

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, February 26, 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; Bill Mahan and new Director Erin Leedham from South Kitsap.

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

Absent: Tom Bullock

1. **Call to Order:** The Chair called the meeting to order at 5:38 PM,
2. **Meeting Minutes:** Minutes from the Meeting on the 4th of December were distributed electronically before the meeting. Minutes from the January non-quorum meeting were also submitted electronically.
Walt Draper moved to approve the Minutes as presented. Bill Mahan seconded and the motion passed with 5 yeas and one abstention.
Bill Mahan moved to approve the January Minutes as submitted. The motion was seconded by Walt Draper and passed with 5 yeas and one abstention.
3. **Financial Reports:**
 - A. **Monthly Financial Reports** – The ED summarized from the January financial reports. **January** tax revenue was \$123.5K up 7.8% over Jan 2017. Debt service transfer to 286 was <\$70K>. Expenses were <\$6.9K> and net to cash was \$46.6K.
 - B. **Sales Tax Rebate Revenue by Month Report** – January revenue, was \$124K, up 7.8% over last year. A question was raised by Erin Leedham - she calculated a different percentage increase (8.4%). The ED committed to look into it and report next meeting.
 - C. **Current Invoices** –
A Blanket Voucher of invoices in the amount of \$3,365.89 for February was submitted by the ED for approval.
Rick Smith moved to pre-approve the Blanket Voucher of \$3,365.89 as presented. It was seconded by Patrick Hatchel and approved unanimously.
4. **Regional Facilities:**
 - A. **Kitsap Conference Center** – no January report.
 - B. **Kitsap Fairgrounds and Event Center** – Billie Schmidt returned with a new, more well-defined proposal for the installation of artificial turf on Lobe #1 and presented to the Board. After questions and discussion, a motion was proposed.
Walt draper moved that the Lobe Field #1 project be approved for funding up to Five Hundred Thousand (\$500,000) dollars by the KPF. It was seconded by Patrick Hatchel and approved unanimously.
 - C. **NKREC update** – no report and no activity
5. **Ongoing Business:**
 - A. **Executive Director's Report:** ED reported to the Board on his activities in Dec/Jan.
 - B. **Legal Update from Brian Lawler:**
 1. Brian brought us to date on the current situation with the state PRA legal opinion and on his planned actions for the Board in the near future. A possible recommendation about using kitsap-pfd.org emails spurred extensive debate about pros & cons. This will be researched further and reported later, along with the recommendations for policy and procedure.

2. Brian reported that he was pleased to be considered for a renewal of his contract for one or two years, but was probably going to retire after that time. He would assist in the process to select another KPFD corporate attorney.
- C. **EventFund Actions** - During the January meeting, the applications by the EventFund presenters were “pre-approved” by the three Director’s present, pending ratification and approval by the full Board.
Bill Mahan moved to approve both the Josephine’s Redeemed Revival request for \$5000 and the Kitsap Klassic Car Club 2nd Chance Prom request for \$3000. It was seconded by Walt Draper and passed unanimously.

6. **New Business:**

- A. **Legal Services Contract Renewal** – The contract was revised to reflect a two year contract. **It was moved by Bill Mahan to approve the two-year contract for JBSL and Brian Lawler. It was seconded by Erin Leedham and passed unanimously.**
- B. **Resolution 01-2018:** Salary increase for the Executive Director
It was moved by Erin Leedham to approve Resolution 01-2018, increasing the salary & benefits of the ED. It was seconded by Walt Draper and passed unanimously.

7. **Public Comment/Announcements:** no announcements

Meeting was adjourned at 7:16 pm

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

Note: This is the fourth Monday of a five Monday month.