

Kitsap Public Facilities District

Minutes of the Board of Directors Regular Meeting

Monday, April 22, 2013

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

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

Staff: Mike Walton, Executive Director; Brian Lawler, Attorney

Absent: Russ Shiptlet, Patrick Hatchel

1. **Call to Order:** A quorum being present, the Chair called the meeting to order at 5:35 PM.
2. **Meeting Minutes:**– Minutes from the Regular Meeting on the 25th of March were distributed electronically before the meeting, a correction noted the corrected minutes were submitted by the ED. **A motion was made by Roy Runyon to approve the Minutes of the March 25th meeting. The motion was seconded by Jeff Braden and passed unanimously.**
3. **Finance Reports:**
 - A. **March Report** – The financial summary reports through March 2013 were received from the bookkeeper and were the subject of some discussion. Roy Runyon checked all the numbers and deemed them accurate as to addition and correctness. However, the detail reports still did not have the correct budget structure and line items and were deemed insufficient to approve. Anne Blair suggested that another accountant/bookkeeper be engaged to review and correct the detail reports back as far as Sept 12.
The ED summarized from the county reports. Reflecting January retail sales, the March revenue of \$80.1K was up 8% from the previous year and approx equal to 2009 level. With higher expenses of approx. \$11.4K, the results showed a slight decrease in cash position of approx. <\$1.2K>, to \$944.8K.
Roy Runyon moved to accept the Summary financial reports, after lengthy discussion, because the detail reports were not available for the whole period. It was seconded by Anne Blair and approved unanimously.
 - B. **Sales Tax Rebate Revenue by Month Report** – No change from March report.
 - C. **Current Invoices** – a Blanket Voucher request of \$9,425.46 was submitted by the Treasurer to the Chair for approval by the Board members, including the additional invoice from the WA State Auditor of \$3965.92 for the 2012 audit.
Anne Blair moved to approve for payment the Blanket Voucher as submitted totaling \$9,425.46. Roy Runyon seconded and the motion passed unanimously.
 - D. **Lowering Reserve Amount** – The ED reported that the Resolution by the Commissioners is on the May 13th agenda. The ED and Teresa would be present to comment.
4. **Regional Project Reports:**
 - A. **Conference Center Report** – ED inquired of the new General Manager, but none submitted again this month
 - B. **NKREC** – discussion of the ILA modification with Brian Lawler present (item 5A under Ongoing Business) deemed language was acceptable, with the addition of the percentage of the schedulers salary set at 25% and to be paid from user fees, the balance would go to the Replacement fund. of the users fees would be the responsibility of the School District.
 - C. **Kitsap Fairgrounds and Event Center – Billie Schmidt**
No representative was present, but some discussion about some numbers showing improvement and others showing sharp decline – need further clarification.

5. **Ongoing Business:**

- A. **NKREC ILA** – discussed as part of 4B.

It was moved by Anne Blair to approve the ILA modification and submit it to the other partners for review and comment. It was seconded by Roy Runyon and approved unanimously.

- B. **Project Funding Application** – The redrafted funding application was submitted and there was some further discussion and some suggested revisions. A scoring system will be prepared to evaluate the projects to assure even competition between the projects, such as the scalability of the project. Since NKSD and partners have had less information about the process, the Board recommended that more time be given for preparation. A cover letter giving the deadline for submission

Roy Runyon moved to approve the Project Funding Package as it is to be revised. It was seconded by Anne Blair and passed unanimously.

- C. **2013 AWSPFD Conference** – a brief update was provided by the ED, nine PFDs have registered and about 20 attendees, including 5 from Kitsap; and about 10 speakers will participate. The expenses are lower than anticipated, so will have no problem taking care of the Conference Center and other expenses. Mentioned that the tour would be of conference center expansion area and several objections were raised. The Board directed the ED to plan for a tour of the redeveloped downtown area instead.

6. **New Business:**

- A. **Approve Resolution 3-2013** – The Resolution to have the Audit Dept. set up a new Operations Fund, separate from the capital Projects Fund (96977), was drafted by the ED and polished by edits from the PFD attorney, was discussed, approved and signed.

Roy Runyon moved to approve Resolution 3-2013 requesting the County Auditor establish a new Operations Fund (96968). It was seconded by ?? and approved unanimously.

- B. **2012 Financial Report** – Discussion of the report and its approval took place and approved. **Anne Blair moved to approve the 2012 Financial Report, and noted that the Chair & the Treasurer had reviewed it, and asked the ED to send it to the Board. The motion was seconded by Jeff Braden and passed unanimously.**

- C. **Next Board meeting** – Since the next meeting in May falls on Memorial Day, it was discussed and decided to cancel that regular meeting and set a Special Meeting date of June 10th to hear the proposals and extend the deadline for submission to May 31st. The ED was directed to make the changes on the website and send the appropriate notices of the Special Meeting.

7. **Executive Director's Report:** not submitted by the ED - mostly covered by the Conference report

8. **Public Comment:** None

9. **Announcements:**

A Special Meeting of the Board will occur on June 10th at 5:30 pm in the PFD conference room, to consider the submitted Project Proposals.

The next Regular Meeting of the Board will be on June 24th at 5:30 pm in the PFD conference room.

Meeting was adjourned at 7:45 pm