

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

**Regular Board Meeting: Wednesday, June 24, 2015    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 and approval of Board Meeting Minutes, May 27, 2015
  - B. Review and approval of Executive Committee Meeting Minutes, June 1, 2015
- VI. Review amendment to Employee Handbook adding a housing policy.**
  - Staff Report
  - Board Discussion
  - Public Comment

**Action:** *Move to approve new housing policy and add to the Employee Handbook in the Benefits and Leave of Absence section.*
- VII. Atrio Reconfiguration Update**
  - Staff Report
  - Board Discussion
- VIII. Review and discussion of May Financial Reports**
  - Staff Report
  - Future Bookings Report
  - Board Discussion
- IX. Review adding new financial policy on advance deposits**
  - Staff Report
  - Board Discussion
  - Public Comment

**Action:** (Document to be handed out at the meeting)
- XI. Staff Reports**
  - City Council Presentation
  - Second Annual Open House
  - Guardhouse Bid Process
  - Building 202 Update
  - Purchasing & Contracting Seminar
  - Capital/Maintenance Project Fact Sheet
  - Fort Worden Foundation

**XII. Report on Master Use Plan Process**

- Staff Report (Documents to be distributed at meeting)
- Board Discussion
- Public Comment

**XIII. Board Member Reports**

**XIV. Possible Board Motion to hold Executive Session for personnel matters or to review lease terms and conditions in accordance with RCW 42.30.110(c).**

**XV. Public Comment**

**XVI. Adjourn**