

# ***Kitsap Public Facilities District***

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

Monday, July 27, 2009

Eagle's Nest, Kitsap Fairgrounds and Event Center

Bremerton, WA

**Attendance:** Emily Parsons, Chair; Walt Draper, Treasurer, Dee Coppola, Vice-Chair, Teresa Osinski Brent Stenman, Rick Smith & Jim Heins.

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

**Absent:**

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 22<sup>nd</sup> of June were submitted by the ED.

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

### 3. **Finance Reports**

- A. **June Reports** – Reflecting April retail sales, the revenue of \$77.67K was again down significantly from the previous year (-16%). and expenses somewhat higher due to the July 1 debt service charge of \$6.8K, lowering cash position by about <\$9K>.
- B. **Sales Tax Rebate Revenue by Month Report** – No new information, as the next month's revenue was not available at meeting time. The "worst case" scenario still shows probable erosion of cash position 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 \$3377.38 was submitted to the Treasurer for review and summarization for the Board members - the largest items were \$1800 for the Sports Council/VCB for their marketing efforts; and \$1040 for legal services by The Socius Group.

**Jim Heins moved that the blanket voucher in the amount of \$3377.38 be approved for payment. Brent Stenman seconded and the motion was passed unanimously.**

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

- A. **Kitsap Fairgrounds and Event Center** – Bruce Waterbury was present to make the Parks Dept report on the various projects and activities at the Fairgrounds and Events Center, but was not well prepared on some of the projects and topics.
  - 1.** Despite improvements in the financial reporting of the 386 fund and the remaining balance available for use, it could be clearer yet – reflecting the funds committed to projects and the uncommitted balance.
  - 2.** Bruce did make a detailed presentation about a proposed purchase of portable, lay-down flooring for use by the Roller Derby league and possible roller hockey use. There were several questions that needed additional information before the Board approved any purchase from 386 fund dollars, Bruce will return when he has those answers.
- B. **North Kitsap Regional Event Center** – The Steering Committee recommendations were adopted at the meeting held this month - \$20K for security cameras and monitoring equipment; \$15K for a curtain drain to improve drainage to the NE corner; and balance allocated for trail planning and development.
  - 1.** There was some discussion about the "approval" of the Board for these items, but it was reiterated that the Steering Committee, including representatives from the

PFD, had the authority to approve those items submitted to it for payment and did not require a vote of the Board to ratify or approve/disapprove, unless it was an extraordinary expense outside the scope and limits of the project plan.

2. In the matter of the recommended \$10K contribution toward the purchase of the protective field covering, the Board expressed it did not wish to support or approve making that contribution from the Project contingency funds, and that it was the expense of the School District, if it wished to continue to hold their commencement on the new NK Stadium Field.

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

The ED reported on his meeting with the Parks project staff on the Gordon Field project as well as the recent NKREC Phase I Steering committee meeting.

One of the subjects of discussion was the invoice from the VCB at the rate of \$60 per hour. It was felt that the rate was excessive for the amount and type of results produced, but it is not defined or limited in the agreement. The SC Director was also not defining his anticipated work efforts for approval by the Board, as called for in the agreement.

The ED was directed by the Board to send a letter to the incoming Exec. GM of the VCB, that it was the intent of the Board to not renew the agreement with the Sports Council/VCB and to invite him/her to attend the next available meeting and address the Board to hear its issues.

6. **Ongoing Business:**

- A. **Video/Audio Project** – awaiting bids on Aug 17, no other action.

7. **New Business:** Election of Officers.

- A. All current officers were willing to continue in their positions for another term.

**A motion was made by Teresa Osinski to re-elect the current officers for the following year. It was seconded in a chorus and passed unanimously.**

8. **Public Comment**

9. **Announcements:**

**Next Regular Meeting of the Board is August 24th, 2009, 6:30 pm at the Eagles Nest.  
(NOTE: the fourth Monday in a five Monday month)**

**The meeting was adjourned at 7:58 PM.**