

Kitsap Public Facilities District

Regular Meeting of the Board of Directors Monday, December 12, 2005 Eagle's Nest Conference Room, Fairgrounds and Event Center Bremerton, WA 98311

Attendance: Walt Draper, Chair; Linda Berry-Maraist, Vice-chair; Rick Smith; Warren VanZee; Cy Wyse. Staff: Blair Burroughs, Legal Counsel; Bror Elmquist, Project Development Manager; Anne Blair, Administrator.

Call to Order: A quorum established, Chair Walt Draper called the meeting to order at 6:35 PM.

Report on Regional Projects

Kitsap Fairgrounds and Event Center. County Director of Facilities, Parks and Recreation Mark Mauren distributed a list of capital project completions for calendar year 2005. This list summarizes the County and KPFD investment of \$1,784,000 in capital improvements to the site. The KPFD portion of this total is \$525,000. He then used a Power Point presentation to present the capital improvement plans for 2006 – 2010. These improvements will be phased during the coming five years. The PFD and County have \$300,000 remaining in their funding agreement for Phase II. At this point the County has prioritized 2006 improvements that include refurbishment of Thunderbird Stadium into a year 'round, multi-use sports venue and are predicated upon financial partnership/investment by the County, the KPFD and community group(s) of approximately \$2 million; the completion of the Callison Campgrounds into a useful overnight stay area with shared restroom/shower facilities, electrical hook-ups at each site and adequate turning/driving through roads to accommodate the large rigs used by County Fair competitors; and, improvements, including field expansion at Gordon Field. The 2006 list is far longer than this and totals in excess of \$4 million. Mark encouraged the PFD to support as many of these projects as generously as possible.

Mark and Lauran Erickson, Fairgrounds Special Event Coordinator, next discussed County plans to work with WYSA District IV to secure reduced rates and grant funding for turf and lights at the Gordon Field pitches. In response to questions from the board, they explained these improvements would increase access/use of the Fairgrounds fields by teams from north and south county, as well as the Tracyton teams, for soccer tournaments and rugby games. With artificial turf and lights, the fields would be playable year round and in the evenings, thus field availability, if not actual numbers of fields, increases greatly with these improvements.

The Pavilion has shown tremendous increase in use since the renovation. It is used at least five nights each week for volleyball, table tennis and batting practice, as well as for basketball and wrestling tournaments. There also is good momentum building for use for special events. Although there is no formal agreement signed yet with between the Boys and Girls Club and the County, the County anticipates B&G Club programming in the mezzanine at the Pavilion in June 2006.

Rick Smith reported that the Olympic Duo Wrestling Tournament at the Pavilion over the December 10 weekend appeared to be very successful. This impression was confirmed during conversations with the tournament organizers and some visiting fans. The tournament organizers are scheduled to give a full report to the board in January.

Mark reviewed the County's Open Space Program as it is being updated for meeting the regular review requirements of the County's Comprehensive Plan. The past four years the County has focused on acquiring property. This focus now will shift to development of these properties. Community focus groups will help guide that development process. The overall development approach will be to minimize duplication of facilities, to maximize partnerships and to consider the facility needs, wants and dreams of all variety of community user groups.

Gordon Field parking lot improvement project is on budget and on-time according to the contract. The field area is being expanded by 40 feet, thus making it possible to develop three full-sized soccer pitches in that space. Bror asked about the overall project budget because he does not see that the contract includes the soft costs such as management fees or sales tax. Mark agreed to research this and let Bror know about these issues.

To avoid any conflict of interest, Rick Smith excused himself from the meeting and left the room for the duration of the report/discussion about development/improvement of the baseball fields at the Fairgrounds.

Bruce Bordnick, Blue Jackets Baseball team owners' representative, presented the Blue Jackets' priorities for 2006 improvements to the Fairgrounds facilities. These include:

- 60 additional seats on right side of field. (\$21,000 estimated cost.)
- Remove site obstruction behind third baseline. This could be accomplished by lowering the dugouts or raising the seats about 30 feet. (No cost estimate.)
- Move the bull pens to center field fence. (\$11,500 estimated cost.)
- Press box improvements. (No cost estimate)
- Move/change gate access. (\$1,000 estimated cost.)
- Replace chain link fencing with netting (continue 2005 change) (\$5,000 estimated cost.)

Future improvements include expansion of signage space for advertisers/sponsors. Blue Jackets earn \$500-1,000 for each sign.

The County received over \$10,000 during first year from signage/sponsorship revenue-sharing.

The board reminded Bruce that the KPFD mission and policy does not subsidize or operate for the benefit of any specific business or organization. Athletic/sports tournaments are to be the most frequent users of the PFD supported facilities, not the Blue Jackets.

Mark agreed to have cost estimates for the various 2006 improvements by January 9 board meeting.

By consensus, the board agreed to allocate the remaining \$300,000 for Fairgrounds Phase II improvements at the KPFD Board meeting on January 9, 2006. Other fund allocations will be discussed during the January 21 Planning Retreat. These additional funding recommendations will be voted upon at a later regularly scheduled board meeting.

North Kitsap Regional Event Center. Walt reported on the good community turn-out at the second public workshop. There was a strong preference expressed by those present for locating a future "field house" in proximity to the swimming pool/theater buildings. This particular site option seems to be the most problematic for the school district. Further discussions with the school district will be scheduled prior to any more public workshops or a combined boards meeting. Bror and Anne will work with the architectural team to refine the cost estimates for the preferred site option.

The board heard an email message from NKSD Chair Catherine Ahl stressing the school board priority for providing turf ball fields in NK.

Ed Skelly, representing NK Soccer Club, presented background information and statistics about the current soccer field shortage in NK and the pressing need to expand number of and access to the NKSD fields. He estimated that 22% of their club needs were unmet; there also is great demand for year-round programming. Ed outlined the Club's top three priorities for the NK Master Plan and soccer field development: 1) at least one lighted turf field – this would relieve the pressure, not fix the problem, but address the most immediate and pressing problem; 2) development of NK Heritage Park soccer fields -- the Club would like four dedicated soccer fields to serve 1,800 kids, including those from Bainbridge Island; and, 3) development of a four field soccer complex in Port Gamble to be used by youngest players.

New Business

Meeting Schedule Calendar Year 2006.

It was moved by Warren VanZee, seconded by Linda Berry-Maraist and voted unanimously to approve KPFD Resolution 01-2005 establishing the KPFD Board of Directors' Regular Meeting Schedule for 2006 and affirming the KPFD office location for the same time period. *(A copy of this Resolution is filed with the originals of these Minutes.)*

Treasurer's Report

In Treasurer Christine Rolfes' absence, Walt reviewed and reported the completeness of the invoices supporting the blanket voucher presented for board consideration. Anne will provide the board, at the January 9, 2006 meeting, a summary of the invoices to-date and the percentage of work completed by ARC Architects.

It was moved by Warren VanZee, seconded by Rick Smith and voted unanimously to approve payment of the invoices totaling \$15,800.54 as presented on the blanket voucher distributed to all board members.

FY 2006 Budget. Anne reviewed the changes in Draft 3 of the 2006 Annual Budget. She highlighted the Workplan developed to support the Program line item for a Public Education and Information program that would assist the board's decision about the wisdom and timing of a County-wide ballot measure for a sales tax increase to fund public facilities throughout the county. By consensus, the board agreed the budgeted amount was appropriate, but that the specific workplan needed more discussion and that approving this budget did not reflect approval/disapproval of the Public Education workplan. This workplan will be a topic at the January 21 Planning Retreat.

The Compensation Subcommittee (Rick Smith and Christine Rolfes) recommend that the Administrator's salary for 2006 include a merit increase of 3%, a COLA increase of 4.1% (federal social security calculation) and a third week (i.e. 20 hours) Annual Leave. Discussion followed about the appropriateness of the vacation increase for a 20 hour/week position and about the comparative equality/competitiveness of the KPFD salary and benefits for comparable positions in other PFDs in WA State. It appears from a statewide compensation survey that the KPFD compensation and benefits package is low; however, more research is needed to see if the position responsibilities are comparable. The subcommittee recommends approving the line items in Draft 3 of the Budget as presented with the understanding that they will do more research and recommend changes in the compensation package as appropriate.

It was moved by Warren VanZee, seconded by Linda Berry-Maraist and voted unanimously to approve the Draft 3 Annual Budget as presented, with the understanding that further research by the subcommittee may prompt later changes in the Administrator's compensation line items.

Approval of the Minutes

It was moved by Linda Berry-Maraist, seconded by Rick Smith and voted unanimously to approve the November 14, 2005 Board of Directors' Meeting Minutes as distributed.

Administrator's Report

Anne thanked the board for their thoughtful personal notes of support and the lovely plant she received acknowledging her father's recent death. She announced that the WA State Auditor's had decided not to conduct an Annual Audit on the KPFD books for 2004. She surmised that the operating expenses did not reach a material threshold for an annual audit, but that the PFD books would be audited on a bi-annual basis for the foreseeable future. During a recent County Commissioner's Study Session (held December 12 in Port Orchard), there was consensus agreement to consider a Resolution approving release of \$500,000 from the Bond Debt/Stabilization Fund (Fund 286) to the KPFD for use in development of additional public facilities capital projects at qualifying regional event sites. The current WGEP newsletter was distributed to all board members as a risk management service from the insurance cooperative.

Public Comment. Helen Miller wished the board a Merry Christmas and thanked them for the past year's hard work on behalf of the county residents. She complimented the board for their commitment to project oversight and careful spending of public funds.

Communications from board/staff and other informational items.

There was discussion of the upcoming meeting schedule regarding the NK REC and how best to address the perceived concerns of some NKSD Board members. It was agreed to postpone the Combined Boards meeting currently scheduled for January 17th until after a meeting with the NKSD board could be held and any clarifications or revisions made to the Master Plan so that the combined boards had workable and nearly final drawings to consider. At this time, the Public Workshop on January 26th will remain on the schedule. This date and the meeting agenda will be discussed by the Steering Committee.

It was noted that the KPFD Planning Retreat on January 21 precludes the need for a PFD meeting on January 23. The next meetings for the PFD are January 9 and February 13.

Executive Session

The board went into Executive Session at 9:20 PM to discuss potential litigation with Legal Counsel. No action took place during this session.

The Regular Meeting reconvened at 9:45 PM.

The meeting adjourned at 9:45 PM.