

# ***Kitsap Public Facilities District***

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## **Minutes of the Board of Directors Meeting**

Monday, December 8, 2008

Eagle's Nest, Kitsap Fairgrounds and Event Center  
Bremerton, WA

**Attendance:** Emily Parsons, Chair; Dee Coppola, Vice-Chair; Rick Smith; Brent Stenman; Teresa Osinski.

**Staff:** Executive Director, Mike Walton.

**Absent:** Walt Draper & Jim Heins.

1. **Call to Order.** A quorum being present, Chair Emily Parsons called the meeting to order at 6:34 PM.
2. **Meeting Minutes** – Minutes from the meeting of the 27th October were submitted by the ED.

**Dee Coppola moved to accept the Minutes as submitted. Brent Stenman seconded the motion and the Motion was unanimously approved.**

### 3. **Finance Reports**

- A. **November Reports** – Summary shows results from most recent month, showing slightly in excess of \$847K in cash and investments, an increase of approximately \$9K over the previous month, due increased revenue over last month.
- B. **Sales Tax Rebate Revenue by Month Report** – The monthly report shows revenue in the months of October: \$97,955, down 9% from previous year; and November: \$104,768, down 13% from previous year; but still fairly robust, considering the current economic news and headlines. The average monthly rebate over the first 11 months holding at down 6% from last year's 12 month average. The forecasted revenue for the year now looks to be around \$60-70K below last year.
- C. **Current Invoices** – The Blanket voucher request of \$10,926.14 was submitted to the Chair for review after the ED summarized it for the Board members - the largest items were \$2090.00 for services from Elmquist Associates for the Phase I construction project; \$1731.50 to Lawler, Burroughs & Baker for legal services; and \$5000 for an EventFund award to Parks& Rec/Olympic HS for the WIAA Volleyball Tournament.

**Rick Smith moved that the blanket voucher in the amount of \$7,146.24 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 gave a proposal and budget to the Board for consideration of a new agreement to fund up to \$6,000 to the Sports Council over the first six months of 2009 to advertise, market and/or promote the new & improved facilities which the KPFD has been involved. The Sports Council would invoice the PFD for their detailed activities, as a way of providing a monthly report. After Don Atkinson left the meeting, some additional discussion ensued about whether the KEDA was going to "takeover" the VCB. It was concluded that that would not happen, although there may be some cooperation between the two organizations, and that in the short term, the function contracted would still be needed and that the funding should be provided.

**Rick Smith moved that the proposal for a new six month agreement, to be drafted by Mike and approved by LBB, with up to \$6000 in funding to be approved. It was seconded by Brent Stenman and approved with 3 "Yes" votes and two abstentions (Dee Coppola and Teresa Osinski).**

5. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Bror and Mike will meet with Martha Droge of Parks in Jan develop a plan for Gordon Field. ED stated that a status report and financial statement had not been received from Parks. ED Walton will have to inquire to Kay Anderson about the items in question.
- 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 is complete; Fisher Construction & Mondo completed work at Strawberry on about the 21<sup>st</sup> of Nov. About half of the contingency fund has been allocated, although some items are still being disputed with Fisher. Arrangements will be made with NK Schools and the user groups for a “Grand Opening” in January. Both Bror and ED Walton mentioned about use of contingency funds to buy surveillance cameras and monitoring equipment for NK Stadium and Strawberry Field #8, to protect the >\$2mil investment there.

6. **Executive Director’s Report:** Was submitted in writing to the Board.

ED Walton provided information about regular activities and requested approval for a couple of additional pieces of office furniture – small round table and a lateral file cabinet, expected cost around \$500 – the Board consensus was to proceed with the acquisition, as it was projected in the 2009 budget.

7. **Ongoing Business:**

- A. Sports Council funding, handled earlier to accommodate Don Atkinson.

8. **New Business** –

- A. Resolution 01-2008, Regular Meeting Dates for 2009.  
**Rick Smith moved to adopt; seconded by Teresa Osinski and passed unanimously.**
- B. Resolution 03-2008, Agent for Service designation.  
**Dee Coppola moved to adopt; seconded by Teresa Osinski and passed unanimously.**
- C. Budget for 2009 – after some brief discussion, and a correction to restore \$5K to Event Fund  
**Teresa Osinski moved to adopt the corrected budget for 2009; seconded by Rick Smith and passed unanimously.**
- D. Resolution 02-2008, Salary adjustment for 2009.  
**Rick Smith moved to adopt; seconded by Teresa Osinski and passed unanimously.**

9. **Public Comment** – Linda Berry-Maraist was present and provided comments on: a brief history of the sports Council/VCB history with the PFD; support for the increase in funding to the Gordon Fund project; and her desire to have the trails project at NKREC get some consideration for the use of the remaining contingency funds from the Phase I project.

10. **Announcements:**

**Next Regular Meeting of the Board is January 26th, 2009, 6:30 pm at the Eagles Nest.**

**The meeting was adjourned at 8:03 PM.**