

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, August 24, 2009

Eagle's Nest, Kitsap Fairgrounds and Event Center

Bremerton, WA

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

Staff: Mike Walton, Executive Director.

Absent: Emily Parsons, Chair; Jim Heins; 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 Regular Meeting of the 27th of July and the Special Meeting on July 31st were submitted by the ED.

Walt Draper moved to accept the Minutes of the 27th as submitted. Teresa Osinski seconded the motion and the Motion was unanimously approved. Walt Draper moved to accept the Minutes of the 31st be accepted as submitted. The motion was passed with one abstention.

3. **Finance Reports**

- A. **July Reports** – Reflecting May retail sales, the revenue of \$84.65K was again down from the previous year (-9%) but much less than the previous two months. Expenses were significantly higher due to the July 1 debt service charge of \$16.8K, lowering cash position by about that amount <\$17K>.
- B. **Sales Tax Rebate Revenue by Month Report** – No information on the current month's revenue as it 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 an adjustment in the forecasted budget shows much less than the original "13%" worst-case forecast, due to those lowered expenses.
- C. **Current Invoices** – The Blanket Voucher request of \$12723.20 was submitted to the Treasurer for review and summarization for the Board members - the largest items were \$6660 for next year's liability insurance from Enduris; \$3600 for EventFund grant to Ryens Quay for the Summer softball tournaments; and \$1650 for professional services by Bror and Elmquist Assoc.

Teresa Osinski moved that the blanket voucher in the amount of \$12723.20 be approved for payment. Rick Smith seconded and the motion was passed unanimously.

4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – There was no report from Parks – they were given a "pass" because of the Fair activities consuming all available staff time. The Ed gave a summary of the "field trip" by Parks staff; Parks Board members, FTFT representatives and PFD staff, reviewing fields under construction and in use for a couple of years in the Seattle Parks Dist.
- B. **North Kitsap Regional Event Center** – no meeting this month, meeting in Sept.

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

The ED was directed by the Board to send a letter to the incoming Exec. GM of the VCB, however, that person will not be on Board until the middle of Sept. The letter will be presented after that and the new Exec GM will be invited to the board meeting.

6. Ongoing Business:

A. **Video/Audio Project** –bids received on Aug 17, but Frank Abbott not available to review them - no other action taken.

7. **New Business:** The WA State PFD conference in Everett on Sept 28th & 29th was mentioned for any Board members who wanted to attend. The Board chose to move the September meeting date to Wed Sept 30th to allow the ED to attend the Conference.

8. **Public Comment** None

9. **Announcements:**

Next Regular Meeting of the Board is Wednesday, September 30th, 2009, 6:30 pm, Eagles Nest.

The meeting was adjourned at 7:05 PM.