

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, November 12, 2007

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

**Attendance:** Linda Berry-Maraist, Chair; Warren VanZee, Vice-chair; Walt Draper, Treasurer; Trent England; Jim Heins; Emily Parsons; Rick Smith. Staff: Project Development Manager Bror Elmquist; Administrator Anne Blair.

**Call to Order.** A quorum being present, Linda Berry-Maraist called the meeting to order at 6:35 PM.

**Special Presentation.** Jon Rose, President, Olympic Property Group and Project Manager Sue Schroeder reported on the real estate group of Pope Resources Master Plan for Port Gamble. The Master Plan essentially maps a community and economic development project for the 8,000 OPM-owned acres located in the northern section of Kitsap County. As the single-largest private land-owner in the area, Pope Resources recognizes that timber and forestry are no longer the highest and best use of the land. They have developed a Master Plan that provides densely compacted residential developments with many open space amenities. Trails are the centerpiece of these developments and the open spaces that will be held by the company far into the future. Trails are a major tourism draw and, thus, have an economic (people will travel to walk/use the trails and often stay in the local area overnight), as well as quality-of-life benefit. Jon briefed the board on the Rural Wooded Incentive Program, urging the board to become familiar with this important program that prompted an estimated 528 community members to meet in May 2007 to discuss and answer surveys about interest and priorities for trails in the north part of the county.

The board expressed enthusiasm for the plans and requested that the KPFD be considered a potential partner in the trail projects/plans as they develop. The NK REC project includes trails and, conceivably, might enable the KPFD to participate even more actively as this "String of Pearls" (connecting the smaller communities, the "pearls", throughout the northern shores of Kitsap County. Anne will follow up with Jon to assure the KPFD continues to be informed as this project unfolds.

**Change in Agenda** – by consensus, the board agreed to consider a funding request for the 2008 EventFund.

**EventFund.** Anne introduced Olympic High School Volleyball Coach Keith Peden and his request that the KPFD commit 2008 EventFund dollars in support of the 2008 WIAA District IV Volleyball 2A/3A/4A Championships that a partnership of Kitsap sports tournament supporters are vying to host at the Sun Pavilion in early-December 2008. Keith noted that, if Kitsap County is successful in its bid to host this tournament, it will be the largest sports tournament ever held in the County. He showed the power point slides that the KPFD helped prepare for the Kitsap delegation presentation to the WIAA.

The board was asked to consider this funding request ahead of the 2008 EventFund allocation award timeline because the WIAA will make a decision about the location of this tournament on November 19 and having local financial support for the tournament will be a critical piece of a successful presentation package. The 2008 EventFund budget is \$20,000 -- \$5,000 more than was budgeted/allocated in 2007.

**Walt Draper moved, Warren VanZee seconded and the board voted unanimously to pledge \$5,000 from the 2008 EventFund in support of marketing and/or facility rental for the 2008 WIAA District IV Volleyball 2A/3A/4A Championships conditional upon the tournament being located at the SUN Pavilion at the Kitsap Fairgrounds and Event Center.**

**Regional Projects**

**Kitsap Fairgrounds and Event Center.** There is no capital facilities financial report available at this time. Anne continues to work with County staff to track these project expenses.

Linda reported on a recent meeting with volunteers from the Kitsap County section of the national Fields Today, Fit Tomorrow program. FT/FT and KPFD will work with the County researching various funding options for debt-financed construction of at least one multi-sport, synthetic field and lights at Gordon Field.

Linda also raised concerns about the County closing access as of November 1 to the only lighted soccer fields (i.e. outfield pitches on the baseball fields at the Fairgrounds) in the County. Young, elite players from around the County are practicing on dark-fields, lighted by parents' car headlights because of decisions by the school districts and County to protect their grass fields from play during muddy seasons, thus preserving them for spring ball games/practices. She will be working with Chip Faver to clarify the decision-making process and to see if there is any flexibility in the policy.

**North Kitsap Regional Event Center.** Bror distributed the draft construction schedule. This document shows substantial completion on the Stadium portion of the project by September 5, 2008. He also reviewed the project budget summary that compared his figures with those developed by the project architect based on last-June numbers. Bror's version included change orders and testing expenses. The total project cost (Stadium and Strawberry Field #8) is \$2.2 million. The project will be financially very close and, for that reason in particular, the bid will include numerous bid alternates. It was noted that as a primarily community-use field, there probably was no need for tournament-quality lighting and that would reduce the budget for lights by some margin.

#### **On-going Business**

**Executive Director Search Update.** The board will convene a Special Meeting on Monday, December 3 to review qualifications of three finalists for employment with KPFD.

**Resolution 12-2007.** Through discussion of the calendar for next year's board meetings presented in this resolution, it was noted that due to the Memorial Day holiday, the May meeting needed to move to Tuesday, May 27, rather than May 26 as shown.

**It was moved by Walt Draper, seconded by Trent England and voted unanimously to adopt Resolution 12-2007 establishing the Board of Directors' meeting schedule for 2008 and notice of the KPFD office location.**

**EventFund 2008.** Anne recommended continued use of the 2005 Guidelines and the timeline set forth on the materials distributed with the board packet (attached to the original of these Minutes.) There was discussion about how important seed money was for locally sponsored events and that it might be unrealistic to require these smaller events/tournaments ever become self-sustaining. Board members also expressed concern that facility rental fees needed to be reasonable or the tournaments would be costed-out of existence and, thus, defeat both the economic benefit and local tournament hosting goals of the KPFD investments in regional facilities.

**It was moved by Emily Parsons, seconded by Walt Draper and voted unanimously to affirm use of the 2005 EventFund Guidelines and the 2008 timeline as presented.**

#### **Finance Report**

**September 2007 Finance Report.** Walt and Anne reviewed the report and noted there was nothing unusual about the revenue or expenses during the month.

**Current invoices.** Walt announced that he had reviewed the support materials for the invoices presented on the blanket voucher and all appears to be in order. He recommended payment.

**It was moved by Emily Parson, seconded by Rick Smith and voted unanimously to pay the invoices presented on the blanket voucher and totaling \$4,814.57.**

**2008 Budget.** Walt reviewed the budget as presented, noting that because there will be a new Executive Director and a new board member representing Poulsbo, Bror's role with the NK REC project probably would be greater than reflected in the draft budget. He recommended doubling that line item to \$15,000. This change will decrease the projected 2008 year-end net operating revenue to \$190,531.

**It was moved by Warren VanZee, seconded by Trent England and voted unanimously to approve the 2008 Budget as presented except to increase the Project Development (line 25) expense to \$15,000 and reduce the net operating revenue to \$190,531.**

**Meeting Minutes**

**It was moved by Trent England, seconded by Rick Smith and voted unanimously to approve the October 26, 2007 Minutes as presented.**

**It was moved by Warren VanZee, seconded by Trent England and voted unanimously to approve the October 29, 2007 Minutes as presented.**

**Administrator's Report**

Anne reported that she planned to take two days' vacation next week and that, although she would check the messages and respond when necessary, the office would be closed. Her written activity update highlighted recent activities other than those discussed during the board meeting.

**Public Comment.**

- Mike Walton expressed appreciation for a surprisingly varied and informative meeting agenda.

**The meeting adjourned at 9:05 PM.**