

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, September 22, 2008

Eagle's Nest, Kitsap Fairgrounds and Event Center

Bremerton, WA

Attendance: Emily Parsons, Vice-Chair; Walt Draper, Treasurer; Brent Stenman; Jim Heins, and new member Dee Coppola.

Staff: Executive Director, Mike Walton; Legal Counsel, Brian Lawler; Development Coordinator, Bror Elmquist.

Absent: Rick Smith and Trent England.

1. **Call to Order.** A quorum being present, Vice-Chair Emily Parsons called the meeting to order at 6:38 PM.
2. **Meeting Minutes** – Minutes from the meeting of the 25th of August were submitted by the ED.

Walt Draper moved to accept the Minutes as submitted. Jim Hines 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 \$835K in cash and investments, an increase of approximately \$15K over the previous month, due to higher revenue over last month.
- B. **Sales Tax Rebate Revenue by Month Report** – The monthly report shows revenue in the amount of \$106,358.60, a decline of 13% in August rebate revenue (June sales) compared to last year, but up over July by \$14.3K. The average monthly rebate over the first 6 months still down 6% from last year's 12 month average. A continuation of the drop in revenue for the fifth consecutive month and with higher expenses possible in coming months, we may continue some erosion of the cash account balance in future months.
- C. **Current Invoices** – The Blanket voucher request of \$6,628.10 was submitted to the Treasurer for review and he summarized it for the Board members - the largest items were \$4702.50 for services from Elmquist Associates for the Phase I construction project; and the \$1311.50 invoice from Lawler, Burroughs for legal services.

Jim Heins moved that the blanket voucher in the amount of \$6,628.10 be approved for payment. Dee Coppola seconded and the motion was passed unanimously.

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

- A. Don Atkinson of the Sports Council was present and made some general statements of intent, but did not have a plan or a funding proposal to present.

5. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – There was no significant activity, and no financial report from Parks. Bror and Mike will try and schedule a meeting with Martha Droge of Parks and see what their proposed schedule is for Gordon Field.
- 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. Stadium Field & Track will be completed by September and the “Grand Re-Opening” ceremony will be on October 17th at 6:30 pm for the Homecoming game against Bremerton. Fisher Construction is now resuming work at Strawberry and will have it ready for Mondo by the first week in October. About half of the contingency fund has been allocated, although some items are still being disputed with Fisher.

6. **Executive Director's Report:** Was submitted in writing to the Board.
There was some discussion about the limitations of the PFD legislation and
7. **Ongoing Business:**
 - A. **North Kitsap Pool** - Mike Walton is a member of the Advisory Committee to study ways to reduce operational cost, but the committee has not yet met.
 - B. Recognition for past Members/Officers and for Anne Blair was discussed and it was suggested that a recognition plaque be purchased, like that which was done for Linda Berry-Maraist. A recognition event is to be arranged for some date, to be determined.
8. **New Business** – Election of Officers
 - A. After some discussion, a slate of Officers was presented to the Board: Emily Parsons, Chair; Dee Coppola, Vice-Chair; and Walt Draper, Treasurer.
 - B. The Board voted unanimously to adopt the slate of Officers for the next year.
9. **Public Comment** – none at this meeting
10. **Announcements:**

Next Regular Meeting of the Board is October 27th, 6:30 pm at the Eagles Nest.

The meeting was adjourned at 7:55 PM.