

Kitsap Public Facilities District

Minutes of the Board of Directors Special Meeting

Monday, June 10, 2013

Poplar Room, Silverdale Community Center, 9481 Silverdale Way NW, Silverdale, WA

Attendance: Roy Runyon, Vice-Chair; Anne Blair, Treasurer, Russ Shippet, Patrick Hatchel & Jeff Braden.

Staff: Mike Walton, Executive Director

Absent: Teresa Osinski, Chair; and Rick Smith

1. **Call to Order:** A quorum being present, the Vice-Chair called the meeting to order at 5:31 PM.

2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 22nd of April were distributed electronically before the meeting.

A motion was made by Jeff Braden to approve the Minutes of the March 25th meeting. The motion was seconded by Anne Blair and passed unanimously.

3. **Finance Reports:**

A. **March Report** – The financial summary reports received from the new bookkeeper, Sandy O’Hare, for April 2013 was submitted and the ED gave a summary of the cash position. The ED summarized from the county reports. Reflecting February retail sales, the March revenue of \$79.4K was down 1% from the previous year. With higher expenses of approx. \$17K due to EventFund payments, the results showed a decrease in cash position of approx. <\$7K>, to \$921K. Deducting \$250K to be transferred to the 286 fund for debt reserve, and \$20K for transfer to 968 for initial operations reserve, leaves approx. \$650K for capital projects.

Anne Blair moved to accept the Summary financial report. It was seconded by Russ Shippet and approved unanimously.

B. **Sales Tax Rebate Revenue by Month Report** – May revenue data had been received and it was \$93K, up 2%. With average operations expenses that should result in a positive gain in cash position by \$20-23K.

C. **Current Invoices** – a Blanket Voucher request of \$7701.24 was submitted by the Treasurer to the Chair for approval by the Board members, including the expenses from the PFD Conference of \$3030.78, the increased KEDA membership at \$1000 and legal service charges at 1072.50.

Anne Blair moved to approve for payment the Blanket Voucher as submitted totaling \$7,701.24. Jeff Braden seconded and the motion passed unanimously.

4. **New Business:**

A. **Approve Resolution 4-2013 to adopt an Operations Reserve Policy** – A Resolution to adopt a new policy to define the need for and establish an amount for an Operations Reserve. The policy was drafted by the ED and approved by the PFD attorney, was discussed, approved and signed.

Anne Blair moved to approve Resolution 4-2013 to adopt an Operations Reserve Policy. It was seconded by Jeff Braden and approved unanimously.

B. **Approve Resolution 5-2013 to approve transfers between PFD funds** – The Resolution to have the Treasury Dept. handle transfers between the Capital Projects Fund (96977) and the Operations Fund (96968), was drafted by the ED discussed, approved and signed.

Anne Blair moved to approve Resolution 5-2013 to approve transfers between PFD funds. It was seconded by Patrick Hatchel and approved unanimously.

5. **Regional Project Proposals:**

A. **Expansion of Kitsap Conference Center – presented by Mayor Patty Lent, Public Works Director Chal Martin, KCC General Manager Arne Bakker and Kitsap Transit Executive Director John Clauson.**

A written and oral presentation was made proposing the expansion of the Conference Center from its current 10,000 sq ft size, utilizing 7,000 square feet more space on the mostly vacant third floor of the same building that currently houses the Conference Center. Architects Rice, Fergus Miller were employed to prepare drawings and illustrations of the potential project and estimates of its cost. Projections were also made about capturing additional business, currently being lost, that could be gained by adding that space. KPF Board members asked questions about the elevators and the cost of their replacement and learned that although they are slow and use outdated technology, it would be more than \$400,000 to replace them. The City of Bremerton chose not to include that option as part of their proposal

The project is estimated to cost \$1.25 million – the proposal provided for shared costs among three partners:

City of Bremerton - \$500,000 (as yet not approved by the Council);

Kitsap Transit - \$150,000,

KPFD - requesting \$600,000 in funding from the PFD.

B. **Kitsap Fairgrounds and Event Center – presented by Parks Operations Superintendent, Billie Schmidt**

Three separate proposals were submitted by the County:

1. **Purchase the currently installed press box at Gordon Field** from the Kitsap Pumas, as they have designated it their “Home Field”. County ownership of the press box would enable them to market and rent Gordon Field as a “stadium” and thus attract more business and large events. Ms. Schmidt noted that the Pumas have also donated 14 spectator stands as an “in-kind” contribution to improvements at the field. **The amount the County was requesting was \$29,148.**
2. **Press box at Lobe Field** – Parks considered remodeling the concession building at Lobe Field to provide a professional press box for “World Series” caliber events, as recommended by the Babe Ruth organization. Rather than an extensive and expensive remodel of the existing concrete block concession building, they proposed to purchase a press box like the one at Gordon Field, move the fence behind the backstop forward and elevate the press box. **The amount the County was requesting was between \$50-75,000.**
3. **Miscellaneous capital improvement items throughout the KFEC complex facilities.** The proposal, while not prioritized or fully developed, ranged from fixing bathrooms and the kitchen in the Pavilion; to purchasing various pieces of equipment; and to replacing artificial turf at Gordon Field years in the future. **The amount the County was requesting was approximately \$380,000.**

C. **North Kitsap Regional Event Center – presented by North Kitsap School District CTE Director, Patrick Olson and City of Poulsbo Director of Parks, Mary McClusky.**

The NK School District and the City of Poulsbo submitted three proposals for funding.

1. **New trails construction** – a new section of trails was proposed for addition to the NKREC network, for use by community walkers, joggers and perhaps high school cross country runners. It would also facilitate non-motorized access for school kids from adjacent neighborhood developments. **The amount they were requesting was \$132,000.**
2. **Strawberry Field Improvements** – Lack of adequate soccer and lacrosse nets and lack of spectator seating were cited as need for purchasing 2 soccer nets and 2 lacrosse nets as well as two sets of 50 seat bleachers. **The amount they were requesting was \$15,500.**

3. Storm water improvement throughout the site and a drainage study required for a City grant application, would also serve as leverage for local matching funds for the grant. The proposed project identified an immediate need to address storm water issues at Strawberry Field and other sites around the NK high school property as an essential storm water damage prevention project. This project would create a plan, fix one or more sites and use the results to leverage an equal amount of additional grant funding from Dept of Ecology.
The amount they were requesting was \$132,000.

6. Discussion and recommendations about funding awards:

A. Review committee recommendations.

A KPFD proposal review committee, comprised of South Kitsap representative and Chair, Teresa Osinski; Bainbridge Island representative and Treasurer, Anne Blair; Port Orchard representative, Jeff Braden and KPFD Executive Director, Mike Walton, was appointed by the Board. None of these committee members represented any of the geographic areas of the facility partners requesting funding. They presented their recommendations, including a brief statement of the rationale for the recommended funding to be allocated to each project. Following are the review committee’s recommendations, totaling \$630,000:

City of Bremerton	\$400,000;
Kitsap Fairgrounds and Event Center	
• Gordon Field press box purchase	\$30,000;
• Lobe Field press box and fence relocation upgrade	\$60,000;
• Miscellaneous projects – mostly repair and maintenance, not capital	\$0;
No. Kitsap Reg. Event Center	
• New trail project – not connected to the NKREC boundary	\$0;
• Strawberry Field bleachers (not the nets)	\$10,000
• Storm water study & improvement project	\$130,000
TOTAL	\$630,000

- B. Project Funding Decisions –** Following considerable discussion about how to allocate funds when the proposals/requests were for more than the available funds, the Board addressed the proposals and the recommendations of the review committee.

A motion made by Russ Shippet, to allocate the funding as follows, failed for the lack of a second:

- \$370,000 for the Conference Center expansion;
- \$30,000 for the Gordon Field press box purchase;
- \$70,000 for the alternate Lobe Field press box and fence relocation upgrade;
- \$0 for the miscellaneous projects – mostly repair and maintenance, not capital
- \$12,500 for the NKREC trail project , if within the NKREC boundary;
- \$15,500 for the Strawberry Field bleachers and nets;
- \$132,000 for the storm water study & improvement project.

Following further discussion, a second motion was made.

A motion was made by Anne Blair to allocate the funding as follows to the submitted projects, totaling \$647,500.

- City of Bremerton - \$400,000, Kitsap Conference Center expansion;
 - KFEC/County - \$30,000, Gordon Field press box purchase;
 - KFEC/County - \$70,000, Lobe Field press box and fence relocation;
 - NKREC - \$15,500, Strawberry Field bleachers and nets;
 - NKREC - \$132,000 for the storm water study & improvement project.
- TOTAL \$647,500**

KPFD will prepare separate ILAs for each award. Should the City of Bremerton not approve the project as proposed, those funds could be reallocated at the discretion of the KPFD Board. The motion was seconded by Jeff Braden and approved unanimously.

7. **Public Comment:** None

8. **Announcements:**

The consensus of the Board was that the next Regular Meeting of the Board on June 24th will be canceled due to no EventFund applications being received.

The next Regular Meeting of the Board will be on July 22nd at 5:30 pm in the PFD conference room. **NOTE: This is the 4th Monday of a five Monday month.**

Meeting was adjourned at 9:22 pm