

**DRAFT AGENDA**  
**Executive Committee Meeting**  
**Tuesday, April 18, 2017**  
**4 p.m. to 6 p.m.**  
**Seminar Building 297**  
**Fort Worden**

1. Review of Draft April Board Meeting Agenda
2. Cash Flow Projection Report
3. 2016 Audit filing
4. Update on Feasibility Studies
5. Update on staffing hires

**AGENDA**  
**Board of Directors Meeting**  
**Fort Worden Public Development Authority**  
**Wednesday, April 26, 2017 | 9 a.m. – 12 p.m.**  
**Commons A (Building 210), Fort Worden**

Regular Board Meeting:

- I. Call to Order
- II. Roll Call & Staff Introductions
  - ❖ Jess Morris, Maintenance Manager
  - ❖ Carmelo Rosa, Front Office Manager
- III. Fort Worden Partners Report
- IV. Changes to the Agenda
- V. Consent Agenda
  - A. Review and approval of Board Meeting Minutes, March 29, 2017
  - B. Review and approval of Executive Committee Minutes, April 18, 2017
- VI. Review and Discussion of March Financials
  - A. Staff Report
  - B. Board Discussion
- VII. Board Discussion
- VIII. Staff Report
  - ❖ Washington State Capital Budget update
  - ❖ Capital Investments/Feasibility Studies
  - ❖ Point Wilson Lighthouse Property
  - ❖ 2016 Audit Filing
  - ❖ Staffing Updates
  - ❖ All Staff Meeting
- IX. Public Comment
- X. WA State Parks Report – Roger Schmitt
- XI. Board Reports/Discussion
- XII. Board Motion to hold Executive Session to review personnel issues and lease terms and conditions in accordance with RCW 42.30.140(4) and 42.30.110 ( c ) respectively.
- XIII. Next Meetings
  - ❖ Executive Committee Meeting, May 16, 9 a.m.
  - ❖ Board Meeting, May 24, 9 a.m.
- XIV. Adjourn



April 14, 2017

## **PRESS RELEASE**

Dave Robison, Fort Worden Public Development Authority (PDA) Executive Director, announced PDA staffing updates today. Todd Gubler, the PDA's Hospitality General Manager, has resigned for personal and family reasons.

"Todd brought extensive hospitality skills and experience to the PDA and we are extremely appreciative of his hard work and dedicated efforts over the past two-plus years," said Robison. "Todd played a key role in the growth and development of the Fort's hospitality services, working to transform our operation and ensuring its financial sustainability."

Gubler joined the PDA in January 2015, eight months after the PDA assumed campus management from Washington State Parks. During his tenure, he worked to improve the hospitality experience of Fort Worden's partner organizations; diversify the PDA's customer base to include groups, weddings, and independent travelers; upgrade the PDA's reservations system and operation; and upgrade the quality and diversity of Fort Worden's accommodations. Gubler oversaw an operating budget of \$3.5 million in 2015 and grew the budget to \$4.5 million in 2016, which included meeting room and overnight accommodation rentals, housekeeping, maintenance and food and beverage services.

Norm Tonina, the PDA's board chair, echoed Robison's sentiments: "Todd's accomplishments were many during his tenure. The Board of Directors appreciates these accomplishments and the fact that he achieved them while delivering sustainable results. We wish him only the best as he pursues his next opportunity."

Gubler has agreed to serve as an independent contractor for the next 90-days beginning May 1, 2017 to ensure a smooth transition. "Todd's knowledge and experience are key to a smooth summer season. He will be able to work on and off campus in order to help complete some priority projects," said Robison.

Gubler added, "I need to be closer to my family right now and this transition allows me the opportunity to do so and still support the PDA."

"I am proud of our employees and what we have produced together. The Fort Worden partners, and their collective vision, have been an inspiration to me and I share their passion to make the Lifelong Learning Center at Fort Worden a complete success."

Todd R. Gubler  
121 Louisa Street  
Port Townsend, WA 98368  
April 11, 2017

Dave Robison  
Executive Director  
Fort Worden Public Development Authority  
200 Battery Way  
Port Townsend, WA 98368

Dear Dave Robison:

After careful thought and deliberation, I have decided it is time to submit my resignation. Life has changed dramatically for me recently and I feel the need to make some life changes that result in the ability to better support my family and achieve greater personal balance.

The last two and a half years at Fort Worden Public Development Authority have been an adventure and a challenge. Looking back, I can honestly say I am proud of the team I have assembled and the amazing work they have done in developing this organization. Their work in making the impossible happen regularly, no matter what, has been tremendous. I proud of the consistent financial growth and stability we have produced together. The partners of Fort Worden, and their collective vision, have also been an inspiration and their mission has inspired me in my work here. I have truly loved seeing their passion to make the Life Long Learning Center a success. I want to thank all those whom have supported me in my time here and wish to convey my sincere desire to assist in ensuring there is a smooth transition of duties during my departure.

My last day at Fort Worden Public Development Authority will be Friday, April 28, 2017. I am more than willing to assist in a consultant capacity as well after that date to ensure my duties are successfully transitioned and that my team has the support to continue the momentum they have generated.

I wish the organization, the board, the partners and most of all my awesome team of dedicated front line employees, much success in the coming years. I hope to continue to see incredible things produced on this campus in the future. I thank you all for the opportunity you have given me to grow and make a difference here.

Sincerely,



Todd Gubler  
General Manager  
Fort Worden Public Development Authority

4/18/2017

<b>Monthly Cash Flow Projection</b>							
<b>Hospitality Services</b>							
	Actual			Projected			
	Jan	Feb	Mar	April	May	June	<b>TOTAL</b>
<b>1. CASH ON HAND</b>	134,420	121,910	177,640	110,397	118,417	120,942	
<b>2. CASH RECEIPTS</b>							
(a) Lodging & Services	176,126	328,379	281,234	272,845	354,646	344,850	1,758,080
(Main Account (Payment- Owed)	61,480	49,106	0	110,175	57,300	57,300	335,361
(b) Leases	13,177	9,828	26,216	20,000	25,000	15,000	109,221
(c) From Advance Deposits		0			50,000		50,000
(d) Loan or Other Cash Injection	50,000	0			100,000		150,000
(e) Grants	0	0		0	10,000		10,000
<b>3. TOTAL CASH RECEIPTS</b>	300,783	387,313	307,450	403,020	596,946	417,150	2,412,662
<b>4. TOTAL CASH AVAILABLE</b>	435,203	509,223	485,090	513,417	715,363	538,092	
<b>5. CASH PAID OUT</b>							
(a) Personnel and Payroll Expenses	146,548	151,503	249,218	180,000	200,421	300,200	1,227,890
(b) General Operating	166,745	90,080	125,475	195,000	205,000	133,119	915,419
(c) Furniture-Fixtures-Vehicles	0	0		20,000	35,000		55,000
(d) Leasehold Improvements	0	0			4,000	3,000	7,000
(e) Fund/Account Repavment	0	90,000					90,000
(r) Subtotal	313,293	331,583	374,693	395,000	444,421	436,319	2,295,308
(s) Loan Principal Payment	0	0	0	0	150,000		150,000
<b>6. TOTAL CASH PAID OUT</b>	313,293	331,583	374,693	395,000	594,421	436,319	2,445,308
<b>7. CASH POSITION</b>	121,910	177,640	110,397	118,417	120,942	101,773	

Difference from previous month

42,660

(35,165)

8,081

Previous Month

Monthly Cash Flow Projection							
Hospitality Services							
	Actual			Projected			
	Dec	Jan	Feb	Mar	April	May	TOTAL
<b>1. CASH ON HAND</b> [Beginning of month]	183,697	134,420	121,910	177,640	67,737	153,582	
<b>2. CASH RECEIPTS</b>							
(a) Lodging & Services	161,843	176,126	328,379	202,897	252,845	331,000	1,453,090
(Main Account (Payment- Owed)	65,949	61,480	49,106	0	188,000	65,000	429,535
(b) Leases	14,727	13,177	9,828	7,700	20,000	7,700	73,132
(c) From Advance Deposits			0			50,000	50,000
(d) Loan or Other Cash Injection	200,000	50,000	0			100,000	350,000
(e) Grants	40,000	0	0		20,000	0	60,000
<b>3. TOTAL CASH RECEIPTS</b>	482,519	300,783	387,313	210,597	480,845	553,700	2,415,757
<b>4. TOTAL CASH AVAILABLE</b>	666,216	435,203	509,223	388,237	548,582	707,282	
<b>5. CASH PAID OUT</b>							
(a) Personnel and Payroll Expenses	179,901	146,548	151,503	167,262	180,000	200,421	1,025,635
(b) General Operating	131,845	166,745	90,080	153,238	195,000	205,000	941,908
(c) Furniture-Fixtures-Vehicles	0	0	0		20,000	35,000	55,000
(d) Leasehold Improvements	0	0	0			4,000	4,000
(e) Fund/Account Repayment	217,000	0	90,000				307,000
(r) Subtotal	528,746	313,293	331,583	320,500	395,000	444,421	2,333,542
(s) Loan Principal Payment	3,050	0	0	0	0	150,000	153,050
<b>6. TOTAL CASH PAID OUT</b>	531,796	313,293	331,583	320,500	395,000	594,421	2,486,592
<b>7. CASH POSITION</b>	134,420	121,910	177,640	67,737	153,582	112,861	