

Minutes
Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Seminar Building 298, Fort Worden
Tuesday, January 16, 2018
9:00 a.m. to 11:00 a.m.

Motions:

1. Executive Committee minutes from December 14, 2017 **Unanimously APPROVED**
2. Authorize Executive Director to administer Master Lease amendments. **Unanimously Approved**

Regular Executive Committee Meeting:

I. Call to Order: 9:00 a.m.

II. Roll Call

Committee Members: Jeff Jackson, Gee Heckscher, Norm Tonina, Jane Kilburn

Immediate Past President: Cindy Finnie (by phone)

Staff: Dave Robison, Diane Moody, Karolina Anderson

Public: David Goldman

III. DRAFT January Board Meeting Agenda

The committee reviewed the January board meeting agenda. Year in Review will be reframed as an annual report to the community.

IV. Review and approval of Executive Committee Minutes

The Committee reviewed the December meeting minutes.

Motion: Motion to approve the Executive Committee minutes from December 14, 2017
Unanimously APPROVED

V. ReviewCash Flow Report

Diane Moody reviewed the Cash Flow Projection Report for January, February and March. Moody reported that Centrum is paid up to date through 2017. The Committee discussed Year End financials.

VI. Master Lease Amendments

Robison reported on the master lease amendment process with State Parks stating that the majority of the amendments are housekeeping issues (i.e. Discover Pass requirements, camping reservations). Other lease amendments (i.e. lease area boundary) will need to go before the full State Parks Commission. The Committee discussed Master Lease Amendments and what portions of the amendments should go before the board in

February. The committee requested that a slide of revised park boundaries be shown to the Board when it is developed.

MOTION: Authorize Executive Director to administer Master Lease “housekeeping/administrative” amendments. **Unanimously Approved**

VII. State Parks Operating Support

Robison reported that Diane Moody, Larry Sammons and he met with State Parks regarding operating support and outlined details of the request. Robison stated that State Parks is currently operating on a \$5 million deficit. At the meeting, they discussed other opportunities including: true cost for contracts, direct purchasing and requesting additional funding from legislators. The Committee discussed strategies for increasing revenues. Robison reviewed the 2018 FWPDA Transition Maintenance Plan and the Committee discussed contingencies if State Parks operating support is not available.

VIII. Amendments to Signal Contracts

a. LEED Documentation

Robison discussed the LEED (Leadership in Energy and Environmental Design) certification process for building 305 in Makers Square stating that there are four levels of certification possible: silver, gold, platinum and a living building. Robison stated that LEED compliance is a pre-requisite to accessing \$2 million in state funding and is also appealing to certain potential funders (i.e. Bullitt Foundation). The LEED certification process costs \$66,850.00. Robison noted that NWMC was the first LEED gold building on the Olympic Peninsula. Robison stated that a geo-thermal heating system at Makers Square could make the project eligible for a Platinum LEED certification (all energy must be generated onsite to be eligible for this level of certification). There are very few buildings with a platinum level certification and that designation would make Fort Worden a leader in environmental sustainability and potentially open new funding opportunities. Implementing a geo-thermal energy system would nearly eliminate energy costs at Makers Square - the initial investment would cost about \$650,000.

b. KPTZ Tenant Improvements

The Committee discussed KPTZ tenant improvements and presenting these proposed improvements to the board. Robison stated that State Parks will work directly with KPTZ so that they can move ahead with a separate agreement to move their radio tower onto Artillery Hill. The lease area for the tower could transfer to FWPDA lease area at a later date. Robison noted that KPTZ will pay for tenant improvements to the basement of building 305, and we will need to present an amendment to our contract with the architects for the improvements.

IX. Makers Square Project Timeline

Gee Heckscher reviewed a draft project timeline for Makers Square and noted that the project must be completed within 30 months from January 1, 2018 in order to receive Historic Tax Credits. The Committee reviewed and discussed the Makers Square Project timeline. The Committee requested that staff include a Makers Square update at each board meeting (i.e. schedules, progress on Capital Campaign). Robison reported that

approximately \$7 million has been raised and another \$5-6 million still needs to be secured to complete the project. Robison stated that fundraising efforts for Makers Square were suspended while the Historic Tax Credits were pending— citing the benefits of approaching potential funders with Historic Tax Credits already secured.

The Committee thanked Heckscher for his efforts on the Makers Square construction timeline.

X. Employee Handbook

Moody reviewed the Employee Handbook and associated Memo noting that the PDA is changing to personal days from holidays. The Committee discussed sick time accrual (one hour per 40 worked) and salary and merit increases. The Committee discussed objectives or duties as laid out in job descriptions.

Robison noted the importance of being explicit about our organizational commitment to Lifelong Learning, the Fort Worden PDA mission, team work, interdepartmental collaboration and culture. Robison stated additional goals of moving towards consistency/predictability and supporting the Lifelong Learning Center to increasingly thrive.

The Committee decided to review the Employee Handbook and provide feedback prior to the February Executive Committee meeting. The Committee suggested including a training policy on sexual harassment, guns and social media to the Employee Handbook. The Committee also suggested including excerpts of the Open Meetings Act and the Public Records Act. The Committee discussed the size and writing style of the Employee Handbook and how to ensure that people read the it in its entirety.

XI. Board and Staff Discussion

The Committee discussed the inherent complexity of Fort Worden and ensuring that the efforts of the Executive Director is being best leveraged. The Committee discussed determining where FWPDA wants to be in 3 years and then developing and executing a strategy to get there.

The Committee discussed the heating system in House 16, the water leak by building 315 and the need for Washington State Parks to repair these items before the May 1 transition date.

XII. Public Comment

David Goldman asked a clarifying question about contract services – Moody answered that State Parks is reviewing 2017 actual costs.

Goldman noted that the FWPDA is dedicated to becoming an employer of choice in Jefferson County and encouraged the FWPDA to convey a message that we're creating a

family type network – stating that the protection of a social net will likely become increasingly important.

Goldman suggested cascading entity goals, performance reviews that tie back to the entity goals and including a reference to organizational goals in job descriptions.

XIII. Board Retreat Agenda

Robison will review the Board Agenda with Tonina. The Board Retreat will take place in the Commons Building.

XIV. Adjourned: 11:07 a.m.