



APPROVED Minutes
Board of Directors Meeting
Fort Worden Public Development Authority
Wednesday, March 27, 2019 | 9:00 a.m. – 12:00 p.m.
Commons Building 210, Room B, Fort Worden

- ❖ **Action:** Motion to approve February 27, 2019 Board Meeting Minutes **Unanimously Approved**

Regular Board Meeting:

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

II. Roll Call & Staff Introductions

Fort Worden PDA Board Members: Cindy Finnie, Jane Kilburn, Gee Heckscher, Lela Hilton, Norm Tonina, Jeff Jackson (called in), Herb Cook, Todd Hutton, Terry Umbreit

Staff: Dave Robison, Diane Moody, Rufina Garay, Karolina Anderson

Public: Jeanie Cardon, Owen Rowe, Arendt Speser, Carla Main, Luke Robins, Lynette Clemens, Jennifer Wilson, David Goldman, Cody Griffith, Anna Forrestal, Daniele Costello

Dave Robison and Cody Griffith introduced Mercedes Dunn, Event Planner

III. Changes to the Agenda

Added to Staff Report: Status Update to the Washington State Parks Commissioners

Executive Session added to discuss personnel matters. Herb Cook noted that discussing general personnel matters during Executive Session is not allowed under the Open Public Meetings Act (OPMA). However, the OPMA does authorize the board to enter Executive Session to discuss personnel matters related to a specific employee. The board confirmed that only personnel matters related to a specific employee would be discussed.

IV. Partner Presentation: Clemente Course in the Humanities

FWPDA Board Member Lela Hilton introduced Arendt Speser, Academic Director of the Jefferson County Clemente Course in the Humanities. Speser stated that the Clemente Course is the only rural Clemente Course in the country and that the success of the course is due to the dedicated leadership of Lela Hilton, who founded and led the course for many years. Lela Hilton is now the director of the national Clemente Course in the Humanities and received a national medal of honor from President Obama on behalf of the Clemente Course. Speser stated that people born into poverty usually do not have access to the humanities – the foundation and context on which the organization’s culture is based. *Clemente Course mission statement: The Clemente Course in the Humanities provides a transformative educational experience for adults facing economic hardship and adverse*

circumstances. Our free college humanities courses empower students to further their education and careers, become effective advocates for themselves and their families, and engage actively in the cultural and political lives of their communities.

Speser stated that the local Clemente course is expanding to be a stakeholder in Jefferson County to bring more educational opportunities here – filling some of the educational gaps in courses and programming. For example, Filmmaker Jessica Plumb (Return of the River), who is the current Interim Director at Goddard College, was brought onboard to facilitate a program at Finn River Cidery on “Thinking Through the Land”. The program focuses on what it means to learn from the land. Another upcoming program is “Quiet Mind” – Soundscape Preservation on the Olympic Peninsula. Speser stated that the Clemente Course is building on new and existing partnerships and thanked Peninsula College President Luke Robins and Peninsula College Port Townsend Campus Director Anna Forrestal for the use of building 202. Speser stated that the Clemente Course centers around 5 disciplines – literature, history, art/art history, critical thinking and philosophy and that the course seeks to eliminate barriers to higher education – providing food, materials and reimbursing students for travel and childcare, as needed. Forrestal talked about higher education and how well the Clemente Course fits into the existing use of the building. Board and staff discussed forming a higher education committee comprised of board members, partners and FWPDA staff. Robison thanked Lela Hilton for her work to make the Clemente Course such a success and thanked Anna Forrestal and Dr. Luke Robins for making good use of Building 202. Robison noted that building 202 was renovated for a mix of public use and exclusive use by Peninsula College – about 3500 square feet of classrooms are for shared use and may be rented out by the FWPDA.

V. Public Comment

Bernett Clemens, a former FWPDA employee (Chef de Cuisine) stated that she was initially very excited to join the Fort Worden team and was inspired by the purpose and the mission of the organization. Clemens stated that she resigned a couple of weeks ago because the people she worked with did not seem to uphold the vision of Fort Worden becoming an employer of choice. Clemens stated that she wanted to encourage people to succeed but that there was a feeling of not being supported and that inappropriate behavior by employees was not adequately addressed. Clemens stated that people are discouraged from seeking employment at the Fort Worden Food and Beverage department by others in the community.

Jennifer Wilson, a former employee of the FWPDA kitchen, stated that she resigned because there was so much chaos in the kitchen and that there was a lack of direction. Wilson remarked that Fort Worden was no longer a wonderful place to work and stated that she hopes that the board and staff investigate what is occurring within the department.

VI. Consent Agenda

- A. Review and Approval of Regular Board Meeting Minutes, February 27, 2019

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VII. Review and Discussion of Financials

- A. Staff Report

See the financial memos in the board packet (on website). Moody noted that snow impacted revenues.

- B. Board Discussion

None

VIII. Makers Square Update

A. Staff Report

Dave Robison stated that David Beckman and Gee Heckscher have been working with the Signal design team to ensure tight bid documents. Beckman stated that the Makers Square project is out to bid and that contractors have indicated interest – a non-mandatory walk through of property occurs on April 9 with interested parties. Beckman stated that bids will be received on April 30, parties will then be thoroughly vetted and that the earliest construction start date is in June. Beckman noted that phasing will be determined once the State capital budget passes. Beckman reviewed alternates (see packet) and noted that the project budget includes a 5% contingency planning line item for market conditions. Robison discussed capital budget funding and additional grants. Robison noted that KPTZ is making very good progress on their fundraising efforts towards the capital improvement of the building 305 basement. Staff and the board discussed funding, alternates and details of the phasing options of building 305, 308 and 324. Robison stated that the legislative budget will likely be known by April 28.

B. Board Discussion

Board and staff discussed the capital budget process, the management agreement with KPTZ and the Makers Square bid process. Beckman noted that he asked Makers Square contractors to hold their contract 45 days after the bid to allow time for the passage of the legislative budget.

IX. Staff Report

A. Development Scenarios

Staff and the board discussed whether a special meeting is needed to review glamping bids to award the construction contract. Moody reviewed three glamping budget scenarios (see packet). Board and staff discussed budget implications of various development scenarios. Terry Umbreit asked staff why they are choosing to open glamping in August vs. earlier and Moody replied that the choice was in large part to ease the burden on staff. Robison noted that no marketing has been done, that FWPDA is moving into the busy season and that it would take tremendous staff focus to get glamping going. However, Robison stated that there is a slim possibility that the project could move ahead quickly, in which case a special board meeting would be called. Board and staff also discussed the energy efficiency project funding, the project list, staffing and how changes would affect the budget. Moody stated that there are reserves in the energy efficiency project budget. Board and staff discussed drawing down on the bond, loan terms and the project timeline.

B. Marketing and Sales Report

Moody stated that the board will receive a marketing and sales report on a monthly basis (see board packet) and noted that confirmed “on the books” contracts have increased over the past year. Moody reviewed sales and marketing highlights. Jane Kilburn stated that it’s great to see partners booking in the offseason. Norm Tonina stated that he appreciated the digital analytics and seeing the projected partner revenues. Terry Umbreit noted that after ten years of rising occupancy (on a national level) the cycle is likely to slow down.

C. 4th of July

Robison presented background on the Old School 4th of July event at Fort Worden and noted that it had been previously sponsored by Chamber of Commerce and that there had been a partnership agreement between the City, the Chamber, State Parks and the FWPDA. The Chamber decided that they did not have the staffing or the resources to continue funding and hosting the event. In addition,

the City Council decided not to fund fireworks this year. Board and staff discussed hosting the event, event details, the estimated event budget, and fireworks vs. other options. Robison noted that 3,500 to 4,000 people attended the event last year and discussed seeking corporate sponsorships for the event and identified a list of people to contact. Board and staff discussed having representatives from native tribes present for the event.

D. STG Event

Robison stated that there is an upcoming two-day STG Event at Fort Worden. The event will include Fort Worden partners and community partners. Event timeline:

April 15 – STG will be announcing and event and location

April 22 – Announcing line up/talent

April 29 – Tickets will go on sale

August 24 & 25 – Event takes place

E. Neighborhood Advisory Committee

Rufina Garay discussed the formation of a Neighborhood Advisory Committee, reviewed proposed criteria and stated that recruitment will occur via a classified ad that will run in the Port Townsend Leader for two weeks. Kilburn suggested also submitting a press release. The Committee will have input on noise mitigation and a transportation plan that would include signage to divert traffic from Cherry to Redwood Street (a “collector” street). Robison stated that he has been working with the City on the traffic controls and new signage and discussed developing an active public relations campaign to encourage people to use Redwood Street.

F. Sustainability: “Repurpose the Surplus Event”

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 an optional donation to the FWPDA sustainability initiative. Garay reviewed the first 5 sustainability plan initiatives and next steps (see PowerPoint presentation).

G. WSP Commission Meeting

Robison reported that he and Moody presented the 2018 Annual Report at the State Parks Commissioner’s meeting. Robison and Moody reviewed the presentation with the board (see PowerPoint). Robison stated that the report was tailored to the requirements of the master lease and noted that there are two new State Parks commissioners. Cindy Finnie noted that extensive capital improvements were completed in 2018 and that Makers Square, the Glamping project and the Historic Window Replacement project will be completed in 2020. Finnie stated that it’s important for the FWPDA to recognize that we are taking care of Fort Worden for all of Washington. Robison stated that the State Parks Commissioners were highly complimentary of the work that FWPDA has done. Hutton asked what percentage of revenue State Parks will be receiving from the FWPDA when and if revenue sharing starts. Robison stated that according to the lease agreement, State Parks are will receive 3.5% of total FWPDA revenues after year seven. Robison noted that FWPDA was not managing housekeeping or food & beverages when the revenue sharing plan was drafted. Robison stated that he has initiated a conversation with State Parks to discuss a possible lease amendment. Lela Hilton stated that there has been an impressive amount of progress made and suggested a before and after pie chart. Board and staff discussed how to effectively tell the story of the last 5 years of the FWPDA.

X. Public Comment

David Goldman asked about different glamping alternates, the general contractor selection process for Makers Square, and the projected revenue shortfall as a result of the glamping delay.

Goldman noted that FWPDA provides facilities staff for partner improvements and asked whether the rates are better than what they would pay if they hired other contractors. Robison stated that FWPDA staff could usually do the work for less and noted that partners have a choice whether they want to have FWPDA staff make the repairs.

XI. Next Meetings

- ❖ Executive Committee Meeting, April 16, 2019, 9 a.m.
- ❖ Board of Directors Meeting April 24, 2019, 9 a.m.

XII. Adjourn: 11:45 a.m.

XIII. Executive Session to review personnel matters in accordance with RCW 42.30.140 (4).

Board Packets and PowerPoint Presentations are available on our website at: www.fortworden.org under public documents>agendas & documents>public meetings>PDA Board Meeting 3.27.19