

Scott Wilson
804 Blaine Street
Port Townsend, WA 98368

June 23, 2015

Cindy Hill Finnie, Chair
Fort Worden Public Development Authority
200 Battery Way
Port Townsend, WA 98368

Dear Cindy,

With this letter I am submitting my resignation from my position on the board of the Fort Worden Public Development Authority, effective Sept. 30, 2015. This notification should give the FWPDA and the City Council ample time to identify and appoint a replacement.

I think the FWPDA is one of the great success stories of modern Jefferson County. I had the honor of being present during its initial conceptualization some years ago. As the concept evolved, I applauded the commitment of the City of Port Townsend to step into the task of creating the FWPDA to carry the concept toward reality. I was proud of the very hard work that the initial board and its supporters did to win the confidence of the Washington State Parks Commission, legislators, local public officials and other stakeholders over many months of sometimes contentious discussion and clarification of our plan.

I am especially proud of the fact that the FWPDA, after a full year of hands-on management, has proven the doubters wrong. It is a viable, self-sustaining operation that is saving state taxpayers hundreds of thousands of dollars while beginning to fulfill its mission and promise of building a center of lifelong learning at Fort Worden that supports current Partners and seeks new ones. Building 202 is under renovation. And this is only the beginning.

I want to thank you, Cindy, for your firm but compassionate leadership and your determination to stay the course. You have been the best board chair that an enterprise with this set of challenges could have hoped for. Dave Robison's work before and after taking over management has been outstanding. His commitment to making this dream an operating reality is second to none. I have gained great respect for the entire board and the hard work that each puts into this unique enterprise, and the hired staff that makes it happen every day.

The work there is not done and never will be. Constraints on my time, however, have increased, and I think this is the right time to bring in new talent to continue the work we have started.

Sincerely,



Scott Wilson

Board Skills and Interests

Skills & Experience																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	C. Finnie	S. Wilson	N. Tomina	G. Heckscher	A. Murphy	L. Hilton	B. Brown	B. James	J. Jackson									
Legal																		
Financial/Accounting			X						X									
Marketing/Community Relations		X					X											
Business Planning	X	X	X					X	X									
A/E and Construction Management				X			X											
Program Development - arts, wellness, woodworking, culinary, science, natural history	X			X	X	X												
Historic Preservation				X														
Hospitality Services	X							X	X									
Real Estate Development			X	X					X									
Strategic Planning			X	X			X	X										
Property Management	X						X											
State & Federal Relations	X	X																

Fort Worden Lifelong Learning Center Public Development Authority (FWPDA)

FWPDA Board of Directors Job Description and Expectations

Job Description Summary:

The FWPDA Board of Directors sets policy for the organization; ensures that it is operated in a legal, ethical, open and professional manner; and oversees its operation. Collectively, the Board has direct authority over the executive director, who implements the policies, programs, projects and funding plans approved by the Board. Board members acknowledge that they are “agents” of the City of Port Townsend and must comply with the Open Public Meetings Act when conducting business regarding the Public Development Authority. In addition, Board members are governed by the Charter establishing the FWPDA (City of Port Townsend Ordinance No. 3018, September 8, 2009) and any subsequent amendments to the Charter, resolutions or inter-local agreements between the City of Port Townsend and the FWPDA.

Serving on the Board is part of a community changing process, which involves learning, empowerment, and involvement on the part of all Board members. Board members serve three-year staggered terms beginning in October 2011. The Board will consist of seven to nine members to govern the affairs of the FWPDA.

The Board meets on a monthly basis. The regular meeting date, time, and place will be approved by resolution at the board’s first meeting. The annual meeting will be held in April.

Board Member Responsibilities**:

- Provide organizational leadership and advisement.
- Develop and create policies and oversight procedures.
- Oversee financial management, including adoption and oversight of annual budget.
- Identify project priorities, program planning efforts and evaluation mechanisms.
- Be informed about the organization's mission, services, policies and programs.
- Act as an advocate and good-will ambassador for the FWPDA.
- Use sound judgment in weighing facts and issues for decision making.
- Recognize conflicts of interest between the position as a board member and one’s personal and professional life. Declare any conflicts before the board and refrain from voting on matters in which there is an appearance of conflict.
- Observe and comply with the Open Public Meetings Act and display courteous conduct in all board and committee meetings.
- Make decisions on legal issues based on review and clear understanding of advice from counsel.

*** Members of the board share these responsibilities while acting in the interest of the City of Port Townsend and Fort Worden State Park. Each member is expected to make recommendations based on his or her experience and understanding of what furthers the public interest.*

Expectations of Board Members:

- Attend and participate in Board and committee meetings and special functions.
- Review agenda and supporting materials prior to Board and committee meetings.
- Assist the Board in carrying out its fiduciary responsibilities.
- Serve on committees or task forces and offer to take on special assignments as necessary.
- Be alert to community concerns that can be addressed by the PDA's mission, objectives, projects and programs.
- Help communicate and promote the mission and objectives of the organization to the community.
- Support in a positive manner all actions taken by the board as a whole even when in a minority position on such actions.
- Establish and oversee implementation of policy by the executive director and staff.
- Refrain from intruding into day-to-day administrative or operational issues.
- If unable to carry out the above responsibilities and expectations, resign the position on the board of directors.

Board Member Qualifications/Selection Criteria:

- A passion for Fort Worden State Park, with an understanding of many of the economic challenges facing the sustainability of the Park.
- Support for the FWPDA's role in the Park as well as the City's involvement and oversight of the FWPDA.
- Ability to work as a member of a team.
- Willingness to volunteer personal and professional expertise and experience without financial reward.
- Interest level and time availability.
- Political clout and community influence.
- Specialized skills (e.g., real estate development, construction or project management, financial management, marketing, programming, hospitality and conference management, etc.)

As a board member, I understand that:

- Special or unscheduled meetings may be called on occasion.
- It is my responsibility to contact the Board President if I cannot attend a meeting.
- I agree to accept the responsibilities and expectations for serving on the FWPDA Board of Directors.

Signature

Date