



Special Meeting of the Finance & Audit Committee
Tuesday September 15, 2009
4:00-5:30 p.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South Seattle, WA

AGENDA

Time	Topic	Who will lead the discussion	ATT	Action to be taken
4:00-4:05	Call to Order			
	Public Comment			
	Approve Minutes from 7.14.2009 meeting		Att A	Approve minutes
4:05-4:35	Manage Leases			
(5 min)	Tower Update	Gary Zimmerman		Information
(15 min)	Real Estate Advisor recommendation (from interview team)	Kevin Fox & Gary Zimmerman	Info reported at meeting	Review/Approve
(10min)	Status of PMC building envelope maintenance	Lance Wilken	Att B	Information and Discussion
4:35-5:15	Financial Stewardship			
(15 min)	Begin 2010 budget process	Rosemary Aragon	Att C	Discussion
(5 min)	July Financials	Rosemary Aragon	Att D	Review and approve
(2 min)	Investment performance and investments made	Rosemary Aragon	Att E	Review investment performance
(2 min)	Annual review of changes to investment-related RCW's	Rosemary Aragon		Information. No changes made in 2009.
(8 min)	Q2 quarterly review- check register, credit card, retirement contributions	Rosemary Aragon	Att F	Approve Qtr 2 Review
(2 min)	Approve staff time allocation from 8 week time study (<i>Information from prior mtgs</i>)	Rosemary Aragon	Att G	Approve time allocation percentages
(10 min)	PDA/PMC Interpreter Services Contract	Marite Butners	Att H	Approve
5:20-5:25	Finance Committee Governance			
(5 min)	Identify financial topics for 2009 Meeting of the Member	Gary Zimmerman & Rosemary Aragon		Discussion
5:30	Adjourn			
	<i>Included as information: 2010 property value notice</i>			
	<i>Distribution: PHPDA Finance & Audit Committee: Chair Kevin Fox, Marite Butners ,Erica Floyd, Lance Wilken, Gary Zimmerman, Executive Director Rosemary Aragon, & Program Analyst Karen Hambro</i>			