

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, July 28, 2008

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

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

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

Absent: Warren VanZee, Rick Smith & Brent Stenman.

1. **Call to Order.** A quorum being present, Vice-Chair Emily Parsons called the meeting to order at 6:37 PM.

Special Note: The ED announced that three Board Members had their terms on the Board extended, by Resolution of the Board of Commissioners, for four more years: Emily Parsons, Rick Smith and Jim Heins. It was also noted that one Member's term, Warren VanZee, was not extended and a replacement will be nominated by the Mayor of Port Orchard. Per the Bylaws, Warren will remain in place until the replacement Member is officially approved by the Commissioners and seated on the Board. Election of Officers will be postponed until the full Board is seated.

2. **Meeting Minutes** – Minutes from the meeting of the 25th of June were submitted by the ED; Emily Parsons noted that her last name was misspelled in one instance in the Minutes.

Walt Draper moved to accept the Minutes as corrected. Trent England seconded the motion and the Motion was unanimously approved.

3. **Finance Reports**

- A. **June Reports** – Summary shows results from most recent month, showing slightly in excess of \$829.8K in cash and investments, an increase of only \$3K over the previous month.
- B. **Sales Tax Rebate Revenue by Month Report** – The monthly report shows revenue in the amount of \$88,600.38, a decline of 5% in June rebate revenue (April sales) compared to last year, and the average monthly rebate over the first 6 months down now 7% from last year's 12 month average. A continuation of the drop in revenue for the third consecutive month and with higher expenses expected in coming months, we will probably decrease the cash account balance in future months.
- C. **Current Invoices** – The Blanket voucher request of \$9,429.81 was submitted to the Treasurer for review and he summarized it for the Board members - the largest items were charges from Elmquist & Assoc (\$2337.50) related to oversight on the NKREC Phase I project; and two amounts for EventFund Round II awards (\$3700 for NK Babe Ruth and \$2000 for District II Little League).

Jim Heins moved that the blanket voucher in the amount of \$9,429.81 be approved for payment. Trent England seconded and the motion was passed unanimously.

4. **Presentation by Kitsap Visitor & Convention Bureau for Sports Council Funding**

- A. A presentation was made by Grant Griffin, ED of the KVCB and by Don Atkinson, the new Interim Director of the Sports Council. They presented their case for requesting \$15,000 in funding from the PFD, based on previous funding granted by the PFD Board.

There was much discussion from the Board about a) the need for \$15K when their budget indicated only a \$7K shortfall; justification for the spending for the operation of the VCB as opposed to marketing of the PFD funded facilities and promoting events at those facilities.

It was agreed that the Director and the VCB would submit a strategic plan, including a marketing plan, to the Board at a future meeting; and that the Director agreed that he would begin submitting a formal progress and status report on a monthly basis to the Board.

5. Report on Regional Projects:

- A. **Kitsap Fairgrounds and Event Center** - Mike reported on a brief meeting with Martha Droge, Project Coordinator, before the Board meeting, reporting that the geotechnical report had been ordered for the Gordon Field area. Discussion indicated that the Board wanted Elmquist Associates and the ED to be more involved in the planning and design process from now on.

The ED also submitted a financial report from Parks on the Phase II budget and status, indicating the three approved projects, but no progress or expenditures noted yet. The Board will be looking for more information from Parks in the future and hopefully the presence of a real person.

- 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. There were several additional costs which have had to be covered by the contingency account. Approximately \$20K of the \$100K contingency has been committed.

There was also considerable discussion about the decision by the NKSD to purchase new goal posts and their request to have the PFD approve taking the money (\$7500) out of the contingency funds for the project. It also involved some reiteration of the objection to inclusion of track modifications in the final project plan and the private funding of lacrosse lines on the Stadium Field without PFD approval.

Walt draper moved to allow NKSD to pay for the new goal posts out of the contingency. Trent England seconded and the motion passed unanimously.

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

7. Ongoing Business:

- A. **Gordon Field Turf Project.** Discussed under 5A.

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 August 25th, 6:30 pm at the Eagles Nest.

The meeting was adjourned at 8:11 PM.