

**MINUTES of the Regular Meeting of the Board of Directors  
Monday, April 25, 2005  
Eagles' Nest Conference Room, Kitsap Fairgrounds and Event Center**

**Attendance:** Walter draper, Chair; Linda Berry-Maraist, Vice-chair; Steve Stagner, Treasurer; Andy Maron; Cy Wyse. Staff: Anne Blair, Administrator.

**Call to Order:** A quorum established, Chair Walt Draper call the meeting to order at 6:40 PM.

**Special Presentation:** Eric Ruud, General Manager, Kitsap Conference Center and Columbia Hospitality Vice-president of Marketing, Michelle Tomlinson reviewed the economic impacts of the new facility from its opening in August 2004. The opening months in 2004 showed a very positive fiscal picture using the number of "heads in beds" that were directly attributable to events held at the Conference Center and the number of new employees at the Center itself (22) as indicators for this picture. Eric reported that approximately 2/3 of the business so far has come through word-of-mouth advertising. The first quarter 2005 numbers show business to be 85% over budgeted revenue. This translates to \$1.8 million in economic impact. One of the most exciting developments is the number of multiple day conferences already scheduled for 2006. The Conference Center is projecting a break-even budget for 2006; this is ahead of the initial 2007 or -08 break-even point.

Eric and Michelle discussed the need for exhibition space, approximately 6,000 square feet, additional breakout rooms and another 100 bed hotel in downtown Bremerton to make this facility truly competitive with other small convention centers in Washington State.

**Report on Regional Projects**

Kitsap Fairgrounds and Event Center. Project Manager Dennis Oost reported that plans for the Grand Opening Celebrations on June 3 and 4 are going forward. There are baseball tournaments scheduled for that weekend and, if an appropriate team can be recruited, the Blue Jackets also will have a game. Trenching for the bleachers is complete; the bleachers are scheduled to arrive May 15. The Gordon Field project is on schedule and should go to purchasing next week. Dennis assured board members that the grass paving surface proposed for Gordon Field parking lot is ADA compliant.

Cy requested a copy of the County's engineering bids and responses for the Gordon Field parking lot project. Anne will make this request and distribute the information to the board.

In response to board questions about various Phase II issues raised at prior KPF D meetings, Dennis reported the following:

1. Compliance issues are scrutinized carefully during the permitting process and addressed at that point.
2. County received just over \$80,000 revenue from the Carnival at the 2004 County Fair.
3. The overage on baseball seating costs was due to the bids received. Cris Gears says that the County is paying costs over the \$150,000 of previous bids/estimates.
4. Frank Abbott, Fairgrounds Manger, will be surveying Pavilion kitchen users about their reaction to retrofitting that area with lockers for teams to use during tournaments. Based on Frank's report, Dennis will develop a time frame for conversion of the shower rooms into locker rooms project.
5. The County Maintenance staff, led by Bev Reeves will be responsible for obtaining bids and construction of the garage/shop near Thunderbird and the new ball fields.
6. Gordon Field project timeline is short due to summer-time use. He plans to install sod on sand for the fields because that will make the fields playable only one week after installation. Turf is approximately \$2,000 more than traditional seeding.

Walt requested that the KPF D be informed about locker-room refurbishment costs prior to sending this project to bid. Dennis agreed. He explained this is a lower priority project and the bidding process was some time off.

North Kitsap Regional Event Center. Linda Berry-Maraist reported on the many activities currently underway with this project. She and Anne have been meeting frequently with City and school district representatives to prepare the funding request for an IAC grant. The goal for the Strawberry Fields project is to build two tournament quality soccer/lacrosse fields. While the final budget numbers for this proposal are not finalized, Linda requested a \$152,272

pledge as the KPFDF match for this grant. The board expressed concern about the disproportionate KPFDF financial match to the NK local community's financial match.

**It was moved by Linda Berry-Maraist, seconded by Cy Wyse, to contribute \$152,272 for the purpose of the IAC grant request due on May 2, 2005, to improve Strawberry Fields in North Kitsap.**

**This motion was amended by Andy Maron, seconded by Steve Stagner and the amendment approved three yeas to two nays votes (Linda Berry-Maraist and Cy Wyse opposing) that the KPFDF contribute \$152,272 for the purpose of the IAC grant request due on May 2, 2005, to improve Strawberry fields in North Kitsap. These funds are to be taken from the operating funds surplus and require a 25% match from the North Kitsap community.**

**The motion as amended was approved unanimously.**

Anne reported that the NK REC Master Planning RFP process was moving forward. The RFP was published in the Seattle Daily Journal of Commerce and the SUN. There will be a pre-proposal meeting and site tour on April 28. The proposals are due May 6, with interviews of shortlisted firms to be scheduled during week of May 16. The tentative timeline shows the Master Plan complete and public presentations finished by the end of the year.

#### **Unfinished Business**

**Kitsap Sports Council.** Anne explained the focus group process that will elicit feedback from sports team/user groups throughout the county about this concept. It is hoped that this information will be helpful to the VCB, assisted by Steve, as they develop a business plan for the Sports Council. Steve reports that the business plan is still be developed and there is nothing new to report.

**Central Kitsap Community Council Open House.** Walt represented the KPFDF at this event. The presenters/exhibitors outnumbered the guests 3:1. However, he feels it is an important community outreach effort and well worth participating in next year.

**Stabilization Fund.** Walt and Anne met with County Administrative Services Director Benjamin Holland and County Budget Manager Arley Bright to discuss how, if and under what conditions the bond debt service stabilization account required by the County for the 2003 capital project bonds be made available to the KPFDF for other capital projects. The ILA required \$900,000 fund level will be achieved by December 2005, rather than June 2007 as stated in the ILA. Mr. Holland will propose to the commissioners that \$500,000 of this fund be available to the KPFDF in January 2006. The existing ILA must be amended to make these funds available at this earlier date.

#### **New Business**

**It was moved by Andy Maron, seconded by Linda Berry-Maraist and approved unanimously to increase Blair Burrough's hourly fees for legal services to \$235.00 per hour as proposed in Mr. Burrough's March 31, 2005 letter.**

#### **Treasurer's Report**

**It was moved by Steve Stagner, seconded by Andy Maron to approve payment of \$5,048.85 for items listed on the blanket voucher and supported by the invoices as presented.**

The board reviewed the February 2005 financial report. It was noted that during February, the KPFDF operating expenses were less than \$5,000. There were no questions.

#### **Approval of Minutes**

**It was moved by Linda Berry-Maraist, seconded by Steve Stagner and voted unanimously to approve the March 28, 2005 board meeting Minutes as presented.**

#### **Administrator's Report**

Anne reported that in accord with the Bylaws, there are no Board of Directors' terms expire this year. The election of officers will be held in July.

Andy Maron distributed copies of his letter to the County Commissioners resigning his seat on the KPFDF board effective July 31, 2005. He expressed his pride in the accomplishments of the board and explained that new demands

in his professional work make it difficult to attend board meetings and to keep up with KPFD board responsibilities. He hopes to work with the Bainbridge Island mayor to identify his successor.

Anne shared information from Rick Smith who is recovering from surgery and was unable to attend the board meeting. Rick asked that the board be aware that the Blue Jackets baseball team would be making a funding request to the KPFD in the future for some of the improvements being undertaken at the ball field.

1. The County and the Blue Jackets are splitting the costs of installing a windshield around Field 1.
2. The County and the Blue Jackets are splitting the costs of lowering the top rail of the ball field fence in front of the bleachers.
3. The bullpen will be moved from the third base line to an area nearer the first base. This expense may be one that the KPFD will be asked to share.

Rick also noted that there continued need for storage for baseball equipment and storage space for individual user groups to store their equipment. He is exploring the feasibility and cost of installing a small wooden shed near Field 1 for this purpose.

#### **Public Comment**

1. Walt noted that Cris Gears continues to wear both the County Administrator hat and the Facilities, Parks and Recreation Department Director hat. He accepted the Administrator job anticipating that he would make a decision about which job he wanted long-term by the end of May.
2. Helen Miller asked about the effectiveness of the VCB. Walt suggested that she discuss directly with the VCB board and staff.
3. Walt noted that Linda and Anne were dedicating countless hours to the North Kitsap REC project. Writing and publishing the RFP and preparing the IAC grant have been major undertakings. He thanked Linda and Anne for their work.

**The meeting adjourned at 8:55 PM.**