

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, February 28, 2011

Eagle's Nest, Kitsap Fairgrounds and Event Center

Bremerton, WA

Attendance: Dee Coppola, Chair; Jim Heins, Treasurer; Jan Harrison; Anne Blair; Roy Runyon & Rick Smith.

Staff: Mike Walton, Executive Director.

Absent: Teresa Osinski, Vice-Chair.

1. **Call to Order.** A quorum being present, Chair Dee Coppola called the meeting to order at 6:32 PM.
2. **Meeting Minutes** – Minutes from the Regular Meeting of the 24th of January were distributed electronically before the meeting and were submitted by the ED.

A motion was made by Jan Harrison to approve the Minutes of the January 24th meeting. It was seconded by Roy Runyon and approved unanimously.

3. Event Fund Presentations

A. Kitsap Soccer Club – Robin Waite

Robin thanked the PFD for their support in 2010 and reported on the economic benefit of the \$6000 EventFund grant for their playoff series here in Kitsap. He also made his case for additional support for possible playoff bid for this year, requesting \$6000 for the first round and perhaps \$12000 for the second round. The Board was receptive to the first round amount, but not enthusiastic about the second round amount.

B. BKAT – Char Burnette, Mindy Byers and Lauren Urquhardt

BKAT is proposing to locally produce a new series of “vignettes” about Kitsap destinations or highlights to be featured in them. The idea is intriguing and interesting, especially for the cost. The cost for a two minute vignette about the PFD would be \$1500 and \$100 per month to run it frequently on BKAT. It could also be linked from the website or displayed/run from the PFD website, used in other marketing events, presentations, etc. Since we have a marketing budget for PFD progress reports, this may be a vehicle - there will be follow-up discussions.

4. Finance Reports

A. November & December Reports – Reflecting Nov retail sales, the January revenue of \$85.5K was up 7% over the previous year and also up over 2009. Expenses were a little higher at \$11.1K), resulting in an decrease in cash position by about \$5K to \$834K.

B. Sales Tax Rebate Revenue by Month Report – The February revenue, reflecting Dec sales, was reported at \$113.1K, about flat with last year (down only 1%). That was lower than I had hoped for, but will still replenish \$18-20K in cash position next month.

C. Current Invoices – Blanket Voucher request of \$4,606.10 was submitted to the Treasurer for review and summarization for the Board members - the largest item was \$1770 to Socius Law and \$1500 to the VCB for January payments on the new agreement. The invoice of \$508.75 was not resubmitted until the Board approved – there was no language in the ILA or any amendments that covered exemptions for services like this. The Board approved its submission for next month.

Roy Runyon moved that the blanket voucher in the amount of \$4,606.10 be approved for payment. Jan Harrison seconded and the motion was passed unanimously.

5. Report on Regional Projects:

- A. **Kitsap Fairgrounds and Event Center** – Jim Dunwiddie, Director of Parks, was reporting. There was a new formal report, but it would need some additional tweaking for next month. Jim summarized current projects. There was a 386 financial report, with some payments having been made for the Sports scoreboards and the infield mix. There were questions about the projects that may have a Federal grant that may relieve the necessity to pay from the 386 fund, and Jim confirmed that was the case and will confirm the numbers at the next meeting.
 - 1. **Gordon field:** Contractor selected, A-1 Construction, and contract is scheduled for Commissioners approval on March 14.
 - 2. **Video/Audio Project** –Gordon Sound/Triamp bid of \$116K was to be restructured into three parts that could be funded separately, as funds became available. However, the package was not received in time and the contractors were not present to make the presentation. It will be considered at the next meeting.

- B. **North Kitsap Regional Event Center** – The Steering Committee, with Jan Harrison and Anne Blair as Co-Chairs, met and Jan reported on the discussions and progress. Additional meeting have been scheduled in Mar and Apr.
 - 1. The ADA path project plan and quote for construction was higher than acceptable due to additional ADA requirements for a railing and has been pulled for reconsideration or recalculation.

- 6. **Executive Director’s Report:** (A written report was submitted to the Board.)
 - A. **WEDA Conference** – ED attended and reported that the session dwelt mainly with the shaky funding for almost any ED related activity. The Board also discussed the PFD legislation proposal (HB 1574) that is making its way through the House process – it cleared the W&M committee.
Additional comments covered any other items in the report not previously discussed.

- 7. **Ongoing Business:**
 - A. **Pavilion A/V Project Funding** – See comments in section 5.A.2.

 - B. **Bylaw Amendment and Resolution 01-2011** – The amended Bylaws were submitted after the last revision made by Brian Lawler at Socius, with some discussion about a possible change as to whether the budget should be submitted by the Chair or by the Treasurer. The consensus was that it should remain as stated.

A motion was made by Roy Runyon to accept the Bylaws as amended and to approve Resolution 01-2011 to approve the amendment to the Bylaws. It was seconded by Jan Harrison and passed unanimously.

 - C. **Strategic Planning Retreat** – the ED is still trying to tactically plan the strategic planning, but hasn’t found an acceptable date where all can attend. He asked some Directors for additional dates in April to try and get a date.

- 8. **New Business:** none

- 9. **Public Comment** none

- 10. **Announcements:** Dee Coppola gave notice that she is resigning as Chair, but not from the Board. An election of Officers will need to occur at the next meeting.

Meeting adjourned at 8:20 pm,

The next Regular Meeting of the Board will be at 6:30 pm on March 28th in the Eagles Nest.