

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, March 28, 2011

Eagle's Nest, Kitsap Fairgrounds and Event Center
Bremerton, WA

Attendance: Dee Coppola, Chair; Teresa Osinski, Vice-Chair; Jim Heins, Treasurer; Jan Harrison; & Roy Runyon.

Staff: Mike Walton, Executive Director.

Absent: Anne Blair & Rick Smith.

1. **Call to Order.** A quorum being present, Chair Dee Coppola called the meeting to order at 6:32 PM.
2. **Election of Officer(s):** As a result of the resignation of the Chair, Dee Coppola, nominations were requested to elect a new Chair. (Ms. Coppola is only resigning the office, not leaving the Board.)

The only nomination was for Teresa Osinski, Vice-Chair, to assume the office of Board Chair. Teresa was elected unanimously. With the absence of a Vice-Chair, nominations were opened for that office and one nomination was received, for Jan Harrison. Jan was elected to the position of Vice-Chair by acclamation.

3. **Meeting Minutes** – Minutes from the Regular Meeting of the 28th of February were distributed electronically before the meeting and were submitted by the ED.

A motion was made by Roy Runyon to approve the Minutes of the February 28th meeting. It was seconded by Jan Harrison and approved unanimously.

4. **Finance Reports**

- A. **February Reports** – Reflecting Dec retail sales, the February revenue of \$113.7K was up 1% over the previous year, and also up over 2009. Expenses were a moderate at \$9.6K), resulting in a significant increase in cash position by about \$24K to \$859K.
- B. **Sales Tax Rebate Revenue by Month Report** – The March revenue, reflecting Jan sales, was reported at \$76.9K, up 7% over last year, but still less than the amount of the debt service. That will draw down cash position next month by slightly more than the amount of our expenses.
- C. **Current Invoices** – Blanket Voucher request of \$7,847.94 was submitted to the Treasurer for review and summarization for the Board members - the largest item was \$5000 to NK Babe Ruth for EventFund grant and \$1500 to the VCB for January payments on the new agreement. The invoice of \$508.75 was resubmitted for Board approval after the Board approved its submission for this month.

Roy Runyon moved that the blanket voucher in the amount of \$7,847.94 be approved for payment. Jan Harrison seconded and the motion was passed unanimously.

5. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Jim Dunwiddie, Director of Parks, was reporting. There was a new formal report, and Jim summarized current projects. There was no 386 financial report and there were questions about the projects that may have a Federal grant that may relieve the necessity to pay from the 386 fund, and Jim committed that a revised financial report would be available at the next meeting.

1. **Gordon field:** The first construction meeting will be held on April 4, to kickoff the project. The question was brought up about trying to include the lights in the project and the comment to Commissioner Brown made by the ED at the

Commissioner's meeting – "If the county could come up with half of the \$120K, the PFD Board may be able to come up with the other half." Jim D reported that the county was working on a plan to loan him the \$60K and for him to pay it back out of the increased revenue at the field.

Substantial discussion occurred following this proposition, revolving around the 386 Fund, what the actual balance available was; whether the 386 Fund should be drawn down to zero dollars or should it be replenished in some way; the amount of PFD funding available over and above the \$500K reserve level; and whether the Board should entertain participating in the "halfies" proposal. There was no consensus of the Board to pursue it; there was no motion from the Board to support any funding option.

At this point, the ED stated that the 386 fund from the KFEC improvement project, and the residual amount in the NKREC Phase 1 fund, were both designed to be totally expended on the project or any follow-on improvements added by the project steering committees. They were not intended to be replenished or made sustaining in any way. The ROI for these projects were long term, based on the economic development benefits derived from events and tournaments held at the facilities, not from any short term refunding proposition.

- 2. Video/Audio Project** – Gordon Sound/Triamp bid of \$116K was restructured into three parts that could be funded separately, as funds became available. Gus from Gordon Sound was available to present and to answer questions. This discussion was going on concurrent to the Gordon Field lighting proposal, as they were potentially competing for the same PFD dollars.

After similar significant discussion of the same issues about funds, replenishment and potentially leaving the PFD with no funds with which to fund projects, no consensus was reached and no motion was made for any part of the project.

- B. North Kitsap Regional Event Center** – The Steering Committee, with Jan Harrison and Anne Blair as Co-Chairs, met and Jan reported on the discussions and progress. Additional meeting have been scheduled for Apr 8th.

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

Additional comments covered any other items in the report not previously discussed.

7. **Ongoing Business:**

- A. **Pavilion A/V Project Funding** – See comments in section 5.A.2.

- B. **Strategic Planning Retreat** – a suggestion was made to do the "study session" on the same evening as our regular May meeting, beginning at 5 pm with a short business meeting and devoting the rest of the time to strategic planning. The Board reached a consensus on the plan and that is how it will be done. It may be relocated to the Parks Training Room from the Eagles Nest.

8. **New Business:** none

9. **Public Comment** none

10. **Announcements:** none

Meeting adjourned at 8:10 pm,

The next Regular Meeting of the Board will be at 6:30 pm on April 25th in the Eagles Nest.