



Fort Worden
— PORT TOWNSEND —
A HISTORIC GATHERING PLACE

APPROVED Minutes
Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Tuesday, April 16, 2019 | 9 a.m. to 11 a.m.
Seminar Building 297, Fort Worden

- ❖ Motion to approve March 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
Staff: Dave Robison, Rufina Garay, Diane Moody, Karolina Anderson, Joan Rutkowski
Public: David Goldman, David Beckman
- III. Changes to the Agenda**
Review of personnel issues removed from Executive Session – review of lease terms and pricing remain.
- IV. Review of Draft April 24, 2019 Board Meeting Agenda**
Staff and the Committee reviewed the draft board agenda and added a Food and Beverage update under staff report.
- V. Review of March Cash Flow Report**
Diane Moody reviewed the March Cash Flow report (see packet) and noted that less funds are being drawn down on the line of credit than expected. Moody noted that emergency repairs resulted in higher than expected operating expenses. Moody reported that she's asked directors to only make essential purchases. Staff and the Committee discussed advance deposits and policy ratios.
- VI. Review and Approval of March 19, 2019 Executive Committee Minutes**
Unanimously Approved
- VII. Staff Update & Committee Discussion**
 - **Summer Event Schedule**

Robison discussed proposed summer event schedule and stated that he is seeking \$30,000 in corporate sponsorships for the 4th of July Event. Robison noted that the FWPDA goal is to break even. Staff and the Committee discussed the talent list for 4th of July and the upcoming Thing! Festival produced by Seattle Theater Group (STG) on August 24 and 25. Robison stated that STG is committed to hiring locally (i.e. Thunderbull Productions, Centrum production interns, etc.). Staff and the Committee discussed performance venues across property, the transportation plan and various ways that STG has engaged partner participation. Staff and the committee discussed parking, transportation, lodging, noise mitigation, and security. Discussion also included the importance of developing an Emergency Response Plan for the FWPDA. Robison stated that STG will contract directly with the police department and bring in their own security. Robison discussed a presentation that he and Josh LaBelle (STG) made to the Washington Heritage Caucus.

- **Makers Square Update**

David Beckman reported that a non-mandatory pre-bid walk through has occurred that included three interested general contractors. Staff and the Committee discussed the bid process and timeline. Staff and the Committee discussed the need for a Makers Square operations plan and RFP process. Staff agreed to update the Committee on the progress of the operation plan, and noted that we will further discuss the RFP process in the May Executive Committee. Staff and Committee members discussed the fact that we have yet to work out the relationship between the Foundation and the PDA in terms of who will operate the facility. It will be decided by year's end, but no process for that decision was discussed.

- **2019 Year In Review**

Staff and the Committee discussed the Annual Report presentation Robison and Moody made to the City Council. Robison discussed the perception that costs have increased at Fort Worden – noted that lodging and meeting rooms have increased over the past five years but that they are in line with other comparable, local properties. Staff and the Committee discussed partner rates, earn-backs and the appraisal conducted by State Parks in 2010/2011. Robison noted that discussions have begun with State Parks regarding the revenue sharing with WSP in year 7.

- **Glamping**

Robison reported that two bids have been received (approximately two thousand dollars apart). Staff and the Committee discussed the bid process, the project timeline and strategies for moving forward. Committee and staff discussed Kitsap Bank bond financing, timeline, expanding project scope and loan terms.

- **2019 Operating Budget**

Staff and the Committee reviewed proposed revisions to the 2019 operating budget and discussed reallocating facilities and maintenance staff to the glamping project and energy efficiency projects. Staff and the Committee discussed staffing costs, maintenance costs and staffing changes. Heckscher recommended that staff summarize operating budget changes at the Board Meeting. Staff and the committee discussed leveraging accommodations to increase revenues.

- **Neighborhood Advisory Committee**

Staff and the Committee discussed the Neighborhood Advisory Committee (NAC) application process, public meeting requirements and next steps. All eight NAC applicants will be recommended to the full board. Robison discussed the transportation planning process with the City and diverting staff and park users from Cherry Street to Redwood Street.

VIII. Public Comment

Goldman stated that current revenue shortfalls provide incentive to move as quickly as possible to raise additional funds through the Fort Worden Foundation. Goldman noted that additional capital reserves could be tapped instead of possibly maxing out the line of credit.

Robison agreed and stated that the primary role of Fort Worden Foundation is to pursue large gifts (six figures and above).

IX. Adjourned: 10:26 a.m.

X. Executive Session to review lease terms and pricing in accordance with RCW 42.30.110 (c).
The Executive Committee entered an Executive Session to review lease terms and conditions.