DRAFT AGENDA

Board of Directors

Fort Worden Public Development Authority Commons, Company A, Fort Worden November 6, 2013

SPECIAL Board Meeting: Wednesday, November 6, 2013 8:30 – 11 a.m.

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Changes to the Agenda
- V. Consent Agenda
 - A. Board Meeting Minutes: October 9, 2013
- VI. Presentation by Dr. David Engel, Port Townsend Schools Superintendent
- VII. Job Descriptions and Draft Org Chart
 - A. Review Executive Director job description
 - B. Review Hospitality Manager job description
 - C. Board Action: The Board approves the job descriptions and authorizes staff to advertise the Hospitality General Manager position pending execution of the master lease.

VIII. Building 202 Update

- A. Review Artifacts proposal for services
- B. Review Wishneff & Associates proposal for services
- C. Board Action: Authorize the Director to sign professional services contracts with Artifacts, Inc. and Wishneff and Associates pending review and approval by legal counsel.
- IX. Master Lease Update
 - A. Review amendments by RCO and NPS
 - B. Master Lease/Signing Ceremony, Friday November 8

X. Review of Transition Requirements/Schedule

- A. Hospitality Committee Report:
- B. Marketing Committee Report:
- C. Technology Committee Report:
- D. Capital Projects Committee Report:

XI. Directors Report

XII. **Upcoming Meetings**

- ☑ Hospitality Committee Meetings—TBD
 ☑ Marketing Committees—2nd and 4th Wednesdays, 3-5 pm
- ▼ Technology Committee—As needed/TBD
- PDA Regular Board Meeting: December 11, 8:30 a.m-11a.m, Commons

XIII. Public Comment

XIV. Adjourn