

# ***Kitsap Public Facilities District***

---

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

Monday, January 28, 2019

BWP/Silverdale Beach Hotel, East/West Bay Rooms, 3073 NW Bucklin Hill Rd, Silverdale, WA

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

**Staff:** Mike Walton, Executive Director

**Absent:** Daron Jagodzinske, Chair

1. **Call to Order:** The Vice-Chair called the meeting to order at 5:35 PM. As had been the custom the last few meetings, the chair asked a question of all the Board members so they could get more acquainted with each other and also for the audience to get to know them.
2. **Meeting Minutes:** Minutes from the Regular Meeting on the 14th of January 2019.  
**Walt Draper moved to approve the Minutes as corrected. Erin Leedham seconded the motion and it passed unanimously.**
3. **Public Comment:** No Public Comment
4. **EventFund Presentations:**
  - A. **June Bug Flea Market** - Jane Buchanan, Burley Events group  
Jane made an effective presentation about the growth of the June Bug, especially last year, aided by marketing efforts from Visit Kitsap. They have outgrown the Burley facility and are staging this year's event at the Fairgrounds Sheep Barn and Van Zee buildings. They have attractive and complicated graphics and requested \$5,000 for their marketing and promotion efforts. As a non-profit org, any profits will be donated to several animal NPOs.
5. **Financial Reports:**
  - A. **Monthly Reports** – The ED provided the information about December and year-end results: Revenue of \$148.7K, up 19.5% over last year, a healthy recovery from last month's 7% increase; Debt Service of <\$70K>; and Expenses of \$13K. The results were \$65.7K net to cash position.
  - B. **2018 Revenue Summary** – Total Tax Rebate Revenue for 2018 was \$1,707.7K, up 13.3% over last year and the highest on record for the KPFD. Debt Service was <\$839.7K> and Expenses <\$132.8K> with a net to cash addition of \$735.2K for 2018. This brings the total cash balance to over \$2.5 million, at \$2.52 million.
  - C. **Blanket Voucher** – The ED submitted a blanket voucher in the amount of \$2,398.04 for approval. It included \$1000 for membership in KEDA and the Vice-chair questioned whether the KPFD was receiving any value from that membership, since their Executive Board prevented their ED from speaking at our last meeting, after we had asked for their assistance. After some discussion, a motion to approve was made.  
**Walt Draper moved to approve the Blanket Voucher in the amount of \$2,398.04 as submitted. Patrick Hatchel seconded and the motion passed unanimously.**
  - D. **EventFund Request** – June Bug Flea Market for \$5000.  
**Walt Draper moved to approve the request from the June Bug Flea Market for \$5000. It was seconded by Tom Bullock and passed unanimously.**
6. **Project Evaluation Process:**
  - A. **Evaluation Criteria Discussion:**  
The ED revised the Rating Form previously submitted to the Board – the Board discussed the revised rating form and still found it lacked what they wanted. Even though some terms were

clarified they felt they were not adequate to use in that form. The ED would work with Tom Bullock in removing some items from the list and further incorporating Bill Mahan's terms.

1. "Keeping score" After some further discussion, it was agreed that the Evaluation Form would only be used by individuals to keep their own notes about items or features they valued about the projects, so they could refer back to them later in the process. They would not be used to generate point scores that would be tallied at the end of the process to decide on projects to be selected.
2. Subjective Factors – Things like position in the County, desirability; most leveraged private/public spending generated by the project; and other subjective factors would also be taken into account by the individual Directors in their decisions, so there will be many factors in their final decisions.
3. The ED had samples of other evaluation methodology that could be used in the second phase of the process, but of not much value in the first round.
4. The revised sheet would be examined by the Executive committee and if approved, be submitted to the Project Teams for their guidance. It was the consensus of the Board to follow that path.

**7. Ongoing Business:**

**A. Regional Facility Reports –**

1. **KFEC** – Reports delayed, not available. Annual report at Feb 25<sup>th</sup> meeting.
2. **KCC** – November and December Reports showed excellent results, with a profit for the year, the first time in KCC history. We will hear the Annual Report next month.

**B. ED Activity Report** – The ED gave his report, noting significant increase in hours worked in order to get all the project related work done, plus the PRA request from the County added to the workload. The Executive committee will meet with the ED in Feb to discuss and resolve the work load and compensation issues.

**8. New Business:**

**A. PRA Rules** – First Reading. Brian has completed his work on the proposed PRA "Rules", which tic off all the remaining boxes of the MSRC PRA checklist, which was also provided at the meeting Please read these and we can discuss, and perhaps approve, at the Feb 25 Board meeting.

**9. Public Comment/Announcements:**

Connie Reckord, of the Heritage Park project, commented on some of the evaluation methodology, recommending at least a Low-Medium-High level of interest, response or value in making our judgements.

**Meeting was adjourned at 7:15 pm**

**The next Regular Meeting of the Board will be on February 11th, 2019 at 5:30 pm in the East & West Bay Rooms at the Best Western Plus/Silverdale Beach Hotel.**