

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, August 26, 2013

PFD Conference Room, 9481 Silverdale Way NW, Suite 265, Silverdale, WA

Attendance: Teresa Osinski, Chair; Roy Runyon, Vice-Chair, Russ Shippet, Patrick Hatchel & Jeff Braden.

Staff: Mike Walton, Executive Director

Absent: Anne Blair, Treasurer and Rick Smith,

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:29 PM.
2. **Meeting Minutes:**– Minutes from the Special Meeting on the 10th of June, corrected after some input from Director Blair, were distributed electronically before the meeting,
A motion was made by Roy Runyon to approve the Minutes as corrected of the June 10th Special Meeting. The motion was seconded by Patrick Hatchel and passed with one abstention by Teresa Osinski who was not present at that meeting.
Minutes from the July 22, 2013 meeting were distributed electronically prior to the meeting and submitted by the ED for approval.
A motion to approve the Minutes of the July 22 meeting was made by Jeff Braden. The motion was seconded by Patrick Hatchel and was passed, with two abstentions by Roy Runyon and Russ Shippet, who were not present at that meeting.
3. **New Business:** Event Fund Reports
 - A. The ED reported on an after-event report from Zero Gravity Gymnastics, who held the Western Classic gymnastic competition in January. The report gave some data, but not everything as requested in the EventFund guidelines, including how the money was spent and the number of rooms booked as a result of the event. They will be notified of the omission and explained that would receive no more funding unless significant improvements in budgeting and reporting.
 - B. **Wild West Showdown** – Roller derby event reported on by Harold Whatley of Slaughter County Roller Vixens. Despite the emphasis on the website and in the guidelines, there were also some deficiencies in Mr. Whatley’s report. Some of the economic benefit numbers seemed high and the expenditures for marketing could have been more clearly defined.
 - C. **Wrestling Supporting Wrestling events** – the ED presented a report from WSW and their three events at the end of 2012. They received some seed money previously but did not request and in 2012. Even without PFD assistance, they had their most successful series of three events so far and they wished to thank the KPFD for their past support. They did point out a couple of things that could be improved. 1) the change in event support to a contractor meant several elements were omitted or unavailable – namely the stage and head table; and the pipe and drape resources; 2) the lack of adequate shower and locker room facilities at the Pavilion.
 - D. The Board noted the deficiencies in the reporting of a couple of organizations and discussed performing an examination of the EventFund Guidelines and some revision to assure the proper focus on Marketing and promotion of the events to make them self-sufficient, and to clarify the multi-year use of the funds and mandatory use of the VKP for some portion of the award.
4. **Finance Reports:**
 - A. **Monthly Financial Reports - July**
The ED summarized from the July report. Reflecting May retail sales, the revenue of \$97.2K was up 6% over the previous year. In fact, it was the highest July revenue since 2008. July expenses were significantly higher at \$15.9K, including approx. \$7K for Board insurance, but still provided an increase in cash position of approx. \$12K. The ED also reported that \$20K

was transferred to the 968 fund for operations and reserve accumulation and that there was a total of \$1.36 million in cash or investments between the 286 fund and the 977 fund.

- B. **Sales Tax Rebate Revenue by Month Report** – The report showed a 6% increase in July over last year’s amount. Revenue is on track to meet or exceed the forecast of \$1.1 Million.
- C. **Current Invoices** – in the absence of the Treasurer, a Blanket Voucher request of \$7,262.03 was submitted by the ED to the Chair for approval by the Board members.

Roy Runyon moved to approve the Blanket Voucher for payment as submitted totaling \$7,262.03. Jeff Braden seconded and the motion passed unanimously.

5. Regional Project Reports:

- A. **Conference Center Report** – ED submitted the report from the new Manager, Arne Bakker. There was a brief discussion of the status of the City’s efforts on the expansion project and a concern about the availability of hotel rooms for long-term booking on larger events.
- B. **NKREC** – NKSD is working on a response to the ILA Modification and a NKREC steering Committee meeting is tentatively scheduled for Sept 9th. The Chair indicated that this was still the highest priority for her and clarified her position: all four partners must be present to get some agreement and conclusion on the suggested modifications before any work on an ILA for the new projects and before any funding awards are made. After some additional discussion, the consensus of the Board was to proceed with that goal for the next meeting between the partners.
- C. **Kitsap Fairgrounds and Event Center – no one present to report**
There was cursory examination of the Parks report on comparison of month to month and year to year performance.

6. Ongoing Business:

- A. **Facilities Database** – report and demonstration from Patty Graf-Hoke of Visit Kitsap Peninsula. The demonstration was effective but it is not ready to go “live”. It was stipulated by the Board that it must be populated sufficiently to make its use effective to the visitors or planners that try to make use of it. Premature release for widespread use would be counterproductive.
There will be a joint Press Release from VKP and PFD about the new database; a joint letter to the facility owner/managers to populate the database for their facilities. VKP must report regularly to the KPFED ED on the number of facilities that are represented in the database to achieve a release for use, and it will be reviewed again in Sept.

- 7. **Executive Director’s Report:** submitted by the ED in the packets – much of activity related to Finance Reports, coordination with the VKP on the 2014 Kitsap Golf package/2015 US Open planning.

- 8. **Public Comment:** None

- 9. **Announcements:**

The next Regular Meeting of the Board will be on September 23rd at 5:30 pm in the PFD conference room.

Meeting was adjourned at 7:43 pm