

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting Monday, August 13, 2007 Eagle's Nest Conference Room, Kitsap Fairgrounds and Event Center Bremerton, WA

Attendance: Warren VanZee, Vice-chair; Trent England; Emily Parsons; Rick Smith.

Call to Order: A quorum established, Warren VanZee called the meeting to order at 6:50 PM.

Regional Projects

Fairgrounds and Event Center. The financial summary for Phases I and II are not yet available. Anne has been working with the Parks Department staff since May 2007 to develop this report. Given the inadequacy of the County tracking records for the capital projects at the Fairgrounds, Anne did not have a projection of when these reports will be available. She will continue to work with the staff to prepare an accurate report.

The KPFDD board requested an update on 2007 uses of the Fairgrounds and Event Center facilities, as well as information about the revenue generated so far in 2007. Anne will get this information for presentation at the next board meeting.

New Business

Annual Planning Retreat. Tentatively, the board will meet on Sunday, September 16 from 2 – 5:30 PM at Warren VanZee's home in Port Orchard to discuss plans and priorities for KPFDD 2008-2010. The agenda also will include discussion and approval of the Administrator's job description and timeline for hiring a new Administrator.

There was agreement that Legal Counsel would be invited to attend and lead the discussion about expanding the number of capital projects undertaken/possible by the KPFDD. There also will be discussion about voted tax increases, including possibly adding a tax to the car rental fees in Kitsap County. There was a question about who/how an election would be financed. Anne and Linda will develop a tentative agenda for discussion at the next board meeting.

Finance Report

June 2007 Report. There was no report available.

Consideration of current invoices. Warren and Rick reviewed the invoices and supporting materials for the blanket voucher and report all were in order.

It was moved by Emily Parsons, seconded by Trent England and voted unanimously to approve payment of \$12,862.79 for the invoices as presented on the blanket voucher.

Meeting Minutes

It was moved by Emily Parsons, seconded by Warren VanZee and voted unanimously to approve the April 23, 2007 Minutes as previously distributed and reviewed.

Following a review of the draft minutes and consensus about unclear portions of the July 9, 2007 Minutes, it was agreed that conditional upon revising and finalizing the Minutes for the records, the July 9, 2007 Minutes were appropriate for consideration and action.

It was moved by Trent England, seconded by Rick Smith and voted unanimously to approve the July 7, 2007 Meeting Minutes as reviewed and noted.

Administrator's Report

Anne requested any corrections to the updated board roster distributed with the Board packet and noted there were two additions to the written activity update in that packet:

1. The Annual Statewide PFD Conference is in Spokane, WA on Monday and Tuesday, September 24 and 25.
 - Emily, Trent, Warren and Anne are tentatively planning to attend. Others should let Anne know ASAP and she will handle the registrations and hotel reservations.
2. Anne has been appointed to the County Parks Sustainability Task Force. This group of knowledgeable and experienced professionals from the community will convene during September and October to make recommendations to the Commissioners about possible restructuring of the County department. Anne will keep the KPFDD board informed about the process and the recommendations.

Public Comment

There were none.

The meeting adjourned at 7:45 PM.