



**Approved Finance & Audit Committee Meeting Minutes**  
**Fort Worden Lifelong Learning Center Public Development Authority (FWPDA)**  
**Wednesday, August 16, 2023 | 10 a.m.**  
**Commons B + Zoom**

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**To join remotely:**

<https://us06web.zoom.us/j/82878020417?pwd=RUFHOUl6UWFUZXZaNitSWkpST0VFdz09>

**Via dial-in:**

+1 253 215 8782

Webinar ID: 828 7802 0417

Passcode: 679522

\*9 to raise hand to speak

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**Action Summary**

- ❖ Motion to approve the July 19, 2023 meeting minutes. **Unanimously approved.**
- ❖ Motion to recommend approval of the amendment to the full board. **Unanimously approved.**

**Meeting Agenda**

**I. Call to order**

The meeting was called to order at 10:02 a.m.

**II. Roll Call**

Board: John Begley (Treasurer), David King

Staff: David Timmons, Bri Mariani, Becky Wagner, Meriden Vitale (minute taker)

Liaison: Libby Wennstrom (City of PT)

**III. Consent Agenda**

- a. Review and approve July 19, 2023 meeting minutes\*

John Begley made a motion to approve, David King seconded. **Unanimously approved.**

**IV. Finance Reports 2023**

- a. Statement of Activities July 2023\*

Becky Wagner reviewed the July changes and noted the PDA did not receive any concessionaire fees in July. She said the income for July was \$29,000 against a budget of \$82,000; she also noted accounts that were below budget. She said her fees will be higher in the next few months due to the 2021 and 2022 audits.

b. Budget to Actual as of August 8, 2023\*

Bri Mariani reviewed the document. She said she was looking into a \$650 check received from Parks, located in Capital Revenues Intergov., that did not match any invoices they had sent. David King said there was an ongoing set of meetings between the PDA and Hospitality to address outstanding issues. He also mentioned that this is a document/calculator that changes all the time.

c. Accounts Payable as of August 11, 2023\*

Mariani reviewed and explained specifics with the copier lease, Ferrell gas, and L&I. She said she was compiling a list of the PDA's regular monthly bills. She went into detail about the vendor search for the copier lease for Building 200.

d. Accounts Receivable as of August 11, 2023\*

Mariani noted a few specifics, including a large payment from Northwind Arts. Centrum is still waiting to resolve the admin fee before paying and she is reaching out to Peninsula College to follow up on payment.

e. Due from Hospitality as of August 10, 2023\*

Wagner said this document is comprised of receivables due from Hospitality. She said it is Hospitality's position to reconcile everything before anything is paid—made up of two separate areas: regular payables and the concession fees. Wagner said her recommendation would be to separate utilities first and then work on the other areas next.

King said it is a priority to resolve these and that the PDA and Hospitality are meeting to figure them out.

f. Cash Balances

There was no report provided for this month. Wagner gave a verbal update. Mariani said that they wrote a check and resolved the amount that should go into the debt service amount, after the July board meeting. Wagner said there is now almost \$51,000 in that account.

g. WA State Parks Agreement for Grounds and Utility Maintenance\*

h. WA State Parks Agreement Amendment\*

Timmons shared the original contract for the initial \$200,000 from Parks along with the amendment that Parks added to bring in the additional funds of \$300,000. He said the new amount pays for the grounds maintenance contract and provides an additional \$100,000 for emergency repairs and maintenance. He said he needs to submit the signed amendment by August 31<sup>st</sup>. He said he was looking for a recommendation to bring the amendment to the full board for approval.

John Begley made a motion to recommend approval of the amendment to the full board, David King seconded. **Unanimously approved.**

i. Work Ticket, Commons\*

Timmons shared the documentation for work at the commons as an example of the value added to the campus by the PDA.

**V. Internal Controls**

Timmons reviewed the PDA's bank accounts and process for reconciling accounts.

**VI. Public Comment**

No public comment at this time.

**VII. Adjourn**

The meeting was adjourned at 11:00 a.m.

*\*Topic involves documents in agenda packet*