



Washington State Major League Baseball  
Stadium Public Facilities District

[Microsoft Teams Meeting](#)

To call in:

+1 360-663-5914

Conference ID: 328 016 466#

**November 9, 2020, 2:30 P.M.**

Due to the COVID-19 pandemic, the PFD will be holding this Regular Meeting of the Board of Directors as an online meeting in a manner consistent with guidance from the Attorney General's office. Members of the public desiring to leave public comment should submit them to [curtisj@ballpark.org](mailto:curtisj@ballpark.org) at least 24 hours prior to the meeting start time. People attending the online meeting may provide text comment during the meeting; no verbal comments can be accommodated.

## **BOARD MEETING NOTICE & AGENDA**

- A. Call to Order / Welcome** (Chair, Stacy Graven)
- B. Public Comment** (any written public comment received prior to the meeting will be summarized and read aloud)
- C. Approval of the Minutes**
  - 1. October 26, 2020, Regular Board Meeting Minutes
- D. Board Briefings and Potential Actions:**
  - 1. PFD Logo Refresh Presentation (Pete Bjordahl, Parallel Public Works) – *Presentation Only*
  - 2. 2021 PFD Operating Budget (Joshua Curtis) – *Materials Included*
    - a. Resolution 20-012 – Approval of 2021 PFD Operating Budget
  - 3. 2021 Proposed Monthly Board Meetings (Stacy Graven) – *Materials Included*
- E. Reports**
  - 1. Chair's Report (Stacy Graven)
  - 2. Executive Director's Report (Joshua Curtis)

**F. Executive Session:** The Board will meet in Executive Session to “review contract performance of publicly bid contracts” RCW 42.30.110 (1)(d) and/or to discuss with legal counsel real estate lease matters and/or “potential litigation to which the agency . . . is, or is likely to become, a party, where public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency” RCW 42.30.110 (1)(i). Formal Board action is not anticipated following the Executive Session.

**G. Adjournment**

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WASHINGTON STATE MAJOR LEAGUE BASEBALL STADIUM PUBLIC FACILITIES  
DISTRICT

Monday, October 26, 2020, 2:30 P.M.

Microsoft Teams Online Meeting

Dial: 1-360-663-5914  
Conf. Code: 369 570 480#

**REGULAR BOARD MEETING MINUTES**

Due to the COVID-19 pandemic, the PFD held this Regular Meeting of the Board of Directors as an online meeting in a manner consistent with guidance from the Attorney General's office. Members of the public desiring to leave public comment were directed to submit them to [curtisj@ballpark.org](mailto:curtisj@ballpark.org) at least 24 hours prior to the meeting start time. People attending the online meeting were provided the option to provide text comment during the meeting.

**CALL TO ORDER**

Board Chair Stacy Graven called the meeting to order at 2:36 p.m. Board members joining the Microsoft Teams meeting: Paul Mar, Tim Burgess, Carol Nelson, Omar Riojas, and Chris Marr. Board member Charles Royer was not in attendance. Staff present: Joshua Curtis (Executive Director), Sharon Bruckart (Office Manager) and Tom Backer (Legal Counsel). Also joining were Fred Rivera, EVP and General Counsel at the Seattle Mariners, Trevor Gooby (Seattle Mariners), Pat Dunn (Legislative), Bryan Slater and Dan Barrett (CAA ICON). Also joining: Carmela Ennis (King County Council staff).

**PUBLIC COMMENT**

No written public comment was received.

**APPROVAL OF MINUTES**

Chair Graven asked for a motion to approve the September 14, 2020 Regular Board Meeting Minutes. Board Member Riojas moved to approve minutes, seconded by Board Member Nelson. Motion carried 6-0.

**BOARD BRIEFINGS**

Final Review on Club's Submittals by CAA ICON

Bryan Slater of CAA ICON presented a PPT updating the Board on the final review of the 2021 Ballpark Operations Plan and Ballpark Management Plan (attached).

Board Member Burgess asked about the difference between the Long-Term Capital Needs Assessment (LTCNA) numbers for capital expenditures and the Mariners 2021 Cap Ex plan numbers. Bryan Slater said the main difference is the timing of the expenditures, with some expenditures being slated for after the 10 years.

Board Member Nelson asked that the record show that there had been separate briefings with Board members prior to this meeting to go over the CAA ICON presentation and findings in more detail and to answer questions.

Joshua thanked the Mariners with their assistance in getting the information for the report. Tom Backer noted that a letter had been drafted to the Mariners regarding the PFD's review and conclusions, which would be discussed in the Executive Session.

#### Energy District Value Planning Exercise

Joshua asked for approval of a request to approve a Resolution authorizing the PFD Executive Director to enter into an agreement with the Bullitt Foundation to co-host and contribute \$30k to a value planning exercise to evaluate the feasibility of an energy district in the Stadium area. Board Member Mar asked for a clarification on whether or not the Public Stadium Authority (PSA) was participating. Joshua stated that they were not, noting that the PSA had made a number of energy efficiency and clean energy improvements in the past 10 years. Board Member Mar asked that Joshua encourage the PSA to participate in the evaluation. Board Member Nelson also asked what the benefits would be to the PFD. Joshua stated it enhanced the discussion around the proposed Stadium District Comprehensive Plan amendments, which approval could help to improve the feasibility of an energy district. He also noted that it was a good opportunity for partnership with the Port of Seattle. After further discussion, Chair Graven moved to approve the resolution. Board Member Burgess seconded, and the Resolution was approved 6-0.

#### Review of Vouchers

Tim Burgess introduced Resolution 20-010 for the approval of vouchers. Board Member Burgess stated that the resolution is for approval of August and September vouchers. He also made note that the August vouchers included some one-time expenses. Board member Burgess also explained that the credit noted on the September voucher was due to an over payment. Board Member Graven moved to approve Resolution 20-010, seconded by Board Member Mar. The resolution was approved 6-0.

### **REPORTS**

#### Chair's Report

Nothing to report.

#### Executive Director's Report

Joshua Curtis summarized the Executive Director's Report included in the Board packet (materials provided).

Joshua informed the Board that the 2019 Audit had begun, and he and the Office Manager Sharon Bruckart were working to gather the information requested by the State Auditor. He also stated an entrance meeting is scheduled for Tuesday, October 27<sup>th</sup>.

Joshua provided an update on the Website Redesign/Logo Refresh process and stated that Chair Graven and Board Member Nelson had reviewed some early options. A final set of options for the updated logo will be presented to the Board at the November 9<sup>th</sup> meeting. Joshua also stated that the new website is being worked on and hopefully will be up and running by the end of the year.

Joshua summarized the 2021 Proposed Budget, discussing the assumptions outlined in his Executive Director report. Following some discussion, Joshua reported that he would talk

further with Board members and bring the 2021 budget back to the Board in November for approval. Board Member Mar wanted it stated in the record that Joshua has been doing a great job at the PFD during these unprecedented times.

**EXECUTIVE SESSION**

The Board entered Executive Session for the reasons stated in the agenda. The session was anticipated to last 30 minutes and formal Board action was expected following the Executive Session. The PFD entered Executive Session at 3:49 p.m. The Board left Executive Session at 4:14 p.m.

Following the Executive Session, Board member Burgess moved that the draft letter from the PFD to the Seattle Mariners commenting on the Club's 2021 operations plan and approving the 2021 ballpark management plan be sent as drafted, subject to any final revisions approved by the Board Chair and Executive Director. Following discussion, Board Member Mar seconded and the motion passed 6-0.

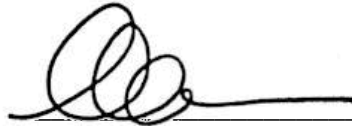
**ADJOURNMENT**

There being no further business before the Board, Chair Graven declared the meeting adjourned at 4:15 p.m.



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Sharon Bruckart  
Recording Clerk



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Stacy Graven, Chair  
Board of Directors, Public Facilities District



1 November 9, 2020

Proposed No.: 20-013

2  
3 RESOLUTION NO. 488

4 A RESOLUTION of the Board of Directors of the  
5 Washington State Major League Baseball Stadium Public  
6 Facilities District approving the 2021 Operating Budget.

7 WHEREAS, pursuant to the provisions of Chapter 36.100 RCW, as amended, the  
8 Washington State Major League Baseball Stadium Public Facilities District (“District”) has  
9 been created and possesses all the powers of a public facilities district; and

10 WHEREAS, Resolution No. 477 [Proposed No. 20-001] ratified the hiring of the  
11 District Executive Director, Joshua Curtis, and delegated to him the powers of the office,  
12 including the power to direct, administer and manage the affairs and general operations of  
13 the District; and

14 WHEREAS, the Executive Director has proposed a 2021 District Operations Budget  
15 as set out on the spreadsheet attached; and


16 WHEREAS, the Executive Director has reviewed the 2021 District Operations  
17 Budget with the Board of Directors and has incorporated feedback to their satisfaction.

18 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
19 THE WASHINGTON STATE MAJOR LEAGUE BASEBALL STADIUM PUBLIC  
20 FACILITIES DISTRICT AS FOLLOWS:

21  
22 The 2021 District Operating Budget, attached to this Resolution, is approved.

23  
24  
25 PASSED by a vote of 7 to 0 this 9<sup>th</sup> day of November, 2020.

26 BOARD OF DIRECTORS  
27 WASHINGTON STATE MAJOR LEAGUE BASEBALL STADIUM  
28 PUBLIC FACILITIES DISTRICT  
29

  
\_\_\_\_\_  
30 Stacy Graven, Chair

31  
32 ATTEST:

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\_\_\_\_\_  
Clerk

**Proposed PFD 2021 Operating Budget**

Presented for final budget approval at November 9, 2020 PFD Board Meeting

**Non-Operating Fund Balances (12/31/2020)**

Cap Ex Fund	3,100,000
Neighborhood Improvement Fund	4,425,000

Operating Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Operating Cash Balance (Beginning)</b>	<b>3,218,379</b>	<b>3,092,818</b>	<b>2,959,729</b>	<b>3,459,678</b>	<b>3,276,761</b>	<b>3,107,310</b>	<b>3,038,602</b>	<b>3,783,857</b>	<b>3,615,366</b>	<b>3,395,309</b>	<b>3,307,133</b>	<b>3,247,101</b>	
<b>Income</b>													
Mariners Rent			789,495				789,495						1,578,990
Interest Income	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
<b>Total Income</b>	<b>5,000</b>	<b>5,000</b>	<b>794,495</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>794,495</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>1,638,990</b>
<b>Expense</b>													
<b>Salaries/Benefits</b>	<b>20,426</b>	<b>20,426</b>	<b>20,451</b>	<b>20,426</b>	<b>20,426</b>	<b>20,451</b>	<b>20,426</b>	<b>20,426</b>	<b>20,492</b>	<b>20,467</b>	<b>20,467</b>	<b>20,492</b>	<b>245,380</b>
Salaries	15,755	15,755	15,755	15,755	15,755	15,755	15,755	15,755	15,796	15,796	15,796	15,796	189,230
Benefits	2,173	2,173	2,173	2,173	2,173	2,173	2,173	2,173	2,173	2,173	2,173	2,173	26,080
Payroll Taxes	2,498	2,498	2,523	2,498	2,498	2,523	2,498	2,498	2,523	2,498	2,498	2,523	30,070
<b>Professional Services</b>	<b>38,893</b>	<b>34,433</b>	<b>34,064</b>	<b>114,835</b>	<b>150,919</b>	<b>50,404</b>	<b>26,159</b>	<b>100,409</b>	<b>201,909</b>	<b>68,059</b>	<b>41,909</b>	<b>31,409</b>	<b>893,400</b>
IT Support / Websites/ Domains	6,300	2,100	1,740	1,740	1,740	1,740	1,740	1,740	1,740	1,740	1,740	1,740	25,800
Accounting/Auditing	-	-	-	14,175	-	-	-	-	1,000	11,400	-	-	26,575
Consultants	21,433	21,433	21,433	87,767	138,267	37,767	13,267	87,767	188,267	43,767	29,267	18,767	709,200
Reimbursements	-	-	-	-	-	-	-	-	-	-	-	-	-
Payroll Services	35	35	35	35	35	35	35	35	35	35	35	35	420
Bank Fees	125	114	105	118	127	112	117	117	117	117	117	117	1,405
Legal Fees	11,000	10,750	10,750	11,000	10,750	10,750	11,000	10,750	10,750	11,000	10,750	10,750	130,000
<b>General &amp; Administrative</b>	<b>71,241</b>	<b>83,231</b>	<b>240,031</b>	<b>52,656</b>	<b>3,106</b>	<b>2,852</b>	<b>2,656</b>	<b>52,656</b>	<b>2,656</b>	<b>4,651</b>	<b>2,656</b>	<b>2,706</b>	<b>521,094</b>
Equipment	464	464	464	464	915	470	464	464	464	464	464	464	6,021
Supplies	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Dues & Subscriptions	-	125	-	-	-	190	-	-	-	1,995	-	-	2,310
Meeting & Board Exp	667	667	667	667	667	667	667	667	667	667	667	717	8,050
Professional Development	167	167	167	167	167	167	167	167	167	167	167	167	2,000
Insurance	18,386	15,450	-	-	-	-	-	-	-	-	-	-	33,836
Telephone & Wireless	300	300	300	300	300	300	300	300	300	300	300	300	3,603
Cleaning & Maintenance	600	600	600	600	600	600	600	600	600	600	600	600	7,200
Travel	-	-	-	-	-	-	-	50,000	-	-	-	-	50,000
General & Administrative - Other	50,242	65,042	237,417	50,042	42	42	42	42	42	42	42	42	403,075
<b>Total Expense</b>	<b>130,561</b>	<b>138,090</b>	<b>294,546</b>	<b>187,917</b>	<b>174,451</b>	<b>73,707</b>	<b>49,241</b>	<b>173,491</b>	<b>225,057</b>	<b>93,177</b>	<b>65,032</b>	<b>54,607</b>	<b>1,659,875</b>
<b>Net Operating Income</b>	<b>(125,561)</b>	<b>(133,090)</b>	<b>499,949</b>	<b>(182,917)</b>	<b>(169,451)</b>	<b>(68,707)</b>	<b>745,254</b>	<b>(168,491)</b>	<b>(220,057)</b>	<b>(88,177)</b>	<b>(60,032)</b>	<b>(49,607)</b>	<b>(20,885)</b>
<b>Operating Cash Balance (Ending)</b>	<b>3,092,818</b>	<b>2,959,729</b>	<b>3,459,678</b>	<b>3,276,761</b>	<b>3,107,310</b>	<b>3,038,602</b>	<b>3,783,857</b>	<b>3,615,366</b>	<b>3,395,309</b>	<b>3,307,133</b>	<b>3,247,101</b>	<b>3,197,494</b>	

Budget Comparison - 2020 - 2021	2021 Total	2020 Total	Delta
<b>Income</b>			
Mariners Rent	1,578,990	1,533,000	45,990
Interest Income	60,000	54,790	5,210
<b>Total Income</b>	<b>1,638,990</b>	<b>1,592,558</b>	<b>52,432</b>
<b>Expense</b>			
Salaries/Benefits	245,380	195,382	53,681
Professional Services	893,400	491,273	80,727
General & Administrative	521,094	60,597	760,498
<b>Total Expense</b>	<b>1,659,875</b>	<b>747,252</b>	<b>894,905</b>





Washington State  
Major League Baseball Stadium  
Public Facilities District

## **PFD Board of Directors Proposed 2021 Meeting Calendar**

Due to the COVID-19 pandemic, the PFD will be holding all Regular Meeting of the Board of Directors as an online meeting in a manner consistent with guidance from the Attorney General's office until such time that this guidance is changed by official decree.

### Meetings

- January 11, 2:30 pm
- February 8, 2:30 pm
- March 8, 2:30 pm
- April 12, 2:30 pm
- May 10, 2:30 pm
- June 28, 2:30 pm
- July 12, 2:30 pm
- August 9, 2:30 pm
- September 20, 2:30 pm
- October 25, 2:30 pm
- November 8, 2:30 pm
- December 13, 2:30 pm