

**DRAFT AGENDA**  
**Board of Directors**  
**Fort Worden Public Development Authority**  
**Commons B, Fort Worden**

**REGULAR Board Meeting: Wednesday, December 17, 2014 9:00 a.m. – 12 p.m.**

- I. Call to Order**
- II. Roll Call & Staff Introductions**
- III. Public Comment**
- IV. Changes to the Agenda**
- V. Consent Agenda**
  - A. Review of Executive Committee Minutes, November 26, 2014
  - B. Review of Executive Committee Minutes, December 8, 2014
- VI. Resolution to Enter into Buy-out Agreement with PT Hospitality and Scope of Services for Housekeeping and Laundry Services Contractor**

**Action:** *Move to authorize Executive Director to execute buy-out agreement with PT Hospitality Services and authorize Executive Director to negotiate scope of services for Housekeeping and Laundry Services Contractor not to exceed \$15,000*
- VII. Review of Community Economic Development Board (CERB) Grant Application and Resolution Authorizing CERB Application**

**Action:** *Move to authorize Executive Director to submit a grant application to the CERB Board*
- VIII. Review of MOU with Centrum for Provision of Internet and Wi-Fi equipment to Serve the Technology Needs of the Campus at Fort Worden**

**Action:** *Move to authorize Executive Director to sign a MOU with Centrum for the transfer of equipment for internet and wi-fi service in exchange for a credit for provision of such services*
- IX. Review of Revised Memorandum of Agreement between Peninsula College, City of Port Townsend and the Fort Worden PDA regarding Building 202**

**Action:** *Move to authorize the Executive Director to negotiate and execute a Revised Memorandum of Agreement with Peninsula College and the City of Port Townsend for the renovation of Building 202*
- VII. Review and Discussion of November P&L**
  - Update on Financial Reporting Status
- VI. Review of Food and Beverage Services at Fort Worden**
  - Review of October/November financials
  - 2015 Draft Budget
  - Future Food Service Facilities

**X. Staff Report**

- A. Schedule for 2015 Board Meetings
- B. 2015 Budget
- C. Partner Lease Extensions
- D. Year-end Fundraising
  - LTAC Grant
  - Foundation Grants

**XI. Board Member Committee Reports**

- A. Executive Committee—Cindy Finnie
- B. Capital Projects—Bill Brown
- C. Business Development—Norm Tonina

**XI. Possible Board Motion to hold Executive Session for personnel matters or to review lease terms and conditions with PT Hospitality, and/or Peninsula College in accordance with RCW 42.30.110(c).**

**XII. Public Comment**

**XII. Adjourn**