

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, March 26, 2012

PFD office Conference Room, 9481 Silverdale way NW, Silverdale, WA

Attendance: Teresa Osinski, Chair, Roy Runyon, Vice-Chair; Rick Smith, & Patrick Hatchel.

Staff: Mike Walton, Executive Director

Absent: Anne Blair, Treasurer; Dee Coppola;

1. **Call to Order:** A quorum being present, Chair Teresa Osinski called the meeting to order at 5:52 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 27th of February were distributed electronically before the meeting and were submitted by the ED.
A motion was made by Rick Smith to approve the Minutes of the February 27th meeting. The motion was seconded by Roy Runyon and passed unanimously.
3. **Finance Reports:**
 - A. **February Report** – Reflecting December holiday retail sales, the revenue of \$109.4K was down 3% from the previous year, and also down slightly from 2010. With low expenses of \$4.5K, and the new lower debt service payment of \$60.1K, the results were an increase in cash position of \$45.7K to arrive at \$973.6K.
 - B. **Sales Tax Rebate Revenue by Month Report** – The results for March were available just before meeting time and were available in the Board packets, reflecting January retail sales, the revenue was \$73.9K – down 4% from 2011. With the debt service remaining at \$60.1K until May, we will continue to add to our cash position for the remainder of the year, however, the slightly down numbers show there is still uncertainty and risk going forward.
 - C. **Current Invoices** – Blanket Voucher request of \$659.52 was submitted by the ED in the absence of the Treasurer for review by the Board members - the largest item was \$220.48 to ED Mike Walton for mileage, registrations and office supplies.
Roy Runyon moved that the blanket voucher in the amount of \$659.52 be approved for payment. Rick Smith seconded and the motion was passed unanimously.
4. **New Business:** VCB presentation by Patty Graf Hoke.
 - A. Patty identified some programming requirements to make collection of data possible online and to update fields and data previously collected in the 2006 PFD/County athletic field inventory. This programming would cost between \$2500 and \$4000. There was another component, to create the mechanism for the various facilities to login and update their own information online in the future. The cost for this feature was another \$1500.
 - B. Patty also outlined a plan for 1) the ongoing effort to maintain the database, 2) market the resulting facilities and 3) resume the work down last year on contract for the PFD. She also outlined the plan to seek “matching funds” from the County and the Tribes to try and get a full-time person to handle this. Her request to the PFD to consider at the next meeting was for \$15,000 for the last 10 months of the year.
After ample discussion, Roy Runyon made a motion to approve up to \$4000 for the VCB for the programming of the website and facilities database, provided she seek additional funding from the County and other sources to complete the task. It was seconded by Patrick Hatchel and passed unanimously.

NOTE: At 6:45 pm, Chair Teresa Osinski left the meeting and Roy Runyon, Vice-Chair, continued the meeting, although a quorum was no longer present and no votes could be taken.

5. **Report on Regional Projects:**
- A. **Kitsap Fairgrounds and Event Center** – Billie Schmidt from Parks was present to make the report. A financial report and an activity report were both submitted, prior to the meeting. The new report had some historical comparison, as the Board had asked, but the column headings were confusing.
 - 1. The Gordon Field final reconciliation was made available to the PFD and an invoice for the \$250K remainder was given to the ED. It will be submitted for payment at a future meeting.
 - B. **NKREC** – No Steering Committee meeting this month, so no report. The ED reported on a discussion with the attorney and Anne Blair about arriving at some appropriate ILA language to try and wrap up these considerations by the committee.
6. **Executive Director’s Report:** (A report was submitted electronically.)
He also reported on the so far unfulfilled legislative efforts to increase the length of time for the rebate to continue by 15 years, and that it was still “alive” - several legislators in both houses had signed on to the Senate version of the bill (SSB 5984).
Cooperation with the VCB in the new Kitsap Peninsula Event & Facilities Coalition, chaired by ED Mike Walton, were proceeding to identify the potential sites, identify the database categories to be collected and identify the invitees for the first meeting, to be held on April 5th.
7. **Ongoing Business:** None
8. **Public Comment:** None
9. **Announcements:**
The next Regular Meeting of the Board will be at 5:30 pm on April 23rd in the conference room at the PFD office (a new location, requiring a public notice of the change).

Meeting was adjourned at 7:12 pm