

Kitsap Public Facilities District

Minutes of the Special Meeting of the Board of Directors
Monday, October 29, 2007
Eagle's Nest Conference Room, Kitsap Fairgrounds and Event Center
Bremerton, WA

RATIONALE for Special Meeting: Due to the previous changes in regular meeting dates in September and early-October 2007, as well as the additional time necessary to evaluate qualifications of applicants for public employment with the Kitsap Public Facilities District, this Special Meeting is necessary to conduct both the regular business and the extra-ordinary business considering qualifications for a new employee for the Kitsap Public Facilities District Board of Directors.

Attendance: Linda Berry-Maraist, Chair; Warren VanZee, Vice-chair; Walt Draper, Treasurer; Trent England; Jim Heins; Emily Parsons; Rick Smith. Staff: Administrator Anne Blair.

Call to Order: A quorum established, Linda Berry-Maraist called the meeting to order at 5:10 PM.

Regional Center Reports

Kitsap Fairgrounds and Event Center. Anne continues to work with Parks and Recreation Department staff and the County Administrator clarifying the overall project expenditures and distinguishing the costs associated with Phases I and II respectively.

The Parks Sustainability Task Force report will be presented in a public meeting to the Board of County Commissioners on Wednesday, October 31 during their 10 AM Study Session. As a Task Force participant, Anne will be at the meeting. Linda and Warren also anticipate attending; everyone is welcome.

North Kitsap Regional Event Center. Linda updated progress defining the scope of work for the bids. She and Anne plan to attend the upcoming school board meeting to announce that the Board of County Commissioners has released the Debt Stabilization Funds and that the additional KPFDF-allocated funds "officially" are available for this project. They also will be available to the school board should questions arise during the NKSD staff Capital Facilities Project Update.

NKSD submitted an invoice for out-of-pocket expenses to date for this project. The invoice shows the proportional allocation of these costs among the four project partners. Walt noted that it is inappropriate for the KPFDF – or any of the other partners – to pay for legal fees incurred by the NKSD in review of the ILAs related to funding of this project. He recommends deleting payment of this charge from the October invoice and sending a letter of explanation when the warrant is mailed.

It was moved by Warren VanZee, seconded by Emily Parsons and voted unanimously to decline payment of the Perkins Coie legal fees of \$843.75 for ILA review as detailed on the October 25, 2007, NKSD invoice.

Finance Report

Walt stated that he had reviewed the invoices presented in support of the blanket voucher. With the exception of the \$843.75 charge for Legal Fees to review the ILA as shown on the NKSD invoice, all are in order and he recommends payment.

It was moved by Warren VanZee, seconded by Emily Parsons and voted unanimously to pay the invoices, with one exception, on the blanket voucher as presented. The exception for full payment is the NKSD invoice; payment of that invoice is reduced by \$843.75, making the amount payable \$62,177.66. The total amount of the invoices approved for payment is \$69,706.98.

As required by the KPFD Bylaws, the FY 2008 Draft Budget was presented for discussion in October. Walt noted that this is a second draft; he and Anne will continue to refine the Summary of year's end asset report that follows the 2008 budget and present another draft at the next meeting. Warren does not support contracting with the Visitors and Convention Bureau for the Regional Center marketing efforts as has been done in the past. While he believes that the Sports Council operating under the auspices of the VCB has been an effective marketing agent, he does not like supporting the VCB and would prefer contracting directly with the Sports Council. Anne explained that the professional services contract stipulates KPFD funds are to be used in support of the Sports Council and marketing of the qualified regional centers.

Approval of Minutes

The attendance list in the September 10, 2007 Meeting Minutes should include Trent England and Jim Heins. Both were present at that meeting.

It was moved by Jim Heins, seconded by Rick Smith and voted unanimously to approve the September 10, 2007 Minutes with the correction to include Trent England and Jim Heins on the attendance list as both were present.

It was moved by Emily Parsons, seconded by Warren VanZee and voted unanimously to approve the October 7, 2007 Minutes as presented.

Administrator's Report

Anne did not prepare a written report. Since the last meeting, her time primarily has focused on recruiting and screening the applications for the Executive Director position; reviewing and editing the Parks Sustainability Task Force report; and, working with County staff to untangle confusions about the Fairgrounds and Event Center project costs and expediting the preparation, approval and signing of the Repeal of the Tax Stabilization Fund resolution, as well as the Fairgrounds and Event Center Phase II Interlocal Agreement with the County.

She reports that, by the 5 PM, October 24 deadline, 68 applications (letters of intent and resumes) were received for the Executive Director position. Each applicant received an email acknowledgement of their request for consideration. The website has been an invaluable resource for those interested in finding out more about the position; posting of the timeline for the search has prompted numerous positive comments.

Anne distributed a summary of the meeting schedule and actual meetings held during 2005, 2006 and 2007. One meeting a month clearly has been the norm over the past three years. It was noted that it is far more positive to call special meetings as needed than to cancel meetings – with the attendant public notice – every month.

By consensus, the board requested that the 2008 meeting schedule be developed to call one meeting on the fourth Monday of each month. A formal resolution to that effect will be considered next month.

At 5:45PM, Linda temporarily adjourned the public meeting for the board to go into Executive Session to consider qualifications of applicants for public employment with the KPFD. No action will be taken and the regular meeting is expected to reconvene at 9:15 PM.

Executive Session convened at 5:45 PM.

The Special Meeting in Open and Public Session reconvened at 9:10 PM. Linda reported that no action was taken.

The meeting adjourned at 9:15 PM.