

**Fort Worden Public Development Authority
Executive Committee Meeting
Tuesday, November 15, 2016
Seminar (Building 297), Fort Worden
9:00 a.m. to 11:00 a.m.**

Draft Agenda:

1. Review of Draft November Meeting Agenda
2. Cash Flow Projection Report
3. Update on Board Interview and Process
4. Review Draft 2017 Budget
 - 2017 Major Capital Initiatives
5. 305 Cost Estimate
6. Fort Worden 2016 Maintenance Report
7. Committee Discussion

DRAFT AGENDA
Board of Directors
Fort Worden Public Development Authority
Wednesday, November 30, 9 a.m – 12 p.m.
Commons B, Fort Worden

Regular Board Meeting:

- I. Call to Order
- II. Roll Call & Staff Introductions—Ken Porter, Reservations Supervisor
- III. Public Comment
- IV. Fort Worden Partners Report
 - Presentation: , Friends of Fort Worden
- V. Changes to the Agenda
- VI. Consent Agenda
 - A. Review and approval of Executive Committee Meeting Minutes, October 26, 2016
 - B. Review and approval of Board Meeting Minutes, November 15, 2016
- VII. Review and Discussion of October Financials
 - A. Staff Report
 - B. Board Discussion
- VIII. Review of 2017 Preliminary Budget & Major Capital Initiatives
 - A. Staff Presentation
 - B. Board Discussion
- IX. Resolution Authorizing the Executive Director to enter into a contract for expanded architectural and engineering services for Makers Square
 - A. Staff Report
 - B. Board Discussion
 - Action:** Approve *Resolution #16-__* to approve the Executive Director to enter into an expanded scope of work and contract design services for Makers Square
- X. Staff Report
 - Board Nominating Process
 - AWC Employee Benefit Trust
 - 2016 Facility Maintenance Report
 - Energy Efficiency Improvements Financing
 - Point Wilson Light House Partnership Proposal
 - Partner Lease Discussions
- XII. Public Comment

- XIII. Board Motion to hold Executive Session to review lease terms and conditions in accordance with 42.30.110(c).
- XIV. Board Reports/Discussion
- XV. Next Meetings
- Executive Committee Meeting, December 13, 9 a.m.
 - Regular Board Meeting, December 21, 2016, 9 a.m.
 - Board & Staff Holiday Party, December 21, 4 p.m.
- XVI. Adjourn

11/15/2016

Monthly Cash Flow Projection							
Hospitality Services							
2016	Actual			Projected			TOTAL
	July	August	September	October	November	December	
1. CASH ON HAND [Beginning of month]	200,000	282,562	143,817	182,610	128,741	344,996	
2. CASH RECEIPTS							
(a) Lodging & Services	449,369	559,465	523,677	353,922	232,000	198,200	2,316,633
(Main Account (Payment- Owed))	(9,874)	(345,000)	(71,982)	17,980	55,200	35,000	(318,676)
(b) Leases	12,000	8,000	7,775	7,284	8,000	10,000	53,059
(c) From Advance Deposits	0	25,000			0		25,000
(d) Loan or Other Cash Injection	0	75,000		-	100,000	200,000	375,000
(e) Grants	0			0	75,000		75,000
3. TOTAL CASH RECEIPTS [2a + 2b + 2c=3]	451,495	322,465	459,470	379,186	470,200	443,200	2,526,016
4. TOTAL CASH AVAILABLE [Before cash out] (1 + 3)	651,495	605,027	603,287	561,796	598,941	788,196	
5. CASH PAID OUT							
(a) Personnel and Payroll Expenses	239,644	244,895	262,326	210,530	167,350	168,302	1,293,047
(b) General Operating	115,189	198,965	102,853	145,320	66,915	63,953	693,195
(c) Furniture-Fixtures-Vehicles	9,020	9,678	0	23,625	10,000	5,000	57,323
(d) Leasehold Improvements	1,500	4,092	1,918	0	6,100	7,000	20,610
(e) Fund/Account Repayment			50,000	50,000	0	150,000	250,000
(r) Subtotal	365,353	457,630	417,097	429,475	250,365	394,255	2,314,175
(s) Loan Principal Payment	3,580	3,580	3,580	3,580	3,580	203,580	221,480
6. TOTAL CASH PAID OUT [Total 5a thru 5s]	368,933	461,210	420,677	433,055	253,945	597,835	2,535,655
7. CASH POSITION [End of month] (4 minus 6)	282,562	143,817	182,610	128,741	344,996	190,361	
Difference from previous month				(124,870.00)	5,605.00	(94,395.00)	

Previous Month

Monthly Cash Flow Projection							
Hospitality Services							
2016	Actual			Projected			TOTAL
	July	August	September	October	November	December	
1. CASH ON HAND [Beginning of month]	200,000	282,562	143,817	182,610	253,611	339,391	
2. CASH RECEIPTS							
(a) Lodging & Services	449,369	559,465	523,677	301,517	265,000	198,200	2,297,228
(Main Account (Payment- Owed))	(9,874)	(345,000)	(71,982)	17,980	34,725	35,000	(339,151)
(b) Leases	12,000	8,000	7,775	7,284	10,000	10,000	55,059
(c) From Advance Deposits	0	25,000			10,000		35,000
(d) Loan or Other Cash Injection	0	75,000		-	75,000	150,000	300,000
(e) Grants	0			75,000			75,000
3. TOTAL CASH RECEIPTS [2a + 2b + 2c=3]	451,495	322,465	459,470	401,781	394,725	393,200	2,423,136
4. TOTAL CASH AVAILABLE [Before cash out] (1 + 3)	651,495	605,027	603,287	584,391	648,336	732,591	
5. CASH PAID OUT							
(a) Personnel and Payroll Expenses	239,644	244,895	262,326	197,993	167,350	168,302	1,280,510
(b) General Operating	115,189	198,965	102,853	82,807	66,915	63,953	630,682
(c) Furniture-Fixtures-Vehicles	9,020	9,678	0	15,000	15,000	5,000	53,698
(d) Leasehold Improvements	1,500	4,092	1,918	6,400	6,100	7,000	27,010
(e) Fund/Account Repayment			50,000	25,000	50,000	50,000	175,000
(r) Subtotal	365,353	457,630	417,097	327,200	305,365	294,255	2,166,900
(s) Loan Principal Payment	3,580	3,580	3,580	3,580	3,580	153,580	171,480
6. TOTAL CASH PAID OUT [Total 5a thru 5s]	368,933	461,210	420,677	330,780	308,945	447,835	2,338,380
7. CASH POSITION [End of month] (4 minus 6)	282,562	143,817	182,610	253,611	339,391	284,756	

PDA BOARD MEMBER INTERVIEW SCHEDULE

Tuesday, November 15th in the Seminar Building (#297):

Time	Interviewee
1:30 pm – 2:00 pm	Bill James
2:00 pm – 2:30 pm	Norm Tonina
2:30 pm – 3:00 pm	Randy Pendergrass

Wednesday, November 16th in the Dunbar Room (Building 200)

Time	Interviewee
9:00 am – 9:30 am	Jeff Jackson
9:30 am – 10:00 am	Bill Brown

2017 BUDGET PROCESS



2017 Major Initiatives

CAPITAL

1. 305 Design--Phase 2/Makers Square
2. Energy Efficiency Improvements
3. Culinary Feasibility--Q1 2017
3. Interior Renovations of Bldg 4 and Bldg 16. (Start Q4 2016. Complete in 2017)
4. Glamping Development.
5. Electrical Upgrade to USO--New AV equipment

OPERATIONS

6. New Property Management System. Q4
7. AV/New Equipment Plan. (Some purchasing starting in 2017)
8. Commons Upgrade. (Considerations are: Retail, Mess Hall, Café upgrade and Deck)
9. 204 Floor Finish and Sound System Install
10. Chapel Refresh
11. Sustainability Plan
 - Recycling System
 - Local Food System
 - PUD Incentives
 - Add Resources Conservation to someone's job description
 - Map out a purchase program
12. 225 plumbing.
13. NCO Remodel (Secure Bond--Include Parking and potentially O-Row segments.)
14. 203 Kitchen spaces and potential laundry

Project Budget Worksheet

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST	REMARKS
SOFT COSTS AND COSTS USUALLY COVERED BY OWNER						
PROJECT PLANNING PHASE						
1	Feasibility Studies				\$ -	incl in A&E
2	Building Condition Survey				\$ -	incl in A&E
3	Masonry Consultant - incl 3 site visits	1	bid	6750	\$ 6,750	Case Forensics
4	Preliminary Geotechnical Investigation				\$ -	incl in test pits under precon
5	Hazardous Materials Assessment	1	allow	10000	\$ 10,000	budget if not avail from SP
6	Construction Cost Estimating - 3 phases	1	bid	20000	\$ 20,000	C & N Consultants - budget
7	Planning Board Review / Landmark Review / Other Agency Review	1	allow	10000	\$ 10,000	Nat Reg review re tax credits
8	Architectural and Engineering Fees - all phases incl expenses & as-builts	1	bid	775000	\$ 775,000	Signal Arch budget
9	User-Special Consultant Fees (ie. acoustic, lighting, LEED)	1	allow	60000	\$ 60,000	listed item budgets
10	Fund RaisinG	1	allow	650000	\$ 650,000	budget
	TOTAL FOR PROJECT PLANNING				\$ 1,531,750	
PRECONSTRUCTION PHASE						
1	Construction Manager	52	wks	1600	\$ 83,200	allowance - 16 hr/wk @ \$100
2	Investigative Demolition				\$ -	incl in A&E
3	Soil Borings & Test Pits	1	Allow	9836	\$ 9,836	Shannon and Wilson
4	Documentation of Adjacent Property / Arrange for Access				\$ -	N/A
5	Hazardous Material Abatement Consultant and Testing (ie. building & soils)	1	allow	15000	\$ 15,000	budget
6	Underground utility location	1	bid	500	\$ 500	C-N-I Locate
7	Utility & Topographic Surveys	1	bid	9660	\$ 9,660	Wengler Survey and Mapping
8	Final Geotechnical Report and Plan Review				\$ -	incl in test pits
9	Code Consultant / Permit Expediter				\$ -	N/A
10	Materials Testing				\$ -	N/A
11	Plan Check & Permit Fees	1	allow	35000	\$ 35,000	Ck w/ city
12	Unforeseen Building Department Requirements	1	allow	20000	\$ 20,000	budget
13	Cost of Reproduction & Duplication	1	allow	4000	\$ 4,000	contract documents
14	Estimating / Design Contingency				\$ -	10% incl in Const cost est
15	Temporary Quarters and Associated Moving Costs				\$ -	N/A
	TOTAL FOR PRECONSTRUCTION				\$ 177,196	

Project Budget Worksheet

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST	REMARKS
CONSTRUCTION PHASE						
1	Construction Cost - Estimate or Bid	1	est	5118000	\$ 5,118,000	SD estimate by C & N dated 9/26/16
2	Construction Contingency	1	allow	150000	\$ 150,000	change orders at 4% const cost
3	Construction Cost Escalation				\$ -	4.5% incl inconst cost
4	Bonds	1	allow	50000	\$ 50,000	budget @ 1%
5	Disposal of or Removal and Storage of Furnishings or Personal Property	1	allow	1500	\$ 1,500	budget
6	Builder's Risk Insurance	1	allow	25000	\$ 25,000	budget @ .5%
7	Other Special Insurance				\$ -	N/A
8	Financing Costs & Loans	1	allow	10000	\$ 10,000	budget
9	Testing & Inspection including Soils Compaction	1	allow	12000	\$ 12,000	budget
10	Protection of Adjacent Property				\$ -	N/A
11	Site Security				\$ -	N/A
12	Temporary Utility Charges	1	allow	12000	\$ 12,000	budget @ \$1000/mo
13	Deposits for Special Order Equipment				\$ -	N/A
14	Furniture, Fixtures & Equipment - lobbies	1	allow	60000	\$ 60,000	budget - \$86K incl in const cost
15	Management reserve	1	allow	200000	\$ 200,000	budget @ 4% const cost
16	Utility Connection Fees or Deposits	1	allow	1500	\$ 1,500	by City and PUD
17	Owner's Representative	52	wks	1600	\$ 83,200	allowance - 16 hr/wk @ \$100
	TOTAL FOR CONSTRUCTION				\$ 5,723,200	
OCCUPANCY						
1	Telephone & Data Design & Cabling	1	allow	5000	\$ 5,000	budget
2	Premises Security System				\$ -	\$37K incl in const cost
3	Relocate or Install new Telephone System				\$ -	\$47K incl in const cost
4	Relocate or Install new Computer System				\$ -	incl in telephone above
5	Guards & Temporary Security Systems				\$ -	N/A
6	Final Move in	1	allow	5000	\$ 5,000	budget
7	Business Disruption				\$ -	N/A
8	Change of Address / Letterhead / Telephone				\$ -	N/A
	TOTAL FOR OCCUPANCY				\$ 10,000	
	TOTAL FOR ALL COSTS THROUGH CONSTRUCTION				\$ 7,442,146	

Project Budget Worksheet

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST	REMARKS
OTHER HARD COSTS FREQUENTLY NOT COVERED BY CONTRACTOR						
1	Cost of utilities used during construction				\$ -	incl in temp utility charges
2	Temporary power for elevators due to delay in permanent power				\$ -	N/A
3	Overtime to accelerate schedule or for owner's convenience				\$ -	N/A
4	Usage fees for building services or employees (ie. engineering staff)				\$ -	N/A
5	Reduced productivity due to presence of hazardous materials	1	allow	2000	\$ 2,000	budget
6	Abatement of hazardous materials (ie. asbestos, lead and stored materials)	1	allow	15000	\$ 15,000	budget
7	Removal of soils contaminants and underground fuel tanks	1	allow	10000	\$ 10,000	budget
8	Dewatering for excavation				\$ -	N/A
9	Unforeseen buried obstructions	1	allow	5000	\$ 5,000	budget
10	Dryrot / pest inspection, mitigation or control	1	allow	2000	\$ 2,000	budget
11	Repairs of dryrot or pest damage - bat dung removal	1	allow	15000	\$ 15,000	budget
12	Existing drainage problems				\$ -	N/A
13	Sidewalk or other infrastructure repairs				\$ -	incl in const cost
14	Cleaning exterior glass on a highrise or multi-tenant building				\$ -	N/A
15	Awnings, marquees or canopies				\$ -	incl in const cost
16	Window coverings or shades				\$ -	incl in const cost
17	Base building work or alterations to core spaces				\$ -	incl in const cost
18	Access modifications required by governing agencies				\$ -	incl in const cost
19	Seismic upgrade or parapet bracing triggered by other work				\$ -	incl in const cost
20	Emergency telephone in elevator cab or telephone service line	1	allow	1000	\$ 1,000	budget
21	Telephone lines for fire alarm or security systems				\$ -	incl in const cost
22	Relocation of utilities above or below grade				\$ -	incl in const cost
23	Street lighting or other improvements outside property line				\$ -	incl in const cost
24	Energy management systems				\$ -	incl in const cost as controls
25	Salvage of items or artifacts by other than contractor	1	allow	1500	\$ 1,500	budget
26	New utility vaults				\$ -	incl in const cost
27	Found conditions and work not shown or inferable from contract documents	1	allow	5000	\$ 5,000	budget
28	Project Contingency	1	allow	100000	\$ 100,000	budget 2% of const cost
TOTAL FOR OTHER HARD COSTS					\$ 156,500	
GRAND TOTAL FOR SOFT AND HARD COSTS					\$ 7,598,646	

Exhibit G-1
Washington State Parks & Recreation Commission

Maintenance Expenses on Campus Year 1-4				
Expense	Year 1	Year 2	Year 3	Year 4
Salaries/wages & benefits*	389,949	396,773	396,773	403,716
Materials and Services:				
Preventive Maintenance	94,395	95,811	97,248	98,707
Deferred Maintenance	57,246	58,105	58,976	59,861
Minor Maintenance	30,421	30,877	31,340	31,810
<i>Total Expense</i>	\$ 572,010	\$ 581,565	\$ 584,337	\$ 594,094

*Expenditure represents 5 FTE maintenance staff responsible for Campus maintenance.

FORT WORDEN PDA
CIP and Facility Maintenance Expenses
 January through October 2016

Capital Improvement Projects

Location	Project Status	Project Budget	2016 Expense	Description
Bldg 16	in construction	\$ -	\$ 10,974	Interior renovation
Bldg 202 CIP	closed	\$ -	\$ 1,498	legal fees
Bldg 235 - Bliss Vista	in design	\$ 25,000	\$ 1,695	Planning and Design
Bldg 272	completed/open	\$ 150,000	\$ 118,456	Interior renovation
Bldg 277	completed/closed	\$ 100,000	\$ 67,772	Interior renovation
Bldg 300 - Guardhouse	completed/closed	\$ 350,000	\$ 265,428	Adaptive reuse construction
Bldg 305	in design	\$ 300,000	\$ 276,550	Planning and Design
Culinary Feasibility Study	pending	\$ 30,000		
Glamping	in design	\$ 75,000		
Bldg 326-USO	pending	\$ 150,000		Electrical upgrade of the facility
Bldg 4	in construction	\$ 165,000	\$ 4,881	Start of interior renovation
Lawn Games	completed/closed	\$ 30,000	\$ 30,446	Engineering and installation of Petanque courts
Parks Maintenance Shop		\$ -	\$ 80,000	PDA support of relocation
Planning & Development		\$ -	\$ 7,649	Fundraising
Planning, Development, and Project Management		\$ -	\$ 170,171	Project management and administration staffing
Total Capital Improvement Projects		\$ 1,375,000	\$ 1,035,520	

FORT WORDEN PDA
CIP and Facility Maintenance Expenses
 January through October 2016

Facility Maintenance

	Non labor	Labor	Project Expense	Total	Description
Bldg 16	\$ 3,050	\$ 11,730.31	\$ 14,780		Repair and Maintenance
Bldg 200 - Admin	\$ 5,536	\$ 11,291.46	\$ 16,827		Repair and Maintenance
Bldg 202	\$ 2,985	\$ 11,481.46	\$ 14,467		Repair and Maintenance
Bldg 210 - Commons	\$ 3,707	\$ 14,258.85	\$ 17,966		Repair and Maintenance
Bldg 210 - Food Services	\$ 2,177	\$ 8,374.15	\$ 10,551		Repair and Maintenance
Bldg 221 - Laundry	\$ 804	\$ 3,091.92	\$ 3,896		Repair and Maintenance
Bldg 225	\$ 10,059	\$ 10,508.77	\$ 20,568		Repair and Maintenance
Bldg 246 - JFK	\$ 1,092	\$ 4,199.27	\$ 5,291		Repair and Maintenance
Bldg 25 - Theater/Pavilion	\$ 672	\$ 2,583.12	\$ 3,255		Repair and Maintenance
Bldg 26	\$ 1,557	\$ 5,989.58	\$ 7,547		Repair and Maintenance
Bldg 272	\$ 626	\$ 2,406.27	\$ 3,032		Repair and Maintenance
Bldg 277	\$ 1,518	\$ 5,839.46	\$ 7,358		Repair and Maintenance
Bldg 297 - Seminar	\$ 2,633	\$ 10,125.00	\$ 12,758		Repair and Maintenance
Bldg 298 - Schoolhouse	\$ 1,404	\$ 5,399.42	\$ 6,803		Repair and Maintenance
Bldg 300 Guardhouse	\$ 1,522	\$ 5,855.58	\$ 7,378		Repair and Maintenance
Bldg 304 - Bakery	\$ 9,150	\$ 18,299.20	\$ 27,449		Repair and Maintenance
Bldg 4	\$ 1,129	\$ 4,341.88	\$ 5,471		Repair and Maintenance
Bldg 501 - Canteen	\$ 1,930	\$ 7,424.46	\$ 9,355		Repair and Maintenance
misc buildings <\$500 each	\$ 2,635	\$ 20,134.62	\$ 22,770		Repair and Maintenance
Building Specific Maintenance and Repairs	\$ 54,186	\$ 163,335	\$ 217,521		
non specific labor	\$ -	\$ 240,612	\$ 240,612		
Total Facility Operations	\$ 54,186	\$ 403,947	\$ 458,133		

Total Total CIP and Facility Maintenance

\$ 1,493,653