

Kitsap Public Facilities District

Minutes of the Board of Directors Meeting

Monday, September 27, 2010

Eagle's Nest, Kitsap Fairgrounds and Event Center
Bremerton, WA

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

Staff: Mike Walton, Executive Director.

Absent: Teresa Osinski, Anne Blair.

1. **Call to Order.** A quorum being present, Chair Dee Coppola called the meeting to order at 6:31 PM.
2. **Meeting Minutes** – Minutes from the Regular Meeting of the 23rd of August 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 August 23rd meeting. It was seconded by Jim Heins and unanimously approved.

3. **Finance Reports**

- A. **August Report** – Reflecting June retail sales, the August revenue of \$95.3K was still down from the previous year (-4%) Expenses were about average (\$6.6K) resulting in an increase in cash position by about \$10K to \$854K.
- B. **Sales Tax Rebate Revenue by Month Report** – Board received the new tax rebate revenue report through Aug 2010, revenue continues at approx. 4% below 2009 levels.
- C. **Current Invoices** – Blanket Voucher request of \$6,130.79 was submitted to the Treasurer for review and summarization for the Board members - the largest items were \$1800 to VCB for marketing & promotion and \$3846.50 to Socius Group for Brian Lawler's legal work.

Jan Harrison moved that the blanket voucher in the amount of \$6,130.79 be approved for payment. Roy Runyon seconded and the motion was passed unanimously.

4. **Report on Regional Projects:**

- A. **Kitsap Fairgrounds and Event Center** – Being Fair week, there was no Parks report so the ED summarized. There was a 386 financial report, with little change from the previous month.
 1. **Gordon field:** Contractor selected, A-1 Construction; contract approval for commissioners on Sept 27th; construction to begin in Oct.
 2. **Video/Audio Project** – Review bids with Frank & Doug on the 29th and make selection.
- B. **North Kitsap Regional Event Center** – no activity, possible Steering Committee meeting in future.

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

Additional comments covered other items in the report. A letter was drafted and approved by the Chair and Legal to be sent to the Babe Ruth organization stating the consensus of the Board to support future EventFund grants, provided they submit timely requests and the World Series effort continues on track.

6. **Ongoing Business:**

- A. **By-Laws Committee:** One recommendation from Legal Counsel was to examine the By-Laws for potential modification to address the issue of an elected official being appointed to the Board, other possible conflicts of interest and how they should be handled in the future. A

By-Law Committee of Dee Coppola, Teresa Osinski Brian Lawler and Mike Walton was formed to review the By-Laws, but hasn't met yet.

- B. **Conference Center Oversight** – The existing ILA with Bremerton indicates there should be a minimum of two meetings a year of the representatives of the City and the PFD to review status of the Conference Center and its management contract. The ED has mentioned it to Mayor Lent, but a meeting has not yet been set to formally discuss this.

7. **New Business:**

- A. **Gordon Field Lights proposal** – Martha Droge, Parks

The bid and contractor selected by the Steering Committee will not include lighting for the field unless the PFD is willing to commit additional funding of at least \$82K or as much as \$114K. After much discussion about the pros & cons of lights on GF versus the Audio/Visual project for the Pavilion, as there was insufficient funding for both \$100K+ projects, no decision was reached about committing funds to the lights.

- 1. However, the ED was instructed to ask Martha and the architect what part of the power and lighting requirements could get completed for the amount of money available.

- 2. The ED was also asked by Jan Harrison to inquire into if the PFD can loan money to projects, the County or other County departments.

- B. **VCB Promotion & Marketing proposal** – Patty Graf-Hoke, Exec Director.

Patty presented a proposal for the VCB to promote & market the facilities the PFD has financed and is supporting, and to promote the events that occur at them, through the VCB website and especially the Sports page(s). Her proposal was for \$1500 per month or \$18,000 over the next year, and would primarily cover a portion of the cost of a part-time person to do the website elements and the graphics for any marketing pieces. There was significant debate before a conclusion was reached.

A motion was made by Roy Runyon and seconded by Jan Harrison to enter into a marketing and promotions agreement with the VCB beginning Oct 1, for a maximum of \$18K over a 12 month period, to be invoiced at \$1500 per month.

An amendment to the motion was made by Rick Smith and seconded by Jim Heins, to specify that this was to apply to the PFD supported facilities and the events held at them. (It was noted that this wording was included in the proposal by the VCB.) The amendment was then defeated by a vote of 4 nays and 1 yea; the original motion was then defeated with a vote of 4 nays and 1 yea.

A new motion to approve the proposal by the VCB for a marketing and promotion agreement was made by Roy Runyon and seconded by Jan Harrison. The new motion was passed unanimously.

- 8. **Public Comment** none

- 9. **Announcements:** none

Next Regular Meeting of the Board is Monday, October 25th, 2010, 6:30 pm, Eagles Nest.

Meeting adjourned at 8:42 pm,