

# ***Kitsap Public Facilities District***

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

Monday, September 25, 2017

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

**Attending:** Patrick Hatchel, Vice-Chair; Teresa Taylor; Tom Bullock and Bill Mahan.

**Staff:** Mike Walton, Executive Director

**Absent:** Daron Jagodzinske, Chair; Walt Draper, Treasurer; and Rick Smith

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:33 PM.
2. **Meeting Minutes:** Minutes from the Meeting on the 24th of July were distributed electronically before the meeting.  
**A motion was made to approve the Minutes as submitted by Teresa Taylor. The motion was seconded by Tom Bullock and approved unanimously.**
3. **Financial Reports:**
  - A. **Monthly Financial Reports** – The ED summarized from the July & August financial reports.  
**July** tax revenue was \$126.6K (from May sales), up 9.6% over 2016. Debt service transfer to 286 was <\$70.2K>. Expenses were <\$2.6K> and net to cash was \$53.8K.  
**August** tax revenue was \$142K, up 9.3% over last year. Debt service transfer to 286 was <\$70.2K> and expenses were \$14.2K, due to EventFund award and annual Enduris insurance expense. Net to cash was \$57.6K and a transfer to 96968 for Operations was <\$20K>.
  - B. **Sales Tax Rebate Revenue by Month Report** – July and August data, as above was \$126.6 and \$142K respectively, totaling \$980.7K for the year to date. We are on track for a second \$1.4 million year. There was some discussion about the consideration of bond sales and the funding process for new projects.
  - C. **Current Invoices** –  
A Blanket Voucher of invoices in the amount of \$11,695.39 for August & September was submitted by the ED for approval.  
**Tom Bullock moved to approve the Blanket Voucher of \$11,695.39 as presented. It was seconded by Bill Mahan and approved unanimously.**
4. **Regional Facilities:**
  - A. **Kitsap Conference Center** – The new Director, Lori Main, had not sent us a copy of her monthly report yet.
  - B. **Kitsap Fairgrounds and Event Center** – June & July reports were in the Director’s folders.
  - C. **NKREC update** -  
ED and Daron met with new Superintendent of District on August 22nd, and discussed the current status of the NKREC and its future. The new Supt. was supportive but felt that the needs of the SD precluded any significant effort to implement any portions of the Master Plan that was not related to instruction. There may be the opportunity for further discussions, but not with high expectations.  
There was a consensus of the Board to send a letter to the three other partners stating: 1) what has been accomplished; 2) what was not accomplished; 3) state that the PFD Board was treating it as “not viable”; and 4) what has to happen to move it forward.
5. **Ongoing Business:**
  - A. **Executive Director’s Report:** Submitted electronically and summarized by the ED  
PFD Legislation Update – Bill signed by Governor went into effect on July 21<sup>st</sup>.  
Attended the kickoff of the Kitsap Fast Ferry Service, rode through Rich Passage at 42 knots.

- B. **Public Records Request compliance process** – PFD Attorney Brian Lawler has no follow up actions at this time, as he is awaiting new guidelines from the WA State Attorney General before making final recommendations about our policy.
- C. **Resolution 02-2017 – PRA Rules Policy**  
The Resolution is tabled until further notice.

6. **New Business:**

- A. **Sub-lease of new office space** – Visit Kitsap has found office space big enough for both organizations. After some negotiations, the ED is recommending that we proceed, to lease some space (about 400 sq. ft.) from VKP. The Board approved to proceed, the lease will be submitted at Dec meeting.

7. **Public Comment/Announcements:**

- A. **AWSPFD Annual conference** - ED brought up information about the AWSPFD Annual Conference to be held at the Lynnwood Conference Center on Sept 27 & 28. Board Chair Daron Jagodzinske will attend with the ED.

**Meeting was adjourned at 6:45 pm**

**There is no meeting in October or November. The next Regular Meeting of the Board will be the combined Nov/Dec meeting on December 4th, 2017 at 5:30 pm in the East Bay Room at the Silverdale Beach Hotel.**