

# ***Kitsap Public Facilities District***

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## **Minutes of the Board of Directors Meeting**

Monday, May 27, 2008

Eagle's Nest Conference Room, Kitsap Fairgrounds and Event Center  
Bremerton, WA

**Attendance:** Emily Parsons, Vice-Chair; Walt Draper, Treasurer; Rick Smith; Trent England; Brent Stenman; Jim Heins. Staff: Executive Director, Mike Walton

1. **Call to Order.** A quorum being present, Vice-Chair Emily Parsons called the meeting to order at 6:37 PM.
2. **Meeting Minutes** – Minutes from the meeting of the 28<sup>th</sup> of April were submitted by the ED. **Rick Smith moved to accept the Minutes as submitted. Emily Parson seconded the motion and the Motion was unanimously approved.**

### 3. **Finance Reports**

- A. **April Reports** – Summary shows results from most recent month and status, leaving slightly in excess of \$808.9K in cash and investments, a decrease of \$3K from previous month.
- B. **Sales Tax Rebate Revenue by Month Report** – The monthly report shows a decline of 4% in April rebate revenue (February sales) compared to last year, and the average monthly rebate over the first 4 months down 6% from last year's 12 month average. A downward trend, and if this continues, some risk to hit the reserve limit later in the year.
- C. **Current Invoices** – The Blanket voucher request was submitted to the Chair for review. The cover sheet was distributed to all Board members at the meeting for review before approval, as was requested at the last meeting.

**Jim Heins moved that the blanket voucher in the amount of \$2,033.13 be approved for payment. Emily Parsons seconded and the motion was passed unanimously.**

### 4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** - Mike reported on meetings with Chip Faver from Parks, and they are not quite ready for a detailed financial report this month but will be for next month. ED also plans to meet with Parks planning staff before next meeting.
- B. **North Kitsap Regional Event Center** – Awaiting pending construction starts at Strawberry #8 on June 1. Board discussed the timeline for construction; the Lacrosse striping issue on the Stadium field; and the curbing along the track – Jim Heins received a report that the athletic dept was not in favor of the curbing.

5. **Executive Director's Report:** Was submitted in writing to the Board.

### 6. **Ongoing Business:**

- A. **Gordon Field Turf Project.** This was pending Parks planning staff surfacing to indicate they were ready to get started on the project. Bror and Blair to get involved as necessary to get ILA/MOU in place and get project planning started.
- B. **Recognition Event** – A suggestion was made to possibly combine this with a “ground-breaking event” at the NK Phase I project and ED was to look into PR aspects of this combination.

**7. New Business –**

- A. Event Fund Preview – two requests had been received to date and the review of proposals will be at the June meeting.

**8. Public Comment:**

- A. Rick Smith brought up an item of interest to the BlueJackets, that the mobile bleachers that were purchased last year for use on the ball fields (and other locations throughout the complex) would not fit through the fence gates and so were not able to be used at Field 1 or other locations in the Fairgrounds. Some were “in” and couldn’t get “out”, and some were “out” and couldn’t get “in”. Ed will also check this out.

**9. Announcements:**

**Next Regular Meeting of the Board is June 23rd, 6:30 pm.**

**The meeting was adjourned at 8:50 PM.**