

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, April 25, 2011

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

Attendance: Teresa Osinski, Chair; Jim Heins, Treasurer; Dee Coppola; Anne Blair & Roy Runyon.
Staff: Mike Walton, Executive Director; Bror Elmquist, Elmquist Assoc.
Absent: Jan Harrison, Vice-Chair & Rick Smith.

1. **Call to Order.** A quorum being present, Chair Teresa Osinski called the meeting to order at 6:35 PM.
2. **Meeting Minutes** – Minutes from the Regular Meeting of the 28th of March 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 Dee Coppola and approved with one abstention from Anne Blair.

3. **Finance Reports**

- A. **March Reports** – Reflecting January retail sales, the March revenue of \$76.9K was up 7% over the previous year, but below 2009. Expenses were a moderate at \$9.6K, resulting in a decrease in cash position by about \$11K (about half of last month's gain) to \$847K.
- B. **Sales Tax Rebate Revenue by Month Report** – The April revenue, reflecting Feb sales, was reported at \$75.9K, up 4% over last year, but still less than the amount of the debt service. That will draw down cash position next month.
- C. **Current Invoices** – Blanket Voucher request of \$3,909.00 was submitted to the Treasurer for review and summarization for the Board members - the largest item was \$1540 to Elmquist & Assoc for the Gordon Field project and \$1500 to the VCB for March payments on the new agreement. It was noted for the benefit of the Board that there is a recurring \$650 charge for rent that does not appear on the Blanket Voucher.

Roy Runyon moved that the blanket voucher in the amount of \$3,909.00 be approved for payment. Dee Coppola seconded and the motion was passed unanimously.

4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Jim Dunwiddie, Director of Parks, was reporting. There was a current formal report, and Jim summarized current projects. There was a new 386 financial report reflecting the Federal grant for President's Hall lighting that may relieve the necessity to pay from the 386 fund.
 1. **Gordon field:** Weekly construction meetings are now being held on each Monday morning at 10 am, any Board members are invited to sit in on any of those meetings.
 2. Lighting for Gordon Field was addressed in the context of the "halfies" proposal 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 delivered a letter from commissioner Garrido stating that the County had committed \$60K from the general Fund for lighting in a meeting earlier that day. After a thorough and complete discussion, confirming the availability of sufficient funding in the 386 fund, the board reached a consensus.

A motion was made by Roy Runyon to approve the use of up to \$60,000 from the 386 fund to match the County commitment for lighting at Gordon Field

#1. The motion was seconded by Dee Coppola and passed unanimously.

3. Video/Audio Project – When members of the Board commented that there was no funding for the A/V project, Jim D mentioned that there are negotiations beginning about a proposal to contract out the A/V support and have the improvements financed by the contracted party – more later...

B. North Kitsap Regional Event Center – The Steering Committee, with Jan Harrison and Anne Blair as Co-Chairs, met and Anne reported on the discussions and progress, including the approval to use residual funds for up to \$25K for the ADA walkway from the Elementary School to Strawberry Field complex. The next meeting has been scheduled for June 3rd.

5. **Executive Director's Report:** (A written report was submitted to the Board.)
Additional comments covered any other items in the report not previously discussed.

6. **Ongoing Business:**

A. **Pavilion A/V Project Funding** – See comments in section 4.A.3.

B. **Strategic Planning Study Session** – The Study Session was confirmed for the May 23rd shortened board meeting night and the ED reported that the training room was not available, so it will be held in the Eagles Nest. Arrangements will be made for catering the meeting and making sure the thermostat is adjusted for more comfortable working conditions. A tentative agenda has been suggested, but may undergo some additional revisions.

7. **New Business:** none

8. **Public Comment** none

9. **Announcements:** none

Meeting adjourned at 7:40 pm,

The Special Study Session Meeting of the Board will be at 5:00 pm on May 23rd in the Eagles Nest.