

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, October 27, 2008

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

Attendance: Emily Parsons, Chair; Dee Coppola, Vice-Chair; Rick Smith; Brent Stenman; Jim Heins.

Staff: Executive Director, Mike Walton; Legal Counsel, Brian Lawler; Development Coordinator, Bror Elmquist.

Absent: Walt Draper & Trent England/replacement.

1. **Call to Order.** A quorum being present, Chair Emily Parsons called the meeting to order at 6:37 PM.
2. **Meeting Minutes** – Minutes from the meeting of the 22nd of September were submitted by the ED.

Jim Heins moved to accept the Minutes as submitted. Dee Coppola seconded the motion and the Motion was unanimously approved.

3. **Finance Reports**

- A. **Sept Reports** – Summary shows results from most recent month, showing slightly in excess of \$838K in cash and investments, an increase of approximately \$3K over the previous month, due increased revenue over last month.
- B. **Sales Tax Rebate Revenue by Month Report** – The monthly report shows revenue in the amount of \$100,380.83, a decline of only 6% in September rebate revenue (July sales) compared to last year, and a decline of about \$6K from August. The previous two months were down 13% from last year, but it's too early to tell if this is a bottom in the decline. The average monthly rebate over the first 6 months holding steady at 6% from last year's 12 month average. A continuation of the drop in revenue for the fifth consecutive month but at a lower percentage from the previous two months, so we may continue to hold our own or achieve some small accumulation of funds.
- C. **Current Invoices** – The Blanket voucher request of \$7,146.24 was submitted to the Chair for review after the ED summarized it for the Board members - the largest items were \$2062.50 for services from Elmquist Associates for the Phase I construction project; \$1631.10 to ED Mike Walton for travel & conference charges; and a \$1264.10 invoice from MPC/Gateway for the new office computer.

Jim Heins moved that the blanket voucher in the amount of \$7,146.24 be approved for payment. Brent Stenman seconded and the motion was passed unanimously.

4. **Presentation by Kitsap Visitor & Convention Bureau for Sports Council Funding**

- A. Don Atkinson of the Sports Council was present and gave a proposal and budget to the Board for consideration of a grant to fund \$15,000 to the Sports Council to advertise, market and/or promote the new & improved facilities which the KPFD has been involved. Significant discussion ensued about what reporting the Board would receive; the budget included a salary component that some members took exception to; or providing partial funding to see some results and consider additional funding if the results are satisfactory. The Board decided to table any decision about awarding funds to the following meeting

5. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Bror and Mike had a meeting with Martha Droge of Parks and received an update for Gordon Field. ED also supplied copies of a status report and financial statement from Parks. Martha Droge was present to speak about GF and tried to

answer questions to the best of her knowledge about the Phase II expenditures. ED Walton will have to inquire to Kay Anderson about the items in question.

- B. **North Kitsap Regional Event Center** – Development Coordinator, Bror Elmquist, gave a report on the status of the construction work at the Stadium and Strawberry Field #8. Stadium Field & Track is complete and the “Grand Re-Opening” ceremony took place on October 17th at the Homecoming game against Bremerton. Fisher Construction completed work at Strawberry and waited a couple of weeks for Mondo to arrive, in the middle of October. About half of the contingency fund has been allocated, although some items are still being disputed with Fisher.

6. **Executive Director’s Report:** Was submitted in writing to the Board.

ED Walton provided some summary information about the PFD conference and the WEDA conferences attended by members of the Board and ED Walton. Walt Draper noted three items of interest; 1) Examining if new projects could be started with existing revenue stream – possibly, but with some risk; 2) new bonds for projects is unlikely under current conditions, but some modification to the legislation seems to have worked for some PFDs; and 3) some variation of a lodging tax, directed wholly or partly to the PFD may also provide more funding for new projects.

7. **Ongoing Business:**

- A. Recognition for past Members/Officers and for Anne Blair was discussed and it was suggested that an additional recognition plaque be purchased for Trent England, like those done for Linda Berry-Maraist, Warren VanZee and Ms. Blair. A recognition event is to be arranged for some date, to be determined.

8. **New Business** –

- A. PFD legal questions

Legal Counsel Brian Lawler was present to give a summary of the current conditions in regard to additional projects above and beyond those allowed by the initial legislation. Although there had been one legal decision, it was not applicable to the PFDs across the State; Attorney General and audit rules would subject the PFD and the Board to fairly significant risk to try and add any other projects. He stated that other PFDs had been able to do so only with specific tweaks to the legislation that created an exclusion or exemption to the conditions that allowed them to add a project, such as an historic theater remodeling. Dee Coppola added that she had discussed this with Derek Kilmer and he is willing to explore how that may be done for KPF and possible projects in So Kitsap/Port Orchard or Bainbridge Island.

- B. ED Walton brought up a request for an “investment” by the Kitsap Economic Development Alliance (KEDA) for the amount of \$500. Emily Parsons recommended it as we are members of the State WEDA, but not the local organization. Jim Heins was not in favor of it, due to the current economic conditions. Chair Parsons asked for a consensus vote of approval and there were four in favor and 1 against (Jim Heins), so the ED was directed to respond positively to the KEDA about joining.

9. **Public Comment** – none at this meeting

10. **Announcements:**

Next Regular Meeting of the Board is November 24th, 6:30 pm at the Eagles Nest.

The meeting was adjourned at 8:00 PM.