

**DRAFT MINUTES**  
**Fort Worden Public Development Authority Executive Committee Meeting**  
**6 February, 2014, Building 262, Fort Worden**

**I. Call to Order:** Cindy Finnie called the meeting to order at 8:35 AM

**II. Present:** Cindy Finnie, Norm Tonina, Scott Wilson, Gee Heckscher, Dave Robison, Mike Deighton  
Kevin Alexander - guest

**III. Update on Marketing Plan RFP:**

- The contract will be split into two parts. Frause will do the LLLC branding and web development and HVS will do the direct sales for hospitality. The \$50K budget may not be enough. Mike and Dave to meet with Frause on Tuesday

**IV. Review NoaNet Proposal:**

- Mike (NoaNet) to get us a draft interlocal agreement to review in a few days. He is putting together a statement of work for Tier 1. Dave is meeting next week with Partners to get copies of their recent telephone and internet bills so that we can see how the costs would split and if there are savings. If we are the ISP, we will need to charge a billing fee for the service.

**V. ATRIO Reservation System Update**

- Mike is starting to input the room info into Atrio – he proposes lumping rooms of a type under one name – military ranks suggested

**VI. Discussion of Staffing and Employee benefit packages:**

- Dave and Mike to discuss staffing. Dave and Mike to work on employee manual. We will try to match our benefits with Centrum's. We will get more bids on health insurance and Cindy is working to set up a 401K. The bonus structure will be important to employees. There will be both full-time and part-time employees and internships from hospitality schools will be investigated

**VII. Technology Assessment:**

- Motion: "Authorize the ED to hire a consultant to prepare a technical assessment and recommendations for our needs for staff computers, public space screens and video conferencing." Seconded – Scott. Motion carried unanimous. The recommendations can be bid out to get proposals for the system that will provide what we need to run our business.

**VIII. Mobilization Budget:**

- Currently \$100K in Friends account that is reserved for master planning.

- Currently about \$245K in working accounts including \$45K from LTAC
- Projected expenses (prior to May 1) of \$75K for marketing consultants and \$65K in staffing costs
- Additional expenses to plan for: moving the front desk to 210, tech software, hiring admin assistant, insurance down payment, ATRIO initial charge and additional legal fees.
- Ranger House 270: Gee advised his latest budget estimate for improvements of about \$27K including a GC fee, contingency and WA state sales tax. It assumes volunteers will provide demolition, window repairs, painting and installation of accessories, curtains and blinds. Dave to check on L&I requirements for volunteers. Furnishings are not included – Mike to weigh in on what should be provided. Names of several potential GC's will be provided to Gee. Going in for permit next week. Demo to start in about 2 weeks before Gee leaves on 2/28.
- Front desk relocation: Dave to meet with Gee and Mike next Wednesday to discuss.

**IX. Other Topics:**

- Rick Zajicek is updating the pro forma and expense predictions
- Jill has negotiated a new agreement with Hudson Oil Co. for \$.15 over cost and to include all partners. This should represent a savings to partners.
- Dave indicated that a \$5M energy grant is coming out and we should consider applying.
- Dave indicated that there are State maintenance contracts that were not part of the negotiations. These include elevator maintenance, boiler inspections, fire sprinkler inspections and monitoring, security monitoring and an agreement with Jefferson Fire & Rescue. They total about \$32K per year and Dave will try to negotiate a fair split in sharing of costs with the state.

Meeting adjourned at 10:15