

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, March 25, 2013

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

Attendance: Teresa Osinski, Chair; Roy Runyon, Vice-Chair; Anne Blair, Treasurer, Russ Shiplet, Patrick Hatchel, Rick Smith & Jeff Braden.

Staff: Mike Walton, Executive Director

Absent:

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:32 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 25th of February 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 25th meeting. The motion was seconded by Anne Blair and passed with 6 votes Aye and one abstention, as the Board member was not present at the meeting.
3. **Finance Reports:**
 - A. **February Report** – The final financial reports were received from the bookkeeper but were still not totally correct and deemed insufficient to approve. The ED summarized from the county reports. Reflecting December retail sales, the February revenue of \$114K was up 4% from the previous year and approx equal to 2010 level. With expenses of approx. \$7.9K, the results showed a significant increase in cash position of approx. \$31K, up to \$946K.
 - B. **Sales Tax Rebate Revenue by Month Report** – No change from last month.
 - C. **Current Invoices** – a Blanket Voucher request of \$3,089.54 was submitted by the Treasurer to the Chair for approval by the Board members. Anne Blair noted that the voucher signature page had the incorrect notation for the VCB invoice and made the correction on the page.
Anne Blair moved to approve for payment the Blanket Voucher as amended totaling \$3,089.54. Roy Runyon seconded and the motion passed unanimously.
 - D. **Lowering Reserve Amount** – The ED reported that the Treasurer and Finance committee would recommend to the Commissioners to lower the reserve amount at a meeting in April.
4. **Regional Project Reports:**
 - A. **Conference Center Report** – none submitted this month
 - B. **NKREC** – discussion of the ILA modification (item 5D under Ongoing Business) and most of the language was acceptable, but determination of the percentage of the schedulers salary and benefits that would be allowed to be paid from user fees needed to be determined, the balance of the users fees would be the responsibility of the School District. The ED was instructed to get a percent to include and submit next month.
 - C. **Kitsap Fairgrounds and Event Center – Billie Schmidt**
No representative was present, but an email from Billie Schmidt requesting approval to reassign some items in the 386 fund set-asides to pay for software modules for the event EventPro scheduling s/w was discussed at length. It was a consensus of the Board that the renewal fee not be included the any use of the 386 funds. There was also discussion about the Pumas use of Gordon Field and expenses concerning moving fences in relation to possible 386 fund re-allocations.
Anne Blair moved that it was permissible for Parks to re-allocate the 386 fund as they see fit, with the understanding that it 1) not be spent on operating costs; and 2) once used it cannot be re-allocated for the same item again. It was seconded by Jeff Braden and passed unanimously.

5. **Ongoing Business:**

- A. **WA PFD Assoc update** – Russ reported that the bills either did not make it out of committee or to the floor for a vote and so were not successful this year. Some renewed effort would be planned at the next PFD Conference.
- B. **Sign VCB agreement** – The agreement was approved at a previous meeting and updated by PFD attorney, it was signed by the Chair.
- C. **Approve Resolution 2-2013** – The Resolution drafted by the ED and polished by edits from Roy Runyon and the PFD attorney, was discussed approved and signed.
Anne Blair moved to approve Resolution 2-2013 recommending the County Commissioners approve the reduction of the debt reserve limit from \$500K to \$250K. It was seconded by Roy Runyon and approved unanimously.
- D. **NKREC ILA** – discussed as part of 4B.
- E. **Project Funding Application** – There was a long discussion and several constructive comments about the proposed funding application for capital projects. It will be redrafted and submitted again next month. It will also be necessary to prepare a scoring system for evaluating the projects to assure even competition between the projects. Funding awards may be different because of the requirements of the project approval process of the partner organization. NKSD was required to have all the funding in place before a contractor award could be made, but expenditures were carefully monitored and approved before payment.

6. **New Business:**

- A. **2012 Financial Report** – Discussion and approval of the report was tabled until the April meeting.
- B. **2013 AWSPFD Conference** – a brief update was provided by the ED, involving the decision to have a one-day (5/13) or a two-day (5/13-14) conference. It would be brought to the AWSPFD Board for consideration.

7. **Executive Director's Report:** (A report was submitted electronically before the meeting.)

8. **Public Comment:** None

9. **Announcements:**

The next Regular Meeting of the Board will be on April 22nd at 5:30 pm in the PFD conference room.

Meeting was adjourned at 8:27 pm