

Minutes
Board of Directors Meeting
Fort Worden Public Development Authority
Wednesday, June 27, 2018 | 9:00 a.m. to 12 p.m.
Commons B (Building 210), Fort Worden

- ❖ **Action:** May 23, 2018 Regular Board Meeting Minutes - **APPROVED**
- ❖ **Action:** Motion authorizing the Executive Director to sign lease amendments with the Fort Worden Foundation to include buildings 308 and 324 of Makers Square.
APPROVED
- ❖ **Action:** Motion to approve **Resolution 18-06** authorizing Executive Director to add and remove credit card accounts. **APPROVED**

Regular Board Meeting:

I. Call to Order: 9:01 a.m.

II. Roll Call & Staff Introductions

Stephanie Copping, Reservations Lead Coordinator and Rick Pollard, Grounds Manager were introduced to the Board.

Board Members: Todd Hutton, Bill James, Jane Kilburn, Norm Tonina, Jeff Jackson, Lela Hilton, Herb Cook, Cindy Finnie, Gee Heckscher

Staff: Dave Robison, Diane Moody, Karolina Anderson

Public: Jeff Krida, Stephanie Copping, Rick Pollard, George Randels, Jeanie Cardon, David Goldman, Cody Griffith, Kristan McCary, Lisa Werner, Teresa Verraes

III. Changes to the Agenda

The order of the agenda changed slightly. There were no other changes.

IV. Partner Presentation: Port Townsend School of the Arts

Teresa Verraes, Executive Director of the Port Townsend School of the Arts (PTSA) presented a PowerPoint. The PTSA Mission statement is “to bring out the artist in all of us”. Verraes talked about the PTSA downtown gallery that serves as an information center and hub for arts and culture featuring faculty vignettes, retail, art and promotion of art classes. Verraes noted that the gallery is also a bridge between Fort Worden and the community. Verraes stated that PTSA has received a \$29,000 grant to invest in capital improvements of PTSA building 306 at Fort Worden. Verraes reported that the PTSA youth art camp sold out and that there were 70 youth on campus. Verraes talked about upcoming initiatives and future plans including Plein Air painting and an open studio for teens two Friday nights a month. Verraes stated that PTSA is a center for visual arts and education and as such, can be the heartbeat of Makers Square – with two focuses: Human Enrichment and Community Transformation.

V. Consent Agenda

A. Review and Approval of Board Meeting Minutes, May 23, 2018

Action: Motion to approve May 23, 2018 Board Meeting Minutes
Unanimously **APPROVED**

VI. Review and Discussion of May Financials

A. Staff Report

Diane Moody reviewed the key points from the financial memo (in packet). Moody noted that wine dinners have been selling out and that all the food outlets continue to over-perform. Moody noted that FWPDA cash position is better than previously expected.

B. Board Discussion

Herb Cook asked whether the FWPDA needs a depreciation schedule and Moody and the board discussed the differing tracking needs between for profit businesses and a non-profit public entity like the FWPDA. Board and staff discussed equipment associated with the maintenance transfer as well as the leased trashed compactor. Norm Tonina thanked Jeanie Cardon of Centrum for the progress Centrum has made to bring and keep accounts current.

VII. Fortopia Program Update

A. Staff Report

Dave Robison updated the board on the Fortopia campaign including the marketing campaign, schedule and contracts with program partners. Robison noted that the Fortopia marketing campaign will include a promotion through the University of Washington Osher Lifelong Learning Institute and Western Washington University Academy for Lifelong Learning. Partner organizations will also share Fortopia marketing materials with their respective mailing lists. Robison reported that there's still work to do to finalize the budget and that an early bird special will be offered. Robison stated that the program is filling out well and will include offsite excursions including to Finn River Cidery and Mount Townsend Creamery. Sample activity: program participants can pick produce and then enjoy a cooking demonstration. Finistere will do a "bounty of the sea" progressive dinner at the Marine Science Center aquarium, incorporating an educational component about the health of the Salish Sea. Robison noted that the Fortopia program highlights ways that partners can work together.

B. Board Discussion

None

VIII. Motion to authorize Executive Director to sign lease amendments with the Fort Worden Foundation to include buildings 308 and 324 of Makers Square.

A. Staff Report

Robison reviewed proposed lease amendments with the Fort Worden Foundation to include buildings 308 and 324 (in addition to building 305). Robison reminded the board that FWPDA previously passed a resolution to enter into a lease agreement with the Fort Worden Foundation for Makers Square buildings 305, 324 and 308 and that the Fort Worden Foundation must hold the 15-year lease agreement in order for

Makers Square to qualify for certain grants including Building for the Arts and Historic Tax Credits.

B. Board Discussion

Board and Staff discussed the Buildings for the Arts grant and Robison stated that the grant includes all interior improvements. Board members asked what criteria is used for granting a 15-year lease for Makers Square, noting that the FWPDA requires that partners provide a business plan and a capital investment strategy. Hilton stated that organizations are sometimes caught in a Catch 22 scenario (i.e. when an organization is unable to apply for certain grants that require a long-term lease that could support that organization in meeting requirements necessary to obtain a long-term lease).

Action: Motion authorizing the Executive Director to sign lease amendments with the Fort Worden Foundation to include buildings 308 and 324 of Makers Square. Unanimously APPROVED

IX. Resolution to authorize Chief Financial Officer to add and remove credit card accounts.

A. Staff Report

Moody reviewed Resolution 18-06 that would authorize adding additional credit card accounts noting that new managers have been hired.

B. Board Discussion

None

Action: Motion to approve Resolution 18-06 authorizing Chief Financial Officer to add and remove credit card accounts. Unanimously APPROVED

X. Staff Report

A. Presentation to Seattle Culinary Academy

Kristan McCary talked about the presentation she and Kass Swindler made to the Seattle Culinary Academy and developing a sense of place at Fort Worden eateries with a focus on local producers (i.e. farms, beverage producers and meat producers). McCary discussed leveraging the commercial kitchen and appealing to “foodies” by creating mobile, intimate and/or artistic dining experiences that complement the Lifelong Learning Center mission and the Fort Worden core values. McCary also suggested weaving together experiences with local farms and integrating Culinary Arts. McCary talked about sustainability goals around energy and water usage, sourcing and reducing waste (eventually moving towards zero waste). McCary stated that the Food and Beverage department has grown from 15 employees to 75. Tonina said the presentation was well received by the audience at the Seattle Culinary Academy and noted that providing housing will be key to encouraging interns to choose to come to Fort Worden.

B. Master Lease Amendments

Robison discussed lease amendment #3 and changes that have occurred after four years of operations. As dictated by the master lease agreement, the Fort Worden PDA assumed

responsibility for normal maintenance and repairs as well as grounds on May 1, 2018 (assuming approximately \$500,000 in additional annual costs). Robison reported that the WA State Parks (WSP) commission will review the proposed lease amendments on July 11th at the commission meeting in Vancouver. Robison reviewed the final proposed lease amendments including: extending the glamping lease area boundary, the transfer of building 409 from WSP to FWPDA, the transfer of building 296 (the Mower Shop - now that FWPDA is in charge of grounds maintenance), an extension of lease area near the Port Townsend Marine Science Center exhibit for possible future use by PTMSC and transfer of building 365 for future program needs. Robison noted that building 365 is a 5,500 square foot building that is seismically renovated and is currently only used for storage of a steam engine and a searchlight.

C. Energy Efficiency Update

Sammons talked about the energy efficiency update and stated that a heating control system is being installed that will allow heat to be monitored from the front desk. Sammons noted that there have been some challenges pertaining to the lack of wi-fi in basements on Officer's Row. Solar panels will be installed on building 210.

D. Seattle Theater Group (STG) Event

Robison stated that the upcoming Modest Mouse concert sold out in 5 days – a total of 3,000 tickets. A meeting was held between various stakeholders (including Centrum, PDA, police department) to develop an event plan. Robison reported that Seattle Theater Group is very interested in building links to local community and is committed to using locals as much as possible including the potential of a local opening act. STG is bringing a professional crew and there will be police backup as well. Robison noted that STG is a non-profit organization with a mission to run historic theaters for music, arts and education. Robison noted that the STG Board of Trustees will stay in Officer's Row building 4 during the event. Robison stated that a small crew from STG is coming up for the 4th of July event to observe how a large event runs at the Fort (i.e. food, neighborhood impact, security, traffic, etc.). Robison stated that Police Officer Troy Serber estimated that approximately 4,000 people attend the 4th of July event and that the Modest Mouse concert will be a smaller event. Robison noted that most Modest Mouse fans are in the 35-45 age range and kids will be present.

E. Makers Square Project Update and Timeline

Heckscher reviewed the Makers Square Project timeline and stated that he's anticipating that it's likely that State Parks will be moving out of building 305 soon. Heckscher stated that the next cost estimate is due about a month from now and that contingencies are under consideration depending on how much funds are raised. Heckscher noted that no work can be done on the attic of building 305 until bats move out at the end of August and stated that removing the bat guano will be a hazardous materials (hazmat) project.

F. Partner Classification

Robison stated that he and members of the sales department have been working with partners and staff on updating the partner classification. The Partner Classification system was developed for staff so that they can figure out how to book a reservation with a group.

The system acknowledges legacy programs, founding partners onsite, and groups with a history at the Fort. Robison stated that the partner classification system also acknowledges contributions that partners have made to the health of Fort Worden. Robison noted that community partnerships will be determined on a case by case basis, likely through an RFP process. The aim is to become fair and equitable for organizations within the community while providing the sales department with consistent guidelines.

XI. Board Reports/Discussion

A. Networking Meetings

Tonina reported that he has been conducting networking meetings with the following people:

- David Brewster, the Founder of Town Hall
- Barry Mitzman, a former KCTS on air personality and communications expert
- Johannes Ariens of the Surfrider Foundation and Lodge Camps.com
- Suzy Pervis, Film Institutes
- University of Washington Osher Institute for Lifelong Learning
- Daniel Leahey of Leadership Institute of Seattle (formerly Bastyr)
- Daniel Coffman of Saybrook University

Jane Kilburn and Bill James thanked Tonina and Robison for their efforts. Lela Hilton reported that she contacted the Dean and provost of Western Washington University.

B. Board Discussion

Port Townsend School of the Arts

Hilton suggested that perhaps PTSA could do outreach and marketing for Fort Worden at their gallery downtown and is there a way for there to be reciprocity? Tonina suggested that the reciprocity could be through the earn-back template.

Lease amendments and Capital Projects

Lela Hilton asked whether the proposed lease amendment included space for the new KPTZ antennae and Robison replied that KPTZ is working directly with State Parks. Board and staff discussed the historic significance of the proposed location (the site of a former radio tower). Heckscher discussed budgeting for State Parks capital projects and reminded staff that the capital projects budget was insufficient to cover renovations for building 1 and building 4. Robison stated that he hopes to work more closely and collaboratively with State Parks in regards to the capital projects list in the future.

Board Member Absence

Heckscher updated the Board on the status of Bill Brown (board member) who is in the hospital.

XII. Public Comment

None

XIII. Next Meetings

- ❖ Executive Committee Meeting, August 28, 2018
- ❖ No board meeting in August

XIV. Adjourn: 11:09 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 6.27.18*

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