

MINUTES
Board of Directors
Fort Worden Public Development Authority
Wednesday, March 25, 2015

I. Call to Order—9:02 p.m.

II. Roll Call & Staff Introductions

In attendance: Board Members – Bill Brown, Bill James, Cindy Finnie, Lela Hilton.

By phone: Board Members – Jeff Jackson, Norm Tonina

Staff: Dave Robison, Todd Gubler, Jill DeCianne, Colleen Jones, Tim Caldwell, Gerda Jorgenson

Partners: Janine Boire, Kevin Alexander, Lisa Werner, Rob Birman, Patience Rogge

Public: David Goldman, George Randels, Silas Holm, Robert Force, Jeannie McMacken, Gwen Lovett, Bob Huber, Carol Huber, Carla Main, Claude Manning, Zan Manning

III. Public Comment

Patience Rogge read letter from Friends of Fort Worden regarding move from Guardhouse. Copy to be placed on FWPDA website.

IV. Changes to the Agenda

Section VII to be moved for action to Executive Session XII at end of meeting. Lease terms with Friends to be moved with no action to the Executive Session XII at end of meeting. Amendment to Draft Agenda Moved by Lela Hilton, Seconded by Bill Brown; Approved by all.

V. Consent Agenda

A. Review and approval of Board Meeting Minutes, February 25, 2015

B. Review and approval of Executive Committee Meeting Minutes, February 19, 2015

Action: Moved by Bill James, Seconded by Lela Hilton. Approved by all.

VI. Review Proposal to establish a Petanque Terrain at Fort Worden.

- Staff Report/Proponent Presentation
 - PDA has focused on putting Operations in order since taking over May, 2014. The board will be looking at proposals for buildings and usage over the next six months. Proposed options have been placed on hold, as well as new programs pending the outcome of the master use program planning process. Port Townsend Petanque Alliance has asked to be a part of Fort Worden back in November. They are proposing installation of a petanque terrain which will be of public benefit and their usage will target summer time action. Dave Robison, Scott Wilson and staff member Gerda Jorgenson all play and support this organization and want the board to be aware of their involvement. We do not see any conflict of interest here.
 - Robert Force explained the basics of the sport – Installation of 15,000 square feet of “finished” terrain allows for regional tournaments. Needed – flat ground, small base gravel. It is a recreational sport for all ages.
 - Silas Holm stated there are seven tournaments played in the PNW; regionals as well as international play. Seattle held last year’s regionals; Nationals are being held in Portland this June. Port Townsend can fill a pressing need. Tournaments are scheduled 2 years in advance. The local community plays 2 – 3 days per week

at different skill levels and based on different playing groups. It is not weather dependent. It is a quiet sport with decorum, so non-disruptive to the housing or guests in the proposed location. Group can enjoy local venues while coming to campus to play the game. Currently there is no youth program, which could be easily remedied.

- Robert Force: Desired destination would be close to NCO rental houses. It would cost approximately \$5,000 to develop the area. Building 358 could be rehabilitated with a little repair and leased to the alliance as a clubhouse. The organization would be willing to co-fund the repairs and make the building into a community “sports equipment holding and meeting” building, for all sports on campus; this would include having pamphlets for the various usage of games. A plaque can be place to show the rudiments of play. Donation of petanque balls can be left for guest services with rules. Volunteer hours will be logged in; maintenance records and costs will be kept.
- Todd Gubler: It is a wonderful long term value added to the location which is a family priced area. It creates less maintenance as it would remove lawn usage. A maintenance agreement needs to be set for the court upkeep.
- Board Discussion
 - Lela Hilton: It offers rich and simple opportunities for the local community as well. Kids thrive with multi-generation groups; learn skills and proper behavior.
 - Dave Robison: The State rented out lawn sports equipment, but it’s old and outdated. A grant is pending for funding amenities for the public. Guests could rent or borrow equipment. Public amenities are not written into this year’s budget.
 - Question on what are Building 358 needs and requirement to make it usable?
Dave Robison: This building has not received much attention by the board, partners or staff. Idea would be to Co-op or lease the building. The PDA is covered by its blanket insurance policy.
 - Cindy Finnie called the question.
 - The requested action is to move to allow the Executive Director to create a Cooperative agreement between the PDA and The Port Townsend Petanque Alliance. Recommend to accept the proposal and pay ½ of the requested grant to \$2500 and accept the cooperative agreement proposal, excluding repairs on the building.
- Public Comment
 - Rob Birman: The business development committee should meet on like items such as this. Currently we are one month from the Charrette Meeting and would like to defer this subject by one month. Would this entity be a new partner?
 - Patience Rogge: Does the Historic Preservation need to be contacted regarding this? Also, Friends of Fort Worden have been trying to get a playground installed on the campus for years.
 - Dave Robison: The building and gravel area likely has no impact on the historic preservation guidelines. We do have to keep historic integrity on campus. This would be public amenity in a general area; therefore a cooperative agreement with the Alliance rather than a new partner. The space would be open for anyone to use and the building would be considered as storage space.
 - Cindy Finnie: If it is a cooperative agreement, then it would be inappropriate to hold it up. It is a community space issue. Building could be used as storage to house lawn equipment.
 - Robert Force: If the building is not available, the equipment can be brought in by car.

- Bill Brown: The use of the building is acceptable.
- Dave Robison: Recommend doing this in phases; 1) Grounds; 2) Building.

Action: *Authorize executive director to prepare a partnership agreement with the Port Townsend Petanque Alliance for the development of a petanque terrain (add any terms and conditions here)*

Motion approved to proceed unanimously.

VII. Review of ArtX Lease - Moved to Executive Session under XII.

- Staff Report
- Board Discussion
- Public Comment

Action: *Move to authorize executive director to negotiate and finalize lease terms as directed by Board discussion (add any revised terms and conditions here) pending final review by legal counsel*

VIII. Review of Master Use RFP Process, Consultant Selection and Contract to Proceed

- Staff Report: RFP's received, 10 firms were contacted; consultant selection –three proposals received; consultant contracts and stakeholder invitation list to Charrette included in board packet
 - The west side of the campus is being explored from the USO to the Mule barn. What will the future programming be, what types of tenants will bring people onto the campus?
 - What are the uses? How will this use work with Partners; the hospitality needs of the Partners; as well as what are the future uses of current unused buildings?
 - All contractors have shared the willing to work together and do realize the uniqueness of Fort Worden.
- Board Discussion
 - Norm Tonina, Gee Heckscher and Dave Robison will work with the Partners, the Community and others in a 2-day intensive design workshop on April 23 and 24. Norm will be the board lead; Gee has the building knowledge; Bill Brown knows whether the infrastructure is available for new growth; Anne Murphy has knowledge of partners and space as well as the Master Use Plan; Lela Hilton is an alternative or could participate. Todd and Dave will be a visible part of the Charrette process. Others involved will be Brian Hageman, Rodger Schmitt, Parks Historic Preservationist, 10 members of the Partners, various Community Members at-large, Regional arts, education and culture, Community members of various organizations – Chamber of Commerce, YMCA, etc. There will be approximately 35-40 people involved in this 2 day process. There will then be an open house to see proposals later in the process. The consulting team will work on input; an open house to approve the findings; the final recommendations will be made and then disclosed to an open public meeting. There is \$100,000 in the bank earmarked for this process which was funded by a private foundation and \$50,000 in a state grant which is reimbursable by invoices.
- Public Comment – none.
- **Action:** *Move to authorize the executive director to award consultant contracts for the Master Use Plan process and to finalize scope of work with respective firms*
 - Motion was made by Norm Tonina; seconded by Lela Hilton; approved by all.

IX. Review and Discussion of February Financials

- Staff Report
 - PDA and Food Service Profit and Losses are expected to be combined as of April 1, 2015. Therefore the combined P/L Statement will be seen at the May board meeting. Jill DeCianne: Reports for all entities; i.e. Food Services, Hospitality, PDA, can be broken out separately. They will be shown as a whole to the board.
 - The Line of Credit was tapped into at the end of March for \$150,000 out of \$250,000 with payback happening in May or June.
 - Jill DeCianne explained the new revenue account #4303 and 9501 – Canteen equipment that was recently purchased.
 - Currently utilities match staffing costs. Campus water leaks are likely and the city has agreed to help locate them with their technological equipment. We are looking at changing water shower heads to more environmental friendly ones.
 - A campaign was launched in the Guest Services Department to see who could sell the most Discover Passes. A request has been made for a local report to State Parks to determine how many Discover Passes have been sold online.
 - ATRIO continues to have updates done to the system.
- Board Discussion
 - Cindy Finnie: Narrative comments relating to the Balance Sheet and Budget would be appreciated.

X. Staff Reports

- Org Chart & Staffing Update
 - Jill DeCianne: In June 2014 there were 15 staff members. As of the last pay period there were 57 employees. Todd Gubler expects staffing will double by mid-summer.
- 2015 Sales Forecast vs Budget
 - Todd Gubler: There has been phenomenal bookings for the month. We are picking up off-season bookings. Advance deposits are substantial for 2015, therefore putting us in excellent condition for the current season. There has been a group coming for the past 30 years and their reviews of the PDA have been remarkable; i.e. Great Customer Service; Food Service received high regards. Valentine's Day weekend prices were lowered and O Row Housing filled to capacity. It was a calculated risk, but it conveniently combined with President's Day making it a long weekend for many.
- Food Service & Accommodation Renovation Projects—Dave Robison
 - Executive Chef Lou Bair will start April 6, 2015. He is currently at Compass, a contractor for Boeing, serving 2100 meals per day. He previously worked as Executive Chef at Crescent Lake. He is excited to embrace the local farms, starting cooking classes and having the Served put out breakfast, lunch and dinner buffets for all, including the community. His philosophy is to promote staff from within the ranks. His demeanor is calm. There will be a Mother's Day Menu – a debut of Food Services. Food will be telling our story.
- Building 202 Update
 - Bids are due March 26, 2015; at that time building funding gap will be identified.
- June 13 Open House and July 4th Events
 - Flyers included in the board packet. There will be back to back happenings during these events. The open house will promote programs for the youth, enable Partners to promote their programs and a picnic will be available to all coming to

the campus. Funding of \$2500 comes from First Federal for the open house. Friends of Fort Worden will create a scholarship fund.

- Additionally there was a Contractors Workshop in the USO Building on March 10, put on by the City of Port Townsend highlighting the MRSC roster and showcasing local building talent.
- Marketing ads
 - Dave Robison: The Vista Newsletter targets are close. About 5,000 – 6,000 past e-mail customers were targeted. We will be trying to reach an additional 5,000 to 6,000 more customers before end of season.
 - Dave Robison: Discussed how we are joint marketing Fort Worden with the Partners and the City.

XI. Board Member Reports

- Capital Projects—Bill Brown & Gee Heckscher
 - Gee Heckscher: The Canteen renovation has cost \$58,000 to date. It now meets the health code and we have a viable kitchen. It will cater to beach venue in the future after Phase 2 is complete. Upgrades were needed to the water, sewer and electrical systems.
 - Gee Heckscher: The kitchen floor in the Seryery is being paid for by the State. There was standing water under the flooring in the dishwashing room, which in turn went up walls and created drywall rot. The tile flooring did not properly adhere to the concrete floor, which floated the tiles and filled with water. This in turn moved toward and up the walls. The current flooring will go on newly ground concrete, allowing the adhesive to bond to the floor.
 - Improvements underway on campus are Building 277, Bliss Vista is currently being painted; Building 277 has carpeting proposal in play; the Hostel is being painted and carpeted.

Adjourn to Executive Meeting at 11:20 a.m. to reconvene at noon.

XII. Possible Board Motion to hold Executive Session for personnel matters or to review lease terms and conditions in accordance with RCW 42.30.110(c).

Review of ArtX Lease

- Staff Report
 - Dave Robison reviewed the proposed terms and conditions of the draft lease.
- Board Discussion
 - Lela Hilton expressed process concerns. That this lease is premature and should wait until the charrette process is completed.
 - Bill James also expressed concern that we should follow the process; it is a matter of timing.
 - Cindy Finnie stated that she like ArtX's potential but was concerned about setting a precedent with our first lease. Cindy expressed concerns over the financial terms of the lease.
 - Norm Tonia stated that he supports the proposal. ArtX has shown flexibility but has some concerns with Jeannie's statements regarding the need for future space.
- Public Comment
 - Jeannie McMacken discussed how she has been embraced by the Partners. Staff has been helpful. She discussed code issues and tenant improvements identified by her contractors. She hopes to begin classes in May.

Tim Lawson stated that it has been a pleasure to work with Jeannie and is in support of expanding arts and crafts programs at the Fort.

Action: *Move to authorize executive director to negotiate and finalize lease terms as directed by Board discussion pending final review by legal counsel*

Motion by Norm, seconded by Bill Brown—vote was tied 3 to 3.

Norm Tonina, Bill Brown and Bill James voted in favor; Cindy Finnie, Lela Hilton, and Jeff Jackson voted against.