

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, February 25, 2013

PFD Conference Room, 9481 Silverdale Way NW, Suite 265, Silverdale, WA

Attendance: Roy Runyon, Vice-Chair; Anne Blair, Treasurer, Russ Shippet, Patrick Hatchel, Rick Smith & Jeff Braden.

Staff: Mike Walton, Executive Director

Absent: Teresa Osinski, Chair

1. **Call to Order:** A quorum being present, the Vice-Chair called the meeting to order at 5:35 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 28th of January were distributed electronically before the meeting and were submitted by the ED. A correction was noted by Roy Runyon to Section 7C, that he made the motion to award \$500 to NK High School Track & Field and that it was seconded by Patrick Hatchel. The ED made the correction.
A motion was made by Jeff Braden to approve the Minutes, as corrected, of the January 28th meeting. The motion was seconded by Patrick Hatchel and passed with 3 votes Aye and one abstention, as the Board member was not present at the meeting.
3. **Finance Reports:**
 - A. **January Report** – The final financial reports were not received from the bookkeeper because of some format and budget changes and will be emailed out when they are ready. The ED summarized from the county reports. Reflecting November retail sales, the January revenue of \$87.4K was up 3% from the previous year. With expenses of approx. \$6.5K, the results showed an increase in cash position of approx. \$11K, up to approx. \$914K.
 - B. **Sales Tax Rebate Revenue by Month Report** – No change from last month.
 - C. **Current Invoices** – a Blanket Voucher request of \$6,940.88 was submitted by the Treasurer to the Chair for approval by the Board members.
Anne Blair moved to approve for payment the Blanket Voucher totaling \$6,940.88. Patrick Hatchel seconded and the motion passed unanimously.
 - D. **Lowering Reserve Amount** – The ED and Vice-Chair gave a report on the positive discussion with the County Treasurer, Meredith Green, on the PFD request to lower the reserve amount from \$500K to \$250K. After she understood that the ILA agreements with the partners in each project state that the PFD will have no financial obligation for the operation and maintenance of the three facilities, she would recommend that the Finance Committee and the Commissioners approve the reduction.
4. **Regional Project Reports:**
 - A. **Conference Center Report** – submitted by Ken Milsap and distributed electronically
 - B. **NKREC** – No Steering Committee meeting this month. Some discussion as to who should be doing the twice a year reporting from the NKSD in the future- a School Board member or a staff representative?
 - C. **Kitsap Fairgrounds and Event Center – Billie Schmidt**
Billie Schmidt was present and gave a summary report. Parks will be preparing a proposal to fund some of the improvements that the Pumas are requesting to use Gordon Field as their home field. Pumas have contributing 14 bleachers to surround the field, they are on Parks property. She also mentioned that they would combine that with suggested improvements at Lobe Field. She was encouraged to separate the two proposals for PFD consideration. A question was raised about the condition of the roof and its maintenance – a Building Repair & Replacement (BRR) fund has been set up to finance major maintenance items like this. But currently weather conditions force them to keep patching until the spring/summer for major repair (not replacement) work to be done.

D. Reporting format discussion -

In the last meeting it was the consensus of the Board that it should be a quarterly report of a) revenue and expenses; b) capital improvements; c) major repair & replacement; d) events & attendance; e) in a last period versus current period comparison. Backup material, like monthly or quarterly reports for their own management would be submitted as backup data for questions to be asked/answered. There would also be an annual summary presentation and a forecast for the following year as part of the reporting.

5. Ongoing Business:

A. **EventFund Policy Discussion** – the reconsideration of the NKHS Track & Field award was withdrawn by the organization, and taken off the draft agenda. However its mention sparked a further discussion about the late submission policy for the EventFund, with the possibility of strengthening the policy. The ED stated that it has been the standard policy to not accept late submission, but the Chair wanted to make sure that since we did not have an EventFund in 2012, that every organization had an opportunity at least to be heard. The consensus of the Board was that the policy, as stated, will be enforced in the future.

B. **WA PFD Assoc update** – In the absence of Director Shiple, our WA PFD Assoc board member, the ED summarized the status of the lobbying effort to extend the rebate period. It was currently in committees in both the House (HB1687 - Finance) and Senate (SB5599 - Ways & Means) and had some growing support. However, there was no guarantee they were going to make it out of committee.

6. New Business:

7. **Executive Director's Report:** (A report was submitted electronically before the meeting.) The ED only commented on the meeting with the Treasurer and how much he appreciated the support provided by the Vice-Chair in the discussions.

8. **Public Comment:** None

9. Announcements:

The next Regular Meeting of the Board will be on March 25th at 5:30 pm in the PFD conference room.

Meeting was adjourned at 6:25 pm