

## Kitsap Public Facilities District

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### Regular Meeting of the Board of Directors Monday, January 22, 2007 Eagle's Nest Conference Room, Kitsap Fairgrounds and Event Center

**Attendance:** Walter Draper, Chair; Linda Berry-Maraist, Vice-chair; Jim Heins; Rick Smith; Stephen Stagner; Warren VanZee. Staff: Anne Blair, Administrator.

**Call to Order:** A quorum established, Chair Walt Draper called the meeting to order at 6:35 PM. He announced that there would be an Executive Session to discuss personnel matters at the conclusion of the meeting. Any formal action would be taken after return to the public meeting.

#### **EventFund.**

Anne reviewed the EventFund application process and introduced representatives from the three sports groups/clubs or event sponsoring groups that submitted applications for funding from 2007 EventFund, Round 1. A spokesperson from each applicant group outlined the proposed event or tournament; gave background on the development of the event; clarified that the event/tournament would be held at a facility receiving KPFD funds; estimated the number of participants and number of audience members, as well as a projected number of room nights that could be booked in Kitsap County hotels/motels. A question and answer session between each applicant group and the board followed each presentation. Board members discussed the appropriateness of funding an event when net revenue primarily would fund travel for the sponsoring group to other venues for additional tournament participation. Each group stressed their commitments to hosting these Kitsap-based events annually for years to come; they each stipulated that a portion of the net revenue would be used as seed money for the following year tournament/event. There was discussion and consensus that it was a positive note to have broad community support for these projects and it need not be a concern that one of business sponsor/funders for one applicant was a tavern. Board members also reiterated their interest in receiving detailed feedback about each event from the event sponsors. They reminded applicants that a timely and complete (as outlined in the funding requirements) Final Report to the KPFD was a condition of consideration for future EventFund money.

**It was moved by Warren VanZee, seconded by Rick Smith, amended by Linda Berry-Maraist, and the amendment seconded by Steve Stagner, then approved unanimously as amended to award the Kyle Sizemore Memorial Baseball/Fast Pitch Tournament \$2,500.00; the Kitsap Table Tennis Tournament \$2,500; and, the Tracyton Public House Senior Softball Tournament \$2,000.00 from the KPFD allocation for the 2007 EventFund Round I.**

#### **Regional Projects**

**North Kitsap Regional Event Center.** Linda reported that the City of Poulsbo formally voted to contribute \$150,000 from the 2007 budget to this project; the City Council is unable to encumber the 2008 Budget ahead of the annual budget process, but all council members indicated their intent to do so when the timing was appropriate. The project is moving forward as quickly as possible given the uncertainty of the overall funding – the design process will be for the entire Phase I project, but the construction will be phased in accord with funding availability. It appears, at this time, that the infrastructure for lighting at Strawberry Fields will be installed this year when the artificial turf is installed at the stadium and the Strawberry Field(s) parking lot is reconfigured, and the fields are either resurfaced with artificial turf or Field 2/10 is renovated and the walking/running trail is constructed for use by September 2007.

The public access agreement among the three funding partners is nearly complete, as is agreement on the user fee schedule for the NK REC facilities. These documents will come before the KPFD board prior to disbursement of any KPFD-managed funds on this project.

**Kitsap Fairgrounds and Events Center.** Frank Abbott reviewed the County top two priorities for construction Phase II. Highest priority is installation of artificial turf on the Gordon Fields at an estimated

cost of \$1.7 – 1.9 million will not begin until all the funding is secured – probably sometime in 2008. At this time, the County has committed to \$800,000 to installing artificial turf at the Fairgrounds & Event Center site; The KPFD has approximately \$350,000 to allocate to Phase II projects and has tentatively prioritized at least \$200,000 to installing artificial turf sports fields somewhere at the Fairgrounds. Division IV Soccer is preparing a capital campaign to raise the remaining funds for this project.

The second priority for the County staff is additional portable bleachers that can be utilized in the Pavilion as well as at Thunderbird Stadium and the baseball field. Frank presented two options for appropriate portable bleachers. Option A is for 5 sets of 24 foot portable and elevated bleachers, seating approximately 340, for an estimated cost of \$68,625 or \$40 per seat. Option B is for non-elevated portable seating; 3 sets, seating 540 people for an estimated cost of \$114,000 or \$25/seat. Because the elevated bleachers will be more flexible for use at the stadium and ballfields, Frank recommends that the KPFD allocate a portion of the \$350,000 Phase II funds to purchase bleachers described in Option A and hold the remaining funds in anticipation of the Gordon Field improvement project.

To avoid any conflict of interest due to the potential benefit to the Blue Jacket Baseball team through their lease of the Fairgrounds baseball field from the County, Rick Smith recused himself from the discussion and the vote.

**It was moved by Warren VanZee, seconded by Linda Berry-Maraist and voted unanimously, excluding Rick Smith, to approve purchase of the portable bleachers described in Option A at an estimated cost of \$68,625 to be allocated from the Phase II improvement funds.**

Linda requested an update on the Phase II improvements completed to date. Anne will work with Interim Director of Facilities, Parks and Recreation Bev Reeves to prepare this information for presentation at the next board meeting.

#### **New Business**

**Bond refinancing.** Steve requested and was granted time on the Agenda to present his suggestion that the board consider leveraging the 2002 LTGO Bonds by pre-paying the shorter term bonds in the series and reissuing them at the longer-term, thereby generating an estimated \$4-6 million cash for investment in the KPFD regional projects. The board was highly supportive of Steve continuing to research this concept and asked that he report on his further research at the next meeting. Anne will work with Steve to provide the information and contacts needed for his research.

**Resolution 01-2007.** Anne presented the revisions to this resolution as suggested by the board and reviewed with approval by legal counsel.

**It was moved by Linda Berry-Maraist, seconded by Jim Heins and voted unanimously to approve Resolution 01-2007 regarding establishment of Individual Employee Recognition Awards.**

Linda reminded the board that in Walt's absence last month, but following his recommendation, she had appointed Warren VanZee and Rick Smith as the Ad Hoc Employee Recognition Committee at the December board meeting. Walt announced that this committee would make its report in Executive Session at the conclusion of the regular meeting.

**Election of Officers.** Following discussion that this election was in compliance with KPFD Bylaws (Article IV, Section 4.2) and that officers were being elected to serve for a two year term scheduled to expire in July 2008, or as circumstances allowed in compliance with the Bylaws, Walt opened the floor to nominations for the offices of Chair, Vice-chair and Treasurer, each position to be voted separately.

**It was moved by Warren VanZee, seconded by Rick Smith and approved 5 to 1 (Steve Stagner opposing) that Linda Berry-Maraist be elected Chair of the Kitsap Public Facilities District effective**

**at the conclusion of tonight's meeting through July 2008 or until a new chair is elected in compliance with the KPFD Bylaws.**

**It was moved by Rick Smith, seconded by Linda Berry-Maraist and voted unanimously to elect Warren VanZee Vice Chair of the Kitsap Public Facilities District effective at the conclusion of tonight's meeting through July 2008 or until a new chair is elected in compliance with the KPFD Bylaws.**

**It was moved by Linda Berry-Maraist, seconded by Jim Heins and voted unanimously to elect Walter S. Draper IV Treasurer of the Kitsap Public Facilities District effective at the conclusion of tonight's meeting through July 2008 or until a new chair is elected in compliance with the KPFD Bylaws.**

**Resolution 02-2007.** The need for this resolution to have on file with the County Auditor an Agent to receive legal service came to Anne's attention through a WGEP (insurance carrier) risk management announcement. After consultation with legal counsel, Anne recommends that the position and title of the agents be used in this resolution rather than names of specific persons to be certain that there is always an Agent for Legal Service for the KPFD on file without concern for updating the records following a staffing change or election of officers.

**It was moved by Warren VanZee, seconded by Linda Berry-Maraist and voted unanimously to approve Resolution 02-2007 appointing the KPFD Administrator as the primary agent for receipt of legal service and the Chair of the Board as the secondary agent. The place of service is to be the KPFD office at 1200 NW Fairgrounds Road, Bremerton, WA.**

#### **Unfinished Business**

**Kitsap Sports Council.** Executive Director Ben Pecora was unable to attend due to illness. Anne highlighted the Annual Activity Report distributed to board members in their board packets. The monthly meetings of the Sports Council continue to draw good attendance from sports club representatives, school districts and recreation facilities. There has been a concerted effort to schedule the meetings just before the Bremerton Athletic Roundtable meetings, thus beginning a strong collaboration between these groups. Jim Heins is the KPFD representative to the Sports Council; Rick Smith attends regularly as the Blue Jackets representative. Ben will prepare a funding request for operational support of the Sports Council activities marketing the Fairgrounds, Conference Center and NK REC facilities. He will submit his proposal in writing for distribution to the board prior to his presentation of the request at a board meeting.

#### **Finance Report**

Walt announced that he had reviewed the background invoices and materials supporting the vouchers summarized on the blanket voucher in each board member's folder; all are in order and he recommended approval.

**It was moved by Rick Smith, seconded by Linda Berry-Maraist and voted unanimously to approve payment of the invoices summarized on the blanket voucher totalling \$1,223.71.**

**November 2006 Financial Report.** Anne reviewed the report as distributed; there were no unusual occurrences to report and no questions from the board.

**December 2006 Financial Report.** Due to weather-related electrical outages and numerous County office closures, the December report was not available.

Anne announced that Linda Cook has contracted to be the KPFD bookkeeper at a rate of \$35 per hour. Former bookkeeper Sandy OHare, Linda and Anne are working through a seemingly seamless transition. Linda will prepare the December reports and manage the IRS filings.

### **Approval of Minutes**

**It was moved by Linda Berry-Maraist, seconded by Jim Heins and voted unanimously to approve the Minutes of the December 11, 2006 meeting as distributed.**

### **Administrator's Report**

There were no questions about the written activity update distributed to the board. Anne noted that the board received an annual update on the status of her paid vacation/leave in this month's packet. She anticipates being out of the office on vacation April 30 through May 3, possibly until the 7<sup>th</sup>. She will coordinate the exact dates with the Chair. She reported that the County Auditor's office Payroll section discovered several discrepancies in her payroll during the past three years. It appears that there was underpayment of the in-lieu-of benefits payments some months, as well as apparent overpayment of base salary other months. She will keep the board informed.

### **Public Comment**

- Helen Miller conveyed her fascination with Steve Stagner's suggestion for leveraging the bond funds. She is very supportive of the possibility of additional funds to work with Robin Waite on a professional soccer facility, especially a new stadium in the "bowl" at the Fairgrounds.
- Ms Miller asked about timing for announcement of the IAC grant awards. Linda responded that it would be late-April or early-May, after the Legislature completed this session.

### **Announcements and informational items**

- Linda requested a report on the revenue generated by events at the Pavilion during 2006. Anne will work with County staff to present that information.

**The meeting adjourned to Executive Session to discuss personnel matters at 9 PM. No formal action was anticipated and the regular meeting was scheduled to reconvene at 9:15 PM.**

**The regular, public meeting of the KPFD Board of Directors reconvened at 9:15 PM.**

Walt announced that while in Executive Session the board discussed recognizing Administrator Anne Blair's work during the past year in particular, as well as her role establishing the KPFD during the past four years. As a result of that discussion, they had returned to the public meeting to take action.

**It was moved by Linda Berry-Maraist, seconded by Warren VanZee and voted unanimously to make a one-time, lump sum merit award to Administrator Anne Blair in recognition of her positive contributions and high quality work on behalf of the KPFD. This merit award is equal to one month of her 2007 base-salary, not including the in-lieu of benefits. It is to be paid promptly.**

**The meeting adjourned at 9:20 PM.**