

APPROVED Minutes
Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Commons B, Building 210, Fort Worden
Tuesday, September 19, 2017
9:00 a.m. to 11:00 a.m.

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

II. Roll Call

Board Members: Cindy Finnie (by phone), Jeff Jackson, Gee Heckscher, Norm Tonina

Staff: Dave Robison, Diane Moody, Karolina Anderson

III. DRAFT September Board Meeting Agenda

The Committee reviewed the draft September Board agenda and discussed the proposed MOU with Port Townsend School District including the importance of having tenants monitor electricity usage (i.e. turning heaters off at night) and suggested that staff incorporate that in the PTSD MOU.

A resolution on the line of credit will be added to the agenda.

IV. August Cash Flow Projection Report

Diane Moody presented the August Cash Flow projection report noting that Centrum submitted a check for \$150,000.

V. Board and Staff Discussion

1. Glamping: Robison reported that members of the Washington Conservation Corps have been undertaking minor clearing of glamping sites and that he and Moody are meeting with lenders regarding financing. Staff will travel to Lakedale Resort on Thursday to visit a glamping site. The Committee discussed financing, tent varieties, bidding process, landscaping and the bathhouse.

2. KPTZ: Robison and the Committee discussed the proposed MOU with KPTZ and ways that the radio station complements and helps fulfill the mission and vision of the Lifelong Learning Center at Fort Worden. Robison noted that the basement of 305 is a soundproof area currently designed for digital arts or audio arts and that potential partners would need to provide capital investment, which is included in the MOU with KPTZ. Robison noted that the benefit of lining up a partner at this early stage is that the use of the basement would impact the design (as opposed to many of the other areas which are intended to be more malleable with multiple uses and functions).

- 3. Makers Square RFP Process:** The committee discussed the Makers Square presentation and the structure & process for engaging new potential partners for Makers Square building 305 – which will be posted on the website.
- 4. Board Nominating Process:** The committee discussed the board nominating process - recommendations need to go before the City Council before the end of November. Four current board member terms are expiring including: Harold Andersen, Jane Kilburn, Gee Heckscher and Lela Hilton. According to the Charter the board can consist of no more than 11 and no fewer than 7 board members.
- 5. Spaces leased by partner organizations:** The committee discussed approaching Centrum and other partners with a spirit of collaboration, to craft win-win solutions regarding building maintenance, improvements and capital investments. Gee Heckscher will facilitate a building conditions assessment of the SUD's units leased by Centrum and an improvement list will be drafted.

VI. Adjourned: 11:01 a.m.