



APPROVED Minutes
Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Tuesday, February 19, 2019 | 9 a.m. to 11 a.m.
Commons B, Building 210, Fort Worden

- ❖ Motion to approve January 15, 2019 Executive Committee Minutes: **Unanimously Approved**

Regular Executive Committee Meeting:

I. Call to Order: 9:01 a.m.

II. Roll Call

Committee Members: Gee Heckscher, Jeff Jackson (by phone), 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

None

IV. Review of Draft February 27, 2019 Board Meeting Agenda

Staff and the Committee reviewed and discussed the partner presentation and a partner handbook that will outline FWPDA and partner roles, responsibilities and expectations. Staff and the Committee discussed the process for reviewing and approving the handbook: a draft of the handbook will go before the partners, feedback will be incorporated, the handbook will be shared with the Executive Committee and then, the FWPDA board. Robison stated that the goal is to be thorough, transparent, and equitable.

The Executive Committee and staff discussed compiling a historical trend of rates and conducting comparison studies. Committee and staff discussed Makers Square including Historic Tax Credits, the Makers Square timeline, tenant improvements and a Memorandum of Agreement for KPTZ and tenant improvements.

V. Review of January Cash Flow Report

Staff and the Committee discussed accounts receivables and Moody stated that partners are current. Robison noted that it's important for partners to remain current since the FWPDA will be unable to borrow from the Capital Improvement fund in 2020 (after Makers Square is completed). Moody reported that the \$25,000 LTAC grant was used to upgrade building 204 (paint and refinishing of floors).

VI. Review and Approval of January 15, 2019 Executive Committee Minutes

Unanimously Approved

VII. Staff Update

- **Glamping**

Robison reported that a Request for Proposals (RFP) has gone out for the tent structures and stated that Larry Sammons has been working with FWPDA attorney John Watts to ensure that bid documents are in order. Staff and the Committee discussed final bid for civil work, permits and project financing. Robison noted that the project is at least a month behind schedule and that additional effort and energy is required to ensure that glamping is online by June. Robison stated that a DOC crew may be available to help prepare the glamping sites, depending on timing.

- **Makers Square**

Heckscher reported that the Makers Square project is not yet ready to go out to bid- he and the new Capital Projects Director, David Beckman, have been conducting an extensive review of the design and contract documents. Heckscher reported that Signal Architects will complete the requested changes by mid-March. Robison stated that Heckscher has done an incredible job managing the project and that Beckman and Heckscher have been working side by side to ensure that design specifications are very tight so that less change orders will be necessary when the project goes out to bid. Robison reported that Heckscher and Beckman have been working very closely with attorney John Watts on the bid documents. Committee and staff discussed whether board action is necessary prior to the project going out to bid.

- **Neighborhood Advisory Committee**

Staff and the Committee discussed the proposed Neighborhood Advisory Committee that would help ensure community input into larger scale events (i.e. transportation management and noise mitigation) and serve as a communication channel between Fort Worden and neighbors. The committee discussed membership criteria, the required commitment and ensuring that the ad is well circulated. Staff and the Committee discussed the importance of reaching out to people who have previously complained so that their perspectives will be represented on the staff-led committee. Staff and the Committee discussed whether the neighborhood advisory committee meetings should be open to the public and the possibility of adding a board representative. Staff and the Committee discussed the proposed process: timing begins when the ad will run, submissions will be received, the Executive Committee will review candidates' eligibility using developed criteria and submit recommendations to the FWPDA Board.

VIII. Public Comment

David Goldman and Robison discussed lodging taxes. Neighborhood Advisory Committee: Goldman suggested adding a five-year minimum residency requirement to the criteria to ensure that neighbors have the perspective of how things were at Fort Worden before and after the FWPDA. Goldman noted that some of the most vociferous critics of the FWPDA are not within the borders of the plan (.5 miles) and encouraged staff to share what the FWPDA has learned about sound mitigation and reiterated the importance of telling the Fort Worden PDA story.

IX. Adjourned: 10:10 a.m.

X. Executive Session to review personnel matters and lease terms and conditions in accordance with RCW 42.30.140 (4) and RCW 42.30.110 (c), respectively.

The Executive Committee entered an Executive Session to review personnel and lease terms and conditions.