

# **Kitsap Public Facilities District**

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## **Minutes of the Board of Directors Regular Meeting**

Monday, February 27, 2012

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

**Attendance:** Roy Runyon, Vice-Chair; Anne Blair, Treasurer; Dee Coppola; Rick Smith, & Patrick Hatchel.

**Staff:** Mike Walton, Executive Director

**Absent:** Teresa Osinski, Chair,

1. **Call to Order:** A quorum being present, Vice-Chair Roy Runyon called the meeting to order at 5:31 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting of the 23<sup>rd</sup> of January were distributed electronically before the meeting, corrections were suggested and were submitted by the ED. **A motion was made by Anne Blair to approve the Minutes of the January 23<sup>rd</sup> meeting. The motion was seconded by Rick Smith and passed unanimously.**
3. **Finance Reports:**
  - A. **January Report** – Reflecting November retail sales, the revenue of \$85.1K was level with the previous year, but up from 2010. With modest expenses of \$7.8K, the normal January debt service of \$6.9K and a lower debt service payment of \$60.1K, the results were an increase in cash position of \$11K to arrive at \$927.9K.
  - B. **Sales Tax Rebate Revenue by Month Report** – The results for February were available just before meeting time and were available in the Board packets, reflecting December holiday sales, the revenue was \$109.4K – down 3% from 2011. With the debt service remaining at \$60.1K until May, we will add substantially to the cash position in March.
  - C. **Current Invoices** – Blanket Voucher request of \$7,438.45 was submitted by the ED and Treasurer for review by the Board members - the largest item was \$5000 to NK Babe Ruth for the final EventFund award for the 2012 BR World Series. The Parks invoice for \$625 was discussed and the Board decided to hold off on committing to the Eagles Nest and to have its next meeting in the conference room at the PFD office to see if it could be used permanently for the Board meetings.  
**Anne Blair moved that the blanket voucher in the amount of \$6,813.45, removing the invoice for the Eagles Nest rental of \$625, be approved for payment. Roy Runyon seconded and the motion was passed unanimously.**

4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Jim Dunwiddie from Parks was not present to make the report. A financial report and an activity report were both submitted, prior to the meeting. The board found the activity report not satisfactory and asked the ED to speak with Jim before the meetings where he would not be present, so the ED could make a more complete report.
  1. Also that there still was no final accounting for the Gordon Field project, after discussions with Jim D and Billie, due to completion of the “punch list” and subsequent cost disputes with the contractor. The ED was to explore with Meredith Green if there was some resolution so the PFD could determine its liability in the final accounting.
- B. **NKREC** – Last steering committee meeting discussed the ILA modification language and focused on 1) the inclusion of the scheduler’s salary and benefits as part of the costs of the various fields to be paid out of user fees – an item not included in the original ILA language; and 2) the identification of the respective usage of the NKREC fields. After some review and discussion an agreement was reached on #2) to set the usage of the NKREC fields at 50%

NKSD and 50% community user groups. After some discussion it was agreed that the scheduler's salary and benefits were to be taken from user fees, but an agreement of apportionment was not reached as there was several emails exchanged regarding it after the meeting.

5. **Executive Director's Report:** (A written report was submitted in the Board packets.)

The ED gave a verbal report about the WA Economic Development Association legislative conference in Seattle and his disappointment in not meeting with legislators due to "cutoff day" activities kept them on the Hill.

He also reported on the legislative efforts to increase the length of time for the rebate to continue by 15 years, and that it was still "alive" - several legislators in both houses had signed on to the Senate version of the bill (SSB 5984).

Cooperation with the VCB in the new Kitsap Peninsula Event & Facilities Coalition, to be chaired by ED Mike Walton, were proceeding to identify the potential sites, identify the database categories to be collected and identify the invitees for the meetings.

**NOTE: At 6:00 pm, Vice-Chair Roy Runyon left the meeting and Anne Blair, Treasurer, continued the meeting.**

6. **Ongoing Business:** None

7. **New Business:** None

8. **Public Comment:** Rick Smith commented on the pictures of the Field 1 at the KFEC, showing the condition of the field at two different times of the year and how it related to the supervision and effort made to maintain "tournament quality" fields at the facility.

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10. **Announcements:**

**The next Regular Meeting of the Board will be at 5:30 pm on February 27<sup>th</sup> in the conference room at the PFD office (a new location, requiring a public notice of the change).**

**Meeting adjourned at 6:10 pm**