

Kitsap Public Facilities District

**MINUTES of the Regular Meeting of the Board of Directors
Monday, March 28, 2005
Eagles' Nest Conference Room, Kitsap Fairgrounds and Event Center**

Attendance: Walter Draper, Chair; Linda Berry-Maraist, Vice-chair; Steve Stagner, Treasurer; Rick Smith; Warren VanZee. Staff: Anne Blair, Administrator.

Call to Order: A quorum established, Chair Walt Draper called the meeting to order at 6:30 PM.

Regional Projects

Kitsap Fairgrounds & Event Center. Project Manager Dennis Oost used architectural drawings and area maps to lead the board discussion about paving the Gordon Field parking lot. He explained that the parking lot cost estimate currently on the Fairgrounds Phase II project list was low and had been revised upward based on the preliminary designs and cost estimates for two different design options. Both options provide parking for 254 cars.

The first design option is an expanded parking lot (oversized by 30%) that includes a grass-pavers in the median to address both the run-off/gradient issues of standing water and provide infiltration for wastewater management, per an historical agreement with the neighbors concerned about runoff from the Fairgrounds into Barker Creek. The current runoff and electrical substructure is sufficient and has adequate hookups for the expanded area. This additional space, minimal landscaping and perimeter placed light standards also improves the space for use by the Carnival vendor during the Fair. The board expressed concern that the grass-pavers may not be ADA compliant. Dennis will research this and be certain that those regulations are met. There also was concern expressed that adding 40 feet of additional area did not increase the number of cars that would be accommodated. Dennis estimates the cost for the larger lot is \$568,000.

The smaller version of the parking lot does not include the grass infield. The estimated cost is \$500,000. The County is committed to paving Gordon Field parking lot and will find the money to complete the job.

It was moved by Warren VanZee, seconded by Rick Smith and approved unanimously to share equally with the County any Gordon Field parking lot costs over \$400,000 up to a maximum of \$600,000. This money is committed provided that the parking lot is ADA compliant.

A new hay barn/ball field maintenance shed was discussed. This structure will be approximately 30'X40' on a concrete pad at an estimated cost of \$35,000. It is the smaller of two barn/storage shed structures to be located behind Thunderbird Stadium. When the second larger barn is built, the smaller building will be used to store fertilizer. At this time, there are no specific program plans for the larger barn/shed.

Dennis answered questions about possibility of constructing another fast-pitch field (340' center line) with a full-sized soccer overlay in the bowl north of the Pavilion. That area must be available for Fair parking, so these fields could not/would not be built to the standard of the other fields. There would be no underground drainage or similar amenities. Facility managers want a fourth fast-pitch field to use with tournaments, but they do not need more soccer fields to secure tournaments.

Dennis recommended that the current dressing room spaces in the Pavilion be converted to locker rooms with a center bench, but no new showers. The cost for this conversion is approximately \$10,000 each room (i.e. \$30,000 for three spaces.) This recommendation has support of county program/facility staff because their research indicates that showers would not be used by any teams/tournaments except wrestling and that need can be addressed much less expensively with rental units on a case-by-case basis. Dennis will research and prepare estimates for converting the kitchen area into a similar locker room – leaving the kitchen appliances/capability intact.

Using current cost estimates, the board informally agreed to allocate \$35,000 of the Phase II funds for the small hay barn/maintenance shed and \$30,000 for the Pavilion locker room conversion.

North Kitsap Regional Event Center. Linda reported that Mary McCluskey (Poulsbo Parks and Recreation Program) identified and agreed to write a grant request for funding from the federal Land and Water Conservation Fund (LWCF) administered by WA State Interagency Committee for Outdoor Recreation (IAC) to support ball field development. KPFD and the other project partners will be asked to make a contribution (cash and/or in-kind) as part

of the grant application requirement for matching funds. There are other applicant requirements that the school district will need to accept. The board expressed support and cooperation of this application. The board will be asked to consider a specific contribution request at an April board meeting.

Unfinished Business

Division I soccer. Walt reported on a recent meeting with potential funders for this project and explained that the group has a lower-cost approach to bond financing to support sports facilities. Should refurbishment and use of Thunderbird Stadium become more than a possibility, this will be among the funding options for the board to consider.

Community Outreach. Walt reported on his attendance at the Puget Sound Coordinating Council's Annual Meeting and Awards Banquet. The Bremerton Renewal project was recognized as one of the ten outstanding economic development projects during 2004. KPF D was acknowledged and applauded as one of the partners in that effort.

Merit pay versus performance bonus. Warren led the discussion about how KPF D might best acknowledge good work by KPF D staff. He believes it is important that there be a predictable way to anticipate salary increases before consideration of the annual budget. He favors developing a salary scale or using an annual performance bonus. From his perspective, staff "doing well" is the expectation. A bonus system recognizes exemplary work without increasing the base salary and is preferred method of acknowledging superior work. Annual merit raises are difficult because the base grows so quickly. Annual cost of living increases (premised on the County's COLA) are fine. Linda prefers the merit pay increase approach. The board will address this issue for a decision prior to developing the 2006 Annual Budget.

3-on-3 Basketball Tournament. Warren requested a written report about this event. Although Holly had made such a report orally in February, he stressed the need for the KPF D to have a written record for events supported with KPF D money. Anne will have County staff prepare and present that report in April.

Treasurer's Report

Having reviewed the invoices supporting the blanket voucher presented, Steve recommended payment.

It was moved by Steve Stagner, seconded by Linda Berry-Maraist and voted unanimously to pay \$3361.79 for the invoices presented in the blanket voucher.

Approval of the Minutes

It was moved by Steve Stagner, seconded by Rick Smith and voted unanimously to approve the March 14 board meeting Minutes as presented.

Administrator's Report

Anne reviewed revenue projections for the State Sales Tax Rebate through December 2005. These numbers and the timeline are relevant to achieving the \$900,000 Stabilization Fund required in the bond documents and ILA. Walt and Anne will meet with County Budget Manager and Administrative Services Director to see if these funds can be drawn prior to July 2007 (as projected when bond/ILA documents were initially signed) for use with the projects.

Comments from the Public

- Helen Miller noted her astonishment and delight at the alacrity of the County Commissioners to convene a special meeting for the express purpose of approving a US Navy fly-over during the Blue Jackets Opening Day celebrations at the Fairgrounds.
- Rick Smith expressed his compliments for the County maintenance crews at the Fairgrounds. The ballfields really look great! He also reported that he had received appreciation from Bev Reeves (county staff) for the KPF D prioritization of the ball field maintenance shed as a capital project.
- Steve Stagner reported that 20 Kitsap County schools had enrolled more than 6,000 kids (grades K-6) in the Blue Jacket Cadet Club. As a reward for achieving their academic goals for the quarter, these students will each receive Blue Jacket game tickets.

The meeting adjourned at 8:15 PM.