

Kitsap Public Facilities District

MINUTES of the Regular Meeting of the Board of Directors Monday, August 22, 2005 Island Lake Community Center, Island Lake County Park, Poulsbo, WA

Attendance: Walter Draper, Chair; Linda Berry-Maraist, Vice-chair; Andrew Maron; Rick Smith; Stephen Stagner; Cy Wyse; Warren VanZee. Staff: Brian Lawler, Legal Counsel; Bror Elmquist, Project Development Manager; Anne Blair, Administrator.

Call to Order: A quorum established, Chair Walt Draper called the meeting to order at 6:30 PM.

The board immediately adjourned the Regular Meeting and re-convened in Executive Session for the purpose of discussing with Legal Counsel potential litigation.

The Regular Meeting reconvened at 7:10 PM.

Unfinished Business

Kitsap Sports and Event Council. Steve Stagner introduced Sean Cuciardi, Chair Kitsap Visitors and Convention Bureau (VCB) and Grant Griffin, VCB Executive Director. To assure there was no appearance of a Conflict of Interest, Steve recused himself from the proceedings of the board during consideration of this topic. He also stated that whenever he volunteered with the VCB to assist with the development of the Sports and Event Council, he was serving as a private citizen not as a representative of the KPF Board of Directors. He reported that the County Commissioners requested that the KPF appoint a representative to the Sports and Event Council Development Committee.

Steve presented the newly articulated mission statement, draft start-up phase budget and organizational plan. The VCB program development group developed the mission statement based upon input received during various public meetings regarding the Sports Council concept. They purposefully incorporated the key words “catalyst” and “marketing of the Kitsap region” into the statement because those are the primary functions of the new VCB program. The core objectives of the business plan are to 1) support and build upon the existing sports groups in Kitsap County (internal); 2) work to mitigate the liability of so few lodging rooms, while bringing spectator sports events to the county that would promote the need and wherewithal for building more overnight accommodations.

Steve reviewed the proposed budget and an organizational structure for the Sports & Event Council. There was a lengthy discussion of the proposed membership classes and annual fees. The Council will operate as a program committee within the VCB organization. Independence from the VCB may come at a later date. While the discussion generally was favorable, there were concerns that 1) the user groups were in a different and seemingly “lesser” membership category from the business and funding agency representatives and this needed to be reconsidered; 2) there be close accountability of this KPF investment; and, 3) there was no expressed link between the work of the Sports Council and building, improving or increasing the number of sports facilities in Kitsap County.

It was moved by Andy Maron, seconded by Cy Wyse and approved unanimously by those voting (Stephen Stagner recused from the vote to avoid appearance of a Conflict of Interest) that the KPF contribute \$21,000 to the creation of the Kitsap Sports and Event Council. This money is conditional upon review and approval of this as a legal expenditure by the KPF Legal Counsel.

Regional Projects

North Kitsap Regional Event Center. Anne announced that the IAC grant application had been denied with encouragement that we apply for funding from the State’s Local Parks funding program. The County has agreed to participate in the Master Planning process with a \$20,000 contribution and representation on the Master Planning Committee. Anne has meetings scheduled with both the Suquamish Tribe and the City of Bainbridge Island to discuss their participation in the project. The County Commissioners will participate in the Combined Board meetings. Anne and Bror reviewed progress on the Master Planning process. The funding agreement is making the rounds of the various partners’ boards for signatures and the meeting schedule has been developed. There was discussion that the meeting schedule was too tight with the beginning of school and the impossibility of getting word of the upcoming community meetings properly advertised and/or shared broadly within the user groups and north end communities. Anne will work with ARC Architects to push everything forward one month.

Kitsap Fairgrounds and Event Center. The County-KPFD Phase II Interlocal Agreement is at the County for review and signing. The County Fair is underway at the Fairgrounds this week and an attendance and financial results report should be available in October. The board reviewed a detailed venue by venue activity report for the Fairgrounds and Event Center during 2005 prepared by the Facilities, Parks and Recreation staff. There are no attendance/participation or financial (revenue and cost) figures included in this report.

Treasurer's Report

Current invoices. Steve Stagner reported that the invoices covered by the blanket invoice were in order.

It was moved by Stephen Stagener, seconded by Warren VanZee and approved unanimously to pay the invoices totalling \$13,285.00 as presented.

Update on Fund 286. There is no new information regarding the separation of the Debt Service monies from the Stabilization Fund monies. Anne continues to work with County staff to make this change. She also has asked, but not yet had a response, about how and why Fund 286 has not been managed with regard to accruing investment income. The income due this fund can be calculated from the date the absence of investment management began (February 2003) until it is invested. This income will be deposited in the Stabilization Fund.

FY 2006 Budget Assumptions. By consensus, the board approved the assumptions as the basis for developing the draft FY 2006 Budget. It was noted that the Revenue forecast needed to include the entire state sales tax rebate deposit each month because there would no longer be a need for those funds to be put into a Stabilization Fund.

July 2005 Financial Report. There were no questions about the report as distributed.

Approval of Minutes

It was moved by Warren VanZee, seconded by Cy Wyse and voted unanimously to approve the Minutes of the July 25, 2005 meeting of the Board of Directors as distributed.

Administrator's Report

In addition to the activities reported in Anne's written update, she announced that the nomination of Christine Rolfes as the City of Bainbridge Island representative to the KPFD board was approved by the Board of Commissioners. She will begin her four year term on September 1, 2005.

Andy Maron expressed his appreciation for the picnic honoring his five year service to the board. The board again thanked Andy for his work, wished him well in his future community endeavors and invited him to return to any and all the meetings.

There was discussion about the new KPFD website and difficulty in locating it using the various search engines. The address is difficult because people do not think of using a hyphen or of abbreviating the name as we do in the address. Anne will research this and make the appropriate changes.

Walt, Cy and Anne will attend the EDC luncheon regarding NASCAR on August 31, 2005.

The meeting adjourned at 9 PM.