

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, January 26, 2015

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

Attendance: Jeff Braden, Chair; Patrick Hatchel, Vice-Chair; Rick Smith; and Tom Bullock.

Staff: Mike Walton, Executive Director

Absent: Teresa Osinski and Daron Jagodzinske.

Note: Anita Albright, Bremerton, resigned effective January 22nd.

1. **Call to Order:** A quorum being present, the Chair opened the meeting at 5:33 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 8th of December were distributed electronically before the meeting.
A motion to approve the minutes of the Regular Meeting on December 8th was made by Rick Smith. It was seconded by Patrick Hatchel and passed with 3 votes for and one abstention by Tom Bullock, who was not on the Board at that time.
3. **EventFund Proposals:**
 - A. **Olympic Summer Baseball Club – Nate Andrews**
Nate is asking for \$1-2K for several invitational baseball tournaments at Lobe Field during this coming summer and hopes to get a state Tournament by 2017. He did not present a coherent plan or a marketing budget.
 - B. **PSCL Baseball – Matt Acker**
Matt is asking \$5K to replicate a successful baseball and softball tournament program he has used before in Lacy. As many as 6 different weekend tournaments with up to 12 teams will be held. The funding is targeted for marketing & promoting the tournaments to teams inside & outside the region.
 - C. **Mack Athletics/Kitsap Bluejackets – Matt Acker**
Matt has a second program and is asking for \$5K to promote and market a weekend series with the Military All-Stars playing the Kitsap Bluejackets. He is proposing many other activities and events surrounding the game weekend to draw attendees.
 - D. **Kitsap Harbor Festival – Holly James**
Holly is managing the Harbor Fest and asked for \$5K to promote and market a Pirate’s Ball to be held Friday night in the Kitsap Conference Center to kick-off the Harbor Fest weekend.
4. **Financial Reports:**
 - A. **Monthly Financial Reports –**
The ED summarized from the November & December financial reports. Revenue in Nov (from Sept sales tax) was \$113.6K, up 11% over 2013 and highest since 2007. After the 286 transfer of \$68.1K (adjusted for year-end interest accumulation), the expenses were above average at \$16.2K and the net was \$29K addition to cash. A \$20K transfer to the 96968 operations account was made in December using the new online CT system. The December revenue was \$99.1K, up 5% over 2013. After the year-end 286 transfer of \$70K and normal expenses of \$8.5K, the net to cash was \$20.6K and another transfer of \$20K was made to the 968 fund in January.
 - B. **Sales Tax Rebate Revenue by Month Report –** The report through December was available and showed a total of \$1.208 Million year-to-date, up about \$75K over last year. This was the first time the yearly total was over \$1.2M since 2007. The ED also noted the transfer from the 286 fund of \$700.8K for the year-end principle and interest debt service payment.
 - C. **Current Invoices –**A combined Blanket Voucher of invoices from January was submitted for \$4,233.14. This included the VKP invoice for \$1250, \$1000 KEDA membership “investment”, and \$732.50 for EventFund advertising in the Sound Publishing papers. The

ED also mentioned an earlier Blanket voucher for \$233.48 for Ricoh copier contract and CenturyLink he'd processed to avoid late fees.

A motion to approve the Blanket Voucher for \$4,233.14 was made by Patrick Hatchel. It was seconded by Rick Smith and passed unanimously.

- D. **KFEC Regional Blanket Voucher** – County Parks submitted two invoices for work relating to the Lobe Field Project totaling \$9093.67. One is for the bullpen relocation for \$5,540.96 and the other is for the RFM design for the Lobe field press box and backstop seating. **Patrick Hatchel moved to approve the blanket voucher for \$9,093.67. It was seconded by Rick Smith and passed unanimously.**

5. Regional Project Reports:

- A. **KCC** – The December report and the failure to meet projections was discussed. Some speculation about the failure to book companion hotel room blocks as a contributing factor was covered in the discussion, no specific remedy was arrived at.
- B. **KFEC** – A discussion about what the future reporting requirements are to be would be discussed during the planned Study Session, which was postponed to a later date. Their annual report would occur during the February meeting.
- C. **NKREC ILA update** – Next discussion meeting is January 29th, no further action until after that discussion.

6. New Business:

A. **Approval of EventFund Awards –**

1. **Kitsap Harbor Festival** – After some discussion, it was moved by Rick Smith to award \$2K to the Harbor Festival for the primary purpose of promoting the Pirate's Ball at the KCC. It was seconded by Patrick Hatchel and passed unanimously.
2. **Olympic Summer Baseball Club** – It was moved by Patrick Hatchel to award \$1.5K for this season and assist in preparing for the effort to attract a State tournament. Seconded by Rick Smith and approved unanimously.
3. **PSCL Baseball** – It was moved by Patrick Hatchel to award \$5K for the summer baseball & softball tournaments at Lobe and KFEC fields. It was seconded by Tom Bullock and passed unanimously.
4. **Mack/Bluejackets Military All-Stars** – It was moved by Patrick Hatchel to award the full \$5K to Matt acker for the Military All-stars exhibition event. It was seconded by Tom Bullock and passed unanimously.

- B. **Approve Legal Services contract** – Although Brian Lawler is with a new firm, Jameson, Babbitt, Stites and Lombard, the Board wishes to retain his services, a new two-year contract was proposed.

Rick Smith moved to approve the new contact for legal services with Brian Lawler and JBSL. It was seconded by Patrick Hatchel and passed unanimously.

- C. **Approve Bookkeeping Agreement** – ED had secured the services of a new bookkeeper and firm, Susan Veach of Accountability Plus, a person whom he has worked with in the past. **Patrick Hatchel moved to approve the agreement for Bookeeping Services with Susan Veach and Accountability Plus. It was seconded by Tom Bullock and passed unanimously.**

7. Ongoing Business:

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

After some discussion, it was agreed to postpone until it could be scheduled with at least all six members present, or hopefully with a replacement from Bremerton on board.

- 8. Executive Director's Report:** Sent electronically, no significant items to report.

- 9. Public Comment:** None

10. **Announcements:** ED mentioned the WEDA Winter Legislative Conference coming up in the first week of February.

The next Regular Meeting of the Board will be on February 23rd at 5:30 pm in the Cove Room at the Silverdale Beach Hotel.

Meeting was adjourned at 8:18 pm