

# ***Kitsap Public Facilities District***

---

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

Monday, June 22, 2009

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

**Attendance:** Emily Parsons, Chair; Walt Draper, Treasurer, Teresa Osinski & Jim Heins.

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

**Absent:** Dee Coppola, Vice-Chair, Brent Stenman & Rick Smith.

1. **Call to Order.** A quorum being present, Chair Emily Parsons called the meeting to order at 6:34 PM.
2. **Meeting Minutes** – Minutes from the meeting of the 26<sup>rd</sup> of May were submitted by the ED.

**Walt Draper 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 March retail sales, the revenue of \$89,875 was back down significantly from the previous year (-18%), but the sales were still strong enough to increase cash position by about \$4K, due to expenses remaining lower than budget.
- B. **Sales Tax Rebate Revenue by Month Report** – The forecasted revenue for June at \$76.5K is below the debt service, especially since July is one of the “extra” debt service months where the additional \$6.9K debt service is added, so we will lose perhaps \$7-10K in cash position next month. The “worst case” scenario still shows losing cash over the remaining portion of the year, but much less than the original forecast, due to lowered expenses.
- C. **Current Invoices** – The Blanket voucher request of \$1134.49 was submitted to the Treasurer for review and summarization for the Board members - the largest items were \$641.21 for the ED for travel, including mileage & expenses for the WEDA conference; and \$232.94 for the IKON copier contract.

**Teresa Osinski moved that the blanket voucher in the amount of \$1134.49 be approved for payment. Walt Draper seconded and the motion was passed unanimously.**

### 4. **Event Fund Presentations:**

- A. **District 2 Little League, Western Region Big League Tournament** – Pat Ryan, District 2 Administrator made a very good presentation about the tournament and its importance in determining a West Region Champion to play in the Big League (16-18 yr olds) World Series, requesting \$4000 to promote and support this tournament.
- B. **Kitsap Rugby Football Union, Army-Navy Rugby Game & Event** – Scott Kirvan of KRFU and Don Atkinson of the Sports Council made their case to request up to \$2000 support for a higher visibility, more publicized version of this annual event and to be staged on the new NK Stadium turf field under the lights sometime in November.
- C. **Okinawan Karate Black Belt Academy, Karate Master Series** – Donna Cressman, OKBBA General Manager made a lengthy explanation of the potential importance of world-renown Karate Masters holding training seminars in KFEC buildings, seeking up to \$1000 of support for publicity and advertising. If successful, this might provide the basis for a larger national or International Karate tournament.
- D. **Sports Council/BAR, Hall of Fame Museum** – Don Atkinson, SC Director presented information about possible future support for the location of a Kitsap Sports Hall of Fame Museum, but had no concrete plan or proposal for funding at this time.
- E. **Kitsap Parks & Recreation Dept., Special Use flooring for Roller Derby and Roller Hockey** – Bruce Waterbury explained how the Roller derby requires a different surface than

the Mondo multi-purpose flooring would provide, and that the new floor would allow several events to be held in the Pavilion with sizable audiences. Bruce was looking for \$5000, but was told this was more appropriate for the Phase II/386 fund consideration and to present it there.

- F. **Poulsbo Parks & Rec Dept., “Trolls & Dames” 7vs7 Soccer tournament** – Joe Schiel, Recreation Programmer presented a case for a new adult (30+ and 50+) soccer tournament to be held on the new artificial turf fields in Poulsbo, seeking up to \$5000 to promote it and put it on. But it may not work in the July time frame and may need to be reformulated for the fall.

5. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – The new Interim Director, Arvilla Ohlde, was present to make the Parks Dept was present to make a report on the various projects and activities at the Fairgrounds and Events Center.

1. The Board remarked that the report was the most complete and informed in some time.
2. They suggested improvements in the financial reporting of the 386 fund and the remaining balance available for use.

- B. **North Kitsap Regional Event Center** – No steering Committee meeting was held this month, so any decisions on the use of the contingency fund balance might come at the next meeting on the 25<sup>th</sup>.

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

ED Walton provided information about the User scheduling committee meeting, the WEDA conference, and the meeting with Arvilla Ohlde just prior to the Board meeting.

7. **Ongoing Business:**

- A. **Video/Audio Project** – Doug Drewel and I met with two possible suppliers, Gordon Sound and Flamingo Audio, to cover the requirements for the system upgrade and for them to supply quotes by August 17<sup>th</sup>. They will be presented to the Board for consideration at the August Board meeting.

8. **New Business:** None

9. **Public Comment** Linda Berry-Maraist was available to provide input from public meetings and interviews about what the Strawberry Field users wanted or needed at the field complex. They felt that security at the Field was adequate because the gates were typically always locked at night and the low-level lights always provided some minimum visibility at night. They were more interested in a practice wall; bathrooms: or some kind of walking trail(s) for spectators at the soccer games when their children weren’t playing

10. **Event Fund Grant Decisions:**

- A. **District 2 Little League, Western Region Big League Tournament**

Motion to award \$4000 to D2 Little League, with the proviso that this may be their 3<sup>rd</sup> (and last) year of receiving an Event Fund grant, made by Teresa Osinski and seconded by Jim Heins. It was carried unanimously.

- B. **Kitsap Rugby Football Union, Army-Navy Rugby Game & Event**

Motion to award \$500 to KRFU, with the proviso that they present a more concrete plan and estimate of economic impact, made by Jim Heins and seconded by Teresa Osinski. It was carried unanimously.

- C. **Okinawan Karate Black Belt Academy, Karate Master**

- Motion to award \$500 to OKBBA, with the proviso that they present a more concrete marketing & promotion plan and estimate of economic impact, made by Walt Draper and seconded by Teresa Osinski. It was carried unanimously.
- D. **Sports Council/BAR, Hall of Fame Museum – deemed to be information only, no award.**
  - E. **Kitsap Parks & Recreation Dept., Special Use flooring for Roller Derby – deemed more appropriate for Phase II facility upgrade funding, no award.**
  - F. **Poulsbo Parks & Rec Dept., “Trolls & Dames” 7vs7 Soccer tournament**  
Motion to award \$5000 to Poulsbo Parks & Rec, with the proviso that there is no award if there is no tournament put on, made by Walt Draper and seconded by Jim Heins. It was carried unanimously.

#### **11. Announcements:**

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

**The meeting was adjourned at 9:10 PM.**