

# ***Kitsap Public Facilities District***

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

Monday, September 24, 2012

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

**Attendance:** Roy Runyon, Vice-Chair; Anne Blair, Treasurer; Russ Shiplet, Rick Smith & Jeff Braden.

**Staff:** Mike Walton, Executive Director

**Absent:** Teresa Osinski, Chair and Patrick Hatchel.

1. **Call to Order:** A quorum being present, the Vice-Chair called the meeting to order at 5:35 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 27th of August were distributed electronically before the meeting and were submitted by the ED.  
**A motion was made by Jeff Braden to approve the Minutes of the August 27th meeting. The motion was seconded by Russ Shiplet and passed with two abstentions.**
3. **Finance Reports:**
  - A. **August Report** – Reflecting June retail sales, the revenue of \$95.9K was up 3% from the previous year, and level with 2010. With lower expenses of \$4.4K, the results showed an increase in cash position of approx \$27K, showing a balance of \$1,056K. Russ Shiplet commented on the high balance, not reflecting a payment to Parks for Gordon Field. The ED commented that he was trying to arrange a “photo op” for the PFD and Parks to present the check.
  - B. **Sales Tax Rebate Revenue by Month Report** – The results for July were not received before the meeting and the report showed \$616K received through June, an average of \$88K per month, even with 2011.
  - C. **Current Invoices** – a very low Blanket Voucher request of \$767.05 was submitted by the Treasurer for approval by the Board members - the largest item was expenses for the ED, which included PFD conference registrations for both he and Russ Shiplet.  
**Anne Blair moved that the blanket voucher in the amount of \$767.05 be approved for payment. Rick Smith seconded and the motion was passed unanimously.**
4. **Ongoing Business:**
  - A. **Legal Services RFQ** – Approved at the last meeting, it was presented by the ED to the Board for review. A review committee of Russ Shiplet and Rick Smith was added.
5. **New Business:**
  - A. **2013 Budget** - The need for the budgeting process to start was brought up by the ED and the discussion ranged over several topics, including planning for additional projects, even if they might be smaller than in the past. The ED will send a “straw man” budget to the budget committee (Board officers).
6. **Report on Regional Projects:**
  - A. **Kitsap Convention Center** - The monthly report was submitted electronically, there was no further comment on the report.
  - B. **Kitsap Fairgrounds and Event Center** –Reports were submitted for review, but there were no representatives for questions.
  - C. **NKREC** – No Steering Committee meeting this month, so no report. The Sept 28<sup>th</sup> meeting was cancelled and a new meeting is being scheduled for early Oct. Russ and ED met with Superintendent and she was responsive to the PFD, the “Partnership” and the need for a representative from the NKSD. Schedule the meeting and she’ll make sure at least one rep is there.

7. **Executive Director's Report:** (A report was submitted at the meeting.)  
The ED mentioned the new portion of the trail system in NKREC, but did not have pictures on the website yet.

8. **Public Comment:** None

9. **Announcements:**  
The ED mentioned about the WA PFD Association was holding a conference in Longview October 17<sup>th</sup> & 18<sup>th</sup> and that he would be attending with Russ Shippet. There was a discussion about holding a future PFD conference in Kitsap at the Conference Center. There was a consensus of the Board to pursue the prospect at the upcoming conference.

**The next Regular Meeting of the Board will be on October 22<sup>nd</sup> at 5:30 pm in the PFD conference room.**

**Note1: This is the 4<sup>th</sup> Monday of a five Monday month.**

**Note 2: Following this meeting, there will only be one more meeting in 2012, the combined Nov/Dec meeting on Dec 3<sup>rd</sup>.**

**Meeting was adjourned at 7:00 pm**