

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.

