

## Kitsap Public Facilities District

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### Regular Meeting of the Board of Directors Monday, July 24, 2006 Eagle's Nest Conference Room, Kitsap Fairgrounds and Events Center

**Attendance:** Walter S. Draper IV, Chair; Christine Rolfes, Treasurer; Rick Smith; Stephen Stegner; Warren VanZee. Staff: Blair Burroughs, Legal Counsel; Anne Blair, Administrator.

**Call to Order:** A quorum established, Walt Draper called the meeting to order at 6:35 PM.

#### **Report on Regional Projects**

**North Kitsap Regional Event Center.** Board members received personal copies of the Master Plan Final Report prepared by ARC Architects. The Interlocal Agreement among the four partner agencies (City of Poulsbo, NKSD, Kitsap County and KPFD) relating to community access at Strawberry Fields is being circulated for review and signature by all the partner groups. Blair will modify the current iteration of this document to include provision that if the IAC funding is not received or all the partners have not signed the document by October 31, 2006, the ILA is null and void and will be renegotiated to fit whatever the new circumstances, priorities and funding. Anne will send copies of the modified ILA and attachment of the Community Access Procedures to KPFD board members prior to the next KPFD board meeting.

**It was moved by Christine Rolfes, seconded by Rick Smith and approved by majority vote (4 yea; one nay – Stephen Stagner voting no) to include language in the ILA stating that unless the agreement is signed by all parties before October 31, 2006, or if the IAC funding is not received, the Interlocal Agreement is unnecessary, i.e. void, but will serve as a starting point for renegotiation of an agreement among the parties.**

The board viewed and discussed the slide show that will be used during an upcoming presentation to the funding panel for the Interagency Council grant request of \$300,000 for development of Strawberry Fields. Based on early feedback from the funding agency, to be more competitive, the NK REC request needed bolstering with more professionally produced slides. KPFD paid for the professional assistance preparing this slide show.

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

Anne distributed pictures of the recognition plaques for the Fairgrounds and Events Center, as well as the recognition plaque already installed at the Kitsap Conference Center. These plaques will be installed after they arrive, probably the end of August.

Anne reported that she had made a presentation to Silverdale Rotary (noon group) to highlight the public-public partnerships that distinguish the KPFD projects. She did this in support of the KRCC efforts to educate community members about the positive and ubiquitous presence of government services in the lives of all county residents.

The Kitsap Sports Council has a new Director. Tina Degarimore has resigned effective August 15. She is moving to the Tri-Cities due to her husband's change in employment. Ben Pecora has been hired and will be introduced to the KPFD board early in the fall.

#### **Finance Report**

1. Treasurer Christine Rolfes reviewed the invoices supporting the blanket voucher and recommended affirmation of the blanket voucher as previously approved and signed by Walt Draper and Warren VanZee on June 25, 2006.

**It was moved by Christine Rolfes, seconded by Rick Smith to affirm the blanket voucher for \$2,401.06 as signed by Walt Draper and Warren VanZee on June 25, 2006.**

2. Due to a business relationship with vendor Patricia Graf-Hoke, Christine Rolfes recused herself from discussion or action relating to the current invoices and blanket voucher.

**It was moved by Warren VanZee, seconded by Rick Smith and voted unanimously, Christine Rolfes recused, to approve payment of the invoices presented with a blanket invoice totalling \$12,484.36.**

3. The Stabilization/debt service Fund #286 update was postponed until the Executive Session as it includes advice from legal counsel regarding possible litigation.
4. The board reviewed previously distributed Financial Reports for May 2006 and June 2006. There were not items of special note and no questions about the reports.
5. The board discussed a funding request from the County to help support Fairgrounds' Special Event Coordinator Bruce Waterbury's attendance and participation at the TEAMS Conference in Las Vegas in October 2006. This marketing and event recruiting conference has been a valuable point of connection for county staff in years' passed. Concerns were expressed that if the County thought this an important staff-development opportunity, they should pay for their employee's participation. Others supported using KPFD funds to support increased marketing opportunities for this facility.

**It was moved by Rick Smith, seconded by Christine Rolfes and approved by majority vote (3 voting yea; 2 voting nay – Stephen Stagner and Warren VanZee vote no) to pay maximum \$1,200 or one-half of the expenses incurred by Bruce Waterbury to attend the 2006 TEAMS Conference in Las Vegas in October 2006.**

#### **Approval of the Minutes**

Consideration of the Minutes for May 22, 2006 was postponed until all board members had reviewed them as distributed. There was agreement that the Notes from the June meeting (no quorum) did not require board action.

#### **Communications from board/staff and other informational items**

1. The KPFD Board meeting on August 14, 2006 is tentatively cancelled.
2. The KPFD Board meeting on August 28, 2006 will be relocated, possibly at the Conference Center due to the unavailability of the Eagle's Nest on that date.
3. The picnic honoring Cy Wyse is tentatively rescheduled for September 11. Anne is working with Cy to determine a convenient date. It appears the picnic will be at Cy's home to accommodate Cy's medical conditions.
4. Legal Counsel will follow up with colleagues

#### **Public Comment**

There were no comments from the public.

#### **Executive Session.**

The board adjourned to Executive Session at 7:50 PM to discuss potential litigation with Legal Counsel. The session is estimated to conclude by 8:15 PM. No action will be taken. Executive Session adjourned at 8 PM.

#### **Reconvene Regular Meeting at 8 PM.**

**It was moved by Warren VanZee, seconded by Rick Smith and voted unanimously that the Chair Walt Draper send a letter to the Board of County Commissioners declining to negotiate further about the allocation of the earned interest on Fund 286 because it is clear that the earned interest in this account belongs to the Public Facilities District.**

#### **The meeting adjourned at 8:05 PM**