

**ANCHORAGE COMMUNITY DEVELOPMENT AUTHORITY
BOARD OF DIRECTOR'S REGULAR SESSION
June 30, 2005**

Present

JoAnne Brause
Bill Smith
Jana Hayenga
Louise Lazur

Present

Jeff Sinz
Jana Hayenga
Mike Zoske
Joelle Hall

Excused

Hugh Gellert
Mary Jane Michael
Ken Stout
Dan Coffey

Staff/Guests

Kevin Kinney
Robin Ward
Marie Trueblood
Krin Kemppainen
Theresa Hillhouse
Marcia Markey
Dennis Stevens

Call to Order

Mr. Smith called the meeting to order at 5:09 pm.

Review of Agenda

Mr. Kinney informed everyone that the Alaska Youth & Parent Foundation will be moved to the July meeting. Ms. Lazur recommended holding off on the executive session until Ms. Brause arrives. Ms. Lazur moved to accept the agenda with the changes presented; Mr. Zoske seconded. The motion was approved.

Chief Operating Director's Report

Mr. Kinney had no further information to report.

Minutes

Ms. Lazur made a motion to accept the minutes from May 12, May 19 and June 13, as corrected; Mr. Zoske seconded. The motion passed.

Public Comment

Mr. Stevens and Ms. Markey for Zana's pizza will speak with the Board after the Executive Session.

New Business

- A. Cash handling and other policies – Ms. Trueblood explained the changes on the cash handling policy. Mr. Zoske had a question dealing with the booth attendant's money counting procedures. Ms. Trueblood explained the exact step by step procedures are located in the position handbook and not in the policy. Mr. Zoske made a motion to accept the policies presented; Ms. Hayenga seconded. The motion passed.
- B. Mt. View Project – Ms. Ward passed out a master plan timeline for the Mt. View project, and explained how it has been set up, to include what has been completed so far. She explained that the ROC meets every Thursday at noon at City Hall. This meeting is open to the public.
- C. Airport RFP – Mr. Kinney stated there is no need for any specific action but was looking for input on what management fee we should put in the Airport RFP. Ms. Hall had a couple of questions on the management fees and how they play into the proposal. Ms. Hayenga asked

how long this contract would run. Mr. Kinney stated 5 years with a possibility of 3 one year extensions. Mr. Sinz recommended a 10% management fee be in the proposal.

D. Executive Session– Mr. Zoske made a motion to enter into executive session with ACDA’s attorney to discuss personnel matters and documents that are required by law to be kept confidential for the immediate knowledge which may adversely affect ACDA finances; Ms. Lazur seconded. The motion carried.

E. Logo – The Board members did not like any of the ACDA logo’s presented. Mr. Kinney will get with the creator to start working on different examples and bring some back in July.

F. Hood Installation – Mr. Stevens and Ms. Markey informed the Board that they are still committed to opening Zana’s Pizzeria, and to update everyone on what has been accomplished so far. Mr. Stevens touched on the increase in the hood installation. They have purchased 90% of their equipment, replaced the floor in the space, and want to start working on the walls. Now they are dealing with a transformer/electrical issue, where they have gone out to get estimates of fixing this problem, but were unclear as to where they stand in this process. Their concerns were due to slow responses to emails and call backs from Anchorage Parking contacts. Ms. Markey is concerned about missing out on the summer tourist season to get their business up and running. Mr. Kinney stressed that the Board agreed to put the hood in for \$75,000 and he scheduled an appointment with Ms. Markey for July 1, at 4:30 to discuss all the issues relating to getting their business up and running. Ms. Markey asked if ACDA would be able to help with the electrical problem. Mr. Kinney stated they can sit down together and go through everything line by line to determine which costs should fall to ACDA.

Department Reports

Finance –

Nothing to add

Data Processing –

Nothing to add

Marketing & Public Affairs –

Nothing to add

Customer Service/Enforcement –

Nothing to add

Operations –

Nothing to add

Employee Relations –

Nothing to add

Anchorage Community Development Authority
Regular Session Minutes of June 30, 2005

- 3 -

Building Committee –
Nothing to add

Mr. Smith adjourned the meeting at 6:50 p.m.

Respectfully submitted by:

JoAnne Brause, Chairperson