

Minutes
Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Seminar Building #297, Fort Worden
Wednesday, August 30, 2017
9:00 a.m. to 12:00 p.m.

MOTIONS:

- ❖ **Motion APPROVED:** Authorizing the Executive Director to amend to the building 202 management agreement – extending the agreement to September 1, 2018
- ❖ **Motion APPROVED:** Extending Todd Gubler’s Consulting Contract by one week

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

II. Roll Call

Board Members: Cindy Finnie, Jeff Jackson, Gee Heckscher, Jane Kilburn, Norm Tonina;
Staff & Consultants:

Dave Robison, Diane Moody, Karolina Anderson, Hannah Burns, Katie Oman, Megan Claflin

Public: David Goldman, John Schorr

III. Makers Square Update

Katie Oman presented a brief overview of the Makers Square project followed by a business plan update and a preliminary ProForma. The board discussed details and provided feedback including business revenue and expense allocations as well as staffing allocations and potential sources of startup capital. Dave Robison updated the committee on the status of the Building 305 Historic Tax Credit application - the design process is still on hold after a letter was received from the National Park Service objecting to some of the Makers Square design features (i.e. solar panels and skylights).

IV. Review of Draft Feasibility Studies

Hannah Burns reviewed a draft glamping feasibility study highlighting that glamping units are in high demand and that there are currently no other glamping sites on the Olympic Peninsula (see report for details). The board discussed the study including permitting, accessibility, security and return on investment. According to the feasibility study, initial loan to fund the Capital Investment is expected to be paid off within 5 years. Robison stated that he has a verbal agreement with State Parks to increase the campus lease area to the North, to encompass the proposed glamping site. The Washington Conservation Corps has been contracted to clear the brush and park out the sites.

V. Cash Flow Projection Report

Diane Moody presented the Cash Flow Report, noting that the PDA is in a better cash position than expected for the month of August. This is due to stronger than planned leisure travel income and lighter personnel costs than projected. If the partner payments come in as expected, the PDA will be in a stronger position than last year at this time. Moody also provided highlights of the July Revenue and Expense report. Net revenue for the month of July was slightly ahead of budget, year-to-date revenue was also ahead of budget. This is due to lodging revenues continuing to remain strong, slight reduction in staffing and personnel costs and curtailed spending on equipment, amenities and capital purchases.

VI. Focus for September Board Meeting

The committee discussed adding the following agenda items to the September 27 board meeting:

- ❖ Makers Square Update
- ❖ Glamping Update
- ❖ Lease Amendments
- ❖ KPTZ Proposal

VII. Committee Discussion

- ❖ The Committee discussed an amendment to the building 202 management agreement – authorizing the Executive Director to extend the agreement to September 1, 2018 and a motion was made to approve.
 - Motion to amend building 202 management agreement was unanimously **APPROVED**
- ❖ The Committee discussed extending the consulting contract for Todd Gubler from 8-2-17 to 8-8-17 and a motion was made to approve.
 - Motion to extend consulting contract for Todd Gubler was unanimously **APPROVED**
- ❖ Dave Robison discussed the Housing Levy ballot measure which is intended to address lack of affordable housing in Jefferson County. Background: The County Commissioners recently passed a resolution declaring a housing crisis. Bruce Cowan, one of the authors of the Housing Levy, approached board and staff requesting public support. The committee discussed how lack of rental and affordable housing affects the Fort's ability to recruit and retain employees. The committee discussed balancing social responsibility and concerns about a municipal entity making political recommendations. Robison suggested that he and Tonina write a perspective/ Op Ed to the Leader regarding the challenge the Fort faces in recruiting and retaining employees with lack of rental and affordable housing options. The committee agreed.
- ❖ The committee discussed complaints received by FWPDA staff, the City of Port Townsend and the Port Townsend Leader concerning the upcoming Civil War Re-Enactment. The complaints were regarding the noise made by the canons and the display of the Confederate flag. Robison noted that as a public entity the FWPDA cannot discriminate against any group of people.
- ❖ Robison reviewed a draft RFP (request for proposals) for building 298 and discussed the proposed process for recruiting new partners.
- ❖ Robison informed the Committee that he's currently negotiating a contract for a 2018 event here at Fort Worden and would like to bring it to the board meeting in September.

VIII. Adjourned: 12:00 p.m.