

## Kitsap Public Facilities District

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### MINUTES of the Regular Meeting of the Board of Directors Monday, September 26, 2005 Eagles' Nest Meeting Room, Kitsap Fairgrounds and Event Center, Bremerton, WA

**Attendance.** Linda Berry-Maraist, Vice-chair; Stephen Stagner, Treasurer; Christine Rolfes; Rick Smith; Warren VanZee; Cy Wyse. Staff: Administrator Anne Blair; Project Development Coordinator Bror Elmquist.

**Call to Order.** A quorum being present, Vice-chair Linda Berry-Maraist called the meeting to order at 6:37 PM. Linda welcomed Christine Rolfes as the newly appointed Bainbridge Island representative to the KPFDD board. Her four year term began September 1, 2005. By consensus, the board agreed to include an update report on the Kitsap Fairgrounds and Event Center to the Agenda.

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

**Kitsap Fairgrounds and Event Center.** Anne reported that the attendance at this year's County Fair and Rodeo was 86, 379 visitors. This is the highest number yet. The financial report on the four-day event should be ready for discussion in late-October.

Bror Elmquist reviewed the bidding outcome for Gordon Field parking lot. The low bid was 436,725. This raises the overall project cost to approximately \$500,000. The county has not yet provided a budget breakdown to the PFD. Construction is scheduled to begin mid-October and is scheduled to take 3 months, despite doing the earthwork during the height of the rainy season.

With this bid award, there will be approximately \$300,000 remaining in the Phase II budget. Walt and Anne will meet with Cris Gears to assure a collaborative and cooperative prioritization of projects for expenditure of these remaining funds. No discussion of these future projects will happen until after the new Department Director is selected and is in place.

Rick Smith discussed the Director Search process. He and Anne are the KPFDD representatives to the community interview panel. There are four finalists for the position. There will be a series of interviews with each candidate during the day on Monday, October 3, followed by an evening presentation for the public by each candidate of a parks-related project developed with/under each candidate's leadership. An announcement of the new director is anticipated within a couple of days of the interviews.

**North Kitsap Regional Event Center.** Linda reported that the Steering Committee has met to review the Master Planning process schedule. The committee members are aware that KPFDD funds are not used solely or even primarily to resolve long-standing infrastructure issues. There is need to expand the Steering Committee representation to balance the PFD delegation. There was consensus that if possible, it would be best to have volunteer/elected representatives rather than more staff from the School District. Once the new County Department Director is on-board, he may be the logical County representative to this committee. Anne will send a formal request that a member of the Poulsbo City Council's Community Services Committee and possibly member of City Planning staff participate on the Steering Committee. Kathryn Quade has been the sole member to attend early meetings about this project; she also is available to attend day time meetings. Linda will work with NK School superintendent to identify and recruit a member of the Capital Facilities Committee for this committee.

#### **Unfinished Business.**

**Kitsap Sports Council.** Copies of the Agreement between KPFDD and the VCB were distributed to the board in the meeting packet. It has been forwarded to the Executive Director for signatures. It has not yet been returned and there is no other information about the status of this project. Anne will follow up with the VCB Executive Director and Board chair in anticipation of launching this new effort as soon as possible.

Linda requested that it be noted in the Minutes, she believes close scrutiny of the expenditure of the VCB contracted funds is important and must be completed satisfactorily before any additional funds are committed. She also stated that, for her part, the VCB should not assume future or on-going funding at this level.

**Treasurer's Report.**

**August Financial Report.** There are no unusual items in this report. The revenue continues to be above budget and the expenditures, well below budget.

Steve will work with Anne and the County Administrative Office to establish clear reporting measures for Fund 386 income (fund transfers) and the expenditures of the KPFD contributions to this fund for Phase II construction at the Fairground.

**Current invoices.** Steve reported that the invoices and vouchers supporting the blanket invoice as presented were in order.

**It was moved by Stephen Stagner, seconded by Cy Wyse and voted unanimously to approve payment of \$11,915.66 for the items listed on the blanket invoice as presented and with the additional note that payment to the Blue Jackets Baseball LLC is reimbursement for facility/field improvements at the Fairgrounds and available for use by the entire community.**

**Approval of the Minutes.**

**It was moved by Warren VanZee, seconded by Rick Smith and voted unanimously (Christine Rolfes abstaining because she was not seated at the time of this meeting) to approve the Minutes of the September 12, 2005 meeting of the Board of Directors as distributed.**

**Administrator's Report.**

There was no discussion about any items on Anne's written Activity Update previously distributed to the board. In the course of working with the professional soccer organization interested in moving to Kitsap, she is researching the initial title report and bequest, as well as any restrictions to the grant awards that have funded development of Gordon Field. She also will respond via email to board inquiries about the general use of the soccer pitches on Fields 3 & 4 and whether a soccer pitch exists in the outfield of Field #1.

**Community Comments.**

Helen Miller inquired about why the Seattle Sounders would want a smaller venue. The team currently competes with major league football and basketball, as well as scores of other sports activities/events in downtown Seattle. While they draw about 6,500 fans to each game, that number of people are lost in the 65,000 seat Qwest Field. The Sounder business model is to a "big fish in a smaller pond."

She also inquired about the follow up reports on the high school wrestling tournament grant. This information is scheduled for reporting at the next board meeting.

Following discussion of the heavy October meeting schedule and the date conflict of the second meeting with the statewide PFD conference, the board agreed not to meet during October, rather to meet on November 3 at 5 PM just prior to the Combined Boards Meeting for the NK REC.

Linda and Anne plan to attend the WA State PFD Conference in Lynnwood on October 24 and 25. Other board members will let Anne know if they are able to participate in this meeting.

**The meeting adjourned at 7:45 PM.**