

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, January 25, 2010

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

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

Staff: Mike Walton, Executive Director.

Absent: Walt Draper, Treasurer.

1. **Call to Order.** A quorum being present, Chair Emily Parsons called the meeting to order at 6:32 PM. ED acknowledged guests for the presentation of EventFund grant requests.
2. **Meeting Minutes** – Minutes from the Regular Meeting of the 7th of December were distributed electronically before the meeting and were submitted by the ED.

Dee Coppola moved to accept the Minutes of December 7th as submitted. Emily Parsons seconded the motion and the Motion was unanimously approved.

3. **Event Fund Presentations:**

- A. Little League/Big League District III Western Regional Championship – Pat Ryan
- B. Parks & Recreation “Kitsap Open” Table Tennis Tournament – Bruce Waterbury
- C. Kitsap Rugby Football Union PacNW Division III Championship – Scott Kirvan
- D. Kitsap Rugby Football Union Rugby Sevens Tournament – Scott Kirvan

4. **Finance Reports**

- A. **November & December Reports** – Reflecting September and October retail sales, the Nov revenue of \$95.4K was down from the previous year (-10%) comparable to the last few months, but the revenue from Dec of \$86.7K was down a more concerning -19% and barely covered the debt service. Expenses were about normal, resulting in a slight overall increase in cash position by about \$6K to almost \$881.5K.
- B. **Sales Tax Rebate Revenue by Month Report** – Board received the year ending tax rebate report, with \$1,072K in total revenue, down 11% from last year's total of \$1,194K.
- C. **Current Invoices** – The Blanket Voucher request of \$3,700.98 was submitted to the Chair for review and summarization for the Board members - the largest items were \$1800 to the VCB for the residual cost of the Sports Council contract; \$500 for KEDA membership; and \$530.70 for the last meeting with the State Auditor's team.

Rick Smith moved that the blanket voucher in the amount of \$3,700.98 be approved for payment. Dee Coppola seconded and the motion was passed unanimously.

5. **New Business:**

- A. **EventFund Grant award voting**
 - Item 3A** – Teresa Osinski moved to award the full amount requested of \$5000 for the grant. It was seconded by Dee Coppola and passed unanimously.
 - Item 3B** – Dee Coppola moved to award the full amount requested of \$2500 for the grant. It was seconded by Brent Stenman and passed unanimously.
 - Item 3C** – Teresa Osinski moved to award the full amount requested of \$5000 for the grant. It was seconded by Emily Parsons and passed unanimously.
 - Item 3D** was recommended to be brought back before the Board when the plans and budget are more firm – no award granted.

B. Modification to the rate for the Bookkeeper, Linda Cook.

It was suggested by the ED that the hourly rate charged by the bookkeeper be increased from \$35 per hour to \$40 per hour in her services contract.

Brent Stenman moved to adopt the increase from \$35 per hour to \$40 per hour. Teresa Osinski seconded and the motion was passed unanimously.

6. **Meeting adjourned at 8:12 pm.** Teresa had to leave early and a quorum was no longer present, the other items on the agenda did not require a vote of the Board.

7. **Report on Regional Projects:**

A. **Kitsap Fairgrounds and Event Center** – Bruce Waterbury from Parks was present to give the KFEC report, He reported on the encouraging early registrations for the Roller Derby event coming up at the end of February.

1. Gordon field: Martha & the Parks staff have prepared an RFQ for a landscape architect to prepare a plan for the whole Gordon Field area, not just the one field. Cost and estimated completion date are still unknown, but no Steering Committee was scheduled to discuss the RFQ.

2. Video/Audio Project – The project has been referred to the County purchasing dept for specifications to be developed and a bid to be let for the project. Date for release unknown.

3. Board commented favorably on the new financial report, that includes a by project cost accounting and a balance of the 386 fund available for other projects, and thanked the Director.

B. **North Kitsap Regional Event Center** – No activity this month.

8. **Executive Director's Report:** (A written report was submitted to the Board.)
No notable activities this month.

9. **Ongoing Business:**

10. **Public Comment** none

11. **Announcements:** none

Next Regular Meeting of the Board is Monday, Feb 22nd, 2010, 6:30 pm, Eagles Nest.