

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, January 27, 2014

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

Attendance: Roy Runyon, Vice-Chair, Russ Shippet, Rick Smith, Patrick Hatchel & Jeff Braden.

Staff: Mike Walton, Executive Director and Bror Elmquist, Construction Consultant

Absent: Teresa Osinski, Chair and Anne Blair, Treasurer

1. **Call to Order:** A quorum being present, the Vice-Chair called the meeting to order at 5:33 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 9th of December were distributed electronically before the meeting and corrected on input from Patrick Hatchel. The corrected minutes were submitted by the ED.
A motion was made by Jeff Braden to approve the Minutes of the December 9th Meeting as submitted. The motion was seconded by Patrick Hatchel and passed unanimously.

3. **Finance Reports:**

A. **Monthly Financial Reports – November & December**

The ED summarized from the November & December reports. NOVEMBER: Revenue from September sales tax was 101K, up 5% and highest since 2008. Expenses were \$11.8K and the net was \$19K addition to cash. \$20K was transferred to the 96968 account. There was a debt service payment from 286 at the end of November of approx. \$696K, leaving the balance at the reserve amount of \$250K. DECEMBER: Revenue from October sales tax was 94.4K, up 5% and again, highest since 2008. Expenses were higher at \$16.2K, due to legal services charges of \$4996.50, PC and software purchase of \$1114.79, and first consultant expense of \$2581.96 for KCC expansion project. Net income of \$7.8K, so no transfer to the 968 fund this month.

B. **Sales Tax Rebate Revenue by Month Report** – The report showed a continuing 5% increase in November & December over last year's amount. Revenue finished at \$1.133.8K for the year, to exceed the forecast of \$1.1 Million by \$33.8K.

C. **Current Invoices** –The ED submitted a general Blanket Voucher request of \$6,298.07 of normal expenses to the Vice-Chair for approval by the Board members. The largest expense was construction consulting services of \$2,581.96 followed by expense for KEDA membership fee of \$1000 and payment for a table at the KEDA Economic Forecast Breakfast for \$450.00.

Jeff Braden moved to approve the Blanket Voucher for payment of \$6,298.07 as submitted. Patrick Hatchel seconded and the motion passed unanimously.

D. **Additional Blanket Voucher – Presentation by Chal Martin, Public Works Director, City of Bremerton.** The project is progressing as planned, on budget and only a week or two behind original estimated completion date. Payments to the contractor to date have been made by the City from their allocated funds. This is the first request for PFD funds.

1. This second BV was a special one, for the first progress payment to the City of Bremerton for the expansion of the Kitsap Conference Center project, in the amount of \$148,635.53. This is the second expenditure in the new round of approved projects from the June meeting, and the first use of the KCC Facility Projects Fund, the 976 Fund, since the KCC was originally completed in 2004.

Jeff Braden moved to approve the Blanket Voucher for payment of \$148,635.53 as submitted. Patrick Hatchel seconded and the motion was passed, 4 ayes and one abstention - Roy Runyon citing his position on the Bremerton City Council.

4. **Regional Project Reports:**

- A. **Conference Center Report** – ED shared the report from the Manager, Arne Bakker. December showed substantial revenue over forecast, due to special promotional offers made in advance of the new space being available, but January revenue may be down due to construction.
 - B. **Kitsap Fairgrounds and Event Center – Billie Schmidt was unable to attend & report**
We are still seeking more detailed explanation of the lackluster results and what is being done, as the results for the year were well below forecast. The ED also commented that he and Bror should meet with Jim D and Billie S about the second project and what needs to be done to move it forward.
5. **Ongoing Business:**
- A. **Bror report on KCC project** – Bror reported on his assessment of the project and its progress. He echoed many of the same feelings about how smoothly the project was going, but there were also some delays on elevator work, movable doors and HVAC units that were going to make the project about three to four weeks later than the committed completion date.
6. **New Business:**
- A. **New Legal Services Contract – JBSL PLLC, new firm of Brian Lawler.**
The ED did not get the contract to the Board members to review before the meeting. This item is tabled until next month.
 - B. **Resolution 01-2014** – Renaming of some Facility Project Funds.
The ED was requesting to modify some of the “official” fund names for consistency with the County nomenclature.
Russ Shilet moved to approve the Resolution 01-2014, modifying Facility Fund names. Rick Smith seconded the motion and it passed unanimously.
7. **Executive Director’s Report:** submitted electronically by the ED prior to the meeting.
The ED covered some of his activities and also explained the now unexpected demise of the KPFDO office desktop printer, in addition to the PC, that complicated getting prepared for this meeting. He also mentioned serving as a judge at the Miss Poulsbo/Kitsap/Silverdale Pageant.
8. **Public Comment:** None
9. **Announcements:**
- ED announced the WEDA Legislative Conference in Olympia the following week and reminded about the PFD Conference at Ocean Shores on April 28th. (This occurs on the same day as our regular April meeting in the evening.)

The next Regular Meeting of the Board will be on February 24th at 5:30 pm in the Cove Room at the Silverdale Beach Hotel. This will be the permanent location for meeting in 2014.

Meeting was adjourned at 7:09 pm