

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, January 28, 2012

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

Attendance: Teresa Osinski, Chair; Roy Runyon, Vice-Chair; Patrick Hatchel & Jeff Braden.

Staff: Mike Walton, Executive Director

Absent: Anne Blair, Treasurer, Russ Shiplet and Rick Smith.

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:37 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 3rd 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 3rd meeting. The motion was seconded by Jeff Braden and passed unanimously.
3. **Regional Project Reports:** (out of sequence for convenience)
 - A. **Kitsap Fairgrounds and Event Center – Billie Schmidt**
The financial reports for Nov & Dec were submitted electronically for review, and Billie Schmidt gave a summary report. A new use for Gordon Field has developed – Lacrosse. A girl's league will stripe the field with water soluble paint lines. A couple of major cancellations, the Navy Job Fair and a group on aging moved to Kiana Lodge. The Pumas are negotiating to use Gordon Field as their home field; Pumas are contributing 14 bleachers to surround the field; will be seeking PFD assistance with some improvements. 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. Currently they are going to have to keep patching until the spring/summer for major work to be done.
4. **EventFund Presentations:** (Five submissions – two late, four to present)
 - A. Wolfpack Challenge Gymnastics Tournament – Zero Gravity Athletics, Kenda Moreno
Requesting \$1200. Kenda explained about the tournament, held the first week in January – with 500 participants and 1000 spectators and sizeable local support from orgs & volunteers.
 - B. Wild West Showdown – Slaughter County Roller Vixens, no presenter
 - C. Lil' Norway Invitational - North Kitsap HS Track & Field, Cristi Frank
Requesting \$1500. Cristi described a new, but well supported School District sponsored event in track & field. They expect 400 athletes from around W. WA and approx 200 spectators.
Late Submissions, to be decided by the Board for funding consideration:
 - D. Women Today event – Kitsap Sun, Mike Stevens
Requesting \$4000. Mike described a successful and profitable event that the Sun wanted to extend their marketing to the Eastside through radio marketing and requested assistance.
 - E. Summer Classic soccer Tournament – Westsound FC , Ben Pecorra.
Requesting \$5000. Ben is looking for marketing & promotion assistance for a new soccer tournament with both youth and adult competition organized by Westsound FC.
5. **Finance Reports:**
 - A. **November Report** – Reflecting September retail sales, the Nov revenue of \$96.1K was up 9% from the previous year, and also above both 2009 and 2010. With low expenses of \$4.6K, the results showed a healthy increase in cash position of approx \$26.2K, up to \$888K.
 - B. **December Report** - Reflecting October retail sales, the December revenue of \$91K was also up significantly, 8% from the previous year, and also above the last 4 years. With expenses of \$6.5K, the results showed a good increase in cash position of approx \$15K, up to \$903K.
 - C. **Sales Tax Rebate Revenue by Month Report** – The results through December were available and the report showed total revenue of \$1088.5K, \$38K above forecasted level, an

average of \$90.7K per month, up 3% over 2011 – good strong year and significant increases in cash position due to the bond refund in late 2011.

- D. **Current Invoices** – a Blanket Voucher request of \$3467.65 was submitted by the ED to the Chair for approval by the Board members. (The Auditor noted an omission from the package and the total was late revised to \$3407.65) The largest items were the VCB contract payment of \$1000, and advertising cost to the CK Reporter for \$1004.50.

Roy Runyon moved that the blanket voucher in the amount of \$3467.65 be approved for payment. Patrick Hatchel seconded and the motion was passed unanimously.

- **WA PFD Association dues** – this item was removed from last month's BV and tabled for discussion. After some discussion about the amount and the involvement of lobbyist costs, a motion was formulated.

Patrick Hatchel moved that the invoiced amount of \$750 be paid by the Kitsap PFD, with no additional amount authorized. Roy Runyon seconded and the motion passed unanimously.

6. Regional Project Reports:

- A. **Conference Center Report** – submitted by Ken Milsap and distributed electronically
B. **NKREC** – No Steering Committee meeting this month.
C. **KFEC reported in Section 3A.**
D. **Reporting format discussion -**

The Chair suggested that the three regional projects should be reporting in a common, one-page format that would simplify their reporting preparation and make an apples-to-apples evaluation of performance easier for the Board. After some discussion, it was the consensus of the Board that it should be a quarterly report of a) revenue and expenses; b) capital improvements; c) events & attendance; d) in a past versus present 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.

7. Ongoing Business:

- A. **Legal Services Contract** – The Legal Services contractor, approved by the Board at previous meeting, provided a contract for signature to the Board and it was signed by the Chair.
B. **WA PFD Assoc update** – In the absence of Director Shippet, our WA PFD Assoc board member, the ED summarized the status of the lobbying effort to extend the rebate period.
C. **EventFund award votes** –
- **Zero Gravity** – discussion included: event already held, no PFD mention, little marketing expense documentation, but successful and should grow.
Motion made by Patrick Hatchel to award \$1200 to Zero Gravity for Jan 2013 event. Motion is seconded by Roy Runyon and passes 3 votes for and 1 against.
 - **Slaughter County RV** – although not present, the Board felt there was sufficient information to make an award. The SCRv has had success and reported in the past.
Motion was made by Jeff Braden to award \$5K to SCRv for Wild West Showdown 2013. Seconded by Roy Runyon and passed unanimously.
 - **NK Track & Field** – discussion about documentation and lack of definition of marketing costs, even after ED offered assistance.
Motion made by Roy Runyon to award \$500 to NKHS T&F for Lil' Norway Invitational. Seconded by Patrick Hatchel and passed unanimously.
 - **Late submission policy discussion** – there was a spirited discussion about the submission policy stated on the website of "...not accepting any late submissions...", versus allowing the hearing of two late submissions in the meeting for possible consideration.
A motion was made by Roy Runyon to establish a firm policy of not accepting late submissions in the Guidelines and on the website. It was seconded by

Patrick Hatchel. In the following discussion of the motion, the second and the motion were withdrawn.

Roy Runyon proposed a second motion to extend the EventFund submission period in 2013 for one month from date of meeting. It was seconded by Patrick Hatchel. In the discussion an amendment was proposed by Patrick Hatchel to identify the two submissions as “late submissions”. It lost one vote for and 3 against.

Another amendment was proposed by Patrick Hatchel to exclude the EventFund awards already approved. It was seconded by Jeff Braden but not passed by two votes for and two votes against.

- **Kitsap Sun** – although the event is a desirable one, the Kitsap Sun and its sponsors have made it a profitable event and additional funding was not deemed appropriate. **Patrick Hatchel moved to not award any funding to the Kitsap Sun Women Today event. Motion was seconded by Roy Runyon and passed unanimously.**
- **WestSound FC** – The tournament seemed to be attractive and support both youth and adults in the community, marketing requirements were well documented. **Jeff Braden moved to award \$2500 to Westsound FC for the Summer Classic Soccer Tournament. Seconded by Teresa Osinski, it passed 3 votes for and 1 against.**

8. New Business:

A. **Compliance Audit Summary Report** – We received the final summary report from the State Auditor’s office and there were no findings or advice notices of any kind – a very good result. There will not be another compliance audit for three years. The KPFD will receive an invoice for something less than \$4K, as reported to the ED.

B. **Resolution 01-2013, 2013 Salary level for the ED** – after some brief discussion a motion was made.

Roy Runyon moved to adopt Resolution 01-2013, adjusting ED’s salary by the 2% COLA approved by the County for non-union employees, per the employment contract.

9. Executive Director’s Report: (A report was submitted electronically before the meeting.)

10. Public Comment: None

11. Announcements:

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

Meeting was adjourned at 10:27 pm