

# ***Kitsap Public Facilities District***

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

Monday, February 23, 2009

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

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

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

**Absent:** Brent Stenman, & Jim Heins.

1. **Call to Order.** A quorum being present, Chair Emily Parsons called the meeting to order at 6:32 PM.
2. **Meeting Minutes** – Minutes from the meeting of the 26th of January were submitted by the ED.

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

### 3. **Finance Reports**

- A. **December Reports** – Summary shows results from the end of the year, showing slightly in excess of \$872.4K in cash and investments, an increase of approximately \$10K over the previous month, due primarily to reduced expenditures for last month. Despite traditionally lower revenue in December (Oct sales) it was still over \$100K at \$101,868 & change, up 3% from last year.
- B. **Sales Tax Rebate Revenue by Month Report** – A telephone report of the January number shows revenue for the month of \$83,791 & change, down 13% from previous year; indicating that there will be some loss of cash reserves on the next report (Jan not available at meeting time).
- C. **Current Invoices** – The Blanket voucher request of only \$581.12 was submitted to the Chair for review after the ED summarized it for the Board members - the largest items were \$228.34 for the IKON copier lease; and \$217.80 in expenses for the ED .

**Rick Smith moved that the blanket voucher in the amount of \$581.12 be approved for payment. Dee Coppola seconded and the motion was passed unanimously.**

### 4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – The Parks 386 Fund financial report, prepared by Kay Anderson, was submitted and the Board commented again about the improvement over any previous financial reporting by Parks. There was resolution to the question about an expenditure of \$300K identified as “NK Events Center KC197-07” concluding that the amount was most likely taken from the REET income to the County reported elsewhere on the spreadsheet. However, no report was provided for the Gordon Field project or the other approved ops/maint projects.

**Teresa Osinski moved that the ED was to provide notice in writing to Parks informing them of the required data and date on which it was to be supplied to the PFD. The motion was seconded by Dee Coppola and passed unanimously.**

- B. **North Kitsap Regional Event Center** – Arrangements have not yet been finalized with NK Schools and the user groups for a “Grand Opening” for Strawberry Field. No other activities.

### 5. **Executive Director's Report:** (No written report was submitted to the Board.)

ED Walton provided information about limited activities during weeks following the New Year.

**6. Ongoing Business:**

**A. Submittal of the Agreement for the Sports Council funding**

Don Atkinson appeared to give a report to the Board on his activities: he provided a mockup of a promotional piece on the Convention Center and the Board directed him not to pursue promoting that property as the Columbia operator would perform that responsibility. No invoice was submitted for payment.

**7. New Business – None**

**8. Public Comment – Linda Berry-Maraist appeared to provide some background and detail about the \$300K item on the 386 fund financials, as well as input about resolution of the balance of funds from the Phase I project at NKREC, stating that she would like some consideration of money provided for formation of trails on the property.**

**9. Announcements:**

**Next Regular Meeting of the Board is March 23rd, 2009, 6:30 pm at the Eagles Nest.**

**The meeting was adjourned at 7:37 PM.**