

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, March 23, 2009

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

Attendance: Dee Coppola, Vice-Chair; Walt Draper, Treasurer; Rick Smith; Jim Heins; Teresa Osinski.

Staff: Executive Director, Mike Walton.

Absent: Emily Parsons, Chair & Brent Stenman.

1. **Call to Order.** A quorum being present, Vice-Chair Dee Coppola called the meeting to order at 6:35 PM.
2. **Meeting Minutes** – Minutes from the meeting of the 23rd of February were submitted by the ED.

Teresa Osinski moved to accept the Minutes as submitted. Walt Draper seconded the motion and the Motion was unanimously approved.

3. **Finance Reports**

- A. **January Reports** – Summary shows results from the end of the year, showing slightly in excess of \$866.4K in cash and investments, a decrease of approximately \$6K over the previous month, due primarily to reduced income for last month, expenses in excess of \$5K, and that Jan is one of two months where the 2nd bond issue has an additional debt service charge of just under \$7K.
- B. **February Reports** – Reflecting December retail sales, the revenue was high - \$111.9K, but still down 13% from last year's report. The net cash position was still increased by more than \$17K over January.
- C. **Sales Tax Rebate Revenue by Month Report** – A telephone report of the March number shows revenue for the month \$81,486 & change, down only 7% from previous year; indicating that there will be some loss of cash reserves on the next report, but perhaps the amount of decline has slowed?
- D. **Current Invoices** – The Blanket voucher request of only \$2258.69 was submitted to the Treasurer for review and summarization for the Board members - the largest items were \$1387.50 for legal services from the Socius Group; \$312.73 for two months of the Qwest telephone & Internet and \$279.38 in expenses for the ED.

Jim Heins moved that the blanket voucher in the amount of \$2258.69 be approved for payment. Rick Smith seconded and the motion was passed with one dissenting vote.

4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Elizabeth Ratliffe of the Parks Dept was present to make a presentation about the status of the various projects and activities at the Fairgrounds and Events Center. She mentioned progress on the 4-H restroom remodel (RFP in progress); Gordon Field (RFP to be issued in 3-4 weeks); reservation software – research and evaluation under way; and their intent to use interest gained on the 386 funds to pay for keyless entry on some additional buildings. (Some question from the Board about the ability of Parks or the County to utilize interest income in that manner – ED will do further research). Also Elizabeth explained the RFP and interviews to hire a consultant for the Fairgrounds Feasibility Study mentioned back in Mar of 08, and that the PFD may be interested in financing all or part of the study. The final number will be available when the recipient is selected and it may come in part from 386 funds.

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. The Poulsbo Chamber gave an annual Beautification Award for New Construction to the NKREC Phase I project and representatives of the four partners were present to accept the award. The ED had the plaque for the Board to view before it is mounted in the PFD office.

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

ED Walton provided information about participating in the evaluation of the firms vying for the feasibility study for Parks; an upcoming meeting of the NKREC Steering Committee to decide disposition of the contingency funds, at which he will request consideration of security cameras and monitoring equipment for the two new fields; and investigation of becoming a member of the Silverdale Chamber of Commerce. After some discussion, the Board decided to table the decision until a time when it might be deemed more appropriate, such as promoting a possible levy issue or other major project.

6. **Ongoing Business:**

A. **Submittal Sports Council Report:**

Don Atkinson appeared to give a report to the Board on his activities: he again provided information about promoting the Convention Center and the Board, again, directed him not to pursue promoting that property. An invoice was submitted for payment, reflecting his activities for the last month. He was also informed to continue to submit invoices to the ED on a monthly basis for consideration of payment.

7. **New Business:**

A. **Video Equipment for the Pavilion:** Presented by Greg Dowell, CK Schools

Greg made a very professional and persuasive proposal for video screens and projectors for the North wall of the Pavilion, for ongoing sports functions, graduations, and other major events. He had discussed it with Frank abbot from Parks and with a local supplier, securing a quote for the project. The Board directed that the ED work with Greg and Parks to try and expedite the project and look at funding it from the 386 project fund.

8. **Public Comment** – None offered

9. **Announcements:**

Next Regular Meeting of the Board is April 27th, 2009, 6:30 pm at the Eagles Nest.

The meeting was adjourned at 8:45 PM.