

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, January 23, 2012

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

Attendance: Teresa Osinski, Chair; Rick Smith, Anne Blair; Roy Runyon; Dee Coppola & new Board Member, Patrick Hatchel.

Staff: Mike Walton, Executive Director

Absent: Jan Harrison, Vice-Chair.

1. **Call to Order:** A quorum being present, Chair Teresa Osinski called the meeting to order at 5:33 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting of the 5th of December 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 December 5th meeting. The motion was seconded by Dee Coppola and passed unanimously.
3. **Administrative Items:**
 - A. The ED received notification from Jan Harrison that she was resigning her position on the Board and that a new representative from Poulsbo was to be proposed by Mayor Erickson.
 - B. The ED also received news that former Board Member Jim Heins had suffered a major heart attack and was hospitalized in Harrison Medical Center Bremerton. The ED spoke to him by phone earlier in the day of the meeting and Jim sounded great after two stents had been installed, and he was to return home the following day! A card was passed for signatures.
4. **New Business:**
 - A. **NK Babe Ruth for 2012 World Series funding request,:** Russ Barker & Brent Stenman
Russ gave a status report on their preparations and funding level, indicating they have several 10's of thousands yet to raise, but are on track to meet all their goals. They submitted a request for the third increment of \$5000 committed by the previous Board.
A motion was made by Roy Runyon to award the NK Babe Ruth a special allocation of \$5000 from the general fund, in lieu of EventFund monies not having been set aside in the 2012 budget, for the purpose of marketing and promoting the 2012 Babe Ruth 13 year old World Series to be held in Kitsap. The motion was seconded by Anne Blair and passed unanimously.
 - B. **VCB Update – Patty Graf-Hoke, Executive Director**
Patty presented additional information about the VCB and a new effort to identify all the event venues and facilities in the County/Peninsula and get better cooperation and communication among those facilities to schedule large events, such as the World Series. She proposed the formation of an Event and Facilities Coalition, in partnership with the PFD and asking the Board's approval to have the PFD ED work with her on this Coalition.
Anne Blair made a motion to approve use of a portion of the ED's time to coordinate with the VCB on this new Coalition. It was seconded by Rick Smith and approved unanimously.
 - C. **Election of Officers** – Due to the resignations of the Vice-Chair and Treasurer, new officers need to be elected.
 1. A nomination was made by Anne Blair, and seconded by Rick Smith, for Roy Runyon as Vice-Chair; no other nominations were received. The vote was unanimous to elect Roy Runyon as the New Vice-Chair of the Board.
 2. A nomination was made by Roy Runyon, and seconded by Dee Coppola, for Anne Blair as Treasurer; no other nominations were received. The vote was unanimous to elect Anne Blair as the new Treasurer of the Board.

5. **Finance Reports:**

- A. **November Report** – Reflecting September retail sales, the revenue of \$87.4K was 14% lower than the previous year. With lower expenses of \$4.7K, and no debt service payment (due to bond re-fi timing) the results were a LARGE increase in cash position of \$83K to arrive at \$892K.
- B. **December Report** – Revenue reported as \$83.8K, and flat with the previous year. Expenses were moderate at \$10.4K, but initial debt service payment on new bonds was only \$49.7K, so the results were an additional increase in cash position of \$24K to arrive at approx. \$916.8K. The total increase in cash position for the two months, due to the bond re-fi, was \$107K!
- C. **Sales Tax Rebate Revenue by Month Report** – The final results showed total revenue of \$1.058 million, up only 1% over the \$1.049 million of 2010, but below budget forecast of \$1.07 million. The forecast in 2012 budget is \$1.04 million, a fairly conservative forecast.
- D. **Current Invoices** – Blanket Voucher request of \$1,196.23 was submitted by the Treasurer for review by the Board members - the largest item was \$500 to KEDA for their membership “investment”.

Anne Blair moved that the blanket voucher in the amount of \$1,196.23 be approved for payment. Roy Runyon seconded and the motion was passed with one abstention from Anne Blair. (AB declared, as she has each year, that her son is affiliated with Interlock Solutions, LLC, one of the payees on this blanket invoice. She will abstain from voting on this motion.)

NOTE: At 6:25 pm, Chair Teresa Osinski left the meeting and Roy Runyon, the new Vice-Chair, continued the meeting.

6. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Jim Dunwiddie from Parks was present to make the report. A financial report and an activity report were both submitted, and Jim reported that activity and results have been good, especially the contribution from the new Gordon Field and light rentals on the field. He was asked if comparative data could be included to give more context to the financial and attendance numbers. He said there was little comparative data today, but the new reservations system software that the PFD was purchasing would give that data in the future.
 - 1. A proposal was brought up to add a bullpen to the left field area of Field 1, to accommodate both the Bluejackets and the Babe Ruth WS, to avoid having both teams use the same bullpen to warm up. The pros and cons were heard and a decision was made to table any vote on the proposal, as Jim Dunwiddie offered to do some cost analysis of a couple of options and report back in the future.
- B. **NKREC** – Last committee meeting discussed a proposal by Linda Berry-Maraist about trail projects and the committee approved four projects – but not all – to be worked on with funding not to exceed \$25K from the Phase I remaining funds. The next meeting will be in late January (later changed to Feb 10 due to weather conditions in late Jan).

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

The ED gave a verbal report about the PFD Association meeting in Seattle and provided a copy of the updated association ILA electronically prior to the meeting. He also reported on the legislative efforts to increase the length of time for the rebate to continue by 15 years, and that several legislators in both houses had signed on to the bill.

8. **Ongoing Business:** - None

9. **Public Comment:** None

10. **Announcements:**

The next Regular Meeting of the Board will be at 5:30 pm (new start time) on February 27th in the Eagles Nest.

Meeting adjourned at 7:01 pm