



**APPROVED Minutes**  
**Executive Committee Meeting**  
**Fort Worden Public Development Authority (FWPDA)**  
**Tuesday, January 15, 2019 | 9 a.m. to 11 a.m.**  
**Commons B, Building 210, Fort Worden**

- ❖ Motion to approve December 11, 2018 Executive Committee Minutes: **Unanimously Approved**

**Regular Executive Committee Meeting:**

- I. Call to Order:** 9:00 a.m.
- II. Roll Call**  
Committee Members: Gee Heckscher, Norm Tonina, Jeff Jackson, Jane Kilburn  
Immediate Past President: Cindy Finnie (by phone)  
Staff: Dave Robison, Rufina Garay, Diane Moody, Karolina Anderson  
Public: David Goldman
- III. Changes to the Agenda**  
Added: Glamping Update
- IV. Review of Draft January 23, 2019 Board Meeting Agenda**  
Staff and the Committee reviewed and discussed the January 23 board meeting agenda. Changes to the agenda:
- Change agenda item XII from a motion to a resolution
  - Delete agenda item XIII
- V. Review and Approval of December 11, 2018 Executive Committee Minutes**  
Unanimously Approved
- VI. Employment Benefits and Policy Guide Review**  
Moody reviewed the Employment Benefits and Policy Guide. Staff and the Committee discussed proposed changes. Staff and the Committee discussed the Parent Leave Act (short term medical leave), an increased amount of paid leave for exempt employees, health care coverage and benefits, moving away from paid holidays and towards personal days and proposed new additional benefits. Moody noted that staff who work 30 hours or more are eligible for benefits. Staff and the Committee discussed overtime policies. Moody stated that Fort Worden attorney John Watts is reviewing the Employment Benefits and Policy Guide to ensure that the proposed additional benefits do not constitute a gift of public funds. Staff

and the Committee discussed living wage, the challenges parents face in finding affordable daycare and the possibility of providing childcare at Fort Worden. Staff and the committee discussed revising board related administrative procedures.

The Committee accepted the Employment Benefits and Policy Guide pending written comments.

## **VII. 2019 Budget**

Moody reviewed the budget process and reported that Department Directors have submitted their budgets. Staff and the Committee discussed expenses related to décor, furniture and staffing. Moody stated that her goal is to establish a maintenance reserve fund in 2019. Moody noted that Directors have presented their ideal budgets and that Directors and the Executive Team will review the budget as a whole on Thursday and refine the draft budget. Staff and the Committee discussed the budget process and developing consistencies and efficiencies for execution in 2019.

## **VIII. Board & Staff Discussion**

- **Audit Update**

Moody stated that the auditors are expecting to complete the audit within a week and that the final audit report is expected in February. Staff and the Committee discussed bidding, contracts, credit card purchasing and fraud prevention procedures.

- **Makers Square Update**

Robison reported that there will be no special meeting in January to review the Makers Square bid since the 100% construction drawings are still under review. Committee and staff discussed the Makers Square bid process, project timeline, phasing and feedback received from Erik Wishneff, the attorney specializing in Historic Tax Credits (HTC's) regarding the possibility of extending the deadline while maintaining full HTC eligibility. Robison stated that he met with KPTZ and that a letter of intent for a lease is in process.

- **Glamping Update**

Robison noted that WA State Parks is the SEPA lead agency. Committee and staff discussed the SEPA process and Robison noted that an environmental planner and an arborist have visited the glamping site and were satisfied with the vegetation removal plan. Robison stated that every tree (over 6" in diameter) that comes down must first be approved by State Parks. Robison stated that the glamping timeline is being re-evaluated. Staff and the Committee discussed funding for glamping and the timeline on getting tents in place and in operation. The construction bid will be delayed until February.

- **Transportation Study & Good Neighbor Policy**

Staff and the committee discussed an update to the 2008 transportation study and the Good Neighbor policy.

- **Community Events**

Robison stated that neither the Chamber of Commerce nor the City of Port Townsend will sponsor fireworks for the 4<sup>th</sup> of July (as they have done in past years). Committee and staff discussed the importance of the 4<sup>th</sup> of July event to the community, hosting the event and the possibility of finding a community sponsor for the fireworks.

- **STG**  
Robison reported that STG staff visited Fort Worden and had very positive meetings with FWPDA staff and Partners. STG encouraged partners to submit ideas & proposals to be part of the August event.
- **2018 Annual Review**  
Committee and staff discussed the 2018 Annual Review and a possible insert (Kilburn stated that she would like to be involved in the process). Norm Tonina stated that the insert is an opportunity to publically rebrand Fort Worden (per the Branding Work Group recommendations) and cited Seattle Parks Foundation and the Northwest Maritime Center as two organizations who used their annual report to effectively convey their “brand”. Tonina encouraged staff to make the report vibrant, approachable, readable, make use of infographics and present a new “face” to what we do while appealing to the general public. Staff and Committee discussed community outreach and effectively telling the story of what’s happened at Fort Worden in the past five years. Jeff Jackson encouraged staff to invest in marketing. Finnie applauded Robison on encouraging managers & directors to engage with the community, noted that Fort Worden is one of the three economic pillars of Jefferson County and underscored inclusivity, being community leaders and communicating who we serve, how people can plug in, and what we do.

**IX. Public Comment**

David Goldman stated that the annual report is an opportunity to tell the story of what happens at Fort Worden. Goldman encouraged staff to make the report very graphic and stated that the future is now and the story must be told on a number of levels. He commented that the 4<sup>th</sup> of July event brings the community together.

**X. Adjourned:** 12:10 p.m.

**XI. Executive Session to review lease terms and conditions in accordance with RCW 42.30.110 (c).** The Executive Committee entered an Executive Session to review lease terms and conditions.