

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, April 27, 2009

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

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

Staff: Executive Director, Mike Walton.

Absent: Walt Draper, Treasurer, & Jim Heins.

1. **Call to Order.** A quorum finally being present, Chair Emily Parsons called the meeting to order at 6:55 PM.
2. **Meeting Minutes** – Minutes from the meeting of the 23rd of March were submitted by the ED.

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

3. **Finance Reports**

- A. **March Reports** – Reflecting January retail sales, the revenue was about the same as the previous month - \$81.4K, but still down only 7% from previous year. The net cash position decreased by only \$1700 due to lower expenses.
- B. **Sales Tax Rebate Revenue by Month Report** – Since both of the previous months were below the “worst case” level of down 13% that I presented in February, the future prospects seem reasonable that we won't erode our cash position nearly as much as the worst case scenario.
- C. **Current Invoices** – The Blanket voucher request of \$2738.32 was submitted to the Chair for review and summarization for the Board members - the largest items were \$1800.00 for “marketing services” from the VCB/Sports Council; \$293.75 for two months of the Qwest telephone & Internet and \$245.02 for the copier contract.

Rick Smith moved that the blanket voucher in the amount of \$2738.32 be approved for payment. Dee Coppola seconded and the motion was passed unanimously.

4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Elizabeth Ratcliffe of the Parks Dept was present to go through a presentation about the status of the various projects and activities at the Fairgrounds and Events Center, including a request for approval of several new projects. She prefaced her remarks that their research also led them to not pursue using interest from the 386 funds to pay for any Parks O&M projects, after the PFD had objected, and providing previous precedents on that subject.
- B. The 4-H restroom remodel will be \$10K less than expected, so Parks wants to put some 386 funds toward 1) the previously identified keyless entry for Pavilion and Presidents Hall - \$12K; 2) Fairgrounds Feasibility Study - \$36k; and 3) a new project for energy-efficient lights in PH and new water meters for several of the larger facilities for better use & cost management - \$25K.

NOTE: The ED pointed out that the lighting could be an enhancement to the PH while the water meters would be an O&M expense, not typically an approved expense for the PFD.

Dee Coppola moved and Rick Smith seconded a motion to approve funding \$12K from 386 funds for Keyless Entry. It was approved unanimously.

Rick Smith moved and Dee Coppola seconded a motion to approve funding \$36K from 386 funds for the Feasibility Study. It was approved unanimously.

Teresa Osinski moved and Dee Coppola seconded a motion to approve funding \$15K from 386 funds for Energy Efficient lighting for PH. It was approved unanimously.

Rick Smith moved and Brent Stenman seconded a motion to approve funding \$10K for new Water Meters, provided other funding was sought before they used 386 funds to pay for them. It was approved as amended unanimously.

- C. **North Kitsap Regional Event Center** – A steering Committee meeting was held to discuss the use of the balance of the funds for the Phase I project. Several alternatives were brought up and discussed – security cameras & monitoring equipment; a security fence around the field at strawberry; toilet facilities at Strawberry, both permanent and portable; an enclosure for portable toilets, and a beginning effort on some trail formation. No conclusions were reached at the Steering committee meeting; another meeting will be scheduled to address the choices after some costs are identified. A preference for a security fence was voiced by the Board.
5. **Executive Director's Report:** (A written report was submitted to the Board.)
ED Walton provided information about participating in the interview by the consultant on the Feasibility Study
6. **Ongoing Business:**
A. **Video/Audio Project** – No progress on the project, unfortunately. Frank Abbott was to report back on discussion with the Parks management support or ability to “fast-track” the project and is currently out of town and has not responded – a month has been lost and the likelihood of completion before the Commencement is unlikely.
7. **New Business:** None
8. **Public Comment** None offered
9. **Announcements:**

Next Regular Meeting of the Board is May 26th, 2009, 6:30 pm at the Eagles Nest.

The meeting was adjourned at 8:18 PM.