Public Meeting Agenda:

I. Call to Order

II. Review of draft April 24, 2019 Board Meeting Agenda

III. Review Cash Flow Report

IV. Review and Approval of:
   • March 19, 2019 Executive Committee Minutes

V. Staff Update and Board Discussion
   • Summer Event Schedule
   • Makers Square Bid Process
   • 2019 Year In Review

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
AGENDA
Board of Directors Meeting
Fort Worden Public Development Authority
Wednesday, April 24, 2019 | 9:00 a.m. – 12:00 p.m.
Commons Building 210, Room B, Fort Worden

**Regular Board Meeting**

I. Call to Order

II. Roll Call & Staff Introductions
   - Joan Rutkowski, Executive Coordinator

III. Changes to the Agenda

IV. Public Comment

V. Correspondence
   - Partners Report
   - March 19, 2019 Executive Committee Minutes
   - Cash Flow Report

VI. Consent Agenda
   A. Review and Approval of Regular Board Meeting Minutes, March 27, 2019
      **Action:** Motion to approve March 27, 2019 Board Meeting Minutes

VII. Review and Discussion of Financials
   A. Staff Report
   B. Board Discussion

VIII. Glamping project update and motion authorizing Chief Financial Officer to accept offer from Kitsap Bank and pursue bond financing.
   A. Staff Report
   B. Board Discussion
      **Action:** Move to authorize Chief Financial Officer to accept offer and pursue bond financing.
IX. Resolution on energy efficiency project financing and extension of bond financing timeline and expand scope of energy efficiency projects.
   A. Staff Report
   B. Board Discussion
   **Action:** Move to approve Resolution 19-06 authorizing Board Treasurer and Executive Director to extend bond financing timeline with Kitsap Bank and extend project scope.

X. Board review and approval of revised 2019 operating budget.
   A. Staff Report
   B. Board Discussion
   **Action:** Move to approve revised 2019 operating budget.

XI. Staff Report
   A. Makers Square Bid Process Update
   B. Directors Staff Retreat
   C. Marketing and Sales Report
   D. 4th of July
   E. STG Event
   F. Neighborhood Advisory Committee

XII. Public Comment

XIII. Next Meetings
   - Executive Committee Meeting, May 14, 2019, 9 a.m.
   - Board of Directors Meeting May 22, 2019, 9 a.m.

XIV. 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.

XV. Adjourn
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<tr>
<th>Monthly Cash Flow Projection</th>
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<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
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<td>410,000</td>
<td>475,000</td>
<td>492,000</td>
<td>1,759,203</td>
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<td>Lodging &amp; Services</td>
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<td>382,203</td>
<td>410,000</td>
<td>475,000</td>
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<td>461,214</td>
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**Previous Month Report**

**Monthly Cash Flow Projection**

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<th>May</th>
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<tr>
<td>Leasehold Improvements</td>
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<td>Fund/Account Repayment</td>
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<td><strong>6. TOTAL CASH PAID OUT</strong></td>
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<td>570,000</td>
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<tr>
<td><strong>7. CASH POSITION</strong></td>
<td>104,482</td>
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<td>44,482</td>
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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

All Executive Committee minutes are draft until approved by the Committee

- 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**
  Ruffina 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.
March 25, 2019

Dear Mr. Robison,

I am writing to apply for the Executive Coordinator position, a role that calls for many of the strengths I have developed providing administrative and communications support and project coordination in the Pacific Northwest. I have more than ten years of administrative and communications experience with nonprofits, as well as experience and degrees in teaching and journalism. I would love to use my organizational and communication skills to support Fort Worden’s mission to provide a gathering place for life-long learning.

I am highly skilled at managing and improving the administrative systems that underlie an organization’s efforts. While living in Idaho, I was the Administrative Assistant to the Moscow Food Cooperative’s Board of Directors and General Manager. The Co-op is a complex member-owned organization with $10 million in annual sales, 130 employees, nearly 8,000 member-owners, and several community programs. As the Administrative Assistant, I directly supported the Co-op’s governance and management through a variety of responsibilities that involved behind-the-scenes and public work. This included organizing board meetings and elections, taking minutes for the board and several committees, and facilitating communication between member-owners and the board. The skills I developed as a newspaper journalist helped me provide the comprehensive and clear meeting minutes desired by the organization’s core group of owners to help them monitor governance and operations. I also excelled at tracking the plans that came out of meetings and helping board members make progress with their projects. My administrative experience also includes office management. For example, after moving to the Peninsula I worked as the Office Manager for the North Olympic Land Trust, addressing facility needs and providing administrative support for the Executive Director in the areas of financial management and event planning. My diligence and attention to detail also helped me successfully coordinate special projects, including the extensive process to renew our accreditation with the Land Trust Accreditation Commission.

I also offer strong written, verbal, and interpersonal communication skills that would help me gather information, present reports, and maintain positive relationships with the Fort Worden Foundation, government officials, the media, and general public. As a former journalist and English teacher, I am highly skilled at ensuring written communications are accurate and effective. I also have become skilled in organizational communications through coordinating projects involving multiple stakeholders. Most recently I organized a 400-guest fundraising breakfast for the land trust, which included coordinating a volunteer team and reconciling conflicting desires regarding logistics and waste reduction goals. The March 22nd breakfast raised nearly $28,000, generated fewer than two pounds of trash, and involved composting and recycling to divert nearly 100 pounds of organics from the landfill. I have had success with these and other projects because I am thorough, detail-oriented, and thoughtful. I am adept at anticipating and preventing problems that can arise from overlooked details or vague communications. I also have discovered that I am skilled in resolving difficult situations due to my listening skills, discretion, humor, and focus on solutions.

We recently moved to Port Townsend for my partner’s full-time job, which he acquired after a long journey through graduate school and working on research projects that took us from Oregon to Idaho and then Port Angeles. I am so happy to be here, where my parents live, and I would love to support the Fort Worden Public Development Authority’s mission to provide enriching learning opportunities. Thank you for your consideration.

Sincerely,

Joan Rutkowski
EDUCATION

Master of Arts in Teaching  
Lewis & Clark College (Portland, OR)  
Graduated magna cum laude (3.9 GPA)

Bachelor of Science in Journalism  
University of Portland (Portland, OR)  
Graduated cum laude (3.6 GPA)

SKILLS & EXPERIENCE

- **Administrative Support** – Organizing board meetings and agenda materials, documenting actions and communications, facilitating communication among stakeholders, maintaining files and contracts, coordinating special events, maintaining office supplies, addressing facility needs, and coordinating bookkeeping processes.

- **Communications** – Writing, editing, and proofreading official communications; preparing and presenting organization messages; conducting research and interviews for articles and reports; facilitating internal communications; writing grants and coordinating grant application and reporting processes; and teaching adult and youth learners.

- **Project Management** – Planning logistics, coordinating staff and volunteers, developing and maintaining procedures, anticipating and resolving problems, and developing and overseeing budgets.

- **Event Planning** – Logistical planning; decision and progress tracking; volunteer recruitment, coordination, and supervision; donor and sponsor relations; purchasing; waste management; and budget oversight.

EMPLOYMENT HISTORY

**Writing Lab Tutor**  
*Peninsula College (Port Angeles, WA)*  
January 2017 — present

- Work one-on-one with a diverse range of students, including English language learners, to help them improve their writing skills.

**Office Manager**  
*North Olympic Land Trust (Port Angeles, WA)*  
July 2016 — June 2018

- Provided administrative support for finance management, fundraising events, and the maintenance of files and contracts.
- Addressed office and infrastructure needs, including coordinating interior and exterior facility improvements.
- Coordinated special projects, including the interdepartmental processes for the upgrade of a constituent database and the renewal of accreditation with the national Land Trust Accreditation Commission.
- Edited and proofread public communications and grant proposals.

**Member Engagement Coordinator**  
*Moscow Food Cooperative (Moscow, ID)*  
September 2014 — June 2016

- Created and conducted staff and member trainings about the cooperative business model.
- Coordinated and expanded member engagement programs, including the oversight of ~50 volunteers.
- Organized store events and board elections and related planning processes that involved the marketing department, operations staff, and the Board of Directors.
- Improved printed communications and marketing materials about cooperative ownership.
- Wrote features about the cooperative’s history and news stories about the strategic plan and other governance efforts for the website and printed publications.
• Edited the Co-op’s monthly and quarterly publications and maintained web-based information about the board and member programs.
• Presented at the 2016 Northwest Cooperative Development Center’s conference: “Marketing the Cooperative Difference: Telling Your Story”.

**Board of Directors/General Manager Administrative Assistant**

*Moscow Food Cooperative (Moscow, ID)*

- Edited the Co-op’s monthly and quarterly publications and maintained web-based information about the board and member programs.
- Presented at the 2016 Northwest Cooperative Development Center’s conference: “Marketing the Cooperative Difference: Telling Your Story”.

**Administrative Manager**

*Whitman County Humane Society (Pullman, WA)*

- Led membership renewal and retention efforts through written renewal and thank you letters.
- Proposed and independently executed a lapsed member campaign that raised $5,000 and helped the organization reach its highest membership level in 13 years.
- Processed and recorded accounts payable and receivable activity using QuickBooks.
- Maintained electronic and hard copy records of finances, contracts, grants, and donations.
- Provided administrative support for fundraising events.
- Assisted with grant proposals and tracked grant application and report deadlines.

**Executive Director**

*Youth Program Director*

*YMCA of the Palouse (Pullman, WA)*

- Oversaw staff and volunteers in the after school, tutoring, summer camp, and Special Olympics programs.
- Assisted the Board of Directors with fundraising events.
- Managed payables and receivables in coordination with the bookkeeper.
- Secured the renewal of a $20,000 gift from a major donor.

**Academic Intervention Specialist/Teacher**

*Beaverton School District (Beaverton, OR)*

- Conducted literacy-based academic interventions with at-risk students at Health and Science School.
- Taught writing classes and established a physical education and mindfulness/stress-reduction curriculum at Health and Science School.
- Led a committee of teachers in the development of Health and Science School’s literacy plan.

**Development Associate**

*Northwest Earth Institute (Portland, OR)*

- Assisted the Executive Director with grant applications, securing more than $200,000 in one year.
- Researched grants and managed grant proposal and reporting processes.
- Managed and edited quarterly newsletter and annual report.

**Language Arts Teacher**

*Beaverton School District (Beaverton, OR)*

- Taught language arts and journalism classes and advised student newspaper staff at Aloha High School.

**Managing Editor/Reporter**

*Southwest Community Connection newspaper (Portland, OR)*

- Wrote news and feature articles and edited publication for newspaper that served community of 50,000 people.
**Fort Worden Neighborhood Advisory Committee (NAC) Update**

Ad that ran in the Port Townsend Leader:

**FORT WORDEN SEEKS MEMBERS FOR NEIGHBORHOOD ADVISORY COMMITTEE** 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 a half mile radius of Fort Worden. Candidates must submit a letter of interest to kanderson@fortworden.org; attention: Neighborhood Advisory Committee Application Review Committee. Submission deadline is April 15, 2019. Letters of interest should include the following information: • Name & address (for verification of residency within a half mile radius of Fort Worden) & responses to the following questions: • What is your past experience with Fort Worden? • How long lived in the area? • Why are you interested in serving on the committee (include experience working collaboratively with others to serve a community)? • Can you represent the neighborhood as a whole? The Fort Worden Public Development Authority Board of Directors will select NAC members from candidates who have submitted letters of interest reviewed & recommended by staff, executive committee members or their delegates & will announce the members selected on April 24, 2019. For complete application criteria visit www.fortworden.org/about/public-records.

The following people applied to be members of the NAC (see attached letters of interest):

1. Audrey Jean
2. Curtis White
3. Dennis Daneau
4. Fayette Krause
5. Jim Upshaw
6. Karen Anderson
7. Patricia Barrett
8. Rebekah McGuire
Greetings,

I am interested in applying for the Neighborhood Advisory Committee. I have been a resident of Port Townsend for forty years and I walk in the park almost daily.
I hiked and played on the beach with my children as they were growing up, as I do with my grandchildren today.
I walked to and from the park for work five evenings a week when I was managing a crew of waitstaff at Blackberries restaurant.
Fort Worden holds a very special place in my heart.
I feel blessed to live in this gorgeous and peaceful area adjacent to the park, and I'm sure most of my neighbors would express similar sentiments - it is our backyard!
It is of upmost importance to me that the voices of my community are heard regarding events that could possibly have an impact on the peace and beauty that we enjoy here. We appreciate the organizers and planners of the FWPDA for seeking input from the community concerning these events.
I would be willing to (and enjoy), walking my neighborhood to talk to residents, ask for feedback, and share information on upcoming events. 
I have years of experience coordinating groups in the workplace (managing restaurant and catering crews), and outside the workplace (like starting and leading my neighborhood emergency prep group). I work well with others and can communicate easily.
Thank you,
Audrey Jean
1940 Redwood St
360 643 1402
From: Curtis White <whitecurtis3@gmail.com>
Sent: Saturday, April 13, 2019 7:11 PM
To: Karolina Anderson <kanderson@fortworden.org>
Subject: application

Dear Mr. Anderson:

My name is Curtis White and I am applying for a position on Fort Worden's Neighborhood Advisory Committee. I live at 2211 Rose Street, directly across W from the park entrance.

My past experience with the Park—beyond being a regular user of its trails, vistas, and restaurants—is limited to my work picking weeds with the Friends of Fort Worden, and taking particular responsibility for Trail #8, running alongside the Chinese Gardens. Please ask Claude Manning of the Friends if you want to confirm this.

I’ve lived in the area for three years.

I’m interested in serving on the committee because I think there is a need for such a committee, and I think it needs to be staffed by people who have no particular axe to grind but who have the best interests of the Park and the neighborhood at heart. The community I have served most directly in the past was academic. I am a Distinguished University Professor Emeritus from Illinois State University in Normal, Illinois. During my time there, I served on the Academic Senate for fifteen years and was its chair for three of those years. I also chaired the Administrative Affairs Committee before that, and chaired the Faculty Advisory Committee to the Illinois Board of Higher Education after. So, I am very familiar with Roberts Rules of Order, and I know how to use committees effectively. The fact that I was regularly selected to chair these groups speaks to the respect and gratitude I received from my colleagues both at ISU and across the state.
Since retirement in 2010, I have continued to write fiction and social criticism. (If you’re interested in the books I’ve written, simply web search under my name or go to my Wikipedia page.) Port Townsend’s reputation for embracing the arts was a large part of my reason for coming here. I am deeply appreciative of and grateful for Fort Worden’s support for the musical arts through its many festivals, Centrum, and the Olympic Chamber Music series. What a privilege it is to be able to walk down the hill from my house and hear world-class music at Wheeler Auditorium! And I can hear many of the concerts from the festivals while sitting on my back porch. Loud and beautifully clear!

As for being able to represent the neighborhood, I can’t say I know all that much about it other than that I get along well with the lovely people who live near me. I would, if selected, look forward to hearing from the rest of the neighborhood about their concerns. I assume that their concerns will have to do with auto and truck traffic, with noise from Park events, with the wild animals the Park is home to (especially deer and coyotes), and with the maintenance of the Park’s lovely buildings. I would also think that many of them would be happy to learn of ways that they can help maintain and preserve the Park.

At any rate, I submit myself for your consideration. My email is whitecurtis3@gmail.com, and my phone is 360-344-8007, should you need further information.
Neighborhood Advisory Committee
Application Review Committee
Fort Worden State Park
March 29, 2019

With this letter I submit my request to become a member of the Neighborhood Advisory Committee (NAC) for Fort Worden State Park.

I live at 2205 Redwood Street, one block south and one block west of the front gate of the park. My wife, Debbi Steele, and I bought a lot and built a house there partly because we see living next to the Fort as a great benefit to us. We support the Fort and wish it to continue to be a successful endeavor.

I am a retired teacher, spending most of my career as a high school special education instructor. As such, I understand working with a team to accomplish agreed upon goals. I am a skillful listener and easily share my point of view as well.

I would like the opportunity to work with the Fort to ensure that it maintains a positive relationship with its immediate neighbors. I will consider it a privilege to serve on this advisory committee.

Sincerely,
Dennis Daneau
805.844.6620
March 31, 2019

To kanderson@fortworden.org

Attention: Neighborhood Advisory Committee Application Review Committee

Please accept the following submission for membership on the Neighborhood Advisory Committee (NAC) to the Fort Worden Public Development Authority (PDA).

I am a full-time resident of Pt. Townsend and my wife and I own a home within ½ mile of Ft. Worden, residing at 2315 Madrona St. directly across from the Military Cemetery.

We are Centrum volunteers, serving primarily as “access” volunteers for anyone requiring special parking and ingress to an event due to illness or disability. I am also a volunteer with Ft. Worden State Park, volunteering as a trail monitor and reporting as required to Park Manager Brian Hageman and Park Ranger Todd Jensen (now John Whittet). I visit the park multiple times per week and thoroughly enjoy its proximity to our residence. In sum, I am very familiar with park activities, support existing activities and special events, and look forward to considering mitigating impacts of any additional activities that may be proposed for Ft. Worden.

I worked as the Washington Land Steward for The Nature Conservancy for 30 years prior to retirement. During the first 15 years of my career I was responsible for the management of the Conservancy’s preserve system in the State of Washington. In the latter half of my career I assumed greater responsibilities for working with State and Federal agencies, working closely with Washington State Parks and its Natural Forest classification, the Washington Department of Natural Resources’ Natural Heritage Program, and the Washington Department of Fish and Wildlife’s Endangered Species Program in both western and eastern Washington. I also worked closely with the U. S. Forest Service (Mt. Baker/Snoqualmie National Forest) and the U. S. Fish and Wildlife Service (Willapa Bay NWR, Dungeness/San Juan Islands NWR).

While I live in the Treehouse Condominium Ass’n (TCA), I am aware that I do not represent the TCA. That said, I would be able and willing to share information with other of the thirty (30) householders that live in the community, and I have access to several other householders who live within ½ mile of the park. I would be pleased to share information with them, as well.

I will be traveling in Europe, returning on May 9. I will be available from May 10 through May 24 for any pre-season meeting.

Thank you for the opportunity to express my interest in the Neighborhood Advisory Committee.

Fayette F. Krause
2315 Madrona St.
Pt. Townsend, WA 98368

Please acknowledge receipt of this application
April 13, 2019

To: kanderson@fortworden.org

Re: Neighborhood Advisory Committee Application Review Committee

Please accept the following submission for membership on the Neighborhood Advisory Committee (NAC) to the Fort Worden Public Development Authority (PDA).

My wife and I have been full-time residents of the Treehouse Community Association (TCA) for the past 13 years, serving as President, Vice-President, Treasurer and Board Member of that organization, while residing at 2301 Madrona St. I currently serve as Treasurer of the Association, and have contact with many of the residents here, both in a formal and informal capacity.

Prior to moving to Port Townsend, we lived for 30 years in Santa Rosa, California, where I was a Crew Leader, then Director, of the Sonoma County Youth Conservation Corps. before working for eight years as a supervisor/manager for United Parcel Service. I then started a consulting service focusing on performance management and customer satisfaction in multiple industries.

We feel blessed to have found this area on our honeymoon 39 years ago, and fortunate to have moved here in 2006. We consider the Fort our “front yard”, living across the street from the Military Cemetery, and are excited to share it with friends, family, and others as the State Park plans larger-scale events. I also appreciate the PDA’s willingness to solicit feedback from neighbors, as we all could be negatively affected by ill-planned events, due to noise, transportation, and fire-related issues.

Thank you for this opportunity to express my interest in the NAC, and I look forward to hearing from you soon to plan the May meeting if I am chosen to serve.

Sincerely,

Jim Upshaw

2301 Madrona St. Port Townsend, WA 98368 (707) 331-9033
April 9, 2019

Mr. Norm Tonina, Chairman
Fort Worden Public Development Authority Board of Directors
200 Battery Way
Port Townsend, WA 98368

Sent via e-mail to: karenlouisanderson736@gmail.com

Dear Mr. Tonina:

I am writing to express my interest in serving on the Fort Worden Neighborhood Advisory Committee. I own my home located at 736 S Street in Port Townsend, WA, which is less than a half mile from Fort Worden. I first learned about Fort Worden when visiting Port Townsend in June of 2018. I immediately fell in love with the Fort property and specifically selected my neighborhood in which to live due to its proximity to the Fort. Since moving here in September of last year I have tried to take advantage of all that Fort Worden has to offer. I walk or cycle the trails and beaches every day. I have attended classes, programs and events at most of the Fort venues and plan on visiting them all as I continue to live here and experience the many amazing cultural offerings. I’m a “regular” at Taps and Reveille. I’m a kayaker, so I’m interested in marine habitat and water access, as well. Finally, I have experience in the historic preservation field and have a keen interest in the outstanding historic resources at the Fort.

I would like to serve on the Neighborhood Advisory Committee for several reasons. The first of which is that, as a recently retired municipal land use planner and public policy analyst, and a current member of the American Institute of Certified Planners (AICP), I believe that I have skills and background that would be useful on the Committee for understanding a variety of matters, such as long range plans, traffic and parking analyses and potential neighborhood impacts of larger-scale events anticipated by the PDA. In addition, prior to moving to Port Townsend, I lived within walking distance of Marymoor Park in Redmond, WA and have direct experience living near a public venue that hosts large-scale events. I quite enjoyed living near Marymoor and took advantage of the many events held there, but I’m also aware of the impacts that such activity can have on a neighborhood, and can provide my own experience of how such impacts can be successfully mitigated. Finally, I’m a business owner, having been newly approved by the City of Port Townsend to operate as a Tourist Home. Under my permit I will be renting out two rooms in my home, where I will continue to reside full time, to visitors to Port Townsend, many of whom are often here to enjoy classes and events at Fort Worden. As a member of the Committee I would welcome the opportunity to provide feedback on the continued development of a vibrant and active Fort balanced with the preservation of our peaceful natural environment – both of which draw people to this special place.

I believe that I would also be a good representative for my neighborhood as a whole. Although I have lived here less than one year, I have made many friends in the neighborhood, which is a very tight-knit community. For example, I’m an active participant in the Pettygrove Park neighborhood emergency preparedness group, which would be one vehicle for me to share information and gain additional feedback. Due to my 30 year career in the planning profession, I have extensive background in working collaboratively to successfully achieve solutions to complex matters with diverse interest groups and would welcome the opportunity to do so as a member of the Fort Worden Neighborhood Advisory Committee.

Thank you so much for considering my letter of interest. I look forward to discussing it with you further and, hopefully, serving my community as a member of the Committee.

All the best,

Karen Anderson
April 11, 2019

K. Anderson
Fort Worden
Port Townsend, WA 98368

I am writing to apply for one of the positions on the Neighborhood Advisory Committee of Fort Worden. I live within the area required, on the corner of Walnut and T Streets. My husband and I have lived here since May 2017. One of the reasons we chose our home was its proximity to the Fort where we love to walk every day. Since coming here my husband, William, is now on the Board of the Friends of Fort Worden and I am also a member of the Friends and am on the Trail Team. My other association with the Fort (other than walking there almost every day) is yoga at Madrona which I have been a part of since before moving here; as well as taking classes at the PT School of the Arts.

I would like to be on the committee because I live nearby and am concerned about the traffic patterns and the overall “feel” of the Fort and what it offers to the public. Although I am new to the area I know many people and am good at organizing and reaching out to others for their thoughts. As an ordained Episcopal priest, I have had a great deal of experience in listening to people and hearing what they are feeling at the moment. That position goes along with a great deal of organizing others and being open to hear their voices with an open mind and an open heart. I am also able to listen to the needs of the Fort and can understand compromise well.

In other parts of my former life, I have been a journalist and a writer as well as a teacher. I think I could be a good addition to this group and am very interested in what happens at the Fort. Change can be good as long as it is handled with care and attentiveness.

I am on the Board of the Northwind Arts Center and a member of St Paul’s Episcopal Church and the AAUW and have been a volunteer at Copper Canyon Press. Living near Fort Worden is a great gift and I would love to give back to the Fort in any way I can of service. I would appreciate hearing from you in the positive or negative about any decision you might make, before I read about it in the paper.

Sincerely yours,

Patricia Barrett
-----Original Message-----
From: Rebekah McGuire <rbbeasty@gmail.com>
Sent: Tuesday, April 09, 2019 11:33 AM
To: Karolina Anderson <kanderson@fortworden.org>
Subject: Application for Advisory committee for Fort Worden

To Whom it May Concern,

My name is Rebekah McGuire I have lived in the Fort Worden area since 1997. (First on P St, and then on V st.)

My current Address is 504 V st.

My husband and I have raised our two daughters to appreciate Fort Worden’s many gems, as we have.

Fort Worden has been central to our mental and physical health since our move here. Our two daughters (while growing up) have taken advantage of its many offerings throughout their childhood. From the beach, to the marine science center to fiddle tunes they are proud to call this neighborhood home. Now when they visit, they often run the stairs or play volleyball on the beach. They are always up for the walk around the beach from the lighthouse to North beach and back home.

My husband covets his beach walks with friends, and loves the fact that there is a pub within easy walking distance with great food and neighbors to chat with.

At its inception, i taught children at the Port Townsend School of the Arts, it was one of the most enriching experiences i have had in recent years. The kids i taught loved the atmosphere of the school, and the surrounding area for their artistic inspiration.

Until recently I have been our neighborhood PCO for the Democratic party. (as of December 2018)This elected volunteer role required regular checkin with our varied neighbors pertaining to the many issues at hand on a local and state level. Working within the party, I feel i contributed hard work and colaborated well with the variety of folks who were also involved. Both my husband and i consider ourselves active in the small and big issues that affect our lives on the Quimper peninsula.

I also run my own business assisting property owners with home projects big and small. I know a great deal of quality contractors and subs who do fabulous work for these homeowners. I have the luxury of keeping most of my jobs within the Fort Worden Neighborhood. Lucky me.

I feel i work well with others and listen respectfully to the opinions of others, and would be happy to be considered for this volunteer role.

Sincerely,
Rebekah McGuire
Global Earth Repair Conference

"...what is needed is a real grass-roots, bottom-up, locally-managed restoration mass underground movement of informed people, a groundswell of popular opinion driven by a green ethos, to regreen our planet and recarbonize our soil." — Quote from Geotherapy, Thomas Goreau, et al.

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