

Kitsap Public Facilities District
Minutes of the Board of Directors Meeting
Monday, December 10, 2007
Eagle's Nest Conference Room, Kitsap Fairgrounds and Event Center

Attendance: Linda Berry-Maraist, Chair; Warren Van Zee, Vice-chair; Walt Draper, Treasurer; Trent England; Jim Heins; Emily Parsons; Rick Smith. Staff: Anne Blair, Administrator.

Call to Order: A quorum being present, Linda Berry-Maraist called the meeting to order at 5:15 PM. She announced that the Board immediately would go into Executive Session, including Anne Blair, for the purpose of reviewing qualifications of applicants for possible employment as the Executive Director of the KPFD. She declared that no action would be taken and the regular public meeting would reconvene at approximately 7:15 PM.

Executive Session: The board reviewed credentials, qualifications and background references for two candidates for the Executive Director position. The board met personally with each candidate for 45 minutes. Discussion followed; no action was taken. The Executive Session adjourned at 7:30 PM.

The Chair reconvened the Public Meeting at 7:30 PM.

Regional Projects

Fairgrounds and Event Center.

1. The Phase II expense reporting is nearing completion. Approximately \$535,000 remains of the initial budget and the Parks and Recreation Department staff is developing a prioritized list to discuss and allocate through mutual agreement with the KPFD board. Anne assured the board that the County continues to hold an additional \$800,000 for installation of synthetic turf on Gordon Field.

It was moved by Walt Draper, seconded by Rick Smith and voted unanimously to allocate in 2008 the remaining Fairgrounds and Event Center Phase II funds on capital projects determined by mutual agreement with the County Parks and Recreation Department.

2. Rick attended the Olympic Duo Wrestling Tournament last week-end at the Pavilion. It was a grand success as reported by the coaches and participants he talked with. With the JV tournament on Friday evening, as well as the all-day Saturday contests, there appeared to be larger audiences than in years past. He noted that the seating did not include the new portable bleachers and it wasn't clear if there was a shortage of fan seating. Because the larger, new portable bleachers were purchased specifically to expand seating at this tournament, Anne agreed to follow up with County staff about why the new bleachers were not used.

3. Linda reported on her efforts trying to learn if and if not, why, the outfields on Fields 2, 3 and 4 were not available for soccer games in November. She expressed her frustration at having responded to community questions by talking with County staff and, despite several calls and messages not getting a response for 3 weeks, and that she was given six different explanations. She finally learned that the fields had been closed due to rainy weather and the damage that results from overuse of the fields during the fall rains. A decision had been made to preserve these fields for Spring Ball. She questioned the decision-making process, the policy reporting and the field management when there is such a crying need for lighted fields in late fall. In her experience, multiple teams of young children playing on micro-fields do not seriously damage the fields. The older players could/should use Gordon Field in the late fall daylight/tournament weekends. Anne will reiterate these concerns to the Department Director.

North Kitsap Regional Event Center. The project is following the timeline and should go out to bid in February. Value engineering by the Steering Committee and architectural consultant, resulted in reducing estimated costs by approximately \$100,000. Beginning in January, Linda will participate on the Steering

Committee representing the City of Poulsbo City Council. Bror will continue to attend these meetings and provide the “constant and consistent” KPFDD presence as Mike learns about the project and finds his role in the committee deliberations. Jim Heins will be the KPFDD board representative to the Steering Committee and, when appropriate be the spokesperson at any public meetings of the City Council, County Commissioners and/or school board.

New Business

1. **Vision 2040 public comment.** Kitsap Alliance of Property Owners (KAPO) contacted Linda about public facility siting provisions in the Puget Sound Regional Coordinating Council (PSRCC) Vision 2040 planning document. Linda noted that while the overall goals and vision of this long-range, growth management document appeared reasonable and consistent with KPFDD priorities, she was concerned about the language in the last paragraph on page 78 that could severely limit Kitsap County’s ability to locate parks and recreational playfields outside the urban growth areas. She questioned the enforceability and accountability of the PSRCC vision, but asked that KPFDD submit formal, written comments during the public hearing process to raise these concerns.

By consensus the board agreed that it was appropriate for KPFDD to enter comments into the public hearing record. Trent agreed to draft the letter; he will send it to Anne for distribution and she will collect and integrate board members comments into a final letter to be signed by Linda. Trent and Anne will attend the public hearing; Trent will read the letter into the record.

2. **Election of Officers.** Linda reported that she had spoken with board members individually and, with their input and consent, proposed election of Warren Van Zee to as Chair, Emily Parsons as Vice-chair and Walt Draper as Treasurer for a term beginning immediately and running through 2008.

It was moved by Walt Draper, seconded by Rick Smith and voted unanimously to approve the slate of officers as presented. In accord with the KPFDD Bylaws, these officers will serve until the meeting immediately following appointment/reappointment of the board members in July of 2008 or until their successors are elected.

On-going Business

1. **Executive Director Search.** In his capacity as Chair of the Search Committee, Walt recommended the board make a formal decision with regard to offering the Executive Director position to Candidate B – this person’s name being withheld as his/her current employer is not aware that this process is underway. He also asked that the board authorize the Search Committee to negotiate the employment conditions with that person, using the salary and benefit information published on the position announcement as guidelines/limits. Anne will work with the County Administrator about possibility of an Interlocal Agreement with the County to enable the new employee to participate in the County health- and retirement benefits programs.

It was moved by Walt Draper, seconded by Warren Van Zee and voted unanimously to offer the position of Executive Director to Candidate B. Further, the Search Committee of Walt Draper and Warren Van Zee be authorized to negotiate the hiring conditions using the published salary range and benefits as limits to the offer.

Linda will contact Candidate B to make the offer and to explain the hiring process from this point forward. Once the negotiations are completed, Anne will notify Candidate A of the Board’s decision.

Discussion followed about the timeline for a transition between Anne and the new Executive Director. Anne has agreed to provide at least two weeks transition; she will remain an employee of KPFDD through that transition. Once that is achieved, should her help be needed, she will be paid as an independent consultant at the rate of \$50 per hour as shown in the 2008 Budget.

Anne has earned vacation that will be calculated and paid when her employment ends. At this time, she has 30 days paid vacation accrued. She will be using some of those days at the end of December and early-January.

The board expressed appreciation for Anne's work during her five-year tenure with KPF D. There was consensus that it was appropriate to give Anne a merit bonus for her work both during this past year and as acknowledgement of her overall excellent effort on behalf of KPF D. Discussion followed about the appropriate amount of this merit bonus.

It was moved by Warren Van Zee, seconded by Walt Draper and voted unanimously to approve Resolution 13-2007 affirming payment of a one-time, year-end merit award to Administrator Anne Blair equal to approximately six weeks of her 2007 base-salary (i.e. \$3,212.67), not including the in-lieu-of-benefits.

Finance Report

October 2007 Financial Reports. Anne reviewed the reports distributed prior to the meeting. She noted that the revenue was in line with the budget and, because the legal and project management work was less than projected, the expenses were nearly 20% below budget. There were no unusual expenses in October.

It was moved by Walt Draper, seconded by Jim Heins and voted unanimously to accept the October 2007 Financial Reports as presented.

Anne reported that the November state sales tax rebate was \$118,729.37. This is 2% higher than in November 2006; the annual sales tax rebate increase is 5%.

Current invoices. Treasurer Walt Draper announced that he had reviewed the support materials and invoices presented on the blanket voucher and all were in order. He recommended payment.

It was moved by Emily Parsons, seconded by Rick Smith and voted unanimously to approve payment of the invoices totaling \$10,062.84 as presented on the blanket voucher.

Meeting Minutes.

It was moved by Trent England, seconded by Rick Smith and voted unanimously to approve the November 12, 2007 Minutes as distributed.

Public Comment

Helen Miller noted that Kitsap Conference Center General Manager Eric Ruud's presentation to the Bremerton City Council was very impressive. Based on the numbers and range of activities he reported, that enterprise is "going gang-busters!" She recommended that he make a similar presentation to the KPF D board.

Announcements and other informational items

1. There will be a KPF D-hosted gathering to honor Linda's seven year's service on the KPF D board. This late-January, early-February event also will provide a public opportunity to introduce and welcome the new Executive Director, while wishing Anne the board's best wishes in her next adventure.
2. Linda passed the gavel to Warren and thanked the board for the pleasure she has had working with them and expressing her pride in the very tangible efforts and facilities built as a result of the KPF D-facilitated partnerships.

Warren Van Zee adjourned the meeting at 9:00 PM.