

# ***Kitsap Public Facilities District***

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

Monday, June 25, 2018

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

**Attending:** Daron Jagodzinske, Chair; Patrick Hatchel, Vice-Chair; Walt Draper, Treasurer; Rick Smith; Tom Bullock; Bill Mahan and Erin Leedham.

**Staff:** Mike Walton, Executive Director; Legal Counsel Brian Lawler.

**Absent:**

1. **Call to Order:** The Chair called the meeting to order at 5:32 PM,
2. **Meeting Minutes:** Minutes from the Meeting on the 23rd of April and the Special Meeting on the 18<sup>th</sup> of June were distributed electronically before the meeting.  
**Bill Mahan moved to approve the Minutes as presented. Erin Leedham seconded the motion and it passed unanimously.**
3. ***EventFund Presentations***
  - A. **Vintage Christmas Market** - Farm & Frills, Kris Williamson and Amy Chipman  
Kris and Amy are doing a second Vintage Christmas Market at the KFEC in November and making sure they have the KFEC without parking and space limitations. They are planning on 50-60 vendors and perhaps 2000 attendees. Many vendors are staying in hotels and some of the attendees will as well. They Board asked for more documentation about revenue numbers versus expenses and more data about attendees and hotel stays.
4. **Financial Reports:**
  - A. **Monthly Financial Reports** – The ED summarized from the April & May financial reports.  
**April** tax revenue was \$118.9K up 13.4% over 2017. Debt service transfer to 286 was <\$70K>. Expenses were <\$8.8K> and net to cash was \$40.1K.  
**May** tax revenue was \$144.9K, up 14.2% over last year. Debt Service transfer was <\$70K> and the expenses were <\$12.3K>, so the net to cash balance was \$62.6K. Deductions also included a transfer from the 977 account to the county fund for the principle & interest payment on the refunded 2006 bonds of <\$16.9K> and a transfer by the ED of <\$20K> to the 968 fund for Operations expenses.
  - B. **Sales Tax Rebate Revenue by Month Report** – May revenue, was \$144.9K, as mentioned above, up 14.2% over last year. This is the third straight month of double-digit increases over last year’s numbers, bringing the total received over the first five months at over \$670K, indicating we should receive more than \$1.5 million again this year.
  - C. **Current Invoices** –  
A Blanket Voucher of invoices in the amount of \$7,428.75 for May was submitted by the ED for approval. It included higher attorney costs and a purchase of a new portable PC/laptop for the PFD office by the ED.  
**Pat Hatchel moved to approve the Blanket Voucher of \$7,428.75 as presented. It was seconded by Walt Draper and approved unanimously.**
  - D. **EventFund Request** – after some discussion about the funding process and giving funds prior to expenditure without getting proper documentation about how its spent, versus providing funding in advance of the planned expenditure on marketing and promotion so they can effectively promote the event. It was also suggested that the funding be provided to VKP and they can dispense and keep track of the expenditures. No decision tonight, except to provide the funding, but to examine the process before January 2019.  
**Walt draper moved to approve the award of \$5000 to Farm & Frills for their 2018 vintage Christmas Market. It was seconded by Bill Mahan and passed unanimously.**

5. **Regional Facilities:**

- A. **Kitsap Conference Center** – May report showed still behind for the year, but May results were improved, with prospects of a better second half of the year.
- B. **Kitsap Fairgrounds and Event Center** – reports for April and May were submitted electronically. Both months showed results better than forecasted for both months.
- C. **NKREC** – no activity or discussions.

6. **Ongoing Business:**

- A. **Executive Director's Report:** ED reported to the Board on his activities in May & June, much of what was involved with discussions and documentation relating to the CNW project. There were also discussion with KCC and City of Bremerton about upgrades and improvements to the KCC and about establishing a long-term maintenance plan. The Board expressed some reservations about paying for studies and planning for the “owner” of the facility, who should be making these plans. The ED expressed some doubts about whether the City had such plans and under our “oversight” responsibility we should assist them in getting them in place.
- B. **Consulting Agreement with The Joel Cohen Group LLC** – The ED had sent out to the Board a Consulting Agreement template, modified by Brian Lawler for consideration of approval. After some discussion about the contract, there were some corrections and a couple of changes that needed to be made. The Board agreed to consider the contract with Brian making the changes, so it could be signed the following day.  
**Bill Mahan made the motion to approve the consulting contract with The Joel Cohen Group LLC, provided the appropriate changes were made, and the contract signed the following day. It was seconded by Walt Draper and passed unanimously.**
- C. **Blanket Voucher for \$30,000 to The Joel Cohen Group LLC** – A Blanket voucher for the first half of the consulting fee to The Joel Cohen Group LLC, per the approved contract, was presented by the ED. The remainder will be invoiced at the conclusion of the Market Study and its presentation to the Board.  
**Walt Draper made a motion to approve the Blanket Voucher for \$30,000 for consulting services by The Joel Cohen Group LLC and the preparation of a market demand study providing additional information about the feasibility of the CNW project. The motion was seconded by Erin Leedham and passed unanimously.**

7. **New Business:**

- A. **Resolution 02-2018 – Appoint Agent for Claims**  
The ED presented a Resolution documenting the change of address of the KPFD in regard to official notice of the Agent for Claims for County Records.  
**Bill Mahan made a motion to approve Resolution 02-2018, Notice for Change of Address in the Appointment of the Agent for Claims for the KPFD. The motion was seconded by Walt draper and passed unanimously.**
- B. **Nomination of Officers** –  
The ED notified the Board prior to the meeting that the current slate of Officers terms were expiring at eh end of June and elections were to be held to start new terms in July for a new slate of Officers. Nominations were conducted, and the candidates were voted on by the Board.  
**The nominated slate of Officers was moved to be approved by Rick Smith. It was seconded by Tom Bullock and passed unanimously.**  
The Officers for the 2018 to 2020 term are: Board Chair: Daron Jagodzinske; Vice-Chair: Bill Mahan; Treasurer: Walter Draper, IV.
- C. **Press Release for New Projects** – Chair Daron J. raised the question about the extent of the publicity about the Press Release and exposure to other groups – commissioners, Mayors, City councils, chambers, etc. The ED replied that the Press Release had been sent out to the newspapers, but no appointments had been made yet to make presentation to the city

councils, chamber of commerce or other groups. Now that the key issues concerning the CNW project have been taken care of, that can be the next priority.

**8. Public Comment/Announcements:**

No Public Comment or Announcements.

**Meeting was adjourned at 8:18 pm**

**The next Regular Meeting of the Board will be on July 23rd, 2018 at 5:30 pm in the East Bay Room at the Silverdale Beach Hotel.**