

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, June 25, 2012

PFD office Conference Room, 9481 Silverdale way NW, Silverdale, WA

Attendance: Teresa Osinski, Chair, Anne Blair, Treasurer; Roy Runyon, Vice-Chair; Dee Coppola; Patrick Hatchel & new member Russ Shiplet representing Poulsbo.

Staff: Mike Walton, Executive Director

Absent: Rick Smith.

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 23rd of April were distributed electronically before the meeting and were submitted by the ED with no corrections.
A motion was made by Anne Blair to approve the Minutes of the April 23rd meeting. The motion was seconded by Dee Coppola and passed with one abstention from Roy Runyon, who was not present at that meeting.
3. **EventFund Requests –**
 - A. **Babe Ruth World Series** – The ED made a proposal to sponsor a team in the World Series, at a cost of \$3,000. Several objections were raised, including that it was not for marketing the facility. No motion was made to adopt.
 - B. **Pumas Playoff request** – This was a verbal request – no written proposal – for “sponsorship” not an actual EventFund request. No action was taken
4. **Special Report from Conference Center** – Mayor Lent and GM Ken Milsap
Mayor Lent made an introduction about the importance of the relationship between the City of Bremerton and the PFD. She reinforced the resumption of the regular meetings between the two entities. General Manager Milsap followed up with a presentation of the activities and financials. Some additional discussion occurred about provisions for maintenance, repair and replacement, with Ken stating that there is a reserve taken for this and \$130K had been spent in 2012 for replacement of carpet, chairs and other items, and \$30K planned for kitchen improvements in 2013.
 - Another topic was the cleanliness of the grounds around the convention Center and who was responsible – the City Parks dept was responsible and the comments would be passed on to them.
 - The final topic was the possible application of EventFund awards to activities and events in the Center and that Ken and his staff should begin informing clients of that source of funding.
5. **Finance Reports:**
 - A. **April Report** – Reflecting February retail sales, the revenue of \$80.5K was up 6% from the previous year. With lower expenses of \$6K, and the new lower debt service payment of \$60.1K, the results showed an increase in cash position of \$15K to arrive at \$991.7K.
 - B. **May Report** - Reflecting March retail sales, the revenue of \$91.5K was flat with the previous two years. With very low expenses of \$4.4K, the results were an increase in cash position of \$28K to arrive at \$1,019K – “a mill in the till”.
 - C. **Sales Tax Rebate Revenue by Month Report** – The results for June were not available at meeting time and so the report showed \$440K received through May, an average of \$88K per month, even with 2011 results to date.
 - D. **Current Invoices** – Blanket Voucher request of \$6,983.76 was submitted by the ED for review by the Board members - the largest items were the cumulative expenses for the VCB at \$5000 and \$1172.62 to ED Mike Walton for two months of travel and office expenses, including the WEDA Spring/Summer Conference expenses of approx \$745.

Roy Runyon moved that the blanket voucher in the amount of \$6,983.76 be approved for payment. Patrick Hatchell seconded and the motion was passed unanimously.

- E. **Resolution 2012-02 ED pay increase** – Tabled until a Study Session to be held at the start of the July meeting. The ED will gather information about comparable salaries for other non-profit EDs to present at the meeting.

6. **Report on Regional Projects:** (Billie Schmidt absent from the meeting)

- A. **Kitsap Fairgrounds and Event Center** –A financial report and an activity report from April and May were both submitted, prior to the meeting. Gus Housen of Gordon Sound, contractor for the County Fair, was present to bring up a critical item in preparing for the fair in August – the “spider boxes” used for outside power distribution, were deemed not up to code and cannot be used. There would be a cost of approximately \$25K to replace the cables and boxes.

A motion was made by Roy Runyon to approve \$11K of 386 fund dollars to be used for purchasing materials to replace the cables and spider boxes to come into compliance with codes, subject to Jim Dunwiddie’s approval. It was seconded by Anne Blair and passed unanimously.

There was some additional discussion about the set-aside for deduct meters in the 386 fund report of \$10K and that there was no apparent project identified to use the funds.

A second motion was made by Dee Coppola to approve funds from the 386 fund for an amount up to but not to exceed the amount set aside for deduct meters of 386 fund dollars, to be used for cable and box replacement and if spent they cannot be replaced or re-assigned. It was seconded by Anne Blair and passed unanimously.

- B. **NKREC** – No Steering Committee meeting this month, so no report.

7. **Ongoing Business:** None presented.

8. **Executive Director’s Report:** (A report was submitted electronically.)

9. **New Business:** The Chair acknowledged that Dee Coppola’s term was ending at the end of this month and recognized her significant contribution to the Board over her four years on the Board. **The Chair suggested that a Resolution recognizing her service be generated.**

10. **Public Comment:** None

11. **Announcements:**

A Study Session on Compensation will be held at 5:30 pm on July 23rd in the conference room at the PFD office. The next Regular Meeting of the Board will follow immediately after the conclusion of the Study Session.

NOTE: this is the fourth Monday of a five-Monday month.

Meeting was adjourned at 6:45 pm