



APPROVED Minutes
Board of Directors Meeting
Fort Worden Public Development Authority (FWPDA)
Wednesday, May 22, 2019 | 9:00 a.m. – 12:00 p.m.
Commons Building 210, Room A, Fort Worden

- ❖ **Action:** Motion to approve April 24, 2019 Board Meeting Minutes. **Unanimously Approved**
- ❖ **Action:** Motion to approve **Resolution 19-10** authorizing the Executive Director to execute a construction contract with Clark Construction, the approved lowest responsive, responsible bidder, for the Makers Square project, and to sign all necessary documents for the project. **Unanimously Approved**
- ❖ **Action:** Motion to approve to approve **Resolution 19-11** authorizing the Executive Director to enter into a service agreement not to exceed \$25,000 with Flying Crow to refresh FWPDA's website. **Unanimously Approved**

Regular Board Meeting:

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

II. Roll Call & Introductions

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

Staff: Dave Robison, Diane Moody, Rufina Garay, Joan Rutkowski

Public: David Beckman, David Berrian, Donald Cobb, Jr., Robert Force, Maryna Frederiksen, Jeanne Cardon, Owen Rowe, Cody Griffith, David Goldman, Rebekah Howe, Silas Holm, Sam Cavallaro, Carla Main, Aletin Alvan

III. Community Partnership Presentation: Port Townsend Pétanque Alliance

PDA Executive Director Dave Robison introduced representatives of the Port Townsend Pétanque Alliance: Robert Force (president), Silas Holm, Rebekah Howe, and Sam Cavallaro. Pétanque is a lawn game that is similar to bocce or lawn bowling. For the last four years the Alliance has been practicing, providing instruction, and holding tournaments at Fort Worden. Force noted that the Port Townsend group has an international presence largely because Holm and Howe are national champions and Holm is on the international team. He said the formal partnership the Alliance seeks to build with the PDA will help them grow and increase their impact. Force said Fort Worden is an ideal place for the group as they look to expand and bring youth and adult players from across the country to Port Townsend for tournaments and instruction. Holm said their current use of courts at Fort Worden has already helped them grow by providing space for practicing regularly and more courts than they can find elsewhere. The PDA's housing accommodations increase the draw of their tournaments, he added. Howe described the inclusivity and accessibility of Pétanque. She was on a winning regional triples team with two partners who are in their

70s. Howe said the Port Townsend group seeks to invite everyone of all levels and abilities, including those who are new to the sport, to learn Pétanque.

Robison noted that the PDA invested in developing the lawn game area based on feedback from guests and community members about the need for more outdoor recreation space. The area can be used for Pétanque, croquet, horseshoes, badminton, and bocce. The Special Olympics bocce team uses the multi-purpose courts, and Robison noted the potential for collaboration with other community groups for practices and tournaments.

IV. Changes to the Agenda

An update on the State Parks project to improve marine facilities at Fort Worden was added to the agenda.

V. Public Comment

David Berrian addressed the board to request hearing support in PDA facilities. He thanked the PDA for setting up the board meeting room to provide an Assistive Learning Device so that he could participate in the meeting. Berrian shared his frustration that the Global Earth Repair Conference, organized by Friends of the Trees and held at Fort Worden, was not able to fully satisfy his request for hearing accommodation. He believes it is the PDA's legal obligation, per requirements of the Americans with Disabilities Act (ADA), to provide this infrastructure in its facilities. Berrian asked how the PDA will respond to this concern.

Board member Todd Hutton thanked Berrian for bringing attention to this issue. Hutton asked staff to research the investment needed to provide reasonable accommodations, and suggested that the PDA have an ADA coordinator on staff. Robison noted that the issue came into the PDA's awareness this month and staff will explore options for accommodations. He said the Fort Worden Advisory Council recently identified the need for more clear and prominent information about which facilities are ADA accessible and will be assessing ADA accessibility throughout Fort Worden.

Emily Mandelbaum, who is a member of the Hearing Loss Association of America, stated that the association recommends that organizations automatically provide equipment for hearing assistance in facilities, rather than on an as-needed basis. This encourages and helps all people participate, she said.

VI. Consent Agenda

Review and approval of regular Board meeting minutes, April 24, 2019

Action: Motion to approve April 24, 2019 Board Meeting Minutes. **Unanimously approved**

VII. Review and Discussion of Financials

A. Staff Report

Diane Moody provided an overview of the financial memo regarding April 2019 Revenue and Expenses and Balance Sheet reports (on website). For the month of April total revenue is 95% to budget and 9% higher than April 2018. Moody noted that accommodations revenue is 27% higher than budgeted even though occupancy is slightly lower than in 2018.

B. Board Discussion

Board and staff identified the need to pay attention to declines in event revenue and hotel bookings in the Seattle area because that activity has historically been one year ahead of Port Townsend, and also to pay attention to new hotels coming on line in the area.

VIII. Makers Square Construction Contract Award

A. Staff Report

Robison stated that being ready to move forward with construction for Makers Square marks a momentous day in the development of the PDA lifelong learning center. David Beckman, Director of Capital Projects, said the PDA received two bids on April 30th for the base bid and three alternates. He said Clark Construction, which is located on Bainbridge Island, was the lowest bidder for the work. Beckman said staff would like to move forward with Clark Construction for infrastructure and site work for buildings 305, 308, and 324. He noted that this could include improvements to the basement of 305, which KPTZ would fund for its use for broadcasts and operations. Buildings 305, 308 and 324 would become fully ADA accessible, Beckman said.

B. Board Discussion

Board and staff discussed funding for site improvements and the basement KPTZ plans to use. It was noted that Clark Construction's bid for the KPTZ basement infill is higher than the other bid even though they are the lowest cumulative bidder. Robison said PDA staff have been talking with KPTZ to make sure they are comfortable with the situation. He said that if the board approves awarding the contract, the PDA would then be able to negotiate for adjustments to costs and look for opportunities for value engineering to reduce KPTZ's scope to meet its budget.

Robison also noted that the bids don't cover costs for project administration and contingencies, which bring the project cost (without Alternate 3 site improvements) to approximately \$10 million. Robison said over \$10 million has been secured to date, which includes grant funding that is paid via reimbursement. Bridge financing and additional grants will be needed because the PDA doesn't have all of the money on hand to complete the project and historic tax credits don't come through until the end of the project, Robison said. Board members expressed confidence in the careful process and the fundraising that has happened so far, and thanked Beckman, Robison, and board member Gee Heckscher.

Action: Motion to approve **Resolution 19-10** authorizing the Executive Director to execute a construction contract with Clark Construction, the approved lowest responsive, responsible bidder, for the Makers Square project, and to sign all necessary documents for the project. **Unanimously Approved**

IX. Website Upgrades

A. Staff Report

Moody described the reasons for an extensive upgrade of the PDA's website, which include addressing coding difficulties that have caused crashes and other technical issues. She reviewed the scope of work and said the PDA needs board approval because the cost exceeds \$10,000. Under the proposed contract, the PDA's current web designer, Flying Crow, would move the site to a WordPress platform. Moody stated that this platform would be easier for staff to manage and require less dependency on Flying Crow. While some content also would be refreshed, Moody noted that the work does not involve a redesign.

B. Board Discussion

Jane Kilburn reiterated the need to be sensitive to the branding work that was just completed, and staff confirmed that changes will mostly be technical (i.e. content management and new platform), not a branding update at this time.

Action: Motion to approve to approve **Resolution 19-11** authorizing the Executive Director to enter into a service agreement not to exceed \$25,000 with Flying Crow to refresh FWPDA's website. **Unanimously Approved**

X. Staff Reports

A. State Parks Capital Budget

Robison provided an overview of the 2019 Legislative Session outcomes for State Parks that will benefit capital projects at Fort Worden (see agenda packet on website). He said the positive outcomes are a result of working closely with legislators under the guidance of a lobbyist the Fort Worden Foundation hired to help with the session. Highlights include \$675,000 allocated for “infrastructure for economic development” that can be used for Makers Square, Robison noted. The budget also includes two grants that will provide nearly \$1.3 million for Makers Square, he said. Robison also reported that the legislature provided a \$31 million “Capital Preservation Pool” that authorizes spending on a list of statewide projects, including replacing failing waterlines and deteriorating historic roofs at Fort Worden. This maintenance funding list attempts to take politics out of funding decisions by giving State Parks the ability to distribute the funds from the pool based on priorities, needs, and project timelines. Robison said some negotiation will be needed while State Parks finalizes the capital project list by the end of January 2020.

B. Current Projects & Major Repairs

Larry Sammons provided an update on current and upcoming State projects to improve or replace infrastructure around the PDA campus. Because of delays, the sewer replacement project will extend into the PDA’s peak season for renting accommodations. The next phase will involve the undergrounding of electrical infrastructure in the project area, he said. Upgrades to fire alarms also are happening, leading to a temporary closure of Reunion House because its alarm system has a communication issue. Sammons said the State will soon begin replacing failing water lines now that the legislature has funded the project. He noted that the PDA is working with State project managers on the timing of project phases to lessen disruptions that may impact guest services and other campus operations over the next three to four years.

C. Glamping Update

Sammons reported that the glamping project is moving forward after the PDA awarded the contract for the civil portion of the work to Nordland Construction. The plan is to have the site work and utilities completed over the summer and construction of the tent platforms will begin in September, he said. The goal is for a soft opening in April in which staff, board members, and partners will help test the facilities. Sammons noted that this fall the PDA will seek bids for building 288, which will serve as a community gathering space for the glamping area.

D. Marketing and Sales Report

Moody reviewed the confirmed, tentative, and projected sales for groups, partners, and leisure activities (see report in board packet on website). She noted that a few cancellations and lower than anticipated turnout for the Global Earth Repair Conference were more than offset by increases in sales for meetings and catering.

E. Chetzemoka Interpretive Trail

Robison summarized plans for the Chetzemoka Interpretive Trail, which were presented at the May Fort Worden Advisory Council meeting. Interpretive signs will connect several points of tribal, historic, and geographic interest in Port Townsend, including locations at Fort Worden. PDA Chief Strategy Officer Rufina Garay has been involved in plans for the signs at Fort Worden. Grand Opening ceremonies are scheduled for June 29th, and Garay noted that Jamestown S’Klallam Tribe Elder Celeste Dybeck has offered to lead a walk during low tide from Chetzemoka Park to Fort Worden within the week of the celebration.

F. 4th of July

Robison reviewed plans for the 4th of July celebration. Because the City of Port Townsend and Chamber of Commerce aren’t supporting a fireworks show this year, Robison said the PDA is

working with Thunderbull Productions to host an innovative celebration. He said the event will include a laser light show, local musicians, and NANDA, a group of local performance artists who blend dance, juggling, acrobatics, and comedy.

G. Neighborhood Advisory Committee

Todd Hutton, the board's liaison to the advisory committee, shared that the recent orientation meeting was positive. He said it helped committee members understand how the PDA examines possible partnerships for large events to ensure alignment with the PDA's mission and that financial sustainability is part of the PDA's mandate. Hutton said the next meeting is on June 13th and will include Seattle Theater Group representatives and focus on traffic and parking logistics particular to the THING event on August 24th and 25th. Robison reported that single-day passes for THING are sold out and two-day passes remain available; all Fort Worden accommodations are sold out.

H. Incident Command Training

Robison shared that PDA leadership and front-line staff will be involved in Incident Command Training with Jordan Pollack on June 5th and June 6th. Robison said he also is working with the Red Cross to see how the PDA can be part of community-wide emergency response efforts. This will include participating in the Great Washington ShakeOut on October 17th to train for responding to an earthquake, and a tabletop exercise in the fall. Robison introduced Lane DeCamp, who was recently hired as the Fort Worden Foundation's Director of Advancement. In addition to his background in arts programming and fundraising, DeCamp has worked for the Federal Emergency Management Agency.

I. Marine Facilities

Robison provided an update on State Parks' effort to improve marine facilities at Fort Worden. The first phase involves exploring options for replacing the boat launch with a more ecologically compatible structure and determining whether to rehabilitate, replace, or remove the deteriorating pier structure. On May 20th Robison met with the design team and staff from the Marine Science Center (MSC), which has its aquarium on the pier and is considering relocating elsewhere in the marine area due to the project. Robison said MSC is very interested in a new building or expanding at their current location. He said State Parks informally asked the PDA to consider whether it wants to keep operating the Canteen at its current location across from the pier or use the building for another purpose, such as an expansion of the MSC. Robison asked board members to consider attending the June 10th public meeting and also consider forming an ad hoc committee to help him and Beckman vet possibilities. He also referred the board to a diagram of one option for the boat launch, which involves a large, elevated structure that could cost \$2.5 million (see agenda materials on the website). Board and staff discussed the necessity and impact of an elevated boat launch. They also discussed efforts to improve the nearby Point Wilson Lighthouse, which is operated by the Coast Guard.

XI. Public Comment

No additional public comment was made.

XII. Next Meetings

- ❖ Executive Committee Meeting, June 18, 2019, 9 a.m.
- ❖ Board of Directors Meeting, June 26, 2019, 9 a.m.

XIII. Adjourn: 11:38 a.m.

Board Packets and PowerPoint Presentations are available on our website at: www.fortworden.org under public documents>agendas & documents>public meetings>PDA Board Meeting 5.22.19