



COWLITZ COUNTY
PUBLIC FACILITIES DISTRICT BOARD
Conference Center
Minutes of Meeting of November 10, 2009

Members Present: Dick Stumph, Walt Barham, Brian Magnuson, Betty Erickson, Ireda Grohs, Norm Krehbiel and George Moore
Members Absent: None
Staff present: Nelson Graham and Paul Roesch
Staff Absent: None
Others present: Mike Moss

Agenda Item A - Call to Order:

Dick Stumph, chairperson, called the meeting for the Conference Center to order on November 10, 2009, at 3:00 p.m at the Conference Center.

The Agenda for the Conference Center meeting was distributed and is attached.

Agenda Item B - Approve Minutes of October 14, 2009:

Motion made and seconded, which was unanimously adopted, as follows:

Approve the minutes of the regular meeting of October 10, 2009, as circulated to the board.

Agenda Item C - Announcements: None

Agenda Item D - Audience Input for items not on agenda: None

Agenda Item E - Action Items:

i. Approve Invoices. The following motion was made by Betty Erickson and seconded by Walt Barham, and, after discussion, was unanimously adopted:

The invoices in the total amount of \$24,963.45, which are listed on the Invoice Payment Certification, supported by the individual invoices attached thereto, filed with these minutes, are approved for payment

as consistent either with the existing agreements of the providers of service or as necessary and reasonable expenses, or both, and Dick Stumph is authorized to sign on behalf of the PFD.

ii. Preliminary 2010 Budget. Nelson presented a draft of the preliminary budget for 2010 for consideration. The budget will be presented at the December meeting for final approval. The draft shows continuing deposits to the bond reserve fund and a transfer from the reserve fund of an estimated \$64,500 in November 2010. The following motion was made by Walt Barham and seconded by George Moore, and, after discussion, was unanimously adopted:

Approve the preliminary budget as presented and as set forth on pages 2 – 4 of the agenda material.

Agenda Item F - Old Business:

i. Long term planning. Brian reported on the recent meetings with stakeholders and the public. George and Mike attended the meetings and reported. The next meeting will be in late January, 2010.

Agenda Item G -New Business: None.

Agenda Item H - Director and staff reports:

i. Directors' items. Betty reported on the recent PFD Conference.

ii. Mike's items. Mike reported on the sales, catering and total activity, asset report and monthly summary reports, which reports are attached. For the ten month period ending in October total receipts for both Sales and Catering were down about 6.67 percent, compared to the same ten months in 2008 and were down 10.5 percent in relation to the budget for the same in 2008.

He estimates that receipts should total about \$700,000 for the full year, in relation to the budget estimate of \$705,639.

iii. Paul's items. He delivered a newsletter from Enduris.

iv. Nelson's items. Nelson provided reports on the sales and lodging tax receipts through October, 2009, both of which reflect the tight economic conditions. Sales tax receipts for the 12 months ending in October were down 11.5 percent compared to the previous twelve month period, which also was down. Re Lodging tax receipts, he reported that the receipts were down 13 percent over the previous twelve month period, which period had been flat. He also reported on the Operating Cash Flow and presented the Summary Financial Report. The reports are filed with the minutes.

Agenda Item I - Next Meeting Date:

The next regular meeting is scheduled for Wednesday, December 9, 2009, to commence at 3:00 p.m., at the Conference Center.

Agenda Item J - Adjournment:

The meeting was recessed at 3:50 p.m and will continue with the regular meeting for the Columbia Theatre Project for which meeting separate minutes are prepared.

Respectfully Submitted,
Paul R. Roesch, Jr.