

AGENDA

Board of Directors  
Fort Worden Public Development Authority  
Commons B, Fort Worden

Board Meeting: Wednesday, November 12, 2014

II. Roll Call & Staff Introductions

Scott	Dave	R. Schmitt	D. Goldman
Norm	Mike S.	Herb Cook	Rob Birman
Gee	Jill		Carla
Bill B.	Colleen		Janine
Anne			Kevin
Lela			T. Lawson

Time: on behalf of Partners  
Remind PDA; commissioners approved  
2013- Met with commissioners  
Partners- grow and develop the programs  
Partners met 11/10/14  
PDA ahead of partners. - Don't ignore us and allow us to be fully included.

Norm:

Tim: Possible lease- space  
What is impact on partners?  
Partners know what it takes to make it work  
We want to help.  
Help PDA grow.  
We don't want veto power, we want to help.  
Mission- (Where is) Compassion \_\_\_\_\_ Help (Passion and heart).  
Public?  
Is PDA helping the partners?  
Plea- engage us in discussions.

Norm:

1. Business Development in January 2015
2. Meet with Partners individually
  - a. Look at lease plan
3. Potential lease
  - a. We believe in mission
  - b. Complementary, will impact PDA bottom-line
4. We need to optimize the whole of Fort Worden.

Dave: Monday- negotiation only at this time not certain they will sign.  
Terms and conditions with possible lease.  
Once in alignment  
Spokesperson to meet with partners.  
No decision today.  
Program would begin in January.

Rob: Space is rented to various partners in 2015.

Not a public process at this time.

Dave: Lease

Rob: Cannot be a committee of one.  
Board- better communication; not satisfying.

Dave: West Side campus- 306 Building- underutilized  
Current rented space would be converted to other spaces equal to 306.

Scott: Business Development was put off time wise  
Looking and having conversations with possible programs.  
PDA

Gee/Norm to accept IV.

V. Financials- lengthy- 30 minutes- understated  
Add to next meeting

VI. Dave: Scope of Work  
Wi-Fi – to go live 4 breaks in fiber  
\$4k fix to repair lines- located  
Authorize today

Michael: Pg. 7- Initial configuration  
Reconfiguration  
Advance deposits May 1- Oct 31: human/ATRIO error  
Adjustments- human error

VII. Dave: March 2014- small works roster adopted.  
All municipalities and PDA's use.  
Non-profit organization to provide process.  
Subscribe one time yearly in November  
Consultants engage through this process  
2015- We will need these sucs.  
Gty PT  
PDA- adopt city \_\_\_\_ pending further review of the attorney.

Pg. 9 to 13- Dave: discussion of form title  
Be consistent with City of Port Townsend guidelines

Pg. 14 to 19- Handbook lines out guidelines and procedures. Webinars given to comply.

Pg. 20- Table- Process consistent with state law.

Scott: Motion to adopt  
Approved subject to attorney review and board review prior to deadline; Norm and  
Dave.  
Executive meeting

Lela: We work only those on roster.  
Cost of joining approximately

IX. Dave: Peninsula have paperwork  
After review- expect edits

Scott: Lease, 202.  
MOA  
Clear and stark in outline.

Dave: Pg. 31- Path to be taken if approved.

Sew to all parties

This applies to various other state projects.

Anne: Pres and Deb Frasier- Peninsula College  
Concern: growing their foundation and oversee projects  
Nominate and paper trail  
Set up separate UC to deal with money.  
Do not want liabilities

Dave: Meet on Friday- decision thereafter

Norm: authorize to enter into MOA

Dave: as amended by parties

Scott:

Cindy: Executive committee should review.

Small changes- can we live with.

Time is of the essence.

Norm: might cause us to take all the risk.

Scott: escape valves everywhere.

Dave Goldman: executive committee should deal with major changes

Meior should be accepted.

Lovgaje: ... and approved by executive committee

Anne and Gee

Dave: Bill B and Gee and Buan and Ed and Russ with PDA staff.

2013-2015 ends June 30<sup>th</sup>.

Tie to master lease

State committed money

Williem biannual budget

Master lease- this is first template

Pg. 32 labor and material

5 levels

1. Minor main
2. Preventative main
3. Deferred main
4. Reap def main
5. Capital projects

We are in second year of biannual in.

All land out on a schedule.

Pg. 33 We prioritize what we-PDA- want done.

Projects are approved by state park and is funded

Pg. 34 We have only short time to fix identified items

Need to speed up process in next 8 months

Norm: aggressive schedule needed.

Bill: some items- re-appropriated- mission is to get it done!

We need change in how we approach getting projects done.

Anne: outside contractors are there.

Bill: We are in the process to getting bids, specifications and budget numbers.

Gee: USO- elect outdated, bids and alternates comms

Kitchen eq and floor- meeting with Aaron on what needs

Floor- remove eq- price (to be scheduled and done)

Dave: without load of Bill and Gee these projects would not get done

Gee: Bid out  
Scott: Tremendous work Bill and Gee!  
Bill: next bi-ennium template allows budget to be addressed  
These templates help

Dave: Staff-  
Months booking  
Gates team- developed a philosophy of sales across all employees.  
Good candidates for Sales Manager position.  
Geoff- weddings  
Tim- Christmas parties, visitor packages.  
Next meeting on Sales Plan  
Marketing plan

XI. Norm: Grant for master use plan.  
Grant for 50k- for bass development funds.  
Grant writer required to be knowledgeable in hospitality industry.

Dave: talking with partners and involving them.  
Process January through May.

Lela: development committee  
Norm: next year

Roger: update on state information

Public: - B

Ex. Session

Scott: no action at ex. Session

Volume and quality by small staff and volunteer board- very impressive

Mike: ATRIO- problems seen and arisen  
Reconfiguration- hope to solve problems  
Financial reporting becoming difficult  
Is ATRIO worth helping?

Dave: November 1- going forward works well  
Confident at high level ATRIO will work well.  
ATRIO protocols and into QB  
Camping reservation system streamlined.

Dave G: ATRIO go forward only.

Dave: Hindsight- launch 1-2 months earlier

PW Policies- review and adopt- pg. 11

#6- consider awkward

Ratify/ not ratify

See pg. 22

DG- A/R reduced to 50k

ADJ: 10:42

Adj by 11:30 rejoin- ex session

No meeting items thereafter.