

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Wednesday, September 30, 2009

Eagle's Nest, Kitsap Fairgrounds and Event Center

Bremerton, WA

Attendance: Emily Parsons, Chair; Walt Draper, Treasurer; Teresa Osinski; & Brent Stenman.

Staff: Mike Walton, Executive Director.

Absent: Dee Coppola, Vice-Chair; Jim Heins; Rick Smith.

1. **Call to Order.** A quorum being present, Chair Emily Parsons called the meeting to order at 6:40 PM.
2. **Meeting Minutes** – Minutes from the Regular Meeting of the 24th of August were submitted by the ED. A correction was noted that Walt Draper was present and Jim Heins was not.

Walt Draper moved to accept the Minutes of August 24th as corrected. Teresa Osinski seconded the motion and the Motion was unanimously approved.

3. **Finance Reports**

- A. **August Reports** – Reflecting June retail sales, the revenue of \$92.65K 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 \$5,433.36 was submitted to the Treasurer for review and summarization for the Board members - the largest items were \$4000 for EventFund grant to the Dist 2 Little League; \$534.10 to the ED for travel, conference and office supply expenses; and \$400 for membership fee to the WA Economic Development Assoc.

Emily Parsons moved that the blanket voucher in the amount of \$5433.36 be approved for payment. Brent Stenman seconded and the motion was passed unanimously.

4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Interim Director Arvilla Ohlde was present to give the KFEC report. She submitted a written report on the current status of the 286 fund and the projects that were being funded. She also reported that the selection of a new Director was almost complete; an announcement should be made within the next couple of weeks. She also handed out two fact sheets on the Gordon Field project and the Enterprise study by Hunden Strategic Partners.

- 1. Gordon field:** The two major turf companies, Field Turf and AstroTurf, sent reps to brief the steering committee and to explore the workings of the purchasing coops. The committee made the determination to prepare an RFQ for a landscape architect to prepare a plan for the whole Gordon Field area, not just the one field; select a contractor to do the field prep and base construction for the one field to be surfaced; and by that time, have selected a purchasing coop/turf supplier to finish the project.

2. Some confusion still exists over the financial reporting sheet, ED is to work with Kay Anderson to work out a reporting structure that will simplify understanding how much funds are available for any additional projects.
- B. **North Kitsap Regional Event Center** – ED attended the last steering committee and reported on its conclusions. Robin Shoemaker, the capital Projects Manager is leaving NKSD, as the major elements of the capital bond projects are done. The steering committee will remain in place, to guide the next phases to be selected for development.
5. **Executive Director’s Report:** (A written report was submitted to the Board.)
The ED reported on a meeting with new VCB Executive General Manager, Patty Graf-Hoke, to deliver the letter of notice to terminate the agreement with the VCB/Sports Council. She had already terminated Don Atkinson, both for cause and for cost-cutting measures.
6. **Ongoing Business:** (these will be reported under KFEC in the future)
- A. **Video/Audio Project** – The two bids received were reviewed by Doug Dowell, Frank Abbott, Mike Walton and Walt Draper. They were too dissimilar and far apart on cost to make a determination of a preferred vendor. They will have to be re-interviewed, or the matter will have to be submitted to the County purchasing dept for a proper bid process, which Frank was to check on.
- B. **Sports Court Flooring** – Bruce Waterbury gave additional details requested by the Board and asked for the Board to approve the purchase of the Sports Court for Roller Derby and Roller Hockey. However, he did not have any preliminary numbers for the upcoming Roller Derby event and the possible payback of the purchase, and was requested to supply those to the Board. The decision to fund was tabled until the numbers were submitted.
7. **New Business:** None presented.
8. **Public Comment** New Executive General Manager of the VCB, Patty Graf-Hoke, was present to introduce herself and to elicit support from the PFD for her efforts to “Brand” the Kitsap Peninsula and its attractions. She wished to be the marketing arm of the PFD to promote events, activities and tournaments at the three PFD funded facilities, as was the case in the past. She did not present a proposal of any requested funding, but that may come at a later date. Having provided substantial funding and not seen much in the way for significant results, the Board was reluctant to make any general commitment until some formal proposal was presented and some concrete results had been achieved.
9. **Announcements:**

**Next Regular Meeting of the Board is Wednesday, October 26th, 2009, 6:30 pm, Eagles Nest.
NOTE: Last meeting of the year is on Monday, Dec 7th, 2009.**

The meeting was adjourned at 8:32 PM.