

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, June 23, 2014

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

Attendance: Roy Runyon, Vice-Chair; Rick Smith; Laurie Rice; Patrick Hatchel; & Jeff Braden.

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

Absent: Teresa Osinski, Chair

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 21st of April were distributed electronically before the meeting. The minutes were submitted by the ED.

A motion was made by Patrick Hatchel to approve the Minutes of the April 23rd Meeting as submitted. The motion was seconded by Laurie Rice and passed, 4 ayes and 1 abstention.

3. **New Business: *EventFund* Proposals**

A. Westsound FC Summer Classic – Kasey O’Leary

Kasey submitted the application on time and was requesting \$5000 to reimburse for the marketing and advertising of the “Summer Classic” Soccer Tournament. He has 50% more teams registered than last year and expects more participants and attendees, resulting in more economic benefit to the area as a result.

B. Kitsap Pumas Regional Playoff – Robin Waite

Robin explained that the team is in first place by a comfortable margin and would be a likely candidate to host the PDL Regional Championship tournament. He was requesting \$10,000, more than the stated maximum of \$5000 in support of this effort. However, he did not provide a detailed budget and identify \$10K worth of marketing and promotional expense. He was asked to provide a detail budget and the final financials from the 2011 championship tournament, partially funded by the PFD.

4. **Ongoing Business**

A. **Lobe Field Project – Billie Schmidt and Ron Easterday, RFM.**

Billie and Ron presented the completed plans and the construction estimate for the project. The estimate at \$282,943 was considerably greater than the approved project budget of \$75K. The limitations on breaking it into smaller pieces was discussed and found to be not feasible.

B. Cash Analysis – Mike Walton

The ED presented some details about the current cash position of the KPFD: current 977 fund balance was \$341K, with \$147.5K designated for NKREC, a net cash balance of \$193K.

There are additional reserve funds of \$250K in the 286 Fund and \$50K in the 968 Operations Reserve that could be available short-term and replaced over time. Since this project would not be performed until winter, a projection of available cash as of 12/31 was made: the net cash balance would increase to \$308.5K, enough to pay for the project. Taking into account all the reserve balance buildup for 968 Operations etc, the net increase in “unencumbered” cash would be about \$115K, but the full amount of the needed increase was available.

A motion was made by Jeff Braden to approve an additional \$115K for the Lobe Field project, up to \$190K, provided that the balance of the project requirement of \$90K be provided by the County. Roy Runyon seconded the motion and the motion passed with 4 yeas and one abstention by Rick Smith.

5. **Election of Officers:**

A. Chair – Two nominations were received, Jeff Braden and Teresa Osinski. Jeff received 3 votes and Teresa one, Jeff was elected as the new Chair of the KPFD Board of Directors.

- B. Vice-Chair – Patrick Hatchel was nominated and no other nominations were received, Patrick Hatchel was elected unanimously as Vice-Chair of the KPF Board.
- C. Treasurer – Anita Albright was nominated and no other nominations were received, so Anita Albright was elected unanimously as the Treasurer of the KPF Board.

6. Financial Reports:

A. Monthly Financial Reports –

The ED summarized from the April & May reports. Revenue in April (from Feb sales tax) was \$84.5K, up 6% over 2013 and highest since 2008. After the 286 transfer of \$70.1K, and the expenses of \$7.1K, the net cash was \$7.4K, and no transfer was made to the 968 fund. Revenue in May (from March sales tax) was up significantly to \$100K, 7% higher than 2013 and highest since 2008 for the 13th month in a row. Expenses were low at \$5K and the net was \$25K addition to cash. A \$20K transfer to the 96968 account was made in June. An additional transfer of \$21,474 was made to the 96976 fund for the additional funding to the Conference Center approved by the Board in April.

B. Sales Tax Rebate Revenue by Month Report – The report through May was available and showed revenue at \$100K, a continuing increase – up 7% over last year’s amount and a total of \$482K year-to-date.

C. Current Invoices – In the absence of the Treasurer, the ED submitted a general Blanket Voucher request of \$5,235.52 of normal expenses to the Chair for approval by the Board members. The largest expense was marketing consulting services to the VKP of \$2500 for two months.

Jeff Braden moved to approve the Blanket Voucher for payment of \$5,235.52 as submitted. Patrick Hatchel seconded and the motion passed unanimously.

D. EventFund Awards –

Patrick Hatchel moved to award \$5K for the Westsound FC “Summer Classic” as requested. Jeff Braden seconded and the motion was approved unanimously.

After some discussion about the history of awards to the Pumas and the apparent reluctance of Robin Waite to comply with all the requirements of the EventFund process, a motion was proposed.

Patrick Hatchel moved to award \$5K of the \$10K requested by Kitsap Pumas for PDL Regional Playoff, provided the Pumas submit a written budget showing the planned marketing expenses. The motion was seconded by Jeff Braden and passed unanimously.

7. Update Construction Consultants Agreement: Tabled until the next month’s meeting.

8. Regional Project Reports:

A. Conference Center Report –The operations report was sent electronically to the Directors.

B. KFEC – The report was sent electronically to the Directors.

C. NKREC ILA progress – In the absence of a Poulsbo representative, Commissioner Gelder had not reported on the progress during the last meeting, where a KPF Board representative was not present.

9. Executive Director’s Report: submitted electronically by the ED prior to the meeting.

10. Public Comment: None

11. Announcements: None

The next Regular Meeting of the Board will be on July 28th at 5:30 pm in the Cove Room at the Silverdale Beach Hotel.

Meeting was adjourned at 7:59 pm