

# ***Kitsap Public Facilities District***

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

Monday, June 25, 2012

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

**Attendance:** Teresa Osinski, Chair; Roy Runyon, Vice-Chair; Anne Blair, Treasurer; Patrick Hatchel & new member Jeff Braden representing Port Orchard.

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

**Absent:** Rick Smith and Russ Shippet.

1. **Call to Order:** A study session having taken place before the meeting and a quorum being present, the Chair called the meeting to order at 6:55 PM.

2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 25th of June were distributed electronically before the meeting and were submitted by the ED with a correction noted by Roy Runyon.

**A motion was made by Anne Blair to approve the Minutes as corrected of the June 25<sup>th</sup> meeting. The motion was seconded by Roy Runyon and passed with one abstention by Jeff Braden, who was not present at the meeting.**

3. **EventFund Requests –**

A. **Pumas Playoff request** – There was a “formal” request with a minimal proposal by the Pumas lost in the Playoffs so the request was withdrawn. No action was taken

4. **Finance Reports:**

A. **June Report** – Reflecting February retail sales, the revenue of \$85.4K was up 4% from the previous year, as well as above 2009 & 2010. With lower expenses of \$4.5K, and the new lower debt service payment of \$60.1K, the results should have showed an increase in cash position of approx \$15-16K, but instead showed an unusual \$159K charge for “debt service” and instead showed a balance of \$875.2K. I have requested an investigation and response from treasury, but Becky Stack is out, I contacted Shelley Pearson and Meredith Green to investigate. The Board expressed its concern and requested a response by Friday the 28<sup>th</sup>. **A motion was made by Anne Blair to accept the financial report as presented. It was seconded by Roy Runyon and passed unanimously.**

B. **Sales Tax Rebate Revenue by Month Report** – The results for June were sent electronically prior to the meeting and July was not available at meeting time and so the report showed \$525K received through June, an average of \$87.6K per month, down 1% from 2011.

C. **Current Invoices** – Blanket Voucher request of \$2,468.14 was submitted by the Treasurer for review by the Board members - the largest item was two month’s expenses for the VCB at \$2000 .

**Anne Blair moved that the blanket voucher in the amount of \$6,983.76 be approved for payment. Jeff Braden seconded and the motion was passed unanimously.**

5. **Ongoing Business:**

A. **Resolution 02-2012, ED salary increase** – Following the Study Session this was held over until the final item of the meeting. The ED provided information about comparable salaries for other non-profit EDs for the Board to consider in the Study Session.

B. In later discussions, the Board was not sufficiently informed about the ED’s activities to make a decision. It asked the ED to prepare some background information about his typical activities over the last three months for them to review.

6. **New Business:**

- A. Resolution 03-2012, recognizing Dee Coppola's service - ED prepared the Resolution to recognize Dee Coppola's service to the PFD Board. Roy Runyon suggested he meant it for the county Commissioners' to make a Resolution. The Chair suggested that she would write a letter to the Commissioners suggesting that and asked the ED to prepare a draft.

**Anne Blair made a motion to adopt Resolution 03-2012 to recognize the contribution of Dee Coppola. It was seconded by Roy Runyon and passed unanimously.**

- B. **Legal Services contract** – There was discussion about the updated contract and possible RFQ for legal services in the future. In light of the ongoing ILA modification process, it was decided to approve the contract, because in order to start the RFQ process for a new contract in 2013, it would be necessary to start now.

**Anne Blair moved to accept the Socius Law Group contract update, acknowledging a rate reduction from Brian Lawler to \$275/hour, and to issue an RFQ for Legal Services to start in 2013 by August 13<sup>th</sup>. It was seconded by Jeff Braden and passed unanimously**

7. **Report on Regional Projects:**

- A. **Kitsap Convention Center** - The first monthly report from the was submitted and the Board commented on its detail and completeness, they suggested that the Parks Report could emulate the report.
- B. **Kitsap Fairgrounds and Event Center** – (Billie Schmidt unable to attend the meeting) A financial report and an activity report from June were submitted, prior to the meeting. The “spider box” and cable project at a cost of approximately \$25K to replace the cables and boxes was not listed in the report. The ED had asked for an adjusted report but had not received it at meeting time.
- C. **NKREC** – No Steering Committee meeting this month, so no report. Legal Counsel brought up the ILA modification process and what steps to be taken next. Because this would involve getting the partner(s) to get together and sign any resulting document, a Board committee was formed to manage this process in the future. Jeff Braden and Anne Blair from the Board along with the ED and Legal Counsel would comprise the committee.

8. **Executive Director's Report:** (A report was submitted electronically.)

The ED also noted that the Parks dept had inquired about the invoice for Gordon Field, which the ED was holding in the office until the Board advises him to submit it. In view of the \$159K suspected error, the Board recommended that the invoice be held for another month.

9. **Public Comment:** None

10. **Announcements:**

The ED added comments about the Babe Ruth World Series coming up and that tickets were available here in the office.

**The next Regular Meeting of the Board will be on August 27<sup>th</sup> at 5:30 pm in the PFD conference room.**

**Meeting was adjourned at 8:20 pm**