



**December 13, 2021**  
**2:30 P.M.**

[Microsoft Teams Meeting](#)

To call in:

+1 360-663-5914

Conference ID: 292 772 785#

*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 AND 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 25, 2021, Regular Board Meeting Minutes
- D. Board Briefings and Potential Actions:**
  - 1. Seattle Mariners update (Fred Rivera/Trevor Gooby) – *Presentation Only*
    - a. Long Term Capital Needs Assessment Update

2. Approval of Board Resolution Recognizing Service of Charley Royer (Stacy Graven) - *Materials Included*
  - a. Proposed Resolution 21-016
3. Approval of Board 2021 Meeting Calendar (Stacy Graven) - *Materials Included*
  - a. Proposed Resolution 21-017
4. Approval of Credit Card Policy and Amendment to original resolution 20-002 (Joshua Curtis) – *Materials Included*
  - a. Proposed Resolution 21-018
5. Approval of 2022 PFD Proposed Budget (Tim Burgess/Joshua Curtis) - *Materials Included*
  - a. Proposed Resolution 21-019
6. Review of Vouchers (Tim Burgess)- *Materials Included*
  - a. Proposed Resolution 21-020

**E. Reports**

1. Chair’s Report (Stacy Graven)
2. Executive Director’s Report (Joshua Curtis)

**F. Executive Session:** The Board may 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**

# # # # #

WASHINGTON STATE MAJOR LEAGUE BASEBALL STADIUM PUBLIC FACILITIES  
DISTRICT

Monday, October 25, 2:30 P.M.

Microsoft Teams Online Meeting

Dial: 1-360-663-5914  
Conf. Code: 254 222 382#

**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 / WELCOME**

Board Chair Stacy Graven called the meeting to order at 2:35 p.m. pursuant to notice. Other board members joining the Microsoft Teams meeting: Carol Nelson, Tim Burgess, R. Omar Riojas, and Chris Marr. Charles Royer was absent but excused. Staff and consultants present: Joshua Curtis (Executive Director), Liv Bacon (Office Manager), Tom Backer (Legal Counsel), and Pat Dunn (Legislative). Also joining were Catie Griggs (President of Business Operations at the Seattle Mariners), Fred Rivera (EVP and General Counsel at the Mariners), Trevor Gooby (Senior Vice President, Ballpark Operations at the Mariners), Jamie Sullivan (CAA ICON), Dan Barret (CAA ICON), Bryan Slater (CAA ICON), and Carmella Ennis (King County).

**PUBLIC COMMENT**

No written public comment was received.

**APPROVAL OF MINUTES**

Chair Graven asked for a motion to approve the September 21, 2021, Board Meeting Minutes. Member Burgess moved to approve the minutes, seconded by Member Nelson. Motion carried 5-0.

**BOARD BRIEFINGS AND POTENTIAL ACTIONS**

1. Seattle Mariners update (Fred Rivera/Trevor Gooby) – *Materials Included*
  - a. Long Term Capital Needs Assessment (LTCNA) Update

Mr. Gooby stated the Mariners are reaching out to possible vendors to help prepare cost estimates in conjunction with an updated LTCNA. RFP responses were received from three firms, and OSports and Venue Solutions Group (VSG) were identified as responsive bidders. Member Nelson asked about each bidder's experience with other reference ballparks, and Trevor noted that VSG had more relevant experience than did OSports. Mr. Gooby noted that the Club would continue to work with the PFD on the consultant selection for updating the LTCNA.

- b. Regarding the 2023 All Star Games, Mr. Rivera stated it has been 6 weeks from the public announcement that the Mariners will be hosting the game. They want to make sure T-Mobile park shines. As we look forward into 2022 and 2023 capital projects, it is important to keep that in mind. The Mariners are working on opening the former Pyramid Brewery space and doing more community outreach. They are open to input and feedback as well. The Club is also exploring a number of legacy projects for the community that will live beyond the 2023 All Star Game. The Mariners have been working with nonprofits and diverse communities on these projects with a goal to support the diverse communities in the area, and to have a wide lens to look at upcoming legacy projects. Mr. Rivera also noted that Ken Griffey, Jr. recently joined the Club ownership group.
2. Final Review and Feedback on Club's Submittals/Next Steps (Bryan Slater/CAA ICON; Joshua Curtis)  
*See Presentation.*  
Following the presentation, Board member Nelson moved to approve a letter to the Club conditionally approving the 2022 Final Ballpark Management Plan and Operations Plan. Tim Burgess seconded. Motion approved 5-0.
3. 2022 Budget Review (Joshua Curtis, Tim Burgess) – *Materials Included*  
Refer to materials. Joshua explained the main differences between the year-to-date budget and actuals, including office construction having been done in phases (deferring expenses to later) and some expenses have been split or put off into the future.
4. Reference Ballpark Trip Planning (Joshua Curtis) – *Presentation Only*  
*See Presentation.*  
Joshua and Bryan Slater have been working on Ballpark reference trip planning and logistics. The goal is for April 2022 so that the trips dovetail with the work on the LTCNA. They are working with the various team schedules, and hope to propose an itinerary shortly. Board members were asked to get back to Joshua with potential schedule limitations.
5. Review of Vouchers – *Materials Included*
  - a. Proposed Resolution 21-015  
Member Burgess introduced Proposed Resolution 21-015 to approve the regular voucher payments. Following discussion, Board Chair Graven moved to approve Resolution 21-015, seconded by Member Carol Nelson. Motion carried 5-0.

## **REPORTS**

### Chair's Report

Chair Graven mentioned that King County and the Governor's office are still working on new Board member appointments. The current goal is to have everyone reappointed or new members appointed by the end of the year. Chair Graven said she would keep everyone informed.

Stacy also welcomed Catie Griggs as the new President of Business Operations for the Seattle Mariners. Catie introduced herself to the Board and noted that she previously worked in Atlanta, and is excited to share her ideas and fan-centric initiatives. She will work to keep the Ballpark the best in its class.

### Executive Director's Report

Joshua Curtis summarized the Executive Director's report included in the Board packet.

## **EXECUTIVE SESSION**

The board did not enter Executive Session.

## **ADJOURNMENT**

There being no further business before the Board, Chair Graven declared the meeting adjourned at 3:46 p.m.

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Liv Bacon  
Recording Clerk

Stacy Graven, Chair  
Board of Directors, Public Facilities District

2 RESOLUTION NO. \_\_

3 A RESOLUTION of the Board of Directors of the Washington State Major  
4 League Baseball Stadium Public Facilities District recognizing and honoring  
5 Charley Royer for his long-term, exemplary service to the District.

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

9 WHEREAS, Charley Royer dutifully served the Board since his first appointment  
10 in January 2008 by the King County Council on the recommendation of the King County  
11 Executive and;

12 WHEREAS, Charley came to the Board with unparalleled civic experience,  
13 including his public service as a three-term Mayor of the City of Seattle from 1978  
14 through 1989, his directorship at the Harvard Institute of Politics at the John F. Kenney  
15 School of Government, and his role as co-chair of the Central Waterfront Committee,  
16 which developed the guiding principles for the redevelopment of Seattle’s waterfront;  
17 and

18 WHEREAS, from the beginning of his service on the Board, Charley was a  
19 passionate advocate for the creation of a lively and attractive, 24/7 neighborhood in and  
20 around the ballpark, and he played a pivotal role in initiating and nurturing a partnership  
21 with the Washington State Public Stadium Authority (PSA) and its Board to  
22 communicate this vision to the public; and

23 WHEREAS, as a longtime resident and champion of Pioneer Square, Charley  
24 understood the interdependence of the ballpark and surrounding neighborhoods and never  
25 overlooked the broader public interest; and

26 WHEREAS, together with the PSA, Charley led the effort to create a Stadium  
27 District Concept Plan, which was adopted in 2012 and formed the foundation for  
28 subsequent neighborhood planning efforts and City-directed studies and  
29 recommendations; and

30 WHEREAS, Charley served as Board Chair between 2012 and 2017, leading the  
31 Board through the substantive stages of the lease amendment negotiations with the

32 Seattle Mariners, which ultimately culminated in a new lease and non-relocation  
33 agreement that together will serve the public well for the next 25 years or more, assuring  
34 that the ballpark remains a first-class facility and one of the best ballparks in the Major  
35 Leagues; and

36 WHEREAS, Charley championed meaningful sustainability measures at the  
37 ballpark, and he was a vocal proponent of the development of an Energy District in the  
38 area surrounding the ballpark; and

39 WHEREAS, Charley's support for District staff was unwavering, including the  
40 shift to a new Executive Director who Charley helped to develop relationships in the  
41 neighborhood and elsewhere, even during the pandemic quarantine; and

42 WHEREAS, Charley's participation in and leadership on the Board will be sorely  
43 missed, and the Board wishes to recognize and honor his service.

44 NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS  
45 OF THE WASHINGTON STATE MAJOR LEAGUE BASEBALL STADIUM PUBLIC  
46 FACILITIES DISTRICT:

- 47 1. That the District extends its grateful appreciation to Charley Royer for his  
48 many years of outstanding service to the District.  
49 2. That the District wishes Charley all the best in his retirement from Board  
50 service.

51  
52

53 PASSED by a vote of \_\_\_\_ to \_\_\_\_ this 13<sup>th</sup> day of December 2021.

54 BOARD OF DIRECTORS  
55 WASHINGTON STATE MAJOR LEAGUE BASEBALL STADIUM  
56 PUBLIC FACILITIES DISTRICT

57 \_\_\_\_\_  
58 Stacy Graven, Chair

59 ATTEST:

60

61 \_\_\_\_\_  
Clerk

1 **December 13, 2021**

**Proposed No.: 21-017**

2  
3 RESOLUTION NO. \_\_\_\_

4 A RESOLUTION of the Board of Directors of the  
5 Washington State Major League Baseball Stadium Public  
6 Facilities District approving the 2022 Board of Directors  
7 Meeting Schedule.

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

11 WHEREAS, in December 2020 the District Board of Directors adopted a motion  
12 setting regular 2021 Board meetings for the second Monday of every month, with the  
13 exception of any dates that conflict with Seattle Mariners’ home games, and for June and  
14 October, where Board meetings were scheduled for the last Monday of the month to  
15 accommodate the evaluation of the Ballpark Management Plan; and

16 WHEREAS, the Board desires to maintain and provide for public notice a similar  
17 schedule in 2022.

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 Section 1. The 2022 District Board of Directors Meeting Schedule, attached to this  
23 Resolution, is approved.

24 Section 2. Notice of this schedule will be provided to Board members, the press and  
25 other persons who have requested to receive such notices consistent with the requirements  
26 of the State Open Public Meetings Act.

27 PASSED by a vote of \_\_\_\_ to \_\_\_\_ this 13<sup>th</sup> day of December 2021.

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

31 \_\_\_\_\_  
32 Stacy Graven, Chair

33 ATTEST:

34  
35 \_\_\_\_\_  
Clerk, Liv Bacon



## **2022 Proposed Board Meeting Schedule**

*Due to the COVID-19 pandemic, the PFD will continue to hold 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. All meetings commence at 2:30 PM. Agendas and meeting materials will generally be posted on the PFD's website at least 24 hours in advance of the meeting. See [www.ballpark.org](http://www.ballpark.org), and then follow the tabs: About the Board; Board Meetings; [2022 Meeting Resources](#).*

**February 14**

**May 9**

**June 27**

**September 12**

**October 31**

**December 12**

1 **December 13, 2021**

**Proposed No.: 21-018**

2  
3 RESOLUTION NO. \_\_  
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5 A RESOLUTION of the Board of Directors of the Washington State Major League  
6 Baseball Stadium Public Facilities District adopting a formal credit card policy and  
7 amending the District credit card limits established in Resolution 20-002.  
8

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

12 WHEREAS, Resolution No. 20-002 authorized the Executive Director to secure a  
13 business credit card to efficiently carry out the business of the District, designate card users  
14 for District purposes, and established credit limits; and

15 WHEREAS, it would be of financial benefit and in the best interests of the District  
16 to amend the terms of Resolution 20-002 and adopt a formal credit card policy, which will  
17 allow staff use and will amend the District’s credit card limits consistent with state law  
18 (RCW 43.09.2855).

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

22 Section 1. The attached formal credit card policy of the District is hereby approved.  
23 The policy authorizes the District to secure business credit cards for PFD personnel with a  
24 combined limit not to exceed \$20,000.00 in the name of the District and to use said credit  
25 cards to make purchases necessary for the execution of District duties. The Executive  
26 Director may not exceed \$5,000 of expenditures in a 30-day period unless specifically  
27 authorized in writing by the Board Chair.

28 Section 2. The Executive Director is hereby authorized to take such administrative  
29 or other actions as necessary to implement the provisions of this resolution and the terms  
30 approved herein.

31 PASSED by a vote of \_\_\_\_ to \_\_\_\_ this 13<sup>th</sup> day of December 2021.

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BOARD OF DIRECTORS  
WASHINGTON STATE MAJOR LEAGUE BASEBALL STADIUM  
PUBLIC FACILITIES DISTRICT

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Stacy Graven, Chair

ATTEST:

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Clerk, Liv Bacon

**Washington State Major League Baseball Stadium  
Public Facilities District  
Policies and Operating Guidelines**

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Policy: **CREDIT CARD SYSTEM**

Approved and Issued: **December 13, 2021**

Reviewed: **December 1, 2021**

Updated: **November 24, 2021**

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**1.0 POLICY**

- 1.1 The Washington State Major League Baseball Stadium Public Facilities District (PFD) recognizes that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.
- 1.2 It is the policy of the PFD to manage and control the use of credit cards for official district purchases and acquisitions as outlined in RCW 43.09.2855.

**2.0 SCOPE**

- 2.2 This Policy applies to the use of all credit cards by authorized PFD personnel conducting official district business.

**3.0 DEFINITIONS**

- 3.1 **Credit card** – All purchase cards including credit, fuel, and prepaid cards used for purchasing.

**4.0 GENERAL**

- 4.1 The Public Facilities District will follow policies and procedures in accordance with RCW 43.09.2855 including the distribution of cards, credit limits, authorization of purchases and support and payment of bills.

**5.0 GUIDELINES**

- 5.1 The Executive Director is authorized to obtain district credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by authorized district personnel.
- 5.2 Credit cards may be issued to and used by authorized PFD personnel for purchasing goods, supplies and other items from vendors or incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the Ballpark PFD.
- 5.3 PFD personnel may obtain credit cards upon authorization from the Executive Director. A ledger shall be maintained of individuals receiving the credit card, including the date the card was received.
- 5.4 Personnel with access to a credit card must sign a Credit Card User Agreement (Appendix 6.1) acknowledging the understanding of this policy, and the consequences for misuse. The signed Credit Card User Agreement will be kept in the employee's personnel file.

- 5.5 Personnel will provide the district with detailed documentation to substantiate all credit card purchases.
- 5.6 The overall district credit limit shall not exceed \$20,000; that is, any combination of cards issued to PFD personal shall not have a cumulative credit limit that exceeds \$20,000.
- 5.7 The Executive Director shall establish a procedure for the prompt payment of credit card bills on or before the due date. Credit cards statements will be reviewed and verified before payment is made. Each purchase will be documented with a detailed receipt.
- 5.8 No personnel may use the PFD-issued credit cards for non-district business purposes. No charge(s) shall exceed amounts established and available in the PFD Operating budget.
- 5.9 Cash advances on credit cards are prohibited.
- 5.10 Expenses for authorized travel may be charged to a district-issued credit card as long as credit card receipts are provided in accordance with the district's travel policies and procedures.
- 5.11 The Executive Director is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card. The PFD may deliver a revocation order to the charge card company with the PFD not being liable for any future costs incurred after the date of revocation.

**6.0 APPENDIX:**

**6.1 Credit Card User Agreement**

## CREDIT CARD USER AGREEMENT

As a member of Washington State Major League Baseball Stadium Public Facilities District (PFD), I accept personal responsibility for the safeguard and proper use of PFD credit cards that have been assigned for my use in the performance of my duties, in accordance with the terms outlined below.

Credit cards are to be used solely for official district business and for the specific purposes authorized by the Executive Director. PFD credit cards are not for personal use.

I have read and understand the credit card policies and procedures as set forth in the Credit Card System Policy.

I understand the Executive Director of the PFD will disallow my use of a district credit card for violation or misuse of the credit card and/or credit card policies and procedures and that such violation or misuse may be subject to discipline, including termination.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

**“I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof.”**

**I understand that I will be held personally liable for inappropriate charges I incur using a district credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.**

The undersigned individual has read and understands the above statements.

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Employee

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Date

1 **December 13, 2021**

**Proposed No.: 20-019**

2  
3 RESOLUTION NO. \_\_\_\_

4 A RESOLUTION of the Board of Directors of the  
5 Washington State Major League Baseball Stadium Public  
6 Facilities District approving the 2022 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 2022 District Operations Budget  
15 as set out on the spreadsheet attached; and

16 WHEREAS, the Executive Director has reviewed the 2022 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 2022 District Operating Budget, attached to this Resolution, is approved.

23  
24  
25 PASSED by a vote of \_\_\_\_ to \_\_\_\_ this 13<sup>th</sup> day of December 2021.

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

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

32 ATTEST:

33  
34 \_\_\_\_\_  
Clerk, Liv Bacon

**Proposed PFD 2022 Operating Budget**

Presented for approval at December 13, 2021 PFD Board Meeting

**Non-Operating Fund Balances (12/31/2021)**

Cap Ex Fund	3,000,000
PFD Operating Reserve Fund	3,100,000
Neighborhood Improvement Fund	4,475,000

Operating Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 Total	2021 Total
<b>Operating Cash Balance (Beginning)</b>	1,000,000	699,421	642,476	1,407,301	1,309,207	1,082,553	1,002,650	1,763,536	1,631,059	1,578,058	1,461,536	1,416,904		
<b>Income</b>														
Mariners Rent			813,180				813,180						1,626,360	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	60,000
<b>Total Income</b>	<b>5,000</b>	<b>5,000</b>	<b>818,180</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>818,180</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>1,686,360</b>	<b>1,638,990</b>
<b>Expense</b>														
<b>Salaries/Benefits</b>	<b>20,202</b>	<b>20,202</b>	<b>21,247</b>	<b>21,524</b>	<b>21,524</b>	<b>21,549</b>	<b>21,524</b>	<b>21,524</b>	<b>21,549</b>	<b>21,524</b>	<b>21,524</b>	<b>21,549</b>	<b>255,440</b>	<b>245,380</b>
Salaries	16,745	16,745	17,552	17,750	17,750	17,750	17,750	17,750	17,750	17,750	17,750	17,750	210,789	189,230
Benefits	2,208	2,208	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	26,657	26,080
Payroll Taxes	1,249	1,249	1,471	1,550	1,550	1,575	1,550	1,550	1,575	1,550	1,550	1,575	17,994	30,070
<b>Professional Services</b>	<b>32,240</b>	<b>38,490</b>	<b>28,990</b>	<b>28,440</b>	<b>206,990</b>	<b>25,040</b>	<b>32,640</b>	<b>112,824</b>	<b>33,324</b>	<b>94,874</b>	<b>23,990</b>	<b>23,990</b>	<b>681,834</b>	<b>893,400</b>
IT Support / Websites	2,268	2,268	3,768	2,968	1,768	1,968	1,768	1,768	1,768	1,768	1,768	1,768	25,616	25,800
Accounting/Auditing	-	-	-	-	-	850	8,400	5,500	1,000	12,300	-	-	28,050	26,575
Consultants	21,283	27,783	16,783	16,783	196,783	13,783	13,783	97,117	22,117	72,117	13,783	13,783	525,900	709,200
Reimbursements	(284)	(284)	(284)	(284)	(284)	(284)	(284)	(284)	(284)	(284)	(284)	(284)	(3,407)	-
Payroll Services	56	56	56	56	56	56	56	56	56	56	56	56	675	420
Legal Fees	8,917	8,667	8,667	8,917	8,667	8,667	8,917	8,667	8,667	8,917	8,667	8,667	105,000	130,000
<b>General &amp; Administrative</b>	<b>3,137</b>	<b>3,252</b>	<b>3,118</b>	<b>53,131</b>	<b>3,139</b>	<b>38,315</b>	<b>3,129</b>	<b>3,129</b>	<b>3,129</b>	<b>5,124</b>	<b>4,118</b>	<b>13,129</b>	<b>135,851</b>	<b>521,094</b>
Equipment	720	720	720	720	720	720	720	720	720	720	720	720	8,640	6,021
Supplies	417	417	417	417	417	417	417	417	417	417	417	417	5,000	5,000
Dues & Subscriptions	20	145	20	20	20	210	20	20	20	2,015	20	20	2,550	2,310
Meeting & Board Exp	717	717	717	717	717	717	717	717	717	717	717	717	8,600	8,050
Professional Development	167	167	167	167	167	167	167	167	167	167	167	167	2,000	2,000
Insurance	-	-	-	-	-	-	-	-	-	-	989	10,000	10,989	33,836
Telephone & Wireless	317	317	317	317	317	317	317	317	317	317	317	317	3,807	3,603
Cleaning & Maintenance	600	600	600	600	600	600	600	600	600	600	600	600	7,200	7,200
Travel	-	-	-	50,000	-	-	-	-	-	-	-	-	50,000	50,000
General & Administrative	180	169	160	173	182	35,167	172	172	172	172	172	172	37,065	403,075
<b>Total Expense</b>	<b>55,580</b>	<b>61,944</b>	<b>53,355</b>	<b>103,095</b>	<b>231,653</b>	<b>84,904</b>	<b>57,293</b>	<b>137,477</b>	<b>58,002</b>	<b>121,522</b>	<b>49,632</b>	<b>58,668</b>	<b>1,073,125</b>	<b>1,659,875</b>
<b>Net Operating Income</b>	<b>(50,580)</b>	<b>(56,944)</b>	<b>764,825</b>	<b>(98,095)</b>	<b>(226,653)</b>	<b>(79,904)</b>	<b>760,886</b>	<b>(132,477)</b>	<b>(53,002)</b>	<b>(116,522)</b>	<b>(44,632)</b>	<b>(53,668)</b>	<b>613,235</b>	<b>(20,885)</b>
<b>Non-Operating Cash Events</b>														
Cap Ex Transfer	250,000												250,000	250,000
<b>Operating Cash Balance (Ending)</b>	<b>699,421</b>	<b>642,476</b>	<b>1,407,301</b>	<b>1,309,207</b>	<b>1,082,553</b>	<b>1,002,650</b>	<b>1,763,536</b>	<b>1,631,059</b>	<b>1,578,058</b>	<b>1,461,536</b>	<b>1,416,904</b>	<b>1,363,235</b>		

**Budget Notes**  
 - Total Budget for 2022 projected to be ~\$585K less than that projected for 2021.  
 - Primary Drivers:  
 - Office Improvements split into phases (reduction of ~\$165K)  
 - PFD support of City transportation study removed (reduction of \$75K)  
 - O&M Conditions Study reduced from \$125K to \$50K (reduction of \$75K)  
 - Waterfront LID Assessment Paid (reduction of ~\$175K)  
 - Mariners rent increase ~\$50K

2  
3 RESOLUTION NO. \_\_\_\_

4 A RESOLUTION to approve payments made by the District.

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

8 WHEREAS, Resolution No. 478 [Proposed No. 20-002] appointed the District  
9 Executive Director, Joshua Curtis, as Auditing Officer; and

10 WHEREAS, the Board Chair or the Chair’s designee has been designated to review  
11 and approve payments, subject to final review and approval by the Board; and

12 WHEREAS, Board member Tim Burgess has been designated by the Board Chair to  
13 review and approve payments; and

14 WHEREAS, the Auditing Officer and Board member Burgess have reviewed and  
15 approved ballpark vouchers #20211018110111 and 20211025161940 as produced by King  
16 County (the District’s treasurer) and October payroll expense reports as produced by Gusto  
17 (the District’s payroll administrator); as summarized as follows:

18  
19 October 2021

<u>Classification</u>	<u>Amount</u>
20 1. CapEx Fund	
21 2. Neighborhood Improvement Fund	
22 3. Operating Fund	
23     • Salaries/Benefits	
24         ○ Salaries	\$16,780.34
25         ○ Benefits	\$5,442.60
26         ○ Payroll Taxes	\$1,368.74
27     • Professional Services	
28         ○ IT Support/Website/Domains	\$2,691.09
29         ○ Accounting/Auditing	
30         ○ Consulting Services	\$52,396.75
31         ○ Reimbursements	
32         ○ Payroll Services	\$56.23
33         ○ Bank Fees	
34         ○ Legal Fees	\$7,211.00
35     • General & Administrative	
36         ○ Equipment	\$1,778.32
37         ○ Supplies	\$81.57
38         ○ Dues & Subscriptions	\$206.57
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- Meeting & Board Expenditures
  - Professional Development
  - Insurance
  - Telephone/Wireless \$290.25
  - Cleaning & Maintenance \$567.60
  - Travel
  - General and Administrative - Other
- TOTAL FOR THE PERIOD \$88,870.32

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

Voucher #20211018110111 and 20211025161940 and October payroll expense reports, as reviewed by the Auditing Officer and Board designee (on file with the District) are hereby approved.

PASSED by a vote of \_\_\_\_ to \_\_\_\_ this 13<sup>th</sup> day of December 2021.

BOARD OF DIRECTORS  
WASHINGTON STATE MAJOR LEAGUE BASEBALL STADIUM  
PUBLIC FACILITIES DISTRICT

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

ATTEST:

\_\_\_\_\_  
Liv Bacon, Clerk



## Executive Director Report December 13, 2021 Regular Board Meeting

### Highlights

- State Audit – I’m glad to report that the PFD has passed its 2020 State Audit with no findings. Once ready for distribution, we will upload the final audit to our website and send a link to the board. In addition to the standard financial audit, the State also conducted an accountability audit for the organization. As with last year, we treated this not only as an important external review, but also as an opportunity to learn about best practices – the credit card policy presented at this board meeting is a direct result of that. Kudos to Liv for working with the assistant auditor assigned to the project and ensuring a seamless, efficient process.
- Sound Transit – I have been appointed to the Sound Transit West Seattle and Ballard Link Extensions (WSBLE) Community Advisory Group. This group is comprised of community stakeholders along the WSBLE line and will serve as a forum to share information and discuss issues and tradeoffs of the project. I will share any relevant information I glean from this group with the board.
- Reference Ballpark Trips – Bryan Slater is in the process of working with his contacts at the four ballparks we’ll be visiting to identify times for the tours. Once we have confirmed those, we’ll be updating the itinerary, identifying flights, and reserving hotel rooms. As a reminder, the dates for the trips are as follows:
  - April 6-8: San Diego/Denver
  - May 3-7: Atlanta/Miami

### Administrative

- Archives – We have hired an archive consultant to help sort through the large trove of files in storage. Our goal is to identify those files that need to be archived, saved, or recycled. Liv is working closely with the consultant and the Mariners to complete this project by Q1 2022.