



# KITSAP COUNTY ARTS BOARD

## Arts Board Meeting Minutes

August 1, 2006

2:00-3:00 PM

Administration Bldg / Port Blakely Conf. Room  
619 Division Street, Port Orchard, WA

### BOARD MEMBERS

Wendy Armstrong  
*District #1*

Bill Baran-Mickle  
*District #1*

Judith Craig  
*District #2*

Mallory Jackson  
*District #2*

Sharon Kuepfer  
*District #3*

James Smalley  
*District #3*

Larry Sukut  
*District #2*

Kenneth VanderDoes  
*District #3*

Winifred Whitfield  
*District #1*

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**Present:** Bill Baran-Mickle, Chair, Wendy Armstrong, Vice Chair, Mallory Jackson, Jim Smalley, Ken VanderDoes, Winifred Whitfield, Guest: Ben Holland, Director, Kitsap County Department of Administrative Services and Dana Hills, staff.

### I. Call to Order

a. Meeting was called to order at 2:05 P.M. by Bill Baran-Mickle, Chair.

### II. Ben Holland, Director, Department of Administrative Services – 1% for Arts Fund

Ben Holland, Director of Kitsap County Department of Administrative Services introduced himself to the Board members. He first wanted to congratulate them on their work in making the selections of artwork for the Administration Building.

Holland told the Board that the 1% for Art has been different for every project. He explained that two months ago they created the 1% for Arts fund and transferred the 1% out of the project funds into the 1% fund. Each project was separated out by subledgers. He said that this would identify the method for accounting for each project. He stated that Dana Hills, staff, and himself reviewed the spreadsheet she had created of expenditures spent out of each project for the 1% and the dollars that were remaining then got transferred out of the projects funds to the 1% fund.

Holland passed out to the Board a spreadsheet showing the estimated costs for each project and actual costs. He told the Board that based on the estimated costs and the actual costs that there had been a lot of discrepancies of what the Arts Board was told they could spend on art based off of the estimated 1% for each project.

Holland explained that the Courthouse Renovation was one of the discrepancies along with the Norm Dicks Government Center. Holland said the Courthouse Renovation would cost a lot less than they had previously estimated. Holland told the Board that they are still in discussion of just making the Courthouse habitable for right now.

Holland explained that the 1% for Arts ordinance doesn't exactly state what part of the project fund the Arts Board receives 1% from. He said that he met with the Commissioners to discuss this issue. After meeting with the Commissioners the Commissioners agreed that the 1% for Arts money only should be estimated by the design phase and then what the project goes out for bid for it shouldn't include change orders or any additional costs associated with the project.

The Board told Holland that they always have received their estimated 1% for Arts for each project from the Project Manager of Kitsap County. Holland said he was aware of that and some projects were estimated wrong. Wendy Armstrong asked Holland if he would be the person to give the Board their estimated 1% for the projects from now on and Holland replied that he would be the only one to notify them of the actual dollar amount.

Ken VanderDoes asked Holland if the 1% for Arts fund would be an interest bearing fund. Holland replied that it might be able to but that would be something that he would need to receive clarification and agreement from the Commissioners for. Holland explained that a lot of funds are interest bearing accounts but the monies go back into the general fund for the County.

Armstrong stated that if the 1% for Arts fund was an interest bearing account they could hold the interest gained and use it for maintenance on the purchased artwork.

VanderDoes stated that if it was an interest bearing account that maybe the projects that were estimated incorrect the interest could make up the difference for those projects.

Holland mentioned that possibly the maintenance for the artwork could be taken out of the Facilities Maintenance funds for the buildings the artwork was located in.

Holland assured the Board that he would give them a written statement telling them the exact dollar amount they are allowed for the 1% for Arts fund for each project.

Baran-Mickle asked if Holland knew of any upcoming projects that the County was involved in. Holland said he knew of the County Morgue and possibly the County Sheriff Precinct Offices. He believes that both of these may be up to the voters to approve but he wasn't sure yet. Holland stated that there might even be a chance of a new Courthouse being built in 2012 but it has just been talk so far.

Armstrong felt that there had been a lack of process for a long time now with the 1% for Arts fund.

Baran-Mickle told the Board members that for future projects that they receive funding for the Board should withhold an amount for an error zone. He said if

the Board sets some funding aside they shouldn't run into over expenditures on the fund.

**III. Read and Approve Minutes of June 7, 2006 & July 5, 2006**

a. Motion made and seconded to approve the minutes of June 7, 2006 & July 5, 2006, motion carried unanimously.

**IV. Meeting adjourned at 2:55 P.M.**