



**Executive Committee Meeting  
Fort Worden Public Development Authority  
Tuesday, January 21, 2020 | 9 a.m. to 11 a.m.  
Seminar (Building 297), Fort Worden**

**Public Meeting Agenda:**

- I. Call to Order
- II. Review of draft January 29, 2020 Board Meeting Agenda
- III. Review of Cash Flow Report
- IV. Review and Approval of December 10, 2019 Executive Committee Minutes
- V. Staff Update and Board Discussion
  - Construction Projects Update
  - 2020 Draft Budget
  - Leasing Update
  - Master Lease Amendments
  - Fort Worden Collaborative Planning Process
- VI. Public Comment
- VII. Executive Session to review personnel matters and lease terms and conditions in accordance with RCW 42.30.140 (4) and RCW 42.30.110 (c), respectively.
- VIII. Adjourn



**DRAFT AGENDA**  
**Board of Directors Meeting**  
**Fort Worden Public Development Authority (FWPDA)**  
**Wednesday, January 29, 2020 | 9:00 a.m. – 12:00 p.m.**  
**Commons B (Building 210), Fort Worden**

**Regular Board Meeting**

- I. Call to Order
- II. Roll Call & Staff Introductions
  - A. TBD
  - B. TBD
- III. Partner Presentation: Port Townsend School of Woodworking
- IV. Changes to the Agenda
- V. Public Comment
- VI. Correspondence
  - A. Partners Report
  - B. December 10, 2019 Executive Committee Minutes
  - C. Cash Flow Report
  - D. January Employee of the Month/Employee Newsletter
  - E. Washington State Parks Legislative Session Update and Fact Sheets
  - F. January 14<sup>th</sup> Washington State House Housing, Community Development & Veterans meeting highlights (from Dziedzic Public Affairs)
  - G. *Conscious Dancer Newsletter* December 10, 2019: “Dance First Member Spotlight – Madrona MindBody Institute”
  - H. *Peninsula Daily News* January 8, 2020: “Infrastructure, Housing Among Port Townsend’s Legislative Priorities”
  - I. Friends of Fort Worden Winter 2020 Newsletter
- VII. Consent Agenda
  - A. Review and Approval of Regular Board Meeting Minutes, December 18, 2019

**Action:** Motion to approve the December 18, 2019 Board Meeting Minutes
- VIII. Review and Discussion of Financials
  - A. Staff Report
  - B. Board Discussion
- IX. 2020 Operating and Capital Fund Budget Review and Resolution 20-01 to Adopt Operating and Capital Fund Budget
  - A. Staff Report

B. Board Discussion

**Action:** Motion to approve **Resolution 20-01** adopting the 2020 Operating and Capital Fund Budget

X. Resolution 20-02 Authorizing Signers for Checking Accounts with First Federal Savings and Loan

A. Staff Report

B. Board Discussion

**Action:** Motion to approve **Resolution 20-02** authorizing signers for checking accounts with First Federal Savings and Loan

XI. Glamping Project Update and Resolution 20-03 Authorizing the FWPDA Executive Director and Capital Projects Director to Sign Contracts and Paperwork with XX for Glamping Plumbing and Electrical Work

A. Staff Report

B. Board Discussion

**Action:** Motion to approve **Resolution 20-03** authorizing the FWPDA Executive Director to sign a contract[s] with XX for Glamping Plumbing and Electrical Work and Authorizing the Capital Projects Director to Sign All Necessary Documents

XII. Staff Report

A. Current Construction Projects & Major Repairs

B. Makers Square Grants Update

C. Marketing and Sales Report

D. Events Update

E. Leasing Update

F. Fort Worden Collaborative Planning Process

XIII. Public Comment

XIV. Next Meetings/Gatherings

- Executive Committee Meeting: February 18, 2020, 9 a.m.
- Board of Directors Meeting: February 26, 2020, 9 a.m.

XV. Executive Session to review personnel matters and lease terms and conditions in accordance with RCW 42.30.140 (4) and RCW 42.30.110 (c), respectively.

XVI. Adjourn

1/21/2020

<b>Monthly Cash Flow Projection</b>					
<b>Hospitality Services</b>					
		Projected			
	Dec	Jan	Feb	March	<b>TOTAL</b>
<b>1. CASH ON HAND</b>	358,973	334,135	149,135	149,135	
<b>2. CASH RECEIPTS</b>					
Lodging & Services	286,251	195,000	300,000	360,000	1,141,251
(Main Account (Payment- Owed)	57,765	0	0	0	57,765
Leases	9,080	10,000	10,000	10,000	39,080
From Advance Deposits	0	0	0	0	-
Loan or Other Cash Injection	0	0	100,000	0	100,000
Grants					-
<b>3. TOTAL CASH RECEIPTS</b>	353,096	205,000	410,000	370,000	1,338,096
<b>4. TOTAL CASH AVAILABLE</b>	712,069	539,135	559,135	519,135	2,329,474
<b>5. CASH PAID OUT</b>					
Personnel and Payroll Expenses	279,934	310,000	320,000	320,000	1,229,934
General Operating	98,000	80,000	90,000	90,000	358,000
Furniture-Fixtures-Vehicles					-
Leasehold Improvements					-
Fund/Account Repayment					-
Subtotal	377,934	390,000	410,000	410,000	1,587,934
Loan Principal Payment					
<b>6. TOTAL CASH PAID OUT</b>	377,934	390,000	410,000	410,000	1,587,934
<b>7. CASH POSITION</b>	334,135	149,135	149,135	109,135	
Difference from previous report	41,796	(4,204)	(3,204)		

Previous Month Report

<b>Monthly Cash Flow Projection</b>					
<b>Hospitality Services</b>					
		Projected			
	Nov	Dec	Jan	Feb	<b>TOTAL</b>
<b>1. CASH ON HAND</b>	309,973	323,574	292,339	153,339	
<b>2. CASH RECEIPTS</b>					
Lodging & Services	420,000	310,000	260,000	280,000	1,270,000
(Main Account (Payment- Owed)	0	57,765	0	0	57,765
Leases	14,000	9,000	9,000	9,000	41,000
From Advance Deposits	0	0	0	0	0
Loan or Other Cash Injection	0	0	0	100,000	100,000
Grants					0
<b>3. TOTAL CASH RECEIPTS</b>	434,000	376,765	269,000	389,000	1,468,765
<b>4. TOTAL CASH AVAILABLE</b>	743,973	700,339	561,339	542,339	2,547,990
<b>5. CASH PAID OUT</b>					
Personnel and Payroll Expenses	317,425	310,000	300,000	300,000	1,227,425
General Operating	102,974	98,000	108,000	90,000	398,974
Furniture-Fixtures-Vehicles					0
Leasehold Improvements					
Fund/Account Repayment					0
Subtotal	420,399	408,000	408,000	390,000	1,626,399
Loan Principal Payment					
<b>6. TOTAL CASH PAID OUT</b>	420,399	408,000	408,000	390,000	1,626,399
<b>7. CASH POSITION</b>	323,574	292,339	153,339	152,339	



**DRAFT Minutes**  
**Executive Committee Meeting**  
**Fort Worden Public Development Authority (FWPDA)**  
**Tuesday, December 10, 2019 | 9 a.m. to 11 a.m.**  
**Seminar Building 297, Fort Worden**

*All Executive Committee minutes are draft until approved by the Committee*

- ❖ Motion to approve the November 19, 2019 Executive Committee Minutes. **Unanimously Approved**

**Regular Executive Committee Meeting:**

- I. Call to Order:** 9:02 a.m.
- II. Roll Call**  
Executive Committee Members: Norm Tonina, Gee Heckscher, Jane Kilburn, Jeff Jackson (by phone)  
Other Board Members: Cindy Finnie, Herb Cook, Todd Hutton, Naushard Cader  
Staff: David Robison, Diane Moody, Rufina Garay, Joan Rutkowski; Lane DeCamp (Fort Worden Foundation Staff)  
Public: David Goldman, Brian Hageman, Don Engelbach, Deborah Stinson, John Mauro
- III. Executive Session**  
The Executive Committee entered into executive session to review a personnel matter and potential lease rates, terms, and conditions in accordance with RCW 42.30.140(4) and RCW 42.30.110(c), respectively. Board Chair Norm Tonina stated that the session would last approximately 30 minutes and no action would be taken.
- IV. Review and Approval of November 19, 2019 Executive Committee Minutes**  
**Action:** Motion to approve the November 19, 2019 Executive Committee Minutes. **Unanimously Approved**
- V. Review of Board Meeting Agenda**  
Executive Committee members and staff reviewed anticipated agenda items for the December 18, 2019 board meeting. Board Secretary Jane Kilburn asked for an update on the business plan and RFP process for Makers Square, and Executive Director Dave Robison said updated documents would likely be ready in January.

## **VI. Review of Cash Flow Report**

Chief Financial Officer Diane Moody reviewed the Cash Flow report (see packet on website). She noted that not much has changed in the three weeks since the Executive Committee last met. A slight decline in anticipated revenue has lowered the PDA's cash position, but payments due by year end and other activity will increase the projected cash position for January. Moody and board member Naushard Cader reviewed what items fall into the "general operating" category, and Moody said it includes all general expenses, such as permit costs, credit card processing fees, and cost of goods for all hospitality services.

## **VII. Staff Update & Board Discussion**

- **Construction Projects Update**

Robison provided an update on major construction projects. Bond financing through Kitsap Bank has helped fund infrastructure work to support the 19 glamping units and building 288, he said. As reported earlier, Robison said, the bids received for the tent platform work and building 288 construction were much higher than anticipated, and value engineering efforts have not lowered those numbers enough. The PDA is considering having its own crew perform the work with oversight from an experienced carpenter/contractor who would be hired as a temporary employee, he said. State Parks Area Manager Brian Hageman noted the need to coordinate the timing of the opening with the return of water service to the area for the spring.

Robison also reported that the PDA is pursuing funding for seasonal workforce housing in a wing of building 203. He added that in the offseason the wing might provide accommodations for other uses, such as guests for partner programs. Robison said a Jefferson County public infrastructure grant is providing \$150,000 for the project, which is estimated to cost \$602,000. The PDA is seeking additional grant funding from the Department of Archaeology and Historic Preservation to address ADA access needs and building code deficiencies and to upgrade bathroom facilities. Robison said he anticipates having an in-house construction team perform most of the work in fall 2020.

Robison distributed a comic strip about the area's homeless issue that ran in *The Leader*; he also shared information provided to *The Leader* in response to their question about why Fort Worden isn't used to shelter homeless people (see packet on website). The summary states that the PDA cannot offer temporary housing for the homeless without amendments to its master lease with Washington State Parks and amendments to its charter with the City of Port Townsend. The PDA is accountable to its mission to operate the campus as a lifelong learning and conference center. Robison encouraged board members to read the handout so that they can help people understand campus use restrictions. Robison noted that a housing effort in Bellingham was organized by the City of Bellingham in partnership with a social service agency; the key piece to such an effort is being able to provide social services and 24/7 staffing with housing, he said. PDA leaders are concerned about the homeless issue in the region but recognize that Fort Worden does not have the staffing, skills, or ability per its charter and lease to provide support on campus. Finnie said that during severe weather events, the PDA might look into whether it can provide short-term housing on a small scale. Board member Todd Hutton stated that it's important for the PDA to be part of the broader conversation about affordable and homeless housing issues.

- **Leasing Update**

Chief Strategy Officer Rufina Garay provided an update on work with partner representatives to

establish long-term lease terms. Garay said the work includes researching comparables and rental rates, and soon the group will be comparing financial models for capital improvements and other discounts. She also said the PDA is close to finalizing a Memorandum of Agreement with KPTZ, which will be a new partner and will operate in Makers Square. The MOA work includes updates that would allow construction work that KPTZ paid for to count as prepaid rent, Garay said.

- **Review 2020 Board Meeting Schedule**

The board previewed the draft schedule for its 2020 executive committee and board meetings. The board will consider the schedule for approval at its December 18 meeting.

- **Holiday Party**

Robison reminded board members of the PDA holiday party on December 18th. He said the Food & Beverage Department is excited to be providing food from its new catering guide.

**VIII. Public Comment**

Hageman said State Parks is working on signs about vaping restrictions that the PDA can post in its facilities.

**IX. Mayor and City Manager**

Mayor Deborah Stinson and City Manager John Mauro joined the meeting at 10:30 a.m. Robison presented a PowerPoint that provided background on the PDA's formation and highlights from its first five years of operation. Tonina thanked Stinson for her service as mayor and for being a great advocate for Fort Worden, while also providing coaching and honest feedback. Stinson said it was an honor to work with the PDA and to help the community understand its operations and complexities.

**X. Adjourned: 11:30 a.m.**