



*Fort Worden*

— PORT TOWNSEND —  
A HISTORIC GATHERING PLACE

**APPROVED Minutes**  
**Executive Committee Meeting**  
**Fort Worden Public Development Authority (FWPDA)**  
**Tuesday, May 14, 2019 | 9 a.m. to 11 a.m.**  
**Seminar Building 297, Fort Worden**

- ❖ Motion to approve April 16, 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, Jane Kilburn, Norm Tonina, Jeff Jackson (by phone)

Immediate Past President: Cindy Finnie (by phone)

Other Board Members: Todd Hutton

Staff: Dave Robison, Rufina Garay, Diane Moody, Joan Rutkowski, Larry Sammons, David Beckman, Lane DeCamp

Public: David Goldman

**III. Changes to the Agenda**

**IV. Review of Draft May 22, 2019 Board Meeting Agenda**

Staff and the Committee reviewed the draft board agenda and added a resolution for entering into a contract with Flying Crow to upgrade the website. Staff and the Committee also suggested adding social media correspondence about THING, which has been largely positive, into the agenda packet.

**V. Review of April Cash Flow Report**

Diane Moody reviewed the March Cash Flow report (see packet). She corrected the report to show that \$6,916 is the difference in the cash position from the previous report. Moody noted that May's cash position will be less because the PDA is paying off a credit line early, which wasn't projected for May.

**VI. Review and Approval of April 16, 2019 Executive Committee Minutes**

Unanimously Approved

## VII. Staff Update & Board Discussion

- **State Parks Capital Budget**

Dave Robison provided an overview of the 2019 Legislative Session outcomes for State Parks that will benefit capital projects at Fort Worden. He said the results from this session are the best they have been for Fort Worden in many years. Robison reviewed a summary of PDA requests for capital projects around the campus (see packet). Through a \$31 million “Capital Preservation Pool” that authorizes spending on a list of statewide projects, failing waterlines and deteriorating historic roofs at Fort Worden will be replaced. An allocation for exterior improvements and lead abatement will fund the repainting of Officers Row buildings at a rate of two per biennium, he said. Robison noted that because of the lead abatement work and requirements for historic preservation, it can cost more than \$650,000 to repaint each building. Some negotiation will be needed to ensure all of the projects receive full funding from the pool, he said. The State Parks budget also includes “A Building for the Arts” grant that will provide \$712,000 to rehabilitate a building for Makers Square. Robison stated that Larry Sammons and David Beckman are building a strong relationship with State Parks project managers in Olympia to help guide these projects.

Staff and the Committee also discussed the need to plan for revenue sharing with the State, which is a requirement that will begin when the PDA enters its eighth year of leasing the campus from State Parks. Robison said the provision calls for paying three percent of gross revenues to the State. Cindy Finnie said that as the PDA prepares for this, staff should be sure to share this reality with the partners.

- **Makers Square: Bid Process and RFP**

Staff and the Committee discussed the two bids that the PDA received on April 30 for the Makers Square project. David Beckman said bidder #2, Clark Construction, came in low in all building alternates except for one involving site improvements for all of Makers Square. Beckman said the site improvements may have been overdesigned and may be done for less through value engineering. With that in mind, Beckman said the PDA would like to move forward with the lowest bidder on infrastructure and site work for buildings 305, 308, and 324. He noted that this could include improvements to the basement of 305, which KPTZ plans to use for its broadcasts and operations. If the board approves awarding the contract, the PDA will try find a way to make tenant-funded improvements to 305 more affordable, Beckman said. Robison noted that public guidelines governing the PDA require that contracts be awarded to the lowest responsive, responsible bidder and negotiations can only happen after a contract is awarded.

Staff and the Committee also discussed funding for Makers Square. Robison said that approximately \$10 million has been secured to date, which includes grant funding that is paid via reimbursement. This points to the need for bridge financing because the PDA doesn't have all of the money needed on hand to complete the project, Robison noted. However, Robison said, money has been secured for much of the work. Todd Hutton remarked that the site improvements should be done sooner than later to help make the space more attractive to potential users, and the Committee and staff agreed, although it will require additional funding.

- **Glamping Update**

Beckman said that the construction contract has been awarded to Nordland Construction. The plan is to have the site work and utilities completed over the summer and construction of the tent platforms would begin in September, he said. The goal is to have a soft opening of the sites in March or April 2020, Beckman said.

- **Events Update**

Robison shared that planning is underway for the 4<sup>th</sup> of July event at Fort Worden. Because the City of Port Townsend and Chamber of Commerce aren't contributing to a fireworks show this year, Robison said the PDA is working with Thunderbull Productions to host the celebration. Thunderbull is exploring local talent for the main stage and considering organizing a laser show or a fire show.

Staff and the Committee discussed plans for THING, which is happening August 24<sup>th</sup> and 25<sup>th</sup>. All PDA accommodations are booked for THING, Robison said. Seattle Theater Group (STG), the event organizers, have been thoughtfully and proactively taking neighborhood concerns about traffic and noise into consideration and planning and hiring as much local support as possible, he said. The Neighborhood Advisory Committee that formed to help the PDA consider noise, traffic, and parking concerns for THING and other large-scale events had its orientation meeting on May 13<sup>th</sup>, Robison shared. Todd Hutton noted how enthusiastic the committee members are about their role and how strongly they believe in helping steward Fort Worden. Rufina Garay said the orientation provided an overview of the PDA's mission, what it means to operate as a public development authority, and how events are planned. She said the meeting helped the committee understand how hospitality and events help the PDA achieve financial sustainability, which is part of the PDA's mission. A second meeting (June 13<sup>th</sup>) will focus more closely on parking and traffic issues. Representatives from STG plan to attend that event, and staff members expect to have a draft parking and shuttle plan by that time. Executive Committee members noted how valuable a neighborhood advisory committee can be in strengthening relationships between the PDA and the greater community and addressing fears and uncertainties.

- **Building 277**

Larry Sammons described an issue with the Reunion House's fire alarm system, which may have an impact on its use and partner programming over the next few months if the building is taken offline for repairs. Sammons said that because of a communication issue in the system, the PDA is providing an around-the-clock fire watch service until the problem is fixed. The PDA has been involving Centrum in the process due to the possible impacts to their programs.

- **Branding Process**

Robison shared that staff and a few board members are working to address concerns that the PDA is not fully embracing its mission to better support tenant partners on campus. He said the group will build from important branding work that began last year and involve local officials and tenant partners in a process that will help people understand how the PDA works to meet its directive to be self-sustaining as it operates a lifelong learning center. The process also will provide an opportunity to listen carefully to any concerns that may have been raised, Robison noted.

- **Fort Worden Foundation Development Director**  
Robison introduced Lane DeCamp, the newly hired Development Director for the Fort Worden Foundation. Robison said DeCamp is the Foundation's first full-time employee, and his focus is on raising money for the PDA's capital and the Foundation's operational needs. DeCamp, whose experience includes leading a nonprofit fundraising consulting firm for 19 years, said he is excited by the Makers Square opportunity and is developing a vision and plan for raising additional money for the project. The Committee and staff discussed the need to review the existing relationship between the Fort Worden Foundation and the PDA to ensure the best model for operating Makers Square.

**VIII. Public Comment**

David Goldman congratulated PDA staff for the successful start of the Neighborhood Advisory Committee. He encouraged staff to build on the process used to help committee members understand the PDA's need to be entrepreneurial in order to manage the campus and provide a place for lifelong learning opportunities. The collaborative process could be used with other stakeholders, Goldman said.

**IX. Adjourned: 11:08 a.m.**