

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, January 24, 2011

Eagle's Nest, Kitsap Fairgrounds and Event Center

Bremerton, WA

Attendance: Teresa Osinski, Vice-Chair; Jim Heins, Treasurer; Jan Harrison; Anne Blair; Roy Runyon & Rick Smith.

Staff: Mike Walton, Executive Director & Brian Lawler, Legal Counsel.

Absent: Dee Coppola, Chair.

1. **Call to Order.** A quorum being present, Vice-Chair Teresa Osinski called the meeting to order at 6:33 PM.
2. **Meeting Minutes** – Minutes from the Regular Meeting of the 25th of October were distributed electronically before the meeting and were submitted by the ED. Some corrections were noted at the meeting.

A motion was made by Anne Blair to approve the Minutes of the December 6th meeting as corrected. It was seconded by Roy Runyon and approved, with one abstention from Teresa Osinski, who was not present at the meeting.

3. Event Fund Presentations

A. NK Babe Ruth World Series – Russ Barker and Brent Stenman

Russ and Brent presented the current progress toward the 2012 World Series and they are on track so far. April is likely the time that they will commit to the contract with Babe Ruth and the deal will proceed.

A motion was made by Jan Harrison to award \$5K to the NK Babe Ruth for continued support to the 2012 World Series marketing and promotion efforts. It was seconded by Roy Runyon and passed unanimously.

B. NW Disc Golf – (No presenter appeared) It was briefly discussed and decided that since no amount was ever requested, there would be no action taken on the request. A letter will be sent to the requestor about any future requirements for support, if needed.

Note: Vice-Chair Osinski requested that the ED prepare and send a structured response to the grant winners, to include PFD logos, instructions to receive the grants; the expectations of what they are to spend the money for; and requirements of what is to be included in the after-event report.

4. Finance Reports

A. November & December Reports – Reflecting Sept retail sales, the November revenue of nearly \$100K was up 5% over the previous year. Expenses were modest this month (\$8.2K), resulting in an increase in cash position by about \$12K to \$843K. The December year ending report showed income of \$83.8K, down <4%> from last year and was comparable to '04 revenue levels. Modest expenses of \$8.6K resulted in decrease of cash position by just <4K> to \$839.4K. Over the course of the year, our cash position eroded by <\$27K>, resulting from a decrease of <\$50K> from budgeted income level.

Note: After some discussion about budget adjustments, the ED was directed to look for any Resolutions or other instructions about in-course budget adjustments for the future.

B. Sales Tax Rebate Revenue by Month Report – Board received the new tax rebate revenue report through the end of 2010; revenue continued at approx. 3% below 2009 levels and was approximately \$50K below the budget forecast for the year.

- C. **Current Invoices** – Blanket Voucher request of \$4,873.66 was submitted to the Treasurer for review and summarization for the Board members - the largest item was \$2010 to Socius Law and \$1500 to the VCB for Dec payments on the new agreement. The invoice of \$508.75 for rental of Eagles Nest was removed to investigate if this should have been a matching item per the County ILA for the Fairgrounds.

Jan Harrison moved that the corrected blanket voucher in the amount of \$4,873.66 be approved for payment. Roy Runyon 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. Although there was no formal report, due to personnel losses, the Director 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, suggesting delay construction to April 1 because of wet weather during the winter; contract approval by Commissioners postponed to February meeting. Project will include power transformer upgrade and conduit for future lighting. Jim and FTFT president urged creative efforts to find a way to fund the lighting during the project.
2. **Video/Audio Project** – Reviewed revised Gordon Sound/Triamp bid of \$116K with Board, including upgrade to 7000 lumen projectors, after a demonstration in the Pavilion of the two projectors. Ready to approve and submit to Purchasing to generate contract and set start date

- B. **North Kitsap Regional Event Center** – Mayor Erickson hosted the NKREC “Next Steps” meeting in the new Poulsbo City Hall on Dec 17th, to determine the course of action for the next phase of the NKREC. The Steering Committee is to be reformed with Jan Harrison and Anne Blair as Co-Chairs of the Committee, and meetings have been scheduled in Jan and Feb 2011.

1. The ADA path project plan and quote for construction was discussed and was cleared to proceed, utilizing a portion of the Phase 1 residual for 50% of the project cost.

6. **Executive Director’s Report:** (A written report was submitted to the Board.)

Additional comments covered any other items in the report not previously discussed.

7. **Ongoing Business:**

- A. **Pavilion A/V Project Funding** - After one and one-half years work, the timing could not have been worse for the Board to consider an expenditure of this size without better ROI and Pro/Con justification. No motion for approval was made and the bid will be tabled until 1) any upward trend in revenues gives greater reassurance that the expenditure will be replaced by future income and not remove any cushion above the debt service reserve and 2) additional supporting documentation about comparison of other facilities and ROI are done.

- B. **Bylaw Revision Consideration** – There were additional changes required after it was determined that a clause in Resolution 139-2000 stipulated removal of a Director by the appointing legislative body or office, reversing the previous wording. Brian was directed to make the necessary revisions and resubmit the draft bylaws for consideration of adoption at the next meeting.

8. **New Business:**

A. **EventFund Grant Approval** - handled in Section 3.

B. **Strategic Planning Session** – ED was under mistaken impression that it was to be scheduled before the next Regular meeting in Feb, but discussion resolved another direction. A strategic Planning Committee was formed, comprised of Jan Harrison and Roy Runyon, with ED as a member. Possible dates were to be offered by the Members and a site determined at the Poulso City Hall or other site to be determined, ED will identify a four-hour block of time for this meeting, as well as a more comfortable location. Board members were asked to submit ideas for strategic goals to Jan Harrison prior to our strategic planning session. Jan and Roy shall review the submissions.

C. **WEDA Conference attendance** – Anne Blair emphasized the value of the Legislative session and endorsed the ED attending, with any other Directors that wished to do so. Roy Runyon advised developing a legislative plan and policies to emphasize to the representatives after the strategic planning session.

9. **Public Comment** none

10. **Announcements:** none

Meeting adjourned at 9:12 pm,

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