

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, December 7, 2009

Eagle's Nest, Kitsap Fairgrounds and Event Center

Bremerton, WA

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

Staff: Mike Walton, Executive Director.

Absent: Walt Draper, Treasurer; Jim Heins; Brent Stenman.

1. **Call to Order.** A quorum being present, Chair Emily Parsons called the meeting to order at 6:30 PM. ED introduced guest, Jim Dunwiddie, new Director of the county Parks Dept.
2. **Meeting Minutes** – Minutes from the Regular Meeting of the 26th of October were distributed electronically before the meeting and were submitted by the ED.

Teresa Osinski moved to accept the Minutes of October 26th as submitted. Dee Coppola seconded the motion and the Motion was unanimously approved.

3. **Finance Reports**

- A. **September Reports** – Reflecting August retail sales, the revenue of \$90.4K was again down from the previous year (-9%) but much less than the first few months. Expenses were normal, resulting in a slight increase in cash position by about \$1.6K to almost \$875K.
- B. **Sales Tax Rebate Revenue by Month Report** – Board received the advance look at the November's tax rebate report, with \$95.4K in revenue, down 10% from last year.
- C. **Current Invoices** – The Blanket Voucher request of \$6,475.55 was submitted to the Chair for review and summarization for the Board members - the largest items were \$4873.20 for the cost of the State Auditor's review, and legal costs of \$1007.20.

Rick Smith moved that the blanket voucher in the amount of \$6,475.55 be approved for payment. Dee Coppola seconded and the motion was passed unanimously.

4. **New Business:** Resolutions and Budget to be approved for 2010.

- A. Resolution 1-2009 was proposed by the ED for a meeting date schedule in 2010.
Teresa Osinski moved that Resolution 1-2009 be approved establishing a meeting schedule for 2010. Dee Coppola seconded and the motion was passed unanimously.
- B. Resolution 2-2009 was proposed by the Treasurer, Walt Draper, increasing the compensation of the ED by 3%.
Rick Smith moved that Resolution 2-2009 be approved as submitted. Teresa Osinski seconded and the motion was passed unanimously.
- C. A new budget for 2010 was submitted by the ED, keeping revenue flat at approximately \$1.1 million and the operating expenses at the same lower level as in 2009. After some discussion and minor revisions, the budget was agreed upon.
Rick Smith moved that the proposed 2010 Budget be approved as revised. Teresa Osinski seconded and the motion was passed unanimously.

Due to Teresa Osinski's need to leave early, there was no longer a quorum and any remaining items did not require a vote. The official meeting was adjourned at 6:50 PM.

5. **Report on Regional Projects:**

A. **Kitsap Fairgrounds and Event Center** – Bruce Waterbury from Parks was present to give the KFEC report, Jim Dunwiddie deferred this was his first meeting. A written report on the current status of the 386 fund and the projects that were being funded had been submitted and discussed. Bruce reported that the Halloween Haunted Fairgrounds was a big success, with more than \$20K in profits. He was very enthusiastic about a Roller Derby event coming up.

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, so it was recommended that a steering Committee meeting be held in January to get back up to speed on the project and to hold them monthly thereafter.
2. Some discussion ensued with the new Parks Director about the structure of the financial report, to include a by project cost accounting and a balance of the 386 fund available for other projects.

B. **North Kitsap Regional Event Center** – The ED attended the NKSD Board meeting, the last for Robin Shoemaker, the NKREC Phase I Project Manager, who was leaving the NKSD staff at the conclusion of the major projects of the School Bond capital program.

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

The ED reported on the NKSD Board meeting, all other committees were inactive this month. The favorable results of the State Auditor's Office Compliance Audit were reported. It went well, and the question about the EventFund was resolved, with no negative finding and only a recommendation to refine the requirements about using the money for marketing and promotion and better reporting by the grant recipients.

7. **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. This will be reported in the KFEC report from now on.

8. **Public Comment** none

9. **Announcements:** none

Next Regular Meeting of the Board is Monday, Jan 25th, 2010, 6:30 pm, Eagles Nest.