

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, April 23, 2012

PFD office Conference Room, 9481 Silverdale way NW, Silverdale, WA

Attendance: Teresa Osinski, Chair, Anne Blair, Treasurer; Dee Coppola; & Patrick Hatchel.

Staff: Mike Walton, Executive Director

Absent: Roy Runyon, Vice-Chair; Rick Smith.

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:33 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 26th of March were distributed electronically before the meeting and were submitted by the ED.
A motion was made by Patrick Hatchel to approve the Minutes of the March 26th meeting. The motion was seconded by Teresa Osinski and passed unanimously.
3. **Finance Reports:**
 - A. **March Report** – Reflecting January retail sales, the revenue of \$73.9K was down 4% from the previous year. With moderate expenses of \$11.1K, and the new lower debt service payment of \$60.1K, the results still resulted in an increase in cash position of \$2K to arrive at \$976.9K.
 - B. **Sales Tax Rebate Revenue by Month Report** – The results for April were not available at meeting time and so the report was unchanged from the previous month's results.
 - C. **Current Invoices** – Blanket Voucher request of \$902.95 was submitted by the Treasurer for review by the Board members - the largest item was \$450 to Socius Law for legal work.
Anne Blair moved that the blanket voucher in the amount of \$902.95 be approved for payment. Dee Coppola seconded and the motion was passed unanimously.
 - D. **Budget Review** – Per the Board decision in December, to review the budget after the first quarter of 2012, the Executive Committee met with the ED to review and suggest changes to the 2012 budget. Several changes were suggested: 1) adding the line item for EventFund awards in the amount of \$35,000, to further promote events at all three locations and tournaments at KFEC and NKREC. And in addition, stipulating that a minimum of 20% of the award to be sent directly to the VCB for promoting the event or tournament; 2) adding the line item for marketing contract with the VCB in the amount of \$10,000 (less than what they had asked for, but with the expectation of more from the EventFund awards; 3) increasing the amount for legal services from \$6K to \$9K; and 4) increasing the Board travel allowance to encourage one or two members to attend the next WA PFD Conference.
Anne Blair moved to approve the revised 2012 Budget as presented to the Board. It was seconded by Dee Coppola and passed unanimously.
4. **Report on Regional Projects:** (taken out of sequence for convenience of Billie Schmidt, presenting)
 - A. **Kitsap Fairgrounds and Event Center** – Billie Schmidt from Parks was present to make the report. A financial report and an activity report were both submitted, prior to the meeting. The new report had some historical comparison, and the confusing column headings were restated. Billie also presented a proposal to use some funding from the 386 fund for cable installation at Loeb field for the big League regional tournament and for the Babe Ruth World Series. The Board asked several questions about conditions of the Wave Broadband cable installation project, but approved of the use of 386 funds for part of the project.
A motion was made by Anne Blair to approve \$4661.95 of 386 fund dollars to be used for the Wave Broadband cable installation. It was seconded by Patrick Hatchel and passed unanimously.
 - B. **NKREC** – No Steering Committee meeting this month, so no report.

5. **Ongoing Business:** VCB proposal.
 - A. Patty was present to hear about the amount allocated to the VCB for the balance of 2012 (10 months at \$1000 per month, she could bill for March and April) and the plan for the EventFund awards, which would bring in additional funds for marketing events.

6. **Executive Director's Report:** (A report was submitted electronically.)

The ED explained about the cooperative effort with the VCB in the new Kitsap Peninsula Event & Facilities Coalition, chaired by ED Mike Walton. The first meeting was held on April 17th with 10 people attending, representing dozens of facilities. They were asked to respond to a request of reviewing an input form and note any additional fields that needed to be added.

7. **New Business:** Resolution 01-2012 – New location of regular meeting. The Board said that holding the remainder of the Board meetings in the conference room at the PFD office was acceptable as well as affordable.

Anne Blair made a motion to adopt Resolution 01-2012, changing the regular meeting place for the Board meetings to the PFD office conference room at 9481 Silverdale Way NW, Suite 265, Silverdale, WA. It was seconded by Dee Coppola and passed unanimously.

8. **Public Comment:** None

9. **Announcements:**

The next Regular Meeting of the Board will be at 5:30 pm on May 28th in the conference room at the PFD office.

Meeting was adjourned at 6:47 pm