Executive Committee Meeting - Revised
Fort Worden Public Development Authority
Commons Building 210, Room B, Fort Worden
Tuesday, February 19, 2019 | 9 a.m. to 11 a.m.

Revised Public Meeting Agenda:

I. Call to Order

II. Review of draft February 27, 2019 Board Meeting Agenda

III. Review Cash Flow Report

IV. Review and Approval of:
   - January 15, 2019 Executive Committee Minutes

V. Staff Update
   - Glamping
   - Makers Square
   - Neighborhood Advisory Committee

VI. Board & Staff Discussion

VII. Public Comment

VIII. 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.

IX. Adjourn
Regular Board Meeting

I. Call to Order

II. Roll Call & Staff Introductions
   - Sonya Baumstein, Finance Director
   - Holly Height, Human Resources Manager

III. Changes to the Agenda

IV. Partner Presentation: Centrum

V. Public Comment

VI. Correspondence
   - Partners Report
   - January 15, 2019 Executive Committee Minutes

VII. Consent Agenda
   A. Review and Approval of Regular Board Meeting Minutes, January 23, 2019
      Action: Motion to approve January 23, 2019 Board Meeting Minutes

VIII. Review and Discussion of Financials
   A. Staff Report
   B. Board Discussion
IX. Makers Square Update
   A. Staff Report
   B. Board Discussion

X. Resolution to authorize the Executive Director and the Board Chair to enter into a memorandum of agreement for tenant improvements with KPTZ for the basement of Makers Square building 305 and a lease agreement based upon the terms set forth in the memorandum.
   A. Staff Report
   B. Board Discussion
   **Action:** Move to approve Resolution 19-05 authorizing the Executive Director and the Board Chair to enter into a memorandum of agreement and a lease agreement with KPTZ.

XI. Resolution designating Executive Coordinator as public records officer.
   A. Staff Report
   B. Board Discussion
   **Action:** Move to approve Resolution 19-06 designating Executive Coordinator as public records officer.

XII. Staff Report
   A. Glamping Update
   B. State Audit
   C. Marketing Report
   D. Partner Handbook
   E. Good Neighbor Traffic Policy
   F. Neighborhood Advisory Committee

XIII. Public Comment

XIV. Next Meetings
   ✤ Executive Committee Meeting, March 19, 2019, 9 a.m.
   ✤ Board of Directors Meeting March 27, 2019, 9 a.m.

XV. Adjourn
## Monthly Cash Flow Projection

### Hospitality Services

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<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>TOTAL</th>
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<tr>
<td>1. CASH ON HAND</td>
<td>159,000</td>
<td>145,722</td>
<td>130,722</td>
<td>79,722</td>
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<td>2. CASH RECEIPTS</td>
<td></td>
<td></td>
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<tr>
<td>Lodging &amp; Services</td>
<td>189,722</td>
<td>325,000</td>
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<td>(Main Account (Payment-Owed))</td>
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<td>Leases</td>
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<td>From Advance Deposits</td>
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<td>Grants</td>
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<td>25,000</td>
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<td>3. TOTAL CASH RECEIPTS</td>
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<td>5. CASH PAID OUT</td>
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<td>Personnel and Payroll Expenses</td>
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<td>Leasehold Improvements</td>
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<td>Fund/Account Repayment</td>
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<td>6. TOTAL CASH PAID OUT</td>
<td>460,000</td>
<td>623,000</td>
<td>534,000</td>
<td>546,500</td>
<td>2,163,500</td>
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<td>7. CASH POSITION</td>
<td>145,722</td>
<td>130,722</td>
<td>79,722</td>
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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

All Executive Committee minutes are draft until approved by the Committee

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 4th of July (as they have done in past years). Committee and staff
discussed the importance of the 4th 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 4th 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.
The Neighborhood Advisory Committee (NAC) will be comprised of no less than five and no more than seven members who have full-time residences within an ½ mile radius of Fort Worden.

The NAC will advise and make recommendations to the Fort Worden Public Development Authority on behalf of the immediately surrounding neighborhood. Members will represent the neighborhood’s interest as Fort Worden plans larger-scale events (ones that are projected to have 3,000 or more attendees) when its venues are rented by third parties and/or partner tenants. Specifically, NAC will advise on matters related to noise mitigation and transportation management to reduce the impact of such events on the surrounding neighborhood. From time to time, the committee will serve as a sounding board for transportation planning by the City of Port Townsend, Washington State Parks, and Fort Worden on joint efforts to manage transportation to and from Fort Worden.

Criteria for membership on Neighborhood Advisory Committee

Members will be required to:

- Serve a three-year term, beginning in May of 2019.
- Participate in a briefing and orientation on the Fort Worden Public Development Authority and its obligations and responsibilities as a public entity.
- Review policies, event plans, and procedures presented to the committee.
- Attend two meetings per year, one in May and one in October for a pre-peak season review of events and a post-peak season debriefing on events.
- Review the agenda and read materials distributed prior to meetings.
- Be prepared to comment at meetings as requested.
- Solicit information and feedback from surrounding neighbors and deliver event-related information or materials to them as requested, on behalf of the NAC.
- Follow Roberts’ Rules of Order for meetings.

The intent in the formation of the committee is to establish a communication channel between Fort Worden and its neighbors to share information and feedback in a timely manner surrounding larger-scale events. The NAC will expire on March 27, 2022.

Candidates for membership on the NAC must submit a letter of interest to kanderson@fortworden.org; attention: Neighborhood Advisory Committee Application Review Committee. Submission deadline is March 13, 2019. The Fort Worden Public Development Authority Board of Directors will select NAC members from the applications and will announce the members selected on March 27, 2019.

As a National Historic Landmark and public asset, Fort Worden maintains its commitment to be a “good neighbor” and to engage and support its community.
Neighborhood Advisory Committee Street Map