

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, June 23, 2008

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

Attendance: Warren VanZee, Chair; Emily Parsons, Vice-Chair; Walt Draper, Treasurer; Rick Smith; Trent England; Jim Heins.

Staff: Executive Director, Mike Walton; Development Coordinator, Bror Elmquist.

Absent: Brent Stenman.

1. **Call to Order.** A quorum being present, Chair Warren VanZee called the meeting to order at 6:35 PM.
2. **Meeting Minutes** – Minutes from the meeting of the 26th of May were submitted by the ED, several corrections were noted.
Jim Hines moved to accept the Minutes as corrected. Emily Parson seconded the motion and the Motion was unanimously approved.

3. **Finance Reports**

- A. **May Reports** – Summary shows results from most recent month, showing slightly in excess of \$826.5K in cash and investments, an increase of almost \$18K over previous month.
- B. **Sales Tax Rebate Revenue by Month Report** – The monthly report shows revenue in excess of \$105K, a decline of only 1% in May rebate revenue (March sales) compared to last year, and the average monthly rebate over the first 5 months down only 4% from last year's 12 month average. A downward trend, but reduced in magnitude, however, still some risk to hit the reserve limit later in the year.
- C. **Current Invoices** – The Blanket voucher request of \$3,833.52 was submitted to the Treasurer for review and he summarized it for the Board members - the largest item was charges by Elmquist & Assoc related to oversight on the startup of the NKREC Phase I project.

Jim Heins moved that the blanket voucher in the amount of \$3,833.52 be approved for payment. Emily Parsons seconded and the motion was passed unanimously.

4. **Event Fund Round II Presentations**

- A. **Little League District II** – Joe Mikkelsen presented for the District II request for support for the Big League Tournament to be played at the Fairgrounds field complex, requesting \$2000 for marketing this tournament.
- B. **North Kitsap Babe Ruth** – Russ Barker presented for the NK Babe Ruth to host the Pacific Northwest Regional 16-18 year-old baseball tournament at the Fairgrounds field complex, requesting \$3700 to marketing this tournament.
- C. **Cloverleaf Sports Promotions** – No one was there to present for Cloverleaf Sport Promotions on behalf of the Baseball Players Assoc (BPA) 14U State Tournament.

After some discussion, Rick Smith moved to table the decision on Cloverleaf Sports, to allow them to come and present at future date. It was seconded by Jim Hines and passed unanimously.

After some further discussion, Jim Hines moved that the request for \$3700 by NK Babe Ruth be approved. It was seconded by Rick Smith and passed by a vote of 4 in favor and 2 against.

Jim Hines further moved that the amount of \$2000 for the Little League District II be approved. It was seconded by Walt Draper and passed by a vote of 5 in favor and 1 against.

5. Report on Regional Projects:

A. **Kitsap Fairgrounds and Event Center** - Mike reported on meetings with Parks Project Management staff and a “walkthrough” at Gordon Field with the Project Manager, Martha Droge, and several of the Stakeholders in the Project. Park financials on the Phase II fund were not provided to the ED or Board.

B. **North Kitsap Regional Event Center** – Development Coordinator, Bror Elmquist, gave a report on the status of the construction work at the Stadium and Strawberry Field #8. Both sites have commenced construction and are in the surface and “field grade” preparation stage. Turf installation is to begin in mid-August. There will be another progress meeting on the Wed following the Board meeting and ED Walton will attend with Bror Elmquist.

6. **Executive Director’s Report:** Was submitted in writing to the Board.

7. Ongoing Business:

A. **Gordon Field Turf Project.** Project Coordinator Martha Droge will undertake the next step in the process, which will be to draw up the Statement of Work (SOW) and arrange for the Geotechnical Survey of the site.

8. **New Business** – None was presented at this meeting.

9. **Public Comment** - None was made at this meeting.

10. Announcements:

Next Regular Meeting of the Board is July 28th, 6:30 pm at the Eagles Nest.

The meeting was adjourned at 8:30 PM.