFD Association dues for 2015 and why it was delayed.  
**After discussion, a motion was made by Rick Smith to approve the payment of the AWSPFD dues of \$750. It was seconded by Tom Bullock and passed unanimously**  
**A second motion was made by Teresa Osinski to approve the Blanket Voucher for \$10,964.28. The motion was seconded by Walt Draper and passed unanimously.**
4. **Regional Facilities:**
  - A. **Kitsap Conference Center** – report for October submitted electronically. Two consecutive months with profits!
  - 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 on the street and the project would be started in January. There would only be three meetings during the project – start, middle and end, but Bror Elmquist was also engaged to monitor the progress of the project.
  - C. **NKREC update** – Performance Review proposal letter was sent to the three partners in the NKREC to start the process, and some responses had been received, but no meeting would be set until after the first of the New Year. The Board discussed having the ED prepare a brief outlining the 5-7 most important points from the ILAs to emphasize or discuss with the Partners and send it to the Board in early Jan.  
**Rick Smith moved that a “polling” of the Board to determine the main items to be discussed and to occur before the next meeting (as stipulated by Daron Jagodzinske in an amendment). The motion was seconded by Teresa Osinski and passed unanimously.**

5. **New Business:**

- A. 2016 Budget – Some discussion about the increase in the VKP line item from \$15K to \$18K. The Board wanted more detailed explanation of the spending when the VKP reported in mid- and year-end reports.

**Patrick Hatchel moved that the 2016 Operations Budget of \$140,598 be approved. The motion was seconded by Tom Bullock and passed unanimously.**

- B. Resolution 02-2015: Salary and benefits for the ED for 2016.  
Some adjustments were necessary to comply with the contract for the ED, this Resolution addressed those adjustments and set the salary for 2016.

**Patrick Hatchel moved to approve Resolution 02-2015 regarding adjustments in the salary of the Executive Director. The motion was seconded by Teresa Osinski and passed unanimously.**

- C. Resolution 03-2015 - 2016 Meeting schedule – tabled until the Jan meeting.  
There was some discussion about the need for monthly meetings, that perhaps they could be every other month. The ED brought up the need for monthly Blanket Vouchers and other items, so there will be further discussion and a decision next month.

6. **Ongoing Business:**

- A. **Study & Strategy Session(s)** - No further planning, but will resume in first quarter of 2016, after the Performance Review of NKREC is under way.

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

- A. The ED reported that there were discussions with a developer about possible projects in downtown Bremerton that may include one or more hotels. This was promising as a possible relief from the hotel booking gridlock affecting the lower than expected return on investment from the Conference Center expansion.

8. **Public Comment:** None

9. **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 January 25<sup>th</sup> at 5:30 pm in the Cove Room at the Silverdale Beach Hotel.**

**Meeting was adjourned at 7:52 pm**