



APPROVED Minutes
Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Tuesday, March 19, 2019 | 9 a.m. to 11 a.m.
Seminar Building 297, Fort Worden

- ❖ Motion to approve February 19, 2019 Executive Committee Minutes: **Unanimously Approved**

Regular Executive Committee Meeting:

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

II. Roll Call

Committee Members: Gee Heckscher, Jeff Jackson (by phone), Jane Kilburn, Norm Tonina

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 March 27, 2019 Board Meeting Agenda

Staff and the Committee reviewed the draft board agenda and discussed educational partners including the WWU Academy of Lifelong Learning and the Clemente Course in the Humanities.

The Committee and staff discussed diversity of programming and short-term “Use Agreements.”

V. Review of February Cash Flow Report

Diane Moody reviewed the February Cash Flow report. Staff and the Committee discussed loans, personnel numbers, payroll management systems (TSheets and Gusto) and the new point of sale system. Staff and the Committee discussed investments in staff training (including MRSC, customer service and Maintenance Connection trainings). Moody reported that the following guides have been completed and feedback from Directors has been incorporated: Safety Guide, Meeting Guide, Inclement Weather Plan and the Employee Handbook. Moody reported that attorney Jerry Johnson (who specializes in public entities and PDAs) has confirmed that the benefit package does not constitute any gifts of public funds.

Jeff Jackson suggested financial management training that includes how individual spending choices effect the organization as a whole. Committee and staff discussed the concept of public stewardship and embedding it into the culture of the organization.

VI. Review and Approval of February 19, 2019 Executive Committee Minutes

Unanimously Approved

VII. Staff Update

- **4th of July**

Robison reported that the Chamber of Commerce will not be hosting or funding 4th of July celebration (as it has done in previous years) and that the City of Port Townsend will not fund the fireworks. Staff and the committee discussed the importance of the event to the community, the benefit of building community goodwill and the cost of the event with and without fireworks. The committee and staff discussed the event including pros and cons of a fireworks display and possible alternatives. Robison will be seeking local event sponsors.

- **STG Event**

Robison reported that STG will be announcing an event at Fort Worden, contract documents are in process and FWPDA staff and partners have been meeting with the STG team. Staff and the Committee discussed transportation, lodging, ways that STG is working with onsite partners and ways that partner organizations have been invited to participate. Staff and the committee discussed the Neighborhood Advisory Committee, event logistics, timing, and managing community impacts (i.e. noise and traffic). Robison reported that any child under the age of 12 can attend the event without charge and stated that STG brings in their own security team and will also work with the police department. Robison reported he will be briefing the City of Port Townsend on the upcoming plans.

- **Annual Report & WA State Parks Commissioner Meeting**

Robison reported that he and Diane Moody will be presenting the FWPDA annual report at the State Parks Commission meeting on Thursday. Staff and the Committee discussed the maintenance backlog at Fort Worden in the context of statewide deferred maintenance and State Capital budget allocations.

- **Partner Handbook Update**

Rufina Garay stated that partners have commented on the Partner Handbook Table of Contents and that Partners will submit further comments after they receive a draft Partner Handbook.

- **5-year Report**

Staff and the Committee decided to focus on developing a five-year plan and Tonina suggested that he, Jeff Jackson, Todd Hutton, Dave Robison, Diane Moody and Rufina Garay work together to draft an initial plan. Jane Kilburn and Barry Mitzman are working on a communications plan as well. She recommended having the full board discuss these plans.

Tonina discussed meetings he held with entities that are similar to the FWPDA (manage historic public properties and have tenant partners). Tonina reported what he learned about lease rates, market studies, security deposits, lease processes, maintenance responsibilities,

security, philanthropy, conditions for terminated leases and avoiding gifts of public funds. Committee and staff discussed the financial risks of major unexpected infrastructure repairs (i.e. a sewer line break) and a building 305 appraisal. Committee and staff discussed earn-backs, public benefits and effectively telling the story of what happens here (i.e. all revenue goes back into the historic buildings).

- **Marina Facilities Planning/PTMSC**

Robison reviewed the Port Townsend Marine Science Center (PTMSC) Marine Facilities Plan. The State Legislature has allocated \$450,000 to make repairs to the Port Townsend Marine Science Center pier and replace the boat launch and ramp. Robison reported that an architectural firm has been hired and a consultant team presented a preliminary assessment of existing conditions to the work group, which included representatives from Friends of Fort Worden, City of Port Townsend, Port of Port Townsend, FWPDA and State Parks. Robison reported that a public meeting will be held the week of April 15 and that State Parks is soliciting community input on proposed alternates. Staff and the Committee discussed the plans, permitting, the role of the FWPDA (if any). Gee Heckscher stated that the building on the pier was built in 1945 but is not officially listed as a historic structure. However, it may be added to the National Historic Register in the future.

- **Repurpose the Surplus**

Rufina Garay talked about the Repurpose the Surplus event (a by-donation “garage sale”) held in the McCurdy Pavilion and the FWPDA campus-wide “For the Greener Good” sustainability initiative. Garay stated that 1,400 people were reached in 24 hours and that 2.5 tons of landfill was avoided. The FWPDA had many years’ worth of furnishings and equipment stored across the campus. All furniture that was not going to be used in houses or offices was brought to the McCurdy Pavilion and community members were invited to claim pieces and make optional donations to the FWPDA sustainability initiative. Garay reviewed the first 5 sustainability plan initiatives and next steps (see PowerPoint presentation).

VIII. Public Comment

Goldman noted how important the 4th of July event is to the community and encouraged staff and the committee to include the tribes in the event, noting that the Jamestown S’Klallam tribe might be particularly interested in participating and that the event ties to branding and telling the FWPDA story.

Goldman stated that there was a misperception that the goal of the last STG event was to make the PDA money and reiterated the importance of telling the story. Goldman encouraged staff and the committee to explain the economic engine that this kind of event is and the very positive impact this event can have on the community.

Goldman stated that the community does not yet understand the scale of FWPDA support of partner organizations and stated that Centrum has received a sizable subsidy over the past five years from the use of the SUDs cottages. David Goldman stated that the discussion needs to be changed and suggested increasing the boards’ understanding of the subsidy issues, noting that real numbers that have real impacts. Goldman stated that lease rate negotiations might be challenging but that the FWPDA has a fiduciary duty to ensure that there are funds available for maintenance and building repairs.

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.