

# ***Kitsap Public Facilities District***

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

Wednesday, October 26, 2009

Eagle's Nest, Kitsap Fairgrounds and Event Center

Bremerton, WA

**Attendance:** Emily Parsons, Chair; Dee Coppola, Vice-Chair; Walt Draper, Treasurer; Teresa Osinski; & Brent Stenman.

**Staff:** Mike Walton, Executive Director; Bror Elmquist, Construction Coordinator.

**Absent:** Jim Heins; Rick Smith.

1. **Call to Order.** A quorum being present, Chair Emily Parsons called the meeting to order at 6:35 PM.
2. **Meeting Minutes** – Minutes from the Regular Meeting of the 27<sup>th</sup> of September were submitted by the ED.

**Walt Draper moved to accept the Minutes of September 27<sup>th</sup> as submitted. Brent Stenman seconded the motion and the Motion was unanimously approved.**

3. **Finance Reports**

- A. **September Reports** – Reflecting July retail sales, the revenue of \$92.9K was again down from the previous year (-8%) but much less than a couple of prior months. Expenses were slightly higher due to Board/Liability insurance, resulting in a slight decrease in cash position by about <\$3K> to \$873K.
- B. **Sales Tax Rebate Revenue by Month Report** – Board received the advance look at the current month's tax rebate report last month, there is no change.
- C. **Current Invoices** – The Blanket Voucher request of \$1,925.99 was submitted to the Treasurer for review and summarization for the Board members - the largest item was \$800 for Bror's activities with the Gordon Field project over the last couple of months.

**Dee Coppola moved that the blanket voucher in the amount of \$1925.99 be approved for payment. Emily Parsons seconded and the motion was passed unanimously.**

4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Bruce Waterbury from Parks was present to give the KFEC report. A written report on the current status of the 386 fund and the projects that were being funded had been submitted. He reported that the final interviews for a new Director were in progress; an announcement should be made within the next week.
  - 1. Gordon field:** Martha & the Parks staff are to prepare 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 unknown.
  - 2.** Some confusion still exists over the financial reporting sheet, ED is to work with Kay Anderson to work out a reporting structure that will simplify understanding how much funds are available for any additional projects. (Kay has been ill and not available to conclude this by meeting time).
- B. **North Kitsap Regional Event Center** – ED attended the User Scheduling committee meeting and most issues had been resolved, but some small ones still exist to be worked out. No major tournaments have requested dates at the new fields yet, perhaps some marketing needs to be done?

5. **Executive Director's Report:** (A written report was submitted to the Board.)

The ED reported on the User Scheduling meeting, all other committees were inactive this month. It was also reported about the State Auditor's Office Compliance Audit that had taken place. It went well, according to the auditor, but some question still remains about the EventFund and its future. We won't know until the exit interview is held sometime early next month. There is also a form letter, that is typical for the end of the audit, that needs to be signed by Officers of the Board.

6. **Ongoing Business:** (these will be reported under KFEC in the future)

- A. **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.
- B. **Sports Court Flooring** – Bruce Waterbury gave additional details requested by the Board and asked for the Board to approve the purchase of the Sports Court for Roller Derby and Roller Hockey.

**Motion made by Walt Draper to approve 50% of the money for the purchase of the Sport Court floor, to be drawn from the 386 fund, with the provision that the Parks Dept had to approve the other 50% of the money from that fund. The motion was seconded by Dee Coppola and passed unanimously.**

7. **New Business:** Walt Draper mentioned that a new budget for 2010 needed to be prepared and that he would meet with the ED to work on it and it will be submitted for approval at the December 7<sup>th</sup> meeting. Dates for the meetings in 2010 would also be a Resolution to be passed at the next meeting.

8. **Public Comment** Paul Peterson and OJ Simpson were present to make their comments known about the condition and maintenance of the KFEC ballfields. They felt that the staff was inadequately trained, understaffed for many events, not dedicated to the efforts required for a "tournament quality" facility. Some improvements needed to be made or the facility will lose attendance, tournaments, reputation and ultimately – revenue. They appealed to the PFD to take some steps to assure that the recommendations they made to maintain tournament quality be reinforced with the Parks and KFEC staff. The PFD promised that it would be a major issue when they met with the new Director.

9. **Announcements:**

**Next Regular Meeting of the Board is Monday, Dec 7<sup>th</sup>, 2009, 6:30 pm, Eagles Nest.**

**The meeting was adjourned at 7:43 PM.**