

# ***Kitsap Public Facilities District***

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

Monday, August 24, 2015

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

**Attendance:** Jeff Braden, Chair; Patrick Hatchel, Vice-Chair; Daron Jagodzinske Tom Bullock; Walt Draper and Rick Smith

**Staff:** Mike Walton, Executive Director; Brian Lawler, Attorney.

**Absent:** Teresa Osinski.

1. **Call to Order:** A quorum being present, the Chair opened the meeting at 5:35 PM.
2. **Meeting Minutes:**– Minutes from the Meeting on the 27th of July were distributed electronically before the meeting.  
**A motion was made by Rick Smith to approve the Minutes from the July 27<sup>th</sup> meeting. It was seconded by Walt Draper and passed unanimously.**
3. **New Business:**
  - A. **Report on Enduris Insurance Coverage** – Joanne Bisquera, Enduris  
Joanne presented information about the coverage provided by Enduris and the review of the KPFD policy they performed at the request of the ED. They result was that they re-classified the KPFD as one of the smaller and lower risk PFDs and adjusted the premium by 60% from \$7210 to \$2841 for 2016.
  - B. **Marketing Contract Mid-Year Report** - Visit Kitsap Peninsula, Patty Graf-Hoke  
Patty reported on the growth of the tourism trade in the County – food & beverage and lodging – up double digits over last year, ahead of both the state average and our larger neighbors, amounting to several million dollars. She also described the several ads and other promotions she'd undertaking for the Conference Center and the Fairgrounds, per our contract.
4. **Financial Reports:**
  - A. **Monthly Financial Reports** – The ED summarized from the July financial reports.  
Revenue (from May sales tax) was \$108.8K, up 8% over 2014 and highest ever in July.  
After the 286 transfer of \$70K, the expenses were above average, at \$12K and the net gain was a \$26.8K addition to cash.
  - B. **Sales Tax Rebate Revenue by Month Report** – The report through July was available and showed the total revenue for the year to be \$721.3K. It is anticipated that total revenue for the year will exceed \$1.25 million.
  - C. **Current Invoices** – A combined Blanket Voucher of invoices in the amount of \$1,537.40 for July was reviewed by the ED in the absence of the Treasurer and submitted for approval. This amount included \$866 for additional legal support from JBSL.  
**Rick Smith moved to approve the Blanket Voucher of \$1,537.40. It was seconded by Daron Jagodzinske and passed unanimously.**
5. **Regional Facilities:**
  - A. **Kitsap Conference Center** – report sent electronically
  - B. **Kitsap Fairgrounds and Event Center** – no report, Fair week
  - C. **NKREC update** – Performance Review proposal letter draft from Brian  
Discussion of the letter and who it should be directed to followed – directed to the President or Chair of the respective partners; copied to their “Representatives”; encouraging a sitdown to discuss what’s working and what isn’t; designate representatives on Performance Review Committee; to formulate cooperative plan to review all aspects of the facility, the ILAs and the future plans. Brian will modify the letter per the discussions.

**Motion made by Rick Smith to send the suggested letter to all three projects, beginning with NKREC; followed by KCC, approx.. 60-90 days after NK; then KFEC at a future time to be determined. Seconded by Daron Jagodzinske and passed unanimously.**

**6. Ongoing Business:**

**A. Study & Strategy Session(s)**

- 1. Funding Plan**
- 2. NKREC Master Plan and its future**
- 3. Facility Maintenance Review**

Continue with the piecemeal approach and prepare an agenda for the next item, probably the funding mechanism and procedure, but it may wait until after the first of the Performance Reviews is under way.

**7. Executive Director's Report:** Sent electronically.

**8. Public Comment:** None

**9. Announcements:** None

**The next Regular Meeting of the Board will be on September 28<sup>th</sup> at 5:30 pm in the Cove Room at the Silverdale Beach Hotel.**

**Meeting was adjourned at 7:40 pm**