

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, August 23, 2010

Eagle's Nest, Kitsap Fairgrounds and Event Center
Bremerton, WA

Attendance: Dee Coppola, Chair; Teresa Osinski, Vice-Chair; Jim Heins, Treasurer; Rick Smith; & Roy Runyon.

Staff: Mike Walton, Executive Director, Brian Lawler, Legal Counsel.

Absent: Jan Harrison, Anne Blair.

1. **Call to Order.** A quorum being present, Chair Dee Coppola called the meeting to order at 6:33 PM.
2. **Meeting Minutes** – Minutes from the Special Meeting of the 12th of July and the Regular Meeting of the 26th of July were distributed electronically before the meeting and were submitted by the ED.

A motion was made by Jim Heins to approve the Minutes of the July 12th meeting. It was seconded by Teresa Osinski and approved by the Members who were present at the meeting.

A motion was made by Teresa Osinski to approve the Minutes of the July 27th meeting. It was seconded by Roy Runyon and unanimously approved.

3. **Finance Reports**

- A. **July Report** – Reflecting May retail sales, the July revenue of \$81.4K was down from the previous year (-4%) Expenses were higher than normal due to the inclusion of the twice yearly \$16.6K debt service principal and interest draws, and average operating expenses (\$6.9K) resulting in a decrease in cash position by about <\$21K> to \$844.6K.
- B. **Sales Tax Rebate Revenue by Month Report** – Board received the new tax rebate revenue report through June 2010, revenue continues at approx. 5% below 2009 levels.
- C. **Current Invoices** – A large Blanket Voucher request of only \$22,833.69 was submitted to the Chair for review and summarization for the Board members - the largest items were \$6660 to Enduris for Board insurance; \$6000 EventFund grant to the Pumas; two \$5000 EF grants to Little league and Babe Ruth; and \$3685 to Socius Group for Brian Lawler's legal work.

Roy Runyon moved that the blanket voucher in the amount of \$22,833.69 be approved for payment. Teresa Osinski seconded and the motion was passed unanimously.

4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Being Fair week, there was no Parks report so the ED summarized. There was a 386 financial report, with no change from the previous month.
 1. **Gordon field:** Bid packages out and to be awarded in early Sept, construction Oct.
 2. **Video/Audio Project** – Bids received - review bids with Frank after the Fair and make recommendation.

B. **North Kitsap Regional Event Center** – no activity.

5. **Executive Director's Report:** (A written report was submitted to the Board.)
Additional comments covered other items in the report.

6. **Ongoing Business:**

- A. **North Kitsap School District ADA walkway**– a review of the residual funds says there is sufficient funding to cover the cost of the ADA walkway at NK, but may not be the most

desired use of the funds. Further discussion by the Steering Committee?

B. Resolution 03-2010 - Conflict of Interest Policy Proposal:

ED submitted the second revised draft of the suggested Policy to address possible conflicts of interest among any Members of the Board. After some discussion, and a small revision, the Policy was acceptable for a vote.

Teresa Osinski moved to adopt Resolution 03-2010 as revised. Roy Runyon seconded and the motion was passed unanimously. (Members and staff present filled out and signed the newly adopted Annual COI Statement forms and submitted them.)

Note: One recommendation from Legal Counsel was to examine the By-Laws for potential modification to address the issue of an elected official being appointed to the Board, other possible conflicts of interest and how they should be handled in the future. A By-Law Committee of Dee Coppola, Teresa Osinski and Mike Walton was formed to review the By-Laws.

7. New Business:

- A. **Conference Center Oversight** – The existing ILA with Bremerton indicates there should be a minimum of two meetings a year of the representatives of the City and the PFD to review status of the Conference Center and its management contract. This has not been done and the ED asked if the Board wished this to be pursued to be re-established. It was the consensus of the Board that this process should be re-established.

8. Public Comment none

9. Announcements: none

Next Regular Meeting of the Board is Monday, August 23rd, 2010, 6:30 pm, Eagles Nest.

Meeting adjourned at 8:45 pm,