

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, July 25, 2011

Eagle's Nest, Kitsap Fairgrounds and Event Center

Bremerton, WA

Attendance: Teresa Osinski, Chair; Jan Harrison, Vice-Chair; Jim Heins, Treasurer; Anne Blair; Dee Coppola; & Roy Runyon.

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

Absent: Rick Smith.

1. **Call to Order:** A quorum was present, Chair Teresa Osinski called the meeting to order at 6:38 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting of the 27th of June were distributed electronically before the meeting and were submitted by the ED.

A motion was made by Jan Harrison to approve the Minutes of the June 27th meeting. It was seconded by Roy Runyon and passed unanimously.

3. **VCB Presentation** – Patty Graf-Hoke. Also present, Diane Robinson & Stephen Gears, VCB Board. Patty made an impassioned and lengthy presentation about the progress she's made, the areas in which she's made mention of the PFD; publicized events at the supported facilities; worked with referred EventFund recipients; and logos/references on the website. She also mentioned that the PFD funding and support had enabled her to make significant progress in getting improved funding from other organizations and public entities. The Board expressed their favorable impression and continued support for the VCB efforts.
4. **Finance Reports:**
 - A. **June Reports** – Reflecting April retail sales, the May revenue of \$82.3K was even with the previous year, but above 2009 level. With minimal expenses of \$5K, resulting in a small decrease in cash position of \$1.7K to arrive at \$830.8K, pending final determination of Gordon Field costs and request from County/Parks for balance of commitment. With the project on budget with minimal use of contingency, may be less than \$250K committed.
 - B. **Sales Tax Rebate Revenue by Month Report** – The June revenue was reported, but the July figure was not received by meeting time. We are still essentially even with last year's revenue by mid-year. The Board asked the ED to continue to push for information on the possible re-finance of the County/PFD bonds.
 - C. **Current Invoices** – Blanket Voucher request of \$2,292.95 was submitted by the Treasurer for review and summarization for the Board members - the largest item was \$1000 to Elmquist & Assoc for the Gordon Field project. The ED explained the absence of a \$1500 request from the VCB, due to a voucher request error by the ED, corrected by the VCB applying an extra payment in June to the current invoice.

Roy Runyon moved that the blanket voucher in the amount of \$2,292.95 be approved for payment. Jan Harrison seconded and the motion was passed unanimously.
 - D. **Mid-year Treasurer's Report** – Several items were discussed about revenue, budget items and costs versus areas of possible reduction in current costs. Since the budget planning cycle will begin again shortly, it was suggested that the entire Board take part in this year's budget planning.

A motion was made by Jan Harrison to have a study session to review the budget before the September meeting – also three special topics: 1) the residual funds from Gordon Field; 2) any changes to the KFEC ILA; and 3) the bond re-fi status/results. It was seconded by Anne Blair and passed unanimously.

5. Report on Regional Projects:

A. **Kitsap Fairgrounds and Event Center** – There was a current report submitted, along with a 386 financial report and revenue numbers from events were provided, but the Board asked for more data for further clarification – i.e. month-to-month comparisons of event numbers; and estimates of economic impact for the County. The ED will work with Parks to try and develop those numbers, but will be after the Fair is over.

1. Gordon field: Bror reported on the progress on Gordon Field, project is almost completed and the lights will be tested the following week. Some items are on the “punch list” to be completed and that the project should be complete by August 15.

2. The ED mentioned that with the completion of the Gordon Field Project, a Grand Opening ceremony should be held and a committee should be formed to plan and coordinate this event with the County and Parks. Parks was suggesting that it be done after the Fair and would let us know the dates available from the Commissioners.

B. **NKREC** – did not meet and no report was available.

6. Executive Director’s Report: (A written report was submitted to the Board.)

Additional comments covered any other items in the report not previously reported.

7. Ongoing Business: - None

8. New Business:

A. **Calyx proposal** – An unsolicited proposal by a consultant for services relating to resources and research for future progress at NKREC. No favorable reaction from the Board, as we don’t have the resources to engage.

9. Public Comment: - Jim Heins mentioned a negative reaction from the Babe Ruth organization to the VCB making a claim that they were “instrumental” in convincing the national organization to select Kitsap for the World Series, which was not the case.

10. Announcements: - A reminder was given by the ED about the October WA PFD convention in Spokane, for any Board members who wish to attend, along with the ED.

Meeting adjourned at 8:26 pm,

The next regular meeting of the Board will be at 6:30 pm on August 22nd in the Eagles Nest.

NOTE: this is the fourth Monday of a five Monday month.