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. Amanda Hodgson, Guest Experience Coordinator
   B. Jason Lamey, Guest Experience Coordinator

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
   E. Washington State Parks Legislative Session Update and Fact Sheets
   F. January 14th 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
   J. *Seattle Times* January 24, 2020: "Legislature Considers Ending $30 Discover Pass for Washington State Parks"

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. Nomination and Election of Board Treasurer and Secretary
   A. Staff Report
   B. Board Discussion

IX. Review and Discussion of Financials

A. Staff Report
B. Board Discussion

X. Draft 2020 Operating and Capital Fund Budget Review
A. Staff Report
B. Board Discussion

XI. Resolution 20-01 Authorizing Signers for Checking Accounts with First Federal Savings and Loan
A. Staff Report
B. Board Discussion
Action: Motion to approve **Resolution 20-01** authorizing signers for checking accounts with First Federal Savings and Loan

XII. Glamping Project Update and Resolution 20-02 Authorizing Contract for Glamping Tent Electrical Distribution
A. Staff Report
B. Board Discussion
Action: Motion to approve **Resolution 20-02** authorizing the FWPDA Capital Projects Director to execute a contract with Christopher's Electric Company for the construction of Glamping final tent electrical distribution, and to sign all necessary documents for the project

XIII. Resolution 20-03 Authorizing Contract for Glamping Tent Rough Plumbing
A. Staff Report
B. Board Discussion
Action: Motion to approve **Resolution 20-03** authorizing the FWPDA Capital Projects Director to execute a contract with Swift Plumbing and Heating for the construction of Glamping tent rough plumbing, and to sign all necessary documents for the project

XIV. Staff Report
A. Current Construction Projects & Major Repairs
B. Makers Square Update
C. Marketing and Sales Update
D. Events Update
E. Leasing Update
F. Fort Worden Collaborative Planning Process

XV. Public Comment

XVI. Next Meetings/Gatherings
- Executive Committee Meeting: February 18, 2020, 9 a.m.
- Board of Directors Meeting: February 26, 2020, 9 a.m.

XVII. 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.

XVIII. Adjourn

MONTHLY FORT WORDEN PARTNERS UPDATE
January 2020

Partner (organization name)	**Last month Bright Spot(s)** (1 or 2 max)	**Events next month (JANUARY/FEBRUARY)** *(4 max, in priority order for **promoting to visitors**)*			**Any long lead "heads ups"?**
		Day/Time	**Event**	**Leader/Faculty**	
Goddard College	• Completed hiring for temporary staff for upcoming residency				• February 14-22 MFA in Creative Writing with 2 public events (Feb 16 and 19) and one alumni conference (see https://fortworden.org/things-to-do/calendar-list/ • March 20-28 MFA in Interdisciplinary Arts
Friends of Fort Worden	More than 200 people participated in guided First Day Hikes in the park	Jan 20 – 12:00 to 3:00 March 22 1:00 to 3:00	Trail Team party – working on beach trails Guided Bird Walk	Jan North , Will Barrett Janine Anderson	Meteorologist Cliff Mass to be featured speaker at Friends Annual "Support The Fort" celebration Chinese Garden interpretive trail opening next year
PTSA	In collaboration with Centrum: Cathy McGregor, Cedar Weaving Round Ornaments, December 14, SOLD OUT, 12 enrollments	*Jan 21-23; 10 AM-1 PM *Jan 23, 6 PM	*Make It Abstract (workshop) *Dana Sullivan Book Launch	*Meg Kaczyk at PTSA 306 *Dana Sullivan, PtSA Artist-Instructor at PtSA Grover Gallery, 236 Taylor St.	Feb 19, 7 PM, Northwind Arts Center. Art Salon Series: History of the Arts in Port Townsend

Peninsula College	• Winter quarter started January 2nd • Dani Hendrickson joined us this fall at the front desk and she is fantastic! Please stop by sometime to welcome Dani.	Third Thursday of the month, 6:00pm in the Fort Worden Commons	Wes Cecil humanities lecture series co-sponsored by Peninsula College Foundation, FW PDA and Peninsula College Port Townsend	Professor Wes Cecil	
Copper Canyon Press	• Jericho Brown's *The Tradition* is a finalist for the National Book Critic's Circle Award and the NAACP "Image Award."				
Centrum	Centrum had a full month of artist residencies in December, including several open studio tours and the first of our Northwest Heritage Residency visits, a partnership with the Fort Worden PDA	Feb 3 Feb 9	Communiversity Lecture Chamber Music Series	Fred De Sam Lazaro, PBS NewsHour Correspondent City of Angels Ensemble with Lucinda Carver	We are proud to again host the Creative Aging Conference at Fort Worden in partnership with the Frye Art Museum on M
Corvidae Press	Annual Holiday Party and Print Exchange; majority of members in attendance; fun variety of prints and updates on processes used.	Jan. 19, 1-3pm	Annual Meeting and Election of Board for 2020	Margaret Woodcock, Corvidae Board President	

Madrona MindBody Institute: a locally loved, internationally renowned center for conscious living and the moving arts

Centrum envisions a future where anyone from anywhere can nurture their creativity in an environment that is supportive, challenging and uplifting – building a world of greater civility and inclusion through the arts.

Friends of Fort Worden: Through volunteer service and financial support, the nonprofit Friends of Fort Worden works closely with park management to enhance, preserve, and promote this wondrous place. Projects include a gift shop/visitor information center, trail signs, interpretive nature trails, bicycle racks, water-bottle filling stations, regular trail maintenance and invasive-weed control, online and printed trail maps, guided walks, and a quarterly newsletter.

Port Townsend Marine Science Center: Inspiring conservation of the Salish Sea through lifelong citizen science projects, education programs, and a museum and aquarium exhibits.

Port Townsend School of the Arts: where arts education builds community connected by a passion for creativity. Our mission is to bring out the artist in everyone.

Goddard College: Our mission is to advance cultures of rigorous inquiry, collaboration, and lifelong learning, where individuals take imaginative and responsible action in the world.

Peninsula College: Our mission is to educate diverse populations of learners through community-engaged programs and services that advance student equity and success.

Fort Worden
PORT TOWNSEND
A HISTORIC GATHERING PLACE

APPROVED 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.

Monthly Cash Flow Projection					
Hospitality Services					
		Projected			
	Dec	Jan	Feb	March	**TOTAL**
1. CASH ON HAND	358,973	334,135	149,135	149,135	
2. CASH RECEIPTS					
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					-
3. TOTAL CASH RECEIPTS	353,096	205,000	410,000	370,000	1,338,096
4. TOTAL CASH AVAILABLE	712,069	539,135	559,135	519,135	2,329,474
5. CASH PAID OUT					
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					
6. TOTAL CASH PAID OUT	377,934	390,000	410,000	410,000	1,587,934
7. CASH POSITION	334,135	149,135	149,135	109,135	
Difference from previous report	41,796	(4,204)	(3,204)		

Previous Month Report

Monthly Cash Flow Projection					
Hospitality Services					
		Projected			
	Nov	Dec	Jan	Feb	**TOTAL**
1. CASH ON HAND	309,973	323,574	292,339	153,339	
2. CASH RECEIPTS					
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
3. TOTAL CASH RECEIPTS	434,000	376,765	269,000	389,000	1,468,765
4. TOTAL CASH AVAILABLE	743,973	700,339	561,339	542,339	2,547,990
5. CASH PAID OUT					
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					
6. TOTAL CASH PAID OUT	420,399	408,000	408,000	390,000	1,626,399
7. CASH POSITION	323,574	292,339	153,339	152,339	

Donald Cobb

Executive Chef

EMPLOYEE OF THE MONTH

~JANUARY 2020~

We are proud to introduce our employee of the month, Executive Chef Donald Cobb, Jr. He joined the Food and Beverage team in March of 2019. Since then he has been assembling a first-class culinary team to provide the highest quality food for our team and guests. He attended a Vocational Culinary Program through his local High School in Vermont, which lead him to the New England Culinary Institute where he received his degree in Culinary Arts and B.A. in Restaurant & Hospitality Management. He has cooked in Vermont, Tortola B.V.I., Las Vegas, Montreal and Friday Harbor, WA. He worked in establishments ranging from 5 star to 5 diamond to farm to table. He loves cooking simple foods and letting the ingredients shine.

Please be sure to stop into the main kitchen and congratulate him for being the first employee of the month for 2020!

Some fun *Chef*-facts:

He has an awesome daughter named Victoria and two lazy labs that he goes home to each night.

Chef Cobb started out his career as a dishwasher when he was just 15! He moved to busing tables and worked his way into the kitchen.

Chef Cobb, thanks for ALL you do for The Fort!!

From: Rowe, Owen (PARKS) [mailto:Owen.Rowe@PARKS.WA.GOV]
Sent: Monday, January 13, 2020 7:52 AM
To: Rowe, Owen (PARKS) <Owen.Rowe@PARKS.WA.GOV>
Subject: State Parks' 2020 Legislative Session Update

Dear State Parks Stakeholders,

Happy New Year! The 2020 Legislative Session begins today. During even years, the legislature convenes for 60 days to make limited adjustments to state agency budgets and to consider policy legislation. I'm reaching out to you with information about State Parks' legislative priorities for the 2020 session.

The Governor supported many of the Commission's priorities in his 2020 supplemental operating budget proposal. The Governor's proposal provides funding for additional park maintenance staff, support of our Health and Safety Program, and additional funding for the No Child Left Inside Grant Program.

For more detail, I've attached fact sheets I'll be distributing to legislators and their staff on the State Park Commission's 2020 operating budget priorities and agency request legislation to expand the Commission's leasing authority.

In closing, I'd like to highlight a big accomplishment from last year. The National Recreation and Park Association, and the American Academy for Park and Recreation Administration, recognized the Washington state park system as one of the top four in the country.

I'll keep you posted later this session once House and Senate budget proposals are released.

As always, thanks for your interest and support in our remarkable state park system!

Owen

Owen Rowe, Policy and Governmental Affairs Director
Washington State Parks and Recreation Commission
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Olympia, WA 98504-2650
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http://parks.state.wa.us/

2020 SUPPLEMENTAL BUDGET PRIORITIES

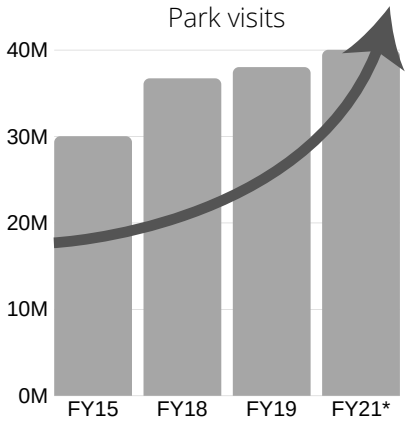
Washington State Parks and Recreation Commission

POLICY PRIORITIES

State Parks needs funding to meet increasing demand on our park system and to provide **services**, **facilities**, **trails** and **grounds** that promote current and increased attendance. Increased attendance will ultimately help to maintain and grow revenue for the agency, state, and local governments and business.

GROWING DEMAND

Over the past five years, Washington state parks have experienced a growing demand for recreation services. Since FY15, we have seen a **15% increase** in visits. We project over 40 million visits to parks in FY21.



ECONOMIC CONTRIBUTIONS

Each year, State Parks contributes significantly to the state's economy.

- **$1.4 billion** in annual economic contribution
- **$212 million** in annual state, local and federal taxes - $64 million to State General Fund
- Statewide presence creates **positive economic impact in rural areas**

GOVERNOR'S BUDGET

The Governor supported many of Parks' priorities in his supplemental budget.

PRIORITY	PARKS REQUEST	GOVERNOR PROPOSED
Park maintenance	$4,785,000	$2,300,000
Environmental regulations	$367,000	$125,000
Community and youth engagement	$972,000	$500,000
Visitor and employee safety	$275,000	$275,000
Orca recovery	$230,000	$0
Total	**$6,629,000**	**$3,200,000**

STATE PARKS' BUDGET PRIORITIES

- **Park maintenance**
  Ensure well-maintained facilities. More resources are needed to focus on routine maintenance to help preserve our parks. As the state's leading public recreation and hospitality provider, State Parks must continue to take steps to ensure visitors return.

- **Environmental regulations**
  Comply with environmental regulations. Cost for environmental mitigation and monitoring at Lake Sammamish, Fort Worden, Twin Harbors, Saint Edward, Mount Spokane and several other areas with moorage facilities, fish passage barriers and docks. Includes funding to work with the city of Issaquah on an Environmental Impact Statement as part of the revised master plan for Lake Sammamish State Park.

- **Community and youth engagement**
  Connect families and youth with environmental education and outdoor recreation opportunities. Broaden services for youth and underserved communities by expanding community engagement. Includes additional resources for the Junior Ranger Program and increased multilingual materials. Additional support to meet the growing demand for No Child Left Inside Program grants to get kids outdoors. These investments will help cultivate life-long connections to outdoor recreation and career-connected learning opportunities.

- **Visitor and employee safety**
  Strengthen health and safety program to reduce risk and lower injury rates for 1,000 employees, 9,000 volunteers and 38 million park visitors. Over the long term, this will result in lower payments to the self-insurance account. More resources to actively manage L&I claims to help employees return to work and save the agency money by reducing workers compensation premiums.

- **Orca recovery**
  Expand interpretive services at Lime Kiln State Park to educate the public about the endangered Southern Resident orcas. Lime Kiln State Park is the premier site to view the Southern Resident orcas and receives about 300,000 visits a year.

CONTACT

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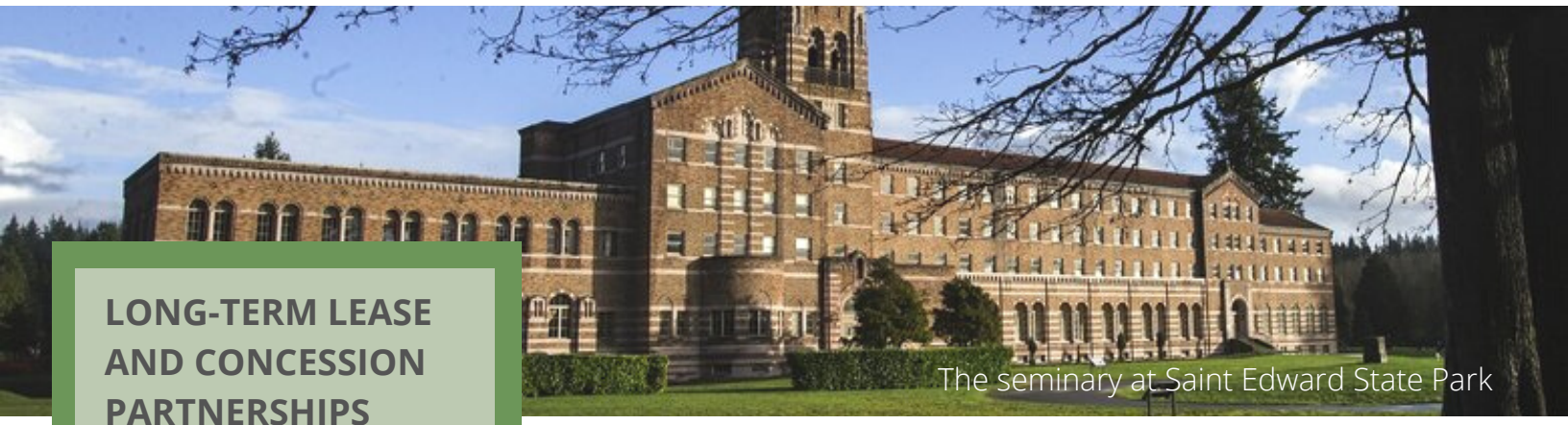
LONG-TERM LEASE AUTHORITY

Washington State Parks and Recreation Commission



The seminary at Saint Edward State Park

LONG-TERM LEASE AND CONCESSION PARTNERSHIPS

- The seminary at Saint Edward State Park
- Public Development Authority at Fort Worden Historical State Park
- Tillicum Village at Blake Island Marine State Park
- Mount Spokane Ski and Snowboard Park at Mount Spokane State Park

BACKGROUND

The seven-member State Parks and Recreation Commission is appointed by the governor to set policy for the state park system. The Commission makes decisions for the care, control and operation of all state parks and other park properties. To carry out their responsibilities, the Commission holds public meetings throughout the state to provide public access and feedback.

In most cases, the Commission only needs a majority vote to pass items. However, decisions to sell or exchange park property or to approve long-term leases require a unanimous vote.

Partnership opportunities could be greatly increased if this limitation was removed.

Unanimous decisions are not required by any other Governor appointed board or commission.

REQUEST

State Parks' request legislation removes the requirement for unanimous approval of long-term leases and replaces it with an affirmative vote by at least four of the seven commissioners.

The proposed legislation would also increases the maximum lease term from 50 to 80 years.

WHY THIS IS IMPORTANT

Long-term leases and concessions provide opportunities for significant improvements to state park properties and services. With funding and resource challenges, long-term leases are an important tool to help improve and care for properties and historic buildings. Long-term leases and concessions also offer opportunities for innovative services that enhance park experiences.

WHY THIS IS IMPORTANT (CONTINUED)

Providing the Commission the ability to approve greater than 50-year leases make partnership opportunities more attractive to prospective partners. A recent example of this was an opportunity to engage a private partner in rehabilitating the historic seminary at Saint Edward State Park. However, the project required legislative action to extend authority to the Commission to approve the 62-year lease term necessary to make the project financially viable for the partner. Although the lease agreement with the partner ultimately succeeded in securing a commitment of over $40 million, the time it took to obtain the necessary legislative authority created uncertainty and risk. Authorizing the Commission to approve longer than 50-year leases considerably lessens this type of risk and makes State Parks a more attractive and reliable partner.

Without viable partnership opportunities, State Parks ability to develop certain facilities, provide public access to historic buildings, or offer specialized services is limited.

Extending lease authority to the Commission will not affect underlying control of state park properties and assets. Any lease of state park properties and historic buildings would be time-bound, and the public will always retain ownership of their parks. Lease agreements do not displace jobs traditionally provided by State Parks staff.

The Commission manages one-quarter of all state-owned buildings, many of them historic and expensive to rehabilitate. These statutory changes would provide the Commission an invaluable tool and improve its effectiveness in managing parks for the benefit of the public.

CONTACT

Owen Rowe, Policy and Government Affairs Director
360-902-5804 |owen.rowe@parks.wa.gov

Fort Worden Historical State Park

Joan Rutkowski

From: Dave Robison
Sent: Thursday, January 16, 2020 8:34 AM
To: Joan Rutkowski
Subject: FW: House Housing,Community Development & Veterans 01-14-20 - hearing notes

From: erin dzpublicaffairs.com [mailto:erin@dzpublicaffairs.com]
Sent: Wednesday, January 15, 2020 10:04 PM
To: erin dzpublicaffairs.com <erin@dzpublicaffairs.com>
Cc: carrie dzpublicaffairs.com <carrie@dzpublicaffairs.com>; Alex Alston <alex@dzpublicaffairs.com>
Subject: House Housing,Community Development & Veterans 01-14-20 - hearing notes

Hello,

Please find below notes from the House Housing, Community Development & Veterans meeting yesterday. The notes are on issues I thought you would be interested in.

Let us know if you have any questions or concerns on anything.

Thanks!

Erin Dziedzic
Dziedzic Public Affairs
425-466-5177
Erin@dzpublicaffairs.com

Housing, Community Development & Veterans - 1/14/2020 10:00 AM

Work Session: Overview of Parks & Recreation Commission and Its Operations.

Presentation Materials:

- Parks Funding PPT:
https://app.leg.wa.gov/committeeschedules/Home/Document/208547#toolbar=0&navpanes=0

Presenters:

- **Mark Brown, State Parks Commissioner**
- **Shelly Haken, Deputy Commissioner**
- **Owen Roh, Legislative Liaison**

Presentation notes:

- Opening remarks about sea change in shift from general tax revenue to earned revenue (primarily state parks pass)

- State Parks' Mission:
    - Cares for Washington's most treasured lands, waters, and historic places.
    - Connects all Washingtonians to their diverse natural and cultural heritage and
    - Provides memorable recreational and educational experiences that enhance their lives.

- State Parks: By the numbers
    - 124 developed parks; includes 19 marine parks, 16 heritage sites, 11 historical parks, and 13 interpretive centers
    - 138,000 total acres
    - 80,000+ acres of forested lands
    - 19,800 acres of wetlands
    - 59 miles of Seashore Conservation Area
    - Nearly 700 miles of trails (422 miles long-distance trails)
    - More than 3,000 miles of groomed snowmobile and 300 miles of groomed cross-country trails
    - Total attendance chart – dropped at time of 2011 creation of Discover Pass, on an upswing.

- State Outdoor Tourism Economy
    - Important economic driver $21.6 billion per year and 200,000 jobs
        - Information Technology: 191,000 jobs
        - Aerospace Industry: 94,200 jobs
    - State Parks are the most visited public lands in WA
    - Out of state visitors account for 27% of total outdoor recreation spending

- Economic Analysis – State Parks
    - Continued growth - over 40 million visits projected by fiscal year 2021

    - Significant economic driver, especially for rural communities
    - Supports $1.4 billion in annual economic contribution:
        - 14,000 jobs
        - $64 million annually back to the state general fund from sales taxes
- State parks are primarily in rural counties.
- Earned Revenue by source, 19-21 biennium:
- Discover Pass
    - 4th highest revenue-generating recreation pass in the nation CA, FL, NY….WA
    - $52 M+ in pass sales projected this biennium
    - $30 annual price one of the lowest in the U.S.
- Access and Affordability
    - 12 Free Days per year - statute
    - Library Backpack Program – state parks foundation
    - School Buses
    - Ocean Beaches
    - Volunteer Hours – 24 hours of service earns Discover Pass
    - Transit, bike, walk – Discover is for parking, not access.
- Major Change in Composition of Funding
    - Earned revenue has become primary funding
- Future PRSA (Parks Renewal and Stewardship Account) Fund Balance Projections
    - Typically target $5M ending balance
    - $11-12M = 2 months of spending
- Financial Challenges
    - Growth in state population and attendance
    - Fewer staff at the parks than 10 years ago

- Statewide cost increases – employee compensation and benefits is big part of this, also share to other services from other agencies such as Department of Enterprise Services

- Earned revenue can't keep pace with cost increases - maintain belief that mix of funding is important.

- Responsible for maintaining 25% of all state facilities and buildings – not largest but largest numbers.

- Unpredictable funding – so much one-time funding.

- What have we done to manage?

    - Created operational efficiencies

    - Actively manage user fees

    - Marketing and outreach

    - Employ customer surveys and analytics for decision making

    - Use of automation and website improvements

    - Developed partnership and volunteer opportunities

- 2020 Legislative Agenda

    - Supplemental Operating Budget Requests:

        - Park maintenance staff – need additional in supp budget

        - No Child Left Inside Grant Program

        - Visitor and employee safety

    - Agency Request Legislation

        - Expanding Commission lease authority

            - Example of success – St. Edwards Seminary at St. Edwards State Park.

- Committee Takeaways:

    - It will take future action by the Legislature to provide adequate and predictable funding to successfully operate the park system.

    - Supporting agency request legislation provides the Commission with an additional tool to encourage investment in the parks.

Key Member Questions:

- **Vice Chair Morgan:** Question & Suggestion: Wondering about equity plan looking at picture of commission. Would like to know more about activities towards equity. Suggestion to attend back to school nights so children in my community can see that this is a viable career option.

    - Commissioner Brown: Good suggestion. Picture is several years old, today's commission looks much more like the state of WA. Made significant progress over the past couple of years.

    - Morgan: Would like more specifics on equity plan.

- Rep. Johnson: Similar vein, wondering about process for hiring park maintenance staff, diversifying?

    - Mr. Roh: HR Director has done quite a bit to reach out to diverse communities, embarking on strategic plan to ensure staff looks like state of WA. Will provide follow up with that information.

- Rep Ryu: Did introduce Discover pass bill – won't be heard in this committee.

and Kudos to Madrona MindBody Institute in Port Townsend, Washington!

Note: Page Design Abridged for Distribution Purposes

Monday Love to your Walk of Life and Kudos to Madrona MindBody Institute in Port Townsend, Washington!

Dance First Member Spotlight – Madrona MindBody Institute!

Conscious Dancer & The MoveMap are published by the Dance First Association to serve the needs of the global somatic movement community. Our mission is to help 10,000 of the worlds top facilitators have thriving practices and motivate a million dancers to create "movement for a better world

Mark Metz, Executive Director of Dance First

This week's Dance First Member Spotlight shines on Madrona MindBody Institute and the talented collection of teachers and thought leaders who provide the wisdom! Billed as "*A Pacific Northwest Sanctuary for Conscious Living & the Moving Arts*" Madrona embodies the somatic spirit like none other!

We've been huge fans and supporters of the great work happening up in Port Townsend Washington for many years, and have the utmost appreciation and kudos for founders Aletia Alvarez and Allison Day who put Madrona on the map back in 2007.

Home to the Soul Motion teacher training program as well as being a destination for innumerable classes, workshops, and retreats in yoga, health & wellness, and the somatic arts, Madrona has gained an international reputation as a stellar home for movement in the Northwest.

Situated adjacent to the sparkling waters of Puget Sound and the Pacific Ocean within the environs of historic Fort Worden State Park, this 434 acre campus dedicated to lifelong learning is a restful and inspiring place to raise your consciousness through movement and the arts of wellness. You can treat yourself or a loved one to full-service spa treatments and massage therapy too!

You can register for an event for in advance or drop-in for a conscious dance or movement class in Yoga, Soul Motion, Open Floor, Nia, Feldenkrais, Pilates, African Dance, Spin Cycling and

more. There are comfortable lodging accommodations as well as a variety of amenities in the nearby town of Port Townsend.

Sporting a sprung-floor historic gymnasium/ballroom for large classes and movement workshops, and a gorgeous light-filled environment, Madrona is also a premiere place to bring your group or host a retreat. Here's what M. Johnson had to say about bringing a group to Madrona: *"I have never experienced a more responsive, attentive and effective facility and staff who were able to provide whatever was needed to facilitate a smooth running workshop."*

Madrona is opening their doors to the general public for a special Solstice Open House on the afternoon of December 20th. This free-of-charge event will feature a beautiful evergreen spiral on the Ballroom floor. *"Amid twinkling lights and with the sounds of crystal bowls being played, you are invited to enter this sanctuary setting and quietly walk the spiral, reflect, and set intentions as we enter this transition into a new season."*

Cantor Rita Glassman from San Francisco sums it up: *"How appropriate to transform a fort where soldiers were preparing for war into a sanctuary for dance, where the soul can find peace, the body deep rest and renewal! One enters the beautiful, historical structure at Madrona MindBody Institute, removes one's shoes and the stresses of life immediately begin to dissolve. This is a place where one can unwind and safely and supportedly come to a state of ease and graceful stillness while in motion. What joy, what peace, what a gift to seekers of greater consciousness and body awareness. A sacred place in the heart of a port where what comes in is transformed into something bigger and better-a new spaciousness rushes in like a river, there is a feeling of well being, and a belief again in possibilities and magic. I can't wait to come back, to walk in and leave my shoes, my rusty, old ways and disengaged body at the door!"*

Madrona Solstice Open House
Dec 20, 4-7:15pm

Complete Calendar, Newsletter Signup and more!
www.madronamindbody.com

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Infrastructure, housing among Port Townsend's legislative priorities

Council approves manager's list of state requests

By Brian McLean

Wednesday, January 8, 2020 1:30am | NEWS | JEFFERSON COUNTY

PORT TOWNSEND — The Port Townsend City Council has approved a legislative agenda that focuses on five areas of its strategic plan.

Council members signed off Monday night on City Manager John Mauro's first list of priorities, and they unanimously approved council member Amy Howard to share them in Olympia as part of their support of the Association of Washington Cities' legislative days on Jan. 28-29.

Mauro aligned the requests with the city's strategic plan through 2022, which was adopted last January.

The focus areas include infrastructure assets, quality of life, affordable housing, economic development and city organization.

"This is a pretty high-level flyover of what our legislative asks might be," Mauro told council. "Keep in mind it's a short session, so it's going to be quite quick."

The state Legislature will convene Monday and continue until March 12.

A full list of the city's priorities, including a matrix that explains the rationale, can be found at online.

Longer session

“We’re not going to get wins in all these categories, but it does signal what the city of Port Townsend requires … and it sets us up for a longer session next year,” Mauro said.

The city’s list puts infrastructure on top with an emphasis on transportation choice, transportation benefit districts, climate adaptation and emergency preparedness as well as the electrification of the ferry system and an update to city connections at Fort Worden.

“Port Townsend continues to require greater capital transportation investments to deliver safer, less carbon intensive transportation that generates sustained economic development,” Mauro said.

He said a number of networks are incomplete, and it may take decades to complete.

“Port Townsend currently has over $25 million in needed bicycle and pedestrian improvements as well as over $40 million in upgrades to main arterials, collectors and intersections,” Mauro said.

He said increasing funding through Transportation Improvement Board grants would provide wide-ranging benefits to current and future residents.

On climate adaptation, Mauro singled out costs to repair and armor shoreline erosion from last year’s storms exceeds $250,000.

“Adapting our social and physical infrastructure to impacts like increased storm frequency and severity and sea level rise comes with additional capital requirements,” he said.

The city’s quality-of-life goals include funding for behavioral health issues and to help reduce the “growing and expensive burden of non-preventative police response,” Mauro said.

The city also is asking the state to fully fund both the Housing Trust Fund and the Public Works Trust Fund.

Port Townsend previously received almost $9 million in low-interest loan financing from the latter for its water treatment plant, and streetscape improvements are eligible, Mauro said.

Council member Owen Rowe asked for proposed language in support of a Creative District under economic development to include fully funding the state's arts commission program.

Mauro said he would amend his report as the city supports the Port Townsend Main Street Association's effort to apply to become one of the state's first designated Creative Districts.

The city also will ask for funding assistance for regional high-capacity broadband internet development.

Under city organization, one request is to enact sensible reform to recover staff time as they compile public records to satisfy requests.

Mauro said about $30,000 in staff time is spent each year, and about $500 is recovered.

"While vital to public transparency and healthy democracy, cities like Port Townsend spend a good deal of uncompensated time fulfilling public records requests," he said.

"Requestors have been known to exploit the [Open Public Meetings Act] and convert requests into personal financial gain or create unnecessary risk to public employees by increasing chances of identity theft."

Council members appreciated Mauro's breakdown of each topic in a five-page attachment and suggested the main document be pared down to a single page.

"I think it was a really good, solid list in terms of pulling out those individual items as being the items I'd like to see," council member David Faber said.

Jefferson County Managing Editor Brian McLean can be reached at 360-385-2335, ext. 6, or at bmclean@peninsuladailynews.com.

Joan Rutkowski

From: Friends of Fort Worden State Park <volunteer@fwfriends.org>
Sent: Monday, January 6, 2020 8:07 AM
To: Karolina Anderson
Subject: Friends of Fort Worden - Winter 2020 Newsletter

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Friends of Fort Worden State Park Newsletter

Winter 2020

“Sundays in the Park” Winter Walk is for the Birds

Birding guides Darrell and Lorna Smith in the Sarapiqui region of Costa Rica

Naturalists and wildlife advocates Lorna and Darrell Smith will kick off our “Sundays in the Park” series of natural history walks for 2020. We are thrilled that the duo agreed to lead our bird walk, scheduled for March 22, for the second year in a row.

Lorna Smith is Executive Director of Western Wildlife Outreach. A fifth-generation Washingtonian, she grew up exploring the shores of Puget Sound

and the Cascade and Olympic Mountains. Darrell Smith is a wildlife biologist who hails from a family of pioneer ranchers, loggers, and miners in Idaho, Oregon, and Washington.

Darrell and Lorna have worked together in complementary positions for most of their careers. They even spent their honeymoon finding, photographing, and studying grizzly and black bears in British Columbia! Although their professional focus is on large mammals, they are also excellent birders and companionable guides.

The walk is expected to last about 2 hours and begins at 10am to take advantage of a low tide that will enable us to explore the beach, in addition to the forest trails and lagoon. Among the possible species are Black Oystercatcher, Harlequin Duck, goldeneye, loon, and hummingbird, as well as nesting eagles.

Participants should bring binoculars and wear sturdy shoes. The walk is free for members of the Friends of Fort Worden State Park. Nonmembers are asked for a $5 donation to benefit the Park. Group size is limited to 15. For more information or to register contact nhc@fwfriends.org. Details about the meeting location will be provided after registering. And stay tuned for information about future walks in our 2020 “Sundays in the Park” series.

Support the Fort!

Friends Annual Celebration - April 24, 2020

Meteorologist Cliff Mass

Mark your calendar for 5pm on Friday, April 24, 2020. The annual celebration of the Friends of Fort Worden State Park will feature a short business meeting and compelling presentation, as well as appetizers, desserts, and no-host bar along with non-alcoholic beverages.

Pacific Northwest meteorological icon Cliff Mass will discuss weather patterns unique to the Puget Sound basin. Cliff is a professor of Atmospheric Sciences at the University of Washington, writes a popular blog about meteorological phenomena, and has a regular weather segment on one KNKX, a local NPR affiliate. The *Seattle Times* has called him the “closest thing to a celebrity scientist in Seattle.”

Admission is free for FFW members and $15 for non-members. Tickets go on sale and member reservations (new this year) will be accepted starting early February.

Six lucky raffle ticket holders, together with their companions, will cruise to Protection Island, a National Wildlife Refuge near the entrance to Discovery Bay that is closed to the public. While there, the winners will enjoy a private tour of the island (an important breeding site for many birds of the Salish Sea) and its varied habitats—grassland, bluff, shoreline, and forest. Raffle tickets go on sale Valentine’s Day, February 14, at the FFW Visitor Center and Gift Shop in

Bldg. 200 and will be available at the event on April 24. More information and updates will be posted on our website.

View of Olympic Mountain Range from Protection Island (photo: Roberta Swift/ USFWS)

We are excited to share this special evening with you and to be part of Jefferson County's Earth Week celebration commemorating the 50th anniversary of Earth Day.

Interested in volunteering? FFW members are invited to join the Annual Meeting Planning Committee to help shape the event. For more information, contact Claudette Dietlin at volunteer@fwfriends.org.

Year in Review

by Claude Manning - Board President 2019

Claude Manning (on bench) with First Day hikers at Triangle of Fire Viewpoint

As I near the end of my term as Board president, I am pleased to report that the Friends of Fort Worden continues to grow and fulfill its mission of supporting Fort Worden State Park. It is truly gratifying to see what a group of committed individuals can accomplish as a team.

The Friends is an all-volunteer organization with no paid staff. In 2019, Friends' volunteers set a record by logging more than 6,000 hours in support of the Park. Roughly half of those hours represent the efforts of volunteers in our Visitor Information Center & Gift Shop. These dedicated hosts keep the shop open six hours a day every day of the year. Remaining volunteer hours were split about evenly between Trail Team members, our Board of Directors, and special project volunteers. I extend a huge "thank you" to all the volunteers who have generously contributed their time.

Gift Shop sales have continued to increase every year for the past five years, and net proceeds make up about two-thirds of the revenues used to support our projects and programs. In addition, volunteer hosts in the Visitor Information Center greeted about 25,000 Park visitors in 2019. Many of these visitors were

there to purchase Discover Passes, which support Washington State Parks.

The Trail Team was active in 2019 as well. Nine work parties continued efforts to remove invasive plant species such as Scotch broom and spurge laurel in Chinese Gardens and European dune grass at Point Wilson. Other Trail Team projects tackled cleanup along Artillery Hill roads after brush was cut for fire control and improvements to the Chinese Gardens Trail, including widening and adding gravel to muddy areas.

Our major hands-on project this year was the restoration of Trail H-7, a steep connector trail from the new glamping area to the Artillery Hill trail system. The trail was badly overgrown and eroded from water runoff, and undermining of the historic road above was a growing concern. With funding by a grant from the Washington State Parks Foundation, volunteers created terraced steps with landscape beams and compacted gravel. It is hoped the new trail will provide safer access to hikers for years to come.

Renovated H-7 trail between Battery Way East and future glamping area

The Friends offered a variety of programs to the public in 2019. Our Annual Meeting in April featured a presentation entitled “Puget Sound: a Maritime Highway” by author and geologist David Williams. Once again, the Friends sponsored the music stage at the Old School 4th of July celebration. The quarterly guided nature walks, led by experts on native plants, birds, geology, and the intertidal zone, remain popular. FFW volunteers celebrated the New Year by leading First Day Hikes on January 1, as well as additional hikes to Park viewpoints during the summer.

Board development was a focus in 2019, with three new members joining the Board, for a total of 13 members sharing the work. During our recent election of officers, Terry LeLievre was selected as 2020 President. With new projects and programs and renewed energy, we are excited as 2020 unfolds.

The FFW Board meets monthly to review and plan projects and receive updates and suggestions from PDA and State Parks staff

What's Happening on Artillery Hill?

by Janine Anderson

Park visitors survey limbed-up trees and other site work along Tolles Road

Those of us who walk the Park's trails on a regular basis have probably noticed changes recently in the area of Battery Tolles. Douglas Firs along Tolles Road have been limbed up, and vegetation (including a Grand Fir and Red Elderberry) has been removed from several areas. I met recently with two Park rangers, including Operations Manager John Whittet, to discuss these changes and to find out what else might be in store, and I learned more about the current efforts from reading an overview of the project.

The rangers explained that work in this area is being done with the hope of meeting several objectives, including improved public safety, crime prevention, and historic preservation. It was felt that injuries during significant windstorms might be prevented by proactively removing the heaviest branches overhanging

Tolles Road. In addition, the roads on Artillery Hill are considered fire and service roads, and East Jefferson Fire and Rescue requires a minimum overhead clearance of 13.5 feet and width of 20 feet for emergency vehicle response. The appearance of the work will be improved once the staff has the opportunity to remove any stubs remaining on the cut branches.

Most Park users are probably unaware that Battery Tolles is one of the most heavily vandalized structures in the Park. Rangers and volunteers have taken proactive measures to eliminate graffiti and other vandalism. Obvious improvements in a troubled area show would-be vandals that we care and are paying attention. This was the case at Battery Kinzie, formerly the most heavily vandalized battery in the Park. Removal of overgrown brush at the battery's edge, which led to a wider view and a picnic area, in concert with regular patrols and prompt coverage of graffiti, has nearly eliminated new vandalism in that location.

Parks staff realizes that, for many visitors, the natural forest areas are the most appealing aspect of the park. However, Fort Worden is also a historic military installation, and the Park exists because of the buildings and batteries and the history they represent. They are protected structures listed on the National Historic Register, significant not only to the history of the country, but also to the history of Port Townsend. For many of the Park's 1.25 million visitors annually, this history is the biggest draw.

The work near Battery Tolles and elsewhere was undertaken with interpretative and beautification efforts in mind. The work at Battery Tolles is on a list of thoughtfully chosen projects, compiled over the past three years in consultation with the State Parks Historic Preservation specialist in Olympia and the Puget Sound Coast Artillery Museum. Maintenance of the batteries, pruning of trees and removal of brush surrounding structures, and preservation of existing viewsheds at Batteries Tolles and Ash are a component of this stewardship. The work is being done with the hope that future generations will be able to appreciate this part of our history.

Of all the locations on Artillery Hill, Batteries Ash and Tolles are the only two with a remaining commanding view of the Strait of Juan de Fuca as it existed during the operation of the Fort. In fact, during the original operation of Fort Worden the full face of the main gun line was entirely clear cut! Although there is no plan to restore the area to that condition, where an existing view of the water exists, it will continue to be maintained in its historic character.

Most of the slated work on Artillery Hill has now been completed. Except for ongoing maintenance, the only planned changes that remain are to limb up the conifers between Upper Gun Line Road and Battery Benson to provide an unobstructed view to the battery below. There are no plans to remove any more trees, although there will likely be times in the future when trees will need to come down, and the limbing of trees and removal of vegetation in select areas (especially around the batteries and buildings) will be done in accordance with the Park's mission of historic preservation.

We hope this update reassures Port Townsend residents and other Park users who treasure the solace and beauty found on the more than 12 miles of trails in Fort Worden State Park!

Trail Team News

Ranger Pierson (on ledge) shares Fort Worden history at Battery Randol during First Day Hike on January 1

Thanks to the efforts of Fort Worden State Park staff and dedicated Trail Team volunteers, the trails were in great shape for the annual First Day Hike. Volunteers received numerous compliments about the condition of the trails and grounds from the 200 plus hardy souls who participated in the event. All Trail Team members should be proud!

Self-guided hikers at docent station study cones on twig of Red Alder

The two-hour January 1 First Day event featured several hiking options: self-guided hikes where docents shared information about the Park's flora, fauna, and batteries; a viewpoints hike; and a hike focusing on the history of Fort Worden. Special thanks to Park Rangers Whittet and Pierson who contributed extra time and effort to make the event so successful.

The Trail Team is now 40 members strong, which should bode well for healthy turnouts at work parties in the coming year. We are still planning the schedule for 2020, but expect to have six or seven large group events that will focus on

invasives such as Scotch broom, English holly, and spurge laurel. Large turnouts of volunteers can make a large impact. Anyone interested in joining the Trail Team should contact Jan North at janorth@olympus.net.

Mark your calendars! On Monday, January 20, Martin Luther King Day, the Trail Team will again partner with Americorps, Washington Native Plant Society, and the Port Townsend Marine Science Center (PTMSC) to work on removing two patches of European dune grass on the bay side of Point Wilson. This is a great opportunity to learn more about the vegetation in this area. Bring water, gloves, and a sturdy garden fork or shovel. We will assemble just before noon at the PTMSC Natural History Exhibit classroom (across the road from the pier). Sign in with Jan North, then enjoy some refreshments before hitting the dunes!

Meet Our New Logo!

When the Friends were looking to update their logo, the Marketing Committee sought the help of FFW member and graphic designer Lee Merrill. Lee and her daughter, Nikki Cole, also a graphic designer, volunteered their time and talent in the quest for a “new look.” Lee presented three options for the Committee to consider. It was a tough decision because they were all excellent, but the committee selected the one you see here. The image doesn’t change, but we have different color options depending on the season, background, etc.

Lee, a Port Townsend resident, is a volunteer for the Port Townsend Marine Science Center, on a team that monitors for invasive European green crabs, and on the Guiding Committee of the Jefferson Land Trust's Natural History Society. Nikki lives in Bellingham and owns the graphic design company Nikki Cole Creative.

We are grateful to Lee and Nikki for their generous support of the Friends of Fort Worden.

On Foot in Fort Worden

Black Oystercatcher forages for limpets along Fort Worden shoreline

If you've never seen Black Oystercatchers foraging for limpets or other bivalves along the Park's shoreline, you had better start looking because they are quite

a sight as well as fairly common along the rocky north beach of Fort Worden State Park.

With their bright orange red bill and eyes, pinkish legs, and piercing calls, it is always a treat to encounter them. Sometime solo, they can also be found in groups of up to 10 or 12.

A stocky bird about 16 inches long, Black Oystercatchers nest on the shore well above the high-tide line. The parents, who often mate for life, take turns incubating the eggs and guarding the young. At about five weeks, the young begin flying with their parents and finding some of their own food as well as still being fed by a parent. Nest sites are often abandoned if disturbed, so protected areas such as Rat Island near Fort Flagler and Protection Island are critical for their success.

Ways to Help the Friends!

Attend a Board meeting

The FFW Board meets at 1:00 on the 2nd Wednesday of every month.
The next regular meeting is Wednesday, January 8, from 1:00 to 3:00 in the Seminar Building (#297).

Find out about other volunteer opportunities by emailing us at volunteer@fwfriends.org.

Help the Friends fund their projects with a donation or membership!

Donate / Join / Renew

Connecting with our community to support the preservation and enhancement of Fort Worden State Park

Legislature considers ending $30 Discover Pass for Washington state parks

Jan. 24, 2020 at 6:00 am Updated Jan. 26, 2020 at 1:24 am

1 of 3 *| Cea Merritt of Seattle looks from Saltwater State Park in Des Moines towards Maury Island, hoping to spot orca whales — she... (Ellen M. Banner / The Seattle Times)* ***More***

By Claudia Yaw

Seattle Times staff reporter

OLYMPIA — A bill in the Washington Legislature would get rid of the Discover Pass, eliminating the $30 annual fee thousands of motorists now pay to enter state parks.

Senate Minority Leader Mark Schoesler, R-Ritzville, is sponsoring Senate Bill 6174, which would make access to over 100 state parks, 700 water-access points, and 350 recreation sites free for all. Currently, motorists must pay a $30 annual pass or $10 day pass, or risk getting slapped with a $99 fine.

Many park visitors skip paying the entry fee. For instance, in Skamania County, home to Beacon Rock and Spring Creek Hatchery State Parks, the district court can see more than 100 tickets in a two-week period during the busy season.

The Discover Pass was adopted in 2011, after the recession made it difficult for the state to adequately fund state parks.

Now, Washington's State Parks and Recreation Commission relies on the user fee for about 25%, or about $41.3 million, of its 2017-2019 $166.6 million operating budget — more than any other source of revenue.

The state budget's general fund would make up for the lost revenue.

ADVERTISING

Schoesler's bill cites that in the first two years of the Discover Pass, there were about 7 million fewer visits to the parks, which had previously seen an annual 42 million visits. However, those numbers have since climbed to 38 million, and the parks commission projects them to increase in the next year.

Anna Gill, spokeswoman for the Parks and Recreation Commission, says that while the Discover Pass largely funds the maintenance and operation of parks, it's important for parks to be as accessible as possible.

That's why the parks offer 12 "free days," and discounts for some veterans and senior citizens. School buses get in for free, and residents can even check out a backpack with binoculars and a Discover Pass from some public libraries.

Now that the recession is over, Schoesler says, it's time to give back to taxpayers. Other lawmakers have the same idea — but for different projects — and are pushing for free feminine hygiene products or the

elimination of sales tax on diapers. These are “nice ideas,” says Schoesler, but they all only impact a segment of the population.

“This is the broadest thing we could do for Washington residents,” Schoesler said, noting that residents from all districts enjoy state parks. “And the price tag is not a budget buster.”

However, the Senate’s chief budget writer, Christine Rolfes, D-Bainbridge Island, says the funding may not be that easy to secure. Lawmakers in both parties, along with Gov. Jay Inslee, already established that the session’s priority is to address the state’s homelessness crisis. Sen. Hans Zeiger, R-Puyallup, ranking member of the Housing Stability and Affordability Committee, says any surplus money should be used to tackle homelessness.

ADVERTISING

Rolfes also emphasized that the Discover Pass is a parking fee, not an entrance fee, and the state already offers free parking to those who “most need it,” like low income families and foster families.

The Bainbridge Island senator says she appreciates Schoesler’s proposal, but it’s unlikely that lawmakers will direct funding toward it this session. Instead of eliminating the user fee, she says the state should prioritize investments that would get parks back to their pre-recession state.

At the end of the day, Gill says the parks just want “stable, adequate, and predictable funding solutions.”

This article has been updated with additional information.

Claudia Yaw

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DRAFT Minutes
Board of Directors Meeting
Fort Worden Public Development Authority (FWPDA)
Wednesday, December 18, 2019 | 9:00 a.m. – 12:00 p.m.
Commons B, Building 210, Fort Worden

- **Action**: Motion to approve the November 27, 2019 Board Meeting Minutes. **Unanimously approved**
- **Action:** Motion to approve Resolution 19-16 providing for the issuance of a revenue bond in the principal amount of not to exceed $1,500,000 to finance the Makers Square project; authorizing the Executive Director and Chief Financial Officer to fix the forms and terms of the bond; and providing for the sale of the bond to Kitsap Bank. **Unanimously Approved**
- **Action:** Motion to approve the 2020 FWPDA Board Meeting Schedule as presented. **Unanimously Approved**
- **Action:** Motion to authorize the FWPDA Executive Director and Board Chair to sign the MOA between FWPDA and KPTZ in substantially the form presented. **Approved with seven votes in favor and one vote opposed**
- **Action:** Motion to publicly recognize Gee Heckscher for his outstanding contributions to Fort Worden. **Unanimously Approved**
- **Action:** Motion to migrate the PDA board from a Chair/Vice Chair model to a Co-Chair model and to appoint Todd Hutton and Norm Tonina as Co-Chairs. **Unanimously approved**

Regular Board Meeting:

I. Call to Order: 9:00 a.m.

II. Roll Call & Staff Introductions

Fort Worden PDA Board Members: Norm Tonina, Gee Heckscher, Jane Kilburn, Todd Hutton, Terry Umbreit, Herb Cook, Naushard Cader, Cindy Finnie (by phone), Lela Hilton (left at 9:35 a.m.)
Staff: Dave Robison, Diane Moody, Rufina Garay, Joan Rutkowski
Public/Staff Guests: Don Engelbach, Jeanie Cardon, Owen Rowe, David Goldman, Aletia Alvarez, Lisa Werner, Maryna Frederiksen, Daniele Costello, Lane DeCamp, Cody Griffith

III. Partner Presentation: Port Townsend School District

Superintendent John Polm and Communications and Maritime Discovery Schools Director Sarah Rubenstein shared a presentation about the partnership between the Port Townsend School District and the PDA. Polm said using classroom and outdoor space at the Fort helps create outstanding learning opportunities for students, and he thanked the PDA for the partnership. Rubenstein described how the partnership provides a variety of learning opportunities for students in kindergarten through high school. This includes collaborations with PDA partners, such as Centrum. First and second graders are the most frequent users, Rubenstein said. Student activities include studying the natural environment along the beach and trails and learning via the natural history exhibit at the Port Townsend Marine Science Center. Salish Coast Elementary School teacher Peter Braden and three of his students talked about how the hands-on,

immersive experiences deepen understanding of concepts presented in textbooks. Describing lessons about erosion, habitat, and birds, one student said: "It's best to learn about nature if you can actually experience it in person." Lessons also have included practicing critical thinking skills by developing and applying a rating system for the condition of the bunkers and learning opinion writing skills to support related conclusions. Braden commented on how helpful the classroom space is for warming up from outdoor lessons during colder weather and for being able to work immediately with lessons that begin outside.

IV. Correspondence

See board packet on the website for PDA-related articles and communications.

V. Consent Agenda

Review and approval of regular Board meeting minutes, November 27, 2019

Action: Motion to approve the November 27, 2019 Board Meeting Minutes. **Unanimously approved**

VI. Review and Discussion of Financials

A. Staff Report

Moody reviewed the financial report (see board packet on website). For the month of November total revenue was 91% to budget, and year-to-date revenues were very close to budget and 9% higher than last year, she reported. Sales of Discover Passes were 33% lower than in November 2018, and all other revenue centers helped make up for this decline, Moody said. Ordinary expenses were over budget by 20%, and Moody said this was largely due to repairs and elevator safety tests. The net result for year-to-date is approximately $148,234 less than budget.

B. Board Discussion

Board members and Moody discussed financial details, including food and leisure sales. The report shows leisure accommodation sales at 67% to budget, and the sales received from nonrefundable bookings is 335% to budget. Board member Naushard Cader and Moody discussed whether "income and expense" or other terminology would be better than "revenue and expense". Cader suggested reviewing terms to avoid confusion with terms used in bond information. Moody noted that the State auditor has reviewed the PDA's reporting, and Tonina said the use of revenue and expense terms is intentional. Board member Terry Umbreit and Moody talked about adding the "revenue per available room" (RevPAR) statistic to formal reports. Moody said staff considers that statistic internally. She said the PDA is transitioning to a new property management system that will make it easier to work with data and provide reliable RevPAR information. Moody added that once the property management system installation is complete there will be an opportunity to review the metrics used due to the ability to create improved reports. Board member Herb Cook observed that the PDA's balance sheet suffers when the PDA makes capital expenditures, such as for glamping and Makers Square, because the property isn't an asset that the PDA owns. Moody noted that the snapshot improves when reimbursable grants come in. Cader expressed interest in exploring options for capitalizing long-term leasehold expenses that will bring in revenue. Board member Todd Hutton said that a consolidated view of Fort Worden Foundation and PDA finances would be helpful.

VII. Kitsap Bank Revenue Bond for Makers Square

A. Staff Report

Moody reviewed Resolution 19-16, which provides for the issuance of a revenue bond with a principal amount that does not exceed $1,500,000 to finance the Makers Square project, fixes the form and terms of the bond, and provides for the sale of the bond to Kitsap Bank.

B. Board Discussion

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Board members and Moody talked about repayment of the principal. Moody said the bond is essentially a bridge loan and structured as a line of credit to help with cash flow needs during Makers Square construction. She added that the bond payments are set in alternate quarters in order to help preserve cash flow. When asked why Kitsap Bank is taking on the risk, Moody said it aligns with the bank's interest in supporting community development projects and helps meet Community Reinvestment Act requirements. She noted that Kitsap Bank holds the majority of their bonds in a debt folio and does not sell them.

Action: Motion to approve Resolution 19-16 providing for the issuance of a revenue bond in the principal amount of not to exceed $1,500,000 to finance the Makers Square project; authorizing the Executive Director and Chief Financial Officer to fix the forms and terms of the bond; and providing for the sale of the bond to Kitsap Bank. **Unanimously Approved**

VIII. Approval of 2020 FWPDA Board Meeting Schedule

The board reviewed the suggested schedule for executive committee and full board meetings in 2020. **Action**: Motion to approve the 2020 FWPDA Board Meeting Schedule as presented. **Unanimously Approved**

IX. Staff Report

A. Current Construction Projects and Major Repairs

Robison reviewed the progress of glamping construction. Site work is complete and work has begun on constructing tent platforms. The low bid received for the tent platform work was $702,000, which was much higher than expected, Robison said. Instead, with the hiring of a local general contractor as a temporary employee, the PDA is self-performing the work at a much lower rate and the cost is estimated at approximately $410,000, Robison said. He added that the PDA is considering whether to use the tent platform crew (PDA facility team members) to construct building 288, which would provide restroom facilities for the four more rustic glamping accommodations.

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Robison also reported that the PDA recently submitted a grant proposal to help develop accommodations within building 203 for seasonal employees as well as partner program participants, interns, and program faculty. The PDA is seeking $70,000 from the Department of Archaeology and Historic Preservation to address ADA access needs and building code deficiencies and to upgrade bathroom facilities. A Jefferson County public infrastructure grant is providing $150,000 for the project. He noted that workforce housing is one of the critical constraints to the PDA's long-term success.

Robison reviewed a summary of current and estimated project costs for Makers Square and the funding that has been secured. The $14 million project is divided into two phases that include: 1) the renovation of buildings 305, 308, and 324 and related infrastructure needs, and 2) site and parking lot improvements. Robison said management of the project includes tracking grants requirements regarding which buildings the funds can support, what sources can be used for matching funds, and site securitization needs. A $1.275 million grant from the Washington State Building for the Arts program has been locked up while PDA staff have been working on addressing grant contract requirements, he said. Robison said staff have been working with the funding agency and legal counsel, and he anticipates the release of funds by the end of the year. He said that approximately $1.9 million in Federal Historic Tax Credits will come through in increments upon closing, after a certificate of occupancy is issued; a $500,000 grant from the M.J. Murdock Charitable Trust will be available to finish the capital campaign. When asked if supplemental legislation might help with remaining needs, Robison said this is unlikely because the 2020 session is short, capital appropriations will be limited, and the revenue forecast is down due to the passage of Initiative 976.

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B. 2020 Budget Process

Moody reported that the budget will likely be ready for the board's consideration in January.

C. State Audit

Moody said the 2017 audit report should be ready in January after delays due to staff turnover at the State auditor's office. Moody said that instead of scheduling the next audit after a two-year interval, she has scheduled an audit of 2018 activity to begin in February because the PDA's former finance director, who worked in 2018, is available now for assistance with the process.

D. Leasing

Chief Strategy Officer Rufina Garay referred board members to a Memorandum of Agreement (MOA) that she said KPTZ is ready to sign. Garay said that in the interest of transparency for the public record, she would like board approval for the MOA; the draft MOA has evolved from when the board last saw it to now provide for the construction costs of tenant improvements to count as pre-paid rent, which Garay said is a characterization needed for Historic Tax Credit (HTC) eligibility. Garay also provided an overview of the relationships between the subsidiary entities that have been established for the receipt and application of HTCs that are available for the rehabilitation of historic buildings (see board agenda packet on website). Garay said the "Makers Square Landlord LLC" is what will be on Makers Square lease agreements as part of the structure needed for HTCs. Following the closure of the HTC transaction, the Makers Square Master Tenant LLC (which is 10% owner of the Makers Square Landlord LLC) will be the landlord for five years for compliance purposes, she said. Cader expressed reservations about the structure. Robison said that the structure has been reviewed by an attorney who specializes in HTCs. Tonina noted that the ownership structure in place is essentially what was used to secure HTC proceeds for Building 202 (Peninsula College).

Action: Motion to authorize the FWPDA Executive Director and Board Chair to sign the MOA between FWPDA and KPTZ in substantially the form presented. **Approved with seven votes in favor and one vote opposed**

E. Marketing and Sales

Cody Griffith, Director of Sales and Marketing, reviewed the reports on marketing efforts and sales via group, partners, and leisure activities (see agenda packet). Sales and accommodations revenue from leisure, partner, and group business as of December 6th were 98% to budget. She said forecasts for 2020 reflect anticipated revenue from glamping and a multi-night summer festival, as well as losses from taking NCO Row and Officers Row housing off-line for several months for a Washington State Parks' sewer and water infrastructure project. Griffith also noted that meal plans for partner programming will increase $5 to a total of $46 per head per day. Hutton pointed out that even with this increase, the PDA will only make 25 cents per head per day on food for partner programming. The partner meal plan rate is less than the $55 charged to other groups, he noted. Marketing report highlights included statistics about Fort Worden's Instagram audience, which includes a large percentage of females between the ages of 25 and 44; Tonina noted that potential sponsors are especially interested in that demographic and the PDA could increase awareness of this reach. Griffith also reported that the sales team is working hard to increase business beyond the peak season. Tonina and Robison commended Griffith for her team's work building off-season business.

F. Fort Worden Collaborative

Robison provided an update on the collaborative planning effort involving the PDA and partner representatives. Called the Fort Worden Collaborative, the group is comprised of the PDA's executive team (Robison, Moody, and Garay), and Renee Klein (Madrona MindBody), Janine Boire (Port Townsend Marine Science Center), and Teresa Verraes (Port Townsend School of the Arts). They are exploring areas of alignment and how stakeholders can work together on common efforts, such as events, collaborative programs, marketing, fundraising, and capital improvements. Robison said the

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group will work with Peter West, a professional facilitator, to shepherd the process. In late January the group will host a full day retreat involving leaders from each partner organization, he said. Funding for the effort will come from the Fort Worden Foundation and partners, and Garay added that partner funding will be on a sliding scale. Garay said the Fort Worden Collaborative also has launched a survey asking stakeholders to provide feedback on strengths, weaknesses, opportunities, and threats. Board members agreed that Hutton and Lela Hilton will represent the PDA board, and Naushard Cader will be an alternate.

G. Board Governance

Tonina talked about board member Gee Heckscher's upcoming move away from Port Townsend, which has led Heckscher to step down from his role at Vice Chair. Heckscher will remain on the board in 2020 and serve in his role as the board's representative to the Fort Worden Coordinating Committee. Tonina praised Heckscher for his contributions via many roles since his involvement in the formation and development of the PDA began in 2011. He said that Heckscher is tenacious and principled and his contributions have been of the highest quality. Tonina thanked Heckscher for being a great role model. Robison said Heckscher's dedication cannot be overestimated. Heckscher said that Fort Worden means a lot to him and his involvement has provided a rewarding way to apply his background in architecture and facilities. Umbreit suggested a commendation for Heckscher's contributions, and Robison proposed that a celebration of Gee's contributions be held in early January.

Action: Motion to publicly recognize Gee Heckscher for his outstanding contributions to Fort Worden. **Unanimously Approved**

Tonina also talked about his own work as board chair. Tonina is entering his fifth year in the role, and he noted that the first board chair, Cindy Finnie, passed the baton during her fifth year. He said the Governance Committee is recommending a move to a co-chair model, which was in place as the PDA was forming. Tonina said he is committed to remaining involved at a leadership level for the next year, and the Governance Committee believes the co-chair model makes sense for the PDA's current stage of development. Tonina said he has asked Hutton to serve with him, and the two have explored how they would work together and divide the chair responsibilities. Tonina will continue to chair board and executive committee meetings, act as the board's spokesperson, lead the evaluation of the Executive Director, lead the Governance work group, and take part in partner lease negotiations. Hutton will participate in the Fort Worden Collaborative; lead the strategic planning effort; participate in branding activities, lobbying and fundraising; and will support the Executive Director with partner and constituent relations.

Action: Motion to migrate the PDA board from a Chair/Vice Chair model to a Co-Chair model and to appoint Todd Hutton and Norm Tonina as Co-Chairs. **Unanimously approved**

Hutton expressed his appreciation for Heckscher's contributions. Hutton said he looks forward to supporting the PDA's partners and enhancing the environments that allow PDA partners to thrive and grow in the ecosystem of lifelong learning. As examples of partner efforts to be proud of supporting, Hutton referred to Centrum's new program, an arts and lecture series called "Communiversity," and the recent awarding of the National Book Award in Poetry to a Copper Canyon-published author. Robison added that the PDA will be sending a congratulations letter on the board's behalf to Copper Canyon.

X. Public Comment

David Goldman said he thinks it's important to note that the temporary closure of Officers Row and NCO Row housing for infrastructure projects in 2020 will have a bigger impact in terms of dollars than when the PDA was taking over campus maintenance from State Parks. He also encouraged leaders to consider how

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major events such as THING may be just as important as Makers Square will be in 2020 to the PDA's success and increasing awareness of its efforts.

Owen Rowe thanked Garay and other PDA leaders for the explanation about HTCs. He also thanked Heckscher for his service and the emphasis he has placed on working with partners and stakeholders. Rowe said he is excited about the path forward through the collaborative planning effort.

Aletia Alvarez thanked board members for the hard work they've put in for partners and the campus. She also expressed appreciation from partners for Heckscher's support and his integrity, and in particular she thanked him for his work with Madrona MindBody.

XI. Executive Session

At 11:43 a.m. Tonina announced that the Board will enter into executive session to review lease terms and conditions in accordance with RCW 42.30.110(c). Tonina stated that the session would last approximately 15 minutes, and no action would be taken.

XII. Regular Meeting Adjourned: 12:08 p.m.

The board re-opened the public meeting at 12:06 p.m. Tonina stated that no action was taken during Executive Session. The board adjourned.

Board Packets and PowerPoint Presentations are available on our website at: www.fortworden.org under public documents>agendas & documents>public meetings>PDA Board Meeting 12.18.19

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Accrual Basis

FORT WORDEN PDA
Capital Improvement Projects
Financial Report
January through December 2019

	305 Windows	Bldg 225 - Dorms (DC)	Energy Efficiency Project	Glamping
Ordinary Revenue/Expense				
Revenue				
4600 Other Revenues	64,424.28	0.00	0.00	0.00
4900 PDA Grants/Donations	0.00	0.00	0.00	0.00
Total Revenue	64,424.28	0.00	0.00	0.00
Expense				
6010 Personnel Costs	53,972.55	0.00	150,192.47	102,653.72
6030 Tips	0.00	0.00	0.00	0.00
6031 Event Gratuities & Tips	0.00	0.00	0.00	0.00
7000 Repairs & Maintenance	0.00	1,154.63	13,019.78	6,578.93
7100 Utilities	0.00	0.00	0.00	0.00
8000 Contracts	0.00	0.00	209,505.99	659,774.03
8500 Operating Expense	136.87	0.00	11,256.44	16,076.31
Total Expense	54,109.42	1,154.63	383,974.68	785,082.99
Net Ordinary Revenue	10,314.86	-1,154.63	-383,974.68	-785,082.99
Other Revenue/Expense				
Other Expense				
9500 Capital Purchase/Equipment	0.00	0.00	0.00	136,869.61
9600 Leasehold Improvements	10,314.86	12,111.84	5,697.23	43,057.16
Total Other Expense	10,314.86	12,111.84	5,697.23	179,926.77
Net Other Revenue	-10,314.86	-12,111.84	-5,697.23	-179,926.77
Net Revenue	**0.00**	**-13,266.47**	**-389,671.91**	**-965,009.76**
Budgetd Funds	64,500.00	25,000.00	510,000.00	1,000,000.00
Ending Fund Balance	-	11,733.53	120,328.09	34,990.24
*This total includes $3 million in reimbursable grants of which $800,000 was invoiced.				

Accrual Basis

FORT WORDEN PDA
Capital Improvement Projects
Financial Report
January through December 2019

	Total Makers Square		Total Capital Improvement Projects
Ordinary Revenue/Expense			
Revenue			
4600 Other Revenues	22,454.91		86,879.19
4900 PDA Grants/Donations	1,529,623.52		1,529,623.52
Total Revenue	1,552,078.43		1,616,502.71
Expense			
6010 Personnel Costs	180,434.97		487,253.71
6030 Tips	0.00		0.00
6031 Event Gratuities & Tips	0.00		0.00
7000 Repairs & Maintenance	0.00		20,753.34
7100 Utilities	1,294.72		1,294.72
8000 Contracts	3,889,816.15		4,759,096.17
8500 Operating Expense	41,897.51		69,367.13
Total Expense	4,113,443.35		5,337,765.07
Net Ordinary Revenue	-2,561,364.92		-3,721,262.36
Other Revenue/Expense			
Other Expense			
9500 Capital Purchase/Equipment	0.00		136,869.61
9600 Leasehold Improvements	0.00		71,181.09
Total Other Expense	0.00		208,050.70
Net Other Revenue	0.00		-208,050.70
Net Revenue	**-2,561,364.92**		**-3,929,313.06**
Budgetd Funds	4,000,000.00	*	
Ending Fund Balance	1,438,635.08		
*This total includes $3 million in			

To: Fort Worden PDA Board of Directors

From: Diane Moody

Date: 1/29/20

RE: FWPDA Draft December 2019 Revenue and Expense and Balance Sheet Reports

For the month of December total revenue is 92% to a budget of $284,021. Compared to last year, actual revenue for the month is 2% higher. All revenue centers contributed to this difference except for Food Sales, which is 7% lower than December 2018. Year-to-date (YTD) revenues are just 1.6% under budget at $6.923 million and 9% higher than last year.

Accommodations were 87% to budget for the month, which brings the YTD accommodations revenue up to 100% to budget. Compared to last year, accommodations revenue for YTD is 12% higher.

Dec	Actual	Budget	%
Group	$26,549	$14,200	187%
Partner	$1,900	$3,000	63%
Leisure	$54,928	$76,500	72%
Non Refundable	$41,440	$50,000	83%
Total	$124,817	$143,700	87%

YTD	Actual	Budget	%
Group	$ 774,412	$ 910,418	85%
Partner	$ 605,702	$ 584,270	104%
Leisure	$ 990,856	$ 1,311,795	70%
Non Refundable	$ 918,083	$ 482,000	682%
Total	$ 3,289,053	$ 3,288,483	100%

Overall occupancy trend has remained the same over the last couple of months, with occupancy down and average daily rate (ADR) up. For December, the occupancy rate was 6% down and the ADR was up by $9.00.

Dec	Occupancy		ADR	
	2018	2019	2018	2019
Officer's Row	51%	48%	$ 412	$ 448
Cottage Collection	65%	63%	$ 269	$ 301
Courtside Collection	54%	52%	$ 202	$ 197
Total (excluding dorms)	55%	49%	$ 303	$ 312

Food sales for the month are 9% lower than budget. Compared to 2018, the month is 7% lower. However, the YTD it is up by 5%. Costs of Goods continue to remain within the targeted 35% ratio.

Dec	Actual	Budget	%
Reveille	$29,841	$32,060	93%
Guardhouse	$34,720	$28,000	124%
Catering/Mess Hall	$25,670	$38,875	66%
Total	$90,230	$98,935	91%

YTD	Actual	Budget	%
Reveille	$480,274	$520,351	92%
Guardhouse	$657,745	$682,437	96%
Canteen	$125,801	$128,910	98%
Catering/Mess Hall	$1,353,522	$1,390,846	97%
Total	$2,617,342	$2,722,544	96%

In other revenues the main activities during the month that contribute to the $45,298 revenue are cancellation fees ($10,900), partner leases ($10,892), Discover passes ($7,670) and the Historical Preservation fees ($6,690).

On the expense side, personnel costs for the month are 86% to budget at $209,471. This is due, in part, to adjustments made for fourth quarter personnel costs that worked on capital projects and their costs were applied to hospitality services activities. The remainder of ordinary expenses were 12% over budget at $139,413. This is due to major water leaks in an O Row house and at the Chapel and increased oil and electric usage, causing repairs and maintenance and utilities being over budget. For YTD the ordinary expenses are 4% less than budget at $1.837 million.

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Accrual Basis

FORT WORDEN PDA-Hospitality Services
Revenue & Expense Budget Performance
December 2019

	Dec 18	Dec 19	Budget	$ Over Budget	% of Budget
Ordinary Revenue/Expense					
Revenue					
4000 Accomodations	121,781.00	124,816.93	143,700.00	-18,883.07	86.86%
4400 Food Sales Revenue	97,039.50	90,229.61	98,935.00	-8,705.39	91.2%
4600 Other Revenues	36,648.92	45,298.09	41,386.00	3,912.09	109.45%
4900 PDA Grants/Donations	0.00	0.00	0.00	0.00	0.0%
Total Revenue	255,469.42	260,344.63	284,021.00	-23,676.37	91.66%
Cost of Goods Sold					
Cost of Goods					
5000 Food Service Cost of Goods	33,477.55	28,218.57	35,261.84	-7,043.27	80.03%
5008 Merchandise for Resale	823.95	1,624.90	1,700.00	-75.10	95.58%
5010 Discover Passes	7,650.00	7,670.00	8,000.00	-330.00	95.88%
Total Cost of Goods	41,951.50	37,513.47	44,961.84	-7,448.37	83.43%
Total COGS	41,951.50	37,513.47	44,961.84	-7,448.37	83.43%
Gross Revenue	213,517.92	222,831.16	239,059.16	-16,228.00	93.21%
Expense					
6010 Personnel Costs	341,926.24	209,471.15	243,947.46	-34,476.31	85.87%
7000 Repairs & Maintenance	40,057.93	22,151.40	10,475.00	11,676.40	211.47%
7100 Utilities	78,204.20	52,094.70	40,094.93	11,999.77	129.93%
8000 Contracts	44,206.96	12,841.24	19,014.16	-6,172.92	67.54%
8500 Operating Expense	58,038.73	52,325.79	54,933.57	-2,607.78	95.25%
Total Expense	562,434.06	348,884.28	368,465.12	-19,580.84	94.69%
Net Ordinary Revenue	-348,916.14	-126,053.12	-129,405.96	3,352.84	97.41%
Other Revenue/Expense					
Other Expense					
9500 Capital Purchase/Equipment	3,298.47	0.00	0.00	0.00	0.0%
9600 Leasehold Improvements	0.00	0.00	0.00	0.00	0.0%
Total Other Expense	3,298.47	0.00	0.00	0.00	0.0%
Net Other Revenue	-3,298.47	0.00	0.00	0.00	0.0%
Net Revenue	**-352,214.61**	**-126,053.12**	**-129,405.96**	**3,352.84**	

Accrual Basis

FORT WORDEN PDA-Hospitality Services
Revenue & Expense Budget Performance
December 2019

	Jan - Dec 18	Jan - Dec 19	Annual Budget	$ Over Budget	% of Budget
Ordinary Revenue/Expense					
Revenue					
4000 Accomodations	2,930,670.87	3,289,053.39	3,288,483.00	570.39	100.02%
4400 Food Sales Revenue	2,485,571.54	2,617,341.58	2,722,544.00	-105,202.42	96.14%
4600 Other Revenues	919,576.47	969,397.24	971,900.11	-2,502.87	99.74%
4900 PDA Grants/Donations	25,084.65	47,250.00	50,000.00	-2,750.00	94.5%
Total Revenue	6,360,903.53	6,923,042.21	7,032,927.11	-109,884.90	98.44%
Cost of Goods Sold					
Cost of Goods					
5000 Food Service Cost of Goods	817,050.42	829,952.98	919,391.99	-89,439.01	90.27%
5008 Merchandise for Resale	27,584.46	28,556.31	32,585.13	-4,028.82	87.64%
5010 Discover Passes	179,100.00	173,570.00	180,310.00	-6,740.00	96.26%
Total Cost of Goods	1,023,734.88	1,032,079.29	1,132,287.12	-100,207.83	91.15%
Total COGS	1,023,734.88	1,032,079.29	1,132,287.12	-100,207.83	91.15%
Gross Revenue	5,337,168.65	5,890,962.92	5,900,639.99	-9,677.07	99.84%
Expense					
6010 Personnel Costs	3,742,452.39	4,325,198.58	3,878,176.49	447,022.09	111.53%
7000 Repairs & Maintenance	219,702.35	213,677.46	230,813.00	-17,135.54	92.58%
7100 Utilities	537,714.83	553,948.02	529,996.75	23,951.27	104.52%
8000 Contracts	227,025.06	248,926.04	308,740.97	-59,814.93	80.63%
8500 Operating Expense	870,982.49	820,378.02	844,677.12	-24,299.10	97.12%
Total Expense	5,597,877.12	6,162,128.12	5,792,404.33	369,723.79	106.38%
Net Ordinary Revenue	-260,708.47	-271,165.20	108,235.66	-379,400.86	-350.53%
Other Revenue/Expense					
Other Expense					
9500 Capital Purchase/Equipment	51,844.12	0.00	5,000.00	-5,000.00	0.0%
9600 Leasehold Improvements	25,337.02	3,206.31	20,000.00	-16,793.69	16.03%
Total Other Expense	77,181.14	3,206.31	25,000.00	-21,793.69	12.83%
Net Other Revenue	-77,181.14	-3,206.31	-25,000.00	21,793.69	12.83%
Net Revenue	**-337,889.61**	**-274,371.51**	**83,235.66**	**-357,607.17**	**-429.63%**

FORT WORDEN PDA
Balance Sheet
As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 Operating Accounts	286,831.47
1003 Advance Deposit Account	172,140.00
1010 Capital Fund Accounts	351,163.58
Total Checking/Savings	810,135.05
Accounts Receivable	
1100 Hospitality Services	58,829.43
1120 Partner Tenant	53,061.79
1140 Grants	814,602.71
Total Accounts Receivable	926,493.93
Other Current Assets	
1050 Food Service Inventories	144,838.16
1060 Merchandise for Resale	54,654.82
1065 Discover Passes	15,480.50
1200 Prepaid Expenses	69,437.36
Total Other Current Assets	284,410.84
Total Current Assets	2,021,039.82
Fixed Assets	
1300 Fixed Assets	268,593.36
Total Fixed Assets	268,593.36
TOTAL ASSETS	**2,289,633.18**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Operating	172,332.71
2003 Capital Fund A/P	-120,115.47
Total Accounts Payable	52,217.24
2010 Credit Cards & House Accts	92,569.25
Total Credit Cards	92,569.25
Other Current Liabilities	
2100 Current Liabilities	
2101 Deferred Revenue	71,312.92
2104 Payroll Liabilities	102,059.33
2110 Accrued Business/Sales Tax	1,652.66
Total 2100 Current Liabilities	175,024.91
2122 Public Works Retainage	192,565.69
2200 Advance Deposits	491,828.92
2600 Pass Thru-Oth	3,420.64
Total Other Current Liabilities	862,840.16
Total Current Liabilities	1,007,626.65

FORT WORDEN PDA
Balance Sheet
As of December 31, 2019

	Dec 31, 19
Long Term Liabilities	
2700 Kitsap Bonds	4,600,000.00
Total Long Term Liabilities	4,600,000.00
Total Liabilities	5,607,626.65
Equity	
Opening Balance Equity	6,346.95
Unrestricted Net Assets	879,344.15
Net Revenue	-4,203,684.57
Total Equity	-3,317,993.47
TOTAL LIABILITIES & EQUITY	**2,289,633.18**

Account Aging

Fort Worden Housing

As of 12/31/2019

Name	Up to 30	31 - 60	61 - 90	91 - 120	121+	Balance
Clark Construction 2019	33,442.79					33,442.79
Copper Canyon Press Annual Open House	1,163.42	-	-	-	-	1,163.42
Goddard Artists September	-	-	-	11,495.60	-	11,495.60
Monthly Chamber Meeting	-	383.68	-	-	-	383.68
Printery Holiday Party	627.81	-	-	-	-	627.81
PTMSC Quilcene School District	2,259.88	-	-	-	-	2,259.88
Tacom Community College Retreat 2019	-	-	-	-	3,391.40	3,391.40
WA MG Foundation Board 2019	-	70.85	-	-	-	70.85
WA National Guard Youth Council Quarter 2 Meeting	-	-	-	-	5,994.00	5,994.00
Groups	$37,493.90	$454.53	$0.00	$11,495.60	$9,385.40	58,829.43

FORT WORDEN PDA
TENANT PARTNERS
A/R Aging Summary
As of December 31, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Maker's Square Landlord LLC	0.00	29,009.37	0.00	0.00	0.00	29,009.37
P-Centrum	6,217.35	0.00	0.00	0.00	0.00	6,217.35
P-Coast Artillery Museum	255.34	0.00	0.00	0.00	0.00	255.34
P-Copper Canyon	677.40	0.00	0.00	0.00	0.00	677.40
P-Friends_of_Fort Worden	109.00	0.00	0.00	0.00	0.00	109.00
P-PeninsulaCollege	985.23	79.71	0.00	0.00	0.00	1,064.94
P-PT Marine Science Center	1,368.18	0.00	0.00	0.00	0.00	1,368.18
P-PT School of the Arts	2,307.31	0.00	0.00	0.00	0.00	2,307.31
P-PT School of Woodworking	2,032.07	0.00	0.00	0.00	0.00	2,032.07
P-WA State Parks Lease	4,635.29	5,385.54	0.00	0.00	0.00	10,020.83
TOTAL	**18,587.17**	**34,474.62**	**0.00**	**0.00**	**0.00**	**53,061.79**

To: Fort Worden Board of Directors

From: Diane Moody

Chief Financial Officer

RE: 2020 Draft Budgets

Following are draft Hospitality Services and Capital Improvement Projects 2020 budgets. There will be an accompanying PowerPoint presentation provided at the meeting that highlight the key elements of these budgets.

The Capital Improvement Projects include:

- Makers Square Construction
- Energy Efficiency Project
- Glamping
- 203 Housing Remodel (Not presented in this packet, but will provide an overview within the PowerPoint.)

These budgets are being presented for review and discussion only. Then, over the next month the management team will factor in the results of the review and discussion and work with a few board members to evaluate the budgets presented and revise accordingly. In February, we will present 2020 budgets for adoptions.

Thank you

Accrual Basis

FORT WORDEN PDA
HOSPITALITY SERVICES BUDGET
January through December 2020

PRELIMINARY DRAFT

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Ordinary Income/Expense				
Income				
4000 Accomodations				
4001 Conference Housing	88,000	201,000	350,000	137,000
Total 4002 Vaca/LeisureTravel Housing	149,172	497,852	744,969	232,973
4003 Partners	74,117	220,320	292,681	16,591
4007 Glamping	0	68,890	276,719	26,365
Total 4000 Accomodations	311,289	988,062	1,664,369	412,929
4400 Food Sales Revenue				
4401 Alcohol Sales	59,943	107,100	319,836	67,152
4402 Server/Entertainer Fees	700	4,300	1,555	2,200
4403 Food & NA Beverage	320,400	623,400	821,900	347,000
4407 Packaged Tax	2,152	4,944	8,723	687
Total 4500 Nonprofit Tax Exempt Sales	13,638	26,209	9,728	33,171
Total 4400 Food Sales Revenue	396,833	765,952	1,161,742	450,210
4600 Other Revenues				
4010 Partner Leases	29,210	29,210	29,210	29,210
4012 Employee Housing Rent	0	9,000	11,000	2,000
4103 Cleaning Services	3,525	5,150	9,350	4,950
4200 Fees				
4203 Cancellation Fees	7,500	12,500	8,500	6,000
4206 Event Fees	0	3,000	103,000	0
4207 Additional Occupancy Fees	3,000	3,000	3,000	3,000
4210 Other Fees	3,375	5,950	8,875	6,375
4212 Historical Preservation SF	8,401	23,032	41,151	11,890
Total 4200 Fees	22,276	47,482	164,526	27,265
4300 Other				
4303 Laundry-Vending	90	255	935	150
4304 Interest Income	33	33	33	33
4307 Discover Passes-PDA	41,250	44,170	47,430	41,250
Total 4300 Other	41,373	44,458	48,398	41,433
Total 4425 Meeting Rooms	38,640	86,120	109,400	38,098

Accrual Basis

FORT WORDEN PDA
HOSPITALITY SERVICES BUDGET
January through December 2020

PRELIMINARY DRAFT

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
4450 Merchandise Sales	8,078	23,641	55,900	23,549
Total 4600 Other Revenues	143,102	245,062	427,784	166,506
4903 Restricted Grants	65,000	50,000	25,000	0
Total 4900 PDA Grants/Donations	65,000	50,000	25,000	0
Total Income	916,225	2,049,076	3,278,895	1,029,645
Cost of Goods Sold				
Cost of Goods				
Total 5000 Food Service Cost of Goods	111,264	219,109	324,196	123,007
5008 Merchandise for Resale	4,039	11,820	27,950	11,774
5010 Discover Passes	41,250	44,170	47,430	41,250
Total Cost of Goods	156,553	275,099	399,576	176,032
Total COGS	156,553	275,099	399,576	176,032
Gross Profit	759,672	1,773,977	2,879,319	853,613
Expense				
6010 Personnel Costs				
6000 Salaries & Wages	671,710	984,876	1,082,068	870,986
Total 6000 Salaries & Wages	671,710	984,876	1,082,068	870,986
6100 ER Payroll Expenses	125,162	200,025	223,322	160,890
Total 6100 ER Payroll Expenses	125,162	200,025	223,322	160,890
6010 Personnel Costs - Other	1,200	45,000	2,600	1,200
Total 6010 Personnel Costs	798,072	1,229,902	1,307,990	1,033,076
7000 Repairs & Maintenance				
7000 Repairs & Maintenance Service	46,250	7,550	3,600	350
7000 Repairs & Maintenance Supplies	2,770	6,200	5,110	2,370
7020 Emergency Repairs	10,000	15,000	15,000	10,000
Total 7000 Repairs & Maintenance	59,520	28,750	24,210	12,720
7100 Utilities				
7101 Fuel Oil	55,100	31,100	9,900	40,600
7102 Electricity	77,400	61,600	52,900	61,100
7103 Water	29,300	42,600	44,500	32,900
7104 Propane	27,300	16,500	10,800	26,500
Total 7105 Garbage/Trash	8,056	8,856	13,556	10,556
7199 Partner Reimbursement	-34,100	-33,700	-17,500	-27,800

FORT WORDEN PDA
HOSPITALITY SERVICES BUDGET
January through December 2020

DRAFT

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Total 7100 Utilities	163,056	126,956	114,156	143,856
8000 Contracts				
8001 Cleaning/Linen/Janitorial	0	0	300	260
8003 Alarm/Security/Fire Rescue	9,000	9,000	9,000	9,000
8005 Advertising/Marketing	7,359	9,343	9,351	6,251
8007 COMM-INFO-TECH				
8008 Tenant Partner Internet Ex	-7,508	-7,508	-7,508	-7,508
8007 COMM-INFO-TECH - Other	26,400	26,400	26,400	26,400
Total 8007 COMM-INFO-TECH	18,893	18,893	18,893	18,893
8010 Audit/Accounting	10,000	10,500	1,000	0
8011 Music & Entertainment	0	450	750	1,000
8012 Maintenance Contracts	6,000	6,000	6,000	6,000
8000 Contracts - Other	4,000	6,000	6,000	6,000
Total 8000 Contracts	55,252	60,186	51,294	47,404
8500 Operating Expense				
8503 Credit Card Process Fees	15,458	38,101	62,632	18,252
Total 8506 Advertising/PR	13,547	8,721	8,138	3,472
Total 8507 Office Supplies	10,995	6,250	7,150	5,350
8508 Legal	1,500	2,000	2,000	1,500
8510 Insurance/Risk Management	23,499	23,499	23,499	23,499
8512 Dues & Subscriptions	1,100	3,300	1,500	300
8513 Bank Service Charges	150	150	150	150
8514 Vehicle Expense	2,225	14,113	8,438	2,175
8515 Room Amenities/Supplies	2,000	6,700	8,500	4,000
8516 Custodial/Cleaning Supply	4,550	10,700	13,200	6,700
Total 8517 Furniture & Fixtures (N-Ca	7,250	17,262	12,000	3,750
8518 Travel & Meetings	2,300	3,550	3,550	850
Total 8520 Interest & Loan Fees Exp	15,000	15,000	15,000	15,000
Total 8523 Misc Fees	150	150	150	150
8524 Booking Agent Fees	2,000	4,640	9,040	6,080
8527 Permits & Licenses	0	1,400	290	2,120
8528 Business Taxes	3,229	7,715	12,579	3,866
Total 8530 Small Equipment	4,000	23,695	6,499	3,000

FORT WORDEN PDA
HOSPITALITY SERVICES BUDGET
January through December 2020

PRELIMINARY DRAFT

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Total 8531 Comp Hardware/Software/Sub	47,400	19,026	17,163	17,163
Total 8532 Training-Meetings	5,600	7,700	1,100	7,800
8535 Smallwares/Housewares	1,450	9,213	5,250	600
Total 8536 Linens/Uniforms Purchase	9,700	16,450	11,900	1,800
8537 Food Fuel Surcharges	615	1,240	660	710
8538 Linen Laundry Service	4,700	7,600	10,100	7,000
8561 Discounts & Comps	250	750	750	750
Total 8562 Food Service Supplies	4,100	12,080	19,650	7,450
8563 Equipment Rental	6,600	6,600	6,600	6,600
8564 Sustainability Program	1,000	3,000	1,000	0
8565 Safety & Supplies	300	800	400	300
Total 8500 Operating Expense	190,667	271,405	268,887	150,386
Total Expense	1,266,566	1,717,198	1,766,537	1,387,441
Net Ordinary Income	-506,894	56,779	1,112,782	-533,828
Other Income/Expense				
Other Expense				
Total 9500 Capital Purchase/Equipment	0	7,533	10,039	0
Total 9600 Leasehold Improvements	0	0	0	0
Total Other Expense	0	7,533	10,039	0
Net Other Income	0	-7,533	-10,039	0
Net Income	-506,894	49,246	1,102,743	-533,828

FORT WORDEN PDA
HOSPITALITY SERVICES BUDGET
January through December 2020

DRAFT

	TOTAL	2019 Estimated Actuals	Variance	%
Ordinary Income/Expense				
Income				
4000 Accomodations				
4001 Conference Housing	776,000	776,312	(312)	0%
Total 4002 Vaca/LeisureTravel Housing	1,624,966	1,833,375	(208,409)	-11%
4003 Partners	603,709	603,802	(93)	0%
4007 Glamping	371,974			
Total 4000 Accomodations	3,376,649	3,213,489	163,160	5%
4400 Food Sales Revenue				
4401 Alcohol Sales	554,032	523,345	30,686	6%
4402 Server/Entertainer Fees	8,755	6,910	1,845	27%
4403 Food & NA Beverage	2,112,700	1,970,788	141,912	7%
4407 Packaged Tax	16,506	16,132	374	2%
Total 4500 Nonprofit Tax Exempt Sales	82,746	100,085	-17,339	
Total 4400 Food Sales Revenue	2,774,738	2,617,260	157,478	6%
4600 Other Revenues				
4010 Partner Leases	116,842	106,961	9,881	9%
4012 Employee Housing Rent	22,000	0	22,000	
4103 Cleaning Services	22,975	25,155	(2,180)	-9%
4200 Fees				
4203 Cancellation Fees	34,500	46,823	(12,323)	-26%
4206 Event Fees	106,000	55,050	50,950	93%
4207 Additional Occupancy Fees	12,000	26,388	(14,388)	-55%
4210 Other Fees	24,575	5,042	19,533	387%
4212 Historical Preservation SF	84,474	74,459	10,015	13%
Total 4200 Fees	261,549	207,897	53,653	26%
4300 Other				
4303 Laundry-Vending	1,430	1,678	(248)	-15%
4304 Interest Income	132	342	(210)	-61%
4307 Discover Passes-PDA	174,100	173,570	530	0%
Total 4300 Other	175,662	252,851	(77,189)	-31%
Total 4425 Meeting Rooms	272,258	300,699	(28,441)	-9%

Accrual Basis

FORT WORDEN PDA
HOSPITALITY SERVICES BUDGET
January through December 2020

PRELIMINARY DRAFT

	TOTAL	2019	Variance	%
4450 Merchandise Sales	111,167	56,312	54,855	97%
Total 4600 Other Revenues	982,453	956,875	25,579	3%
4903 Restricted Grants	140,000	47,250	92,750	196%
Total 4900 PDA Grants/Donations	140,000	47,250	92,750	196%
Total Income	7,273,841	6,834,874	438,967	6%
Cost of Goods Sold				
Cost of Goods				
Total 5000 Food Service Cost of Goods	777,577	826,134	(48,558)	-6%
5008 Merchandise for Resale	55,584	28,544	27,039	95%
5010 Discover Passes	174,100	173,570	530	0%
Total Cost of Goods	1,007,260	1,028,249	(20,988)	-2%
Total COGS	1,007,260	1,028,249	(20,988)	-2%
Gross Profit	6,266,580	5,806,625	459,955	8%
Expense				
6010 Personnel Costs				
6000 Salaries & Wages	3,609,640	3,200,000	409,640	13%
Total 6000 Salaries & Wages	3,609,640	3,200,000	409,640	13%
6100 ER Payroll Expenses	709,399	730,038	(20,639)	-3%
Total 6100 ER Payroll Expenses	709,399	730,038	(20,639)	-3%
6010 Personnel Costs - Other	50,000		50,000	
Total 6010 Personnel Costs	4,369,039	3,930,038	439,001	11%
7000 Repairs & Maintenance				
7000 Repairs & Maintenance Service	57,750	28,230	29,520	105%
7000 Repairs & Maintenance Supplies	16,450	31,413	(14,963)	-48%
7020 Emergency Repairs	50,000	51,269	(1,269)	-2%
Total 7000 Repairs & Maintenance	125,200	111,412	13,788	12%
7100 Utilities				
7101 Fuel Oil	136,700	137,853	(1,153)	-1%
7102 Electricity	253,000	257,154	(4,154)	-2%
7103 Water	149,300	148,278	1,022	1%
7104 Propane	81,100	81,000	100	0%
Total 7105 Garbage/Trash	41,024	42,981	(1,957)	-5%
7199 Partner Reimbursement	-113,100	-113,319	219	0%

FORT WORDEN PDA
HOSPITALITY SERVICES BUDGET
January through December 2020

PRELIMINARY DRAFT

	TOTAL	2019	Variance	%
Total 7100 Utilities	548,024	553,947	(5,923)	-1%
8000 Contracts				
8001 Cleaning/Linen/Janitorial	560	2,968	(2,408)	-81%
8003 Alarm/Security/Fire Rescue	36,000	35,649	351	1%
8005 Advertising/Marketing	32,304	54,318	(22,014)	-41%
8007 COMM-INFO-TECH			-	
8008 Tenant Partner Internet Ex	-30,030	-30,467	437	-1%
8007 COMM-INFO-TECH - Other	105,600	106,618	(1,018)	-1%
Total 8007 COMM-INFO-TECH	75,570	76,151	(581)	-1%
8010 Audit/Accounting	21,500	15,642	5,858	37%
8011 Music & Entertainment	2,200	25,028	(22,828)	-91%
8012 Maintenance Contracts	24,000	23,068	932	4%
8000 Contracts - Other	22,000	4,500	17,500	389%
Total 8000 Contracts	214,134	245,242	(31,108)	-13%
8500 Operating Expense				
8503 Credit Card Process Fees	134,443	134,206	237	0%
Total 8506 Advertising/PR	33,878	48,409	(14,531)	-30%
Total 8507 Office Supplies	29,745	26,374	3,371	13%
8508 Legal	7,000	8,000	(1,000)	-13%
8510 Insurance/Risk Management	93,996	67,100	26,896	40%
8512 Dues & Subscriptions	6,200	1,888	4,312	228%
8513 Bank Service Charges	600	1,185	(585)	-49%
8514 Vehicle Expense	26,950	31,104	(4,154)	-13%
8515 Room Amenities/Supplies	21,200	15,563	5,637	36%
8516 Custodial/Cleaning Supply	35,150	39,152	(4,002)	-10%
Total 8517 Furniture & Fixtures (N-Ca	40,262	57,667	(17,405)	-30%
8518 Travel & Meetings	10,250	3,927	6,323	161%
Total 8520 Interest & Loan Fees Exp	60,000	16,418	43,582	265%
Total 8523 Misc Fees	600	2,200	(1,600)	-73%
8524 Booking Agent Fees	21,760	27,087	(5,327)	-20%
8527 Permits & Licenses	3,810	4,959	(1,149)	-23%
8528 Business Taxes	27,389	21,377	6,012	28%
Total 8530 Small Equipment	37,194	20,009	17,185	86%

FORT WORDEN PDA
HOSPITALITY SERVICES BUDGET
January through December 2020

PRELIMINARY DRAFT

	TOTAL	2019	Variance	%
Total 8531 Comp Hardware/Software/Sub	100,751	93,828	6,923	7%
~~Total 8532 Training-Meetings~~	22,200	13,028	9,172	70%
8535 Smallwares/Housewares	16,513	17,231	(718)	-4%
Total 8536 Linens/Uniforms Purchase	39,850	22,759	17,091	75%
8537 Food Fuel Surcharges	3,225	1,106	2,119	191%
8538 Linen Laundry Service	29,400	33,380	(3,980)	-12%
8561 Discounts & Comps	2,500	2,999	(499)	-17%
Total 8562 Food Service Supplies	43,280	50,017	(6,737)	-13%
8563 Equipment Rental	26,400	42,731	(16,331)	-38%
8564 Sustainability Program	5,000	1,006	3,994	397%
8565 Safety & Supplies	1,800	2,493	(693)	-28%
Total 8500 Operating Expense	881,345	807,203	74,142	9%
Total Expense	6,137,742	5,647,842	489,900	9%
Net Ordinary Income	128,838	158,783	(29,944)	-19%
Other Income/Expense				
Other Expense				
Total 9500 Capital Purchase/Equipment	17,572			
Total 9600 Leasehold Improvements	0			
Total Other Expense	17,572			
Net Other Income	-17,572			
Net Income	111,266	158,783	(47,516)	-30%

PRELIMINARY DRAFT

CAPITAL FUND
MAKERS SQUARE CONSTRUCTION
2020 BUDGET

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Capital Accounts							
1013 Maker's Square Bond	100,000	-	-	-	-	-	-
Total Bond Liability	100,000	-	-	-	-	-	-
Ordinary Income/Expense							
4011 Tenant Improvement Reimbursement		220,000	100,000	100,000	100,000	100,000	100,000
Historic Tax Credits	-	-	-	250,000		-	250,000
4900 Grants/Donations							
4903 Restricted Grants	1,195,000	924,015	487,256	653,230	100,000	100,000	100,000
Total 4900 Grants/Donations	1,195,000	924,015	487,256	903,230	100,000	100,000	350,000
Total Income	1,295,000	924,015	487,256	903,230	100,000	100,000	350,000
Expense							
Total 6010 Personnel Costs	5,750	5,750	5,750	5,750	5,750	5,750	5,750
8000 Contracts	1,120,000	815,074	818,779	798,449	626,333	501,465	392,310
Total Expense	1,125,750	820,824	824,529	804,199	632,083	507,215	398,060
Net Balance	**$ 169,249.63**	**$ 103,190.63**	**$ (337,273.57)**	**$ 99,030.43**	**$ (532,083.37)**	**$ (407,215.37)**	**$ (48,060.37)**

CAPITAL FUND
MAKERS SQUARE CONSTRUCTION
2020 BUDGET

	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Total
Capital Accounts						
1013 Maker's Square Bond	-	-	-	-	-	100,000
Total Bond Liability	-	-	-	-	-	100,000
Ordinary Income/Expense						
4011 Tenant Improvement Reimbursement						720,000
Historic Tax Credits	-	-	800,000	-	-	1,300,000
4900 Grants/Donations						
4903 Restricted Grants						3,559,501
Total 4900 Grants/Donations	-	-	800,000	-	-	4,859,501
Total Income	-	-	800,000	-	-	4,959,501
Expense						
Total 6010 Personnel Costs	5,750	5,750	5,750	5,750	5,750	69,004
8000 Contracts	195,224	-	-	-	-	5,267,634
Total Expense	200,974	5,750	5,750	5,750	5,750	5,336,638
Net Balance	**$ (200,974.37)**	**$ (5,750.37)**	**$ 794,249.63**	**$ (5,750.37)**	**$ (5,750.37)**	**$ (377,137.82)**

CAPITAL FUND
GLAMPING PROJECT
2020 BUDGET

PRELIMINARY DRAFT

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Total
Capital Accounts						
1014 Glamping Bond	100,000.00	150,000.00	150,000.00	150,000.00		550,000.00
Total Bond Liability	100,000.00	150,000.00	150,000.00	150,000.00		550,000.00
Expense						
6010 Personnel Costs						
6000 Salaries & Wages	$ 14,568.71	$ 20,756.71	$ 20,756.71	$ 21,087.56	$ 21,524.36	$ 98,694.05
6100 ER Payroll Expenses	$ 2,185.31	$ 3,113.51	$ 3,113.51	$ 3,163.13	$ 3,228.65	$ 14,804.11
Total 6010 Personnel Costs	$ 16,754.02	$ 23,870.22	$ 23,870.22	$ 24,250.69	$ 24,753.01	$ 113,498.16
8514 Vehicle Expense	$ 1,850.00	$ 1,850.00	$ 1,850.00	$ 1,850.00	$ 1,850.00	$ 9,250.00
8530 Small Equipment	$ 2,500.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ -	$ 17,500.00
8531 Comp Hardware/Software/Sub	$ 300.00	$ -	$ -	$ -		$ 300.00
Total 8500 Operating Expense	$ 4,650.00	$ 6,850.00	$ 6,850.00	$ 6,850.00	$ 1,850.00	$ 27,050.00
Total Expense	$ 21,404.02	$ 30,720.22	$ 30,720.22	$ 31,100.69	$ 26,603.01	$ 140,548.16
Other Expense						
9601 Leasehold Improvements						
9601 Contracts		$ 81,192.00	$ 81,192.00	$ 81,192.00	$ 81,192.00	$ 324,768.00
9601 Materials	$ -	$ -	$ -	$ -	$ 21,000.00	$ 21,000.00
Total 9600 Leasehold Improvements	$ -	$ 81,192.00	$ 81,192.00	$ 81,192.00	$ 102,192.00	$ 345,768.00
Total Other Expense	$ -	$ 81,192.00	$ 81,192.00	$ 81,192.00	$ 102,192.00	$ 345,768.00
	$ -	$ (81,192.00)	$ (81,192.00)	$ (81,192.00)	$ (102,192.00)	$ (345,768.00)
Net Fund Balance	**$ 78,595.98**	**$ 38,087.78**	**$ 38,087.78**	**$ 37,707.31**	**$ (128,795.01)**	**$ 63,683.84**

CAPITAL FUND
ENERGY EFFICIENCY PROJECT
2020 BUDGET

PRELIMINARY BUDGET

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Capital Accounts							
1012 Energy Efficiency Bond	-	30,000	65,000	54,000	52,000	52,000	52,000
Total Bond Liability	-	30,000	65,000	54,000	52,000	52,000	52,000
Expense							
Total 6010 Personnel Costs	-	15,913	15,913	16,167	16,502	16,502	11,559
7000 Repairs & Maintenance							
7000 Services	-	-	40,000	-	-	-	-
7000 Supplies	-	5,700	5,700	5,700	5,700	5,700	5,700
7020 Emergency Repairs	-	-	-	-	-	-	-
Total 7000 Facility Building Repairs	-	5,700	45,700	5,700	5,700	5,700	5,700
8531 Comp Hardware/Software/Sub		1,250	-	-	-	-	-
Total Expense	-	22,863	61,613	21,867	22,202	22,202	17,259
Other Expense							
9500 Capital Purchase/Equipment	-	-	-	30,000	30,000	10,000	20,000
9601 Leasehold Improvements	-	-	-	-	-	-	-
Total 9600 Leasehold Improvements	-	-	-	-	-	-	-
Total Other Expense	-	-	-	30,000	30,000	10,000	20,000
Net Other Income	-	-	-	(30,000)	(30,000)	(10,000)	(20,000)
Balance	**-**	**7,137**	**3,387**	**2,133**	**(202)**	**19,798**	**14,741**

CAPITAL FUND
ENERGY EFFICIENCY PROJECT
2020 BUDGET

PRELIMINARY BUDGET

	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Total
Capital Accounts						
1012 Energy Efficiency Bond	52,000	52,000	-	-	-	409,000
Total Bond Liability	52,000	52,000	-	-	-	409,000
Expense						
Total 6010 Personnel Costs	11,559	11,559	11,559	11,559	11,559	150,349
7000 Repairs & Maintenance						
7000 Services	-	-	-	-	-	40,000
7000 Supplies	5,700	5,700	5,700	5,700	5,700	62,700
7020 Emergency Repairs	-	-	-	-	-	-
Total 7000 Facility Building Repairs	5,700	5,700	5,700	5,700	5,700	102,700
8531 Comp Hardware/Software/Sub	-	-	-	-	-	1,250
Total Expense	17,259	17,259	17,259	17,259	17,259	254,299
Other Expense						
9500 Capital Purchase/Equipment	20,000	20,000	-	-	-	130,000
9601 Leasehold Improvements	-	-	-	-	-	-
Total 9600 Leasehold Improvements	-	-	-	-	-	-
Total Other Expense	20,000	20,000	-	-	-	130,000
Net Other Income	(20,000)	(20,000)	-	-	-	(130,000)
Balance	**14,741**	**14,741**	**(17,259)**	**(17,259)**	**(17,259)**	**24,701**

RESOLUTION NO. 20-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORT WORDEN PUBLIC DEVELOPMENT AUTHORITY AUTHORIZING SIGNERS FOR CHECKING ACCOUNTS WITH FIRST FEDERAL SAVINGS AND LOAN

RECITALS

A. Pursuant to the Amended Charter, "the management of all Authority affairs shall reside in a Board of Directors. (Amended Charter, Article VII, Organization of Authority, Section I.)

B. Pursuant to Section 6 of the Charter, duties of Board Members may include, among other duties, the contracting of debts, issuance of notes, debentures, or bonds, and the mortgaging or pledging of corporate assets to secure the same. In addition, "any resolution authorizing or approving such an action shall require the affirmative action vote of the majority of board members voting on the issue." (Amended Charter, Article VII, Organization of Authority, Section 7.)

C. The Board of Directors is authorized to supervise the activities of the Corporation; when necessary execute instruments on its behalf when authorized by the Board.

D. Resolution 15-10 sets out the policy directive of the administrative authority of the Executive Director including policies governing check signing and funds.

E. Specific board members and specific departmental managers need to have authority to sign checks to maintain an efficient and effective operation.

F. The Fort Worden PDA maintains checking accounts at First Federal Savings and Loan in Port Angeles.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fort Worden Lifelong Learning Center Public Development Authority:

The Board approves the following staff and board members as authorized signers on the following checking accounts as listed in Exhibit A.

ADOPTED by the Board of Directors of the Fort Worden Lifelong Learning Center Public Development Authority at a properly noticed regular meeting of the Board at which a quorum was present, held on the 29th day of January 2020.

_____
Norm Tonina, Co-Chair

_____
Todd Hutton, Co-Chair

Attest:

_____
Jane Kilburn, Secretary

Exhibit A: Resolution 20-01

List of Signers and Checking Account

0756156909 (Operating)	0756178107 (Capital Improvements)	0756179601 (Payroll)	0746131400 (Food Service)	0746129700 (Advanced Deposit)
Dave Robison	Dave Robison	Dave Robison	Dave Robison	Dave Robison
Diane Moody	Diane Moody	Diane Moody	Diane Moody	
Norman Tonina	Norman Tonina	Norman Tonina		Norman Tonina
Todd Hutton	Todd Hutton	Todd Hutton		Todd Hutton
Jane Kilburn	Jane Kilburn	Jane Kilburn		Jane Kilburn

RESOLUTION NO. 20-02

A RESOLUTION OF THE FORT WORDEN LIFELONG LEARNING CENTER PUBLIC DEVELOPMENT AUTHORITY (FWPDA) AUTHORIZING THE FWPDA CAPITAL PROJECTS DIRECTOR TO EXECUTE A CONTRACT WITH CHRISTOPHER'S ELECTRIC COMPANY, THE APPROVED LOWEST RESPONSIVE RESPONSIBLE BIDDER FOR THE CONSTRUCTION OF GLAMPING PROJECT FINAL TENT ELECTRICAL DISTRIBUTION, AND TO SIGN ALL NECESSARY DOCUMENTS FOR THE PROJECT

WHEREAS, FWPDA is at the completion of the bidding phase of the Fort Worden Public Development Authority GLAMPING project for final tent electrical distribution; and,

WHEREAS, the project has undergone SEPA review by Washington State Parks, including a tree inventory and cultural and archeological survey; and,

WHEREAS, FWPDA advertised for bids in compliance with bidding guidelines; and,

WHEREAS, FWPDA has received three bids by direct solicitation, and staff have evaluated the bids for compliance with the bid laws; and,

WHEREAS, the lowest responsive responsible bidder is Christopher's Electric Company; and,

WHEREAS, Christopher's Electric Company submitted a total bid with estimated WSST of $72,914.01 to complete Glamping Tent Electrical Distribution by the 30th of April, 2020; and,

WHEREAS, the FWPDA has secured bond financing of up to $2 million from Kitsap Bank to develop the Glamping project; and,

WHEREAS, the FWPDA Board of Directors must approve any contract over the amount of $50,000.00; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fort Worden Public Development Authority that:

1. The FWPDA Capital Projects Director is authorized to award a construction contract to Christopher's Electric Company as the lowest responsive responsible bidder for glamping final tent electrical distribution.

2. The FWPDA Capital Projects Director is authorized to sign all necessary documents and contracts for final tent electrical distribution.

ADOPTED by the Board of Directors of the Fort Worden Lifelong Learning Center Public Development Authority at a properly noticed regular meeting of the Board at which a quorum was present, held this 29th day of January, 2020.

_____
Norm Tonina, Co-Chair

_____
Todd Hutton, Co-Chair

Attest:

_____
Jane Kilburn, Secretary

RESOLUTION NO. 20-03

A RESOLUTION OF THE FORT WORDEN LIFELONG LEARNING CENTER PUBLIC DEVELOPMENT AUTHORITY (FWPDA) AUTHORIZING THE FWPDA CAPITAL PROJECTS DIRECTOR TO EXECUTE A CONTRACT WITH SWIFT PLUMBING AND HEATING, THE APPROVED LOWEST RESPONSIVE RESPONSIBLE BIDDER FOR THE CONSTRUCTION OF GLAMPING PROJECT TENT ROUGH PLUMBING, AND TO SIGN ALL NECESSARY DOCUMENTS FOR THE PROJECT

WHEREAS, FWPDA is at the completion of the bidding phase of the Fort Worden Public Development Authority GLAMPING project for final tent rough plumbing work; and,

WHEREAS, the project has undergone SEPA review by Washington State Parks, including a tree inventory and cultural and archeological survey; and,

WHEREAS, FWPDA advertised for bids in compliance with bidding guidelines; and,

WHEREAS, FWPDA directly solicited three bids and received one bid, and staff have evaluated the bid for compliance with the bid laws; and,

WHEREAS, the lowest responsive responsible bidder is Swift Plumbing and Heating; and,

WHEREAS, Swift Plumbing and Heating submitted a total bid with estimated WSST of $95,974.50 to complete Glamping Tent Rough Plumbing Work by the 30th of April, 2020; and,

WHEREAS, the FWPDA has secured bond financing of up to $2 million from Kitsap Bank to develop the Glamping project; and,

WHEREAS, the FWPDA Board of Directors must approve any contract over the amount of $50,000.00; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fort Worden Public Development Authority that:

1. The FWPDA Capital Projects Director is authorized to award a construction contract to Swift Plumbing and Heating as the lowest responsive responsible bidder for glamping final tent rough plumbing work.

2. The FWPDA Capital Projects Director is authorized to sign all necessary documents and contracts for final tent rough plumbing work.

ADOPTED by the Board of Directors of the Fort Worden Lifelong Learning Center Public Development Authority at a properly noticed regular meeting of the Board at which a quorum was present, held this 29th day of January, 2020.

_____
Norm Tonina, Co-Chair

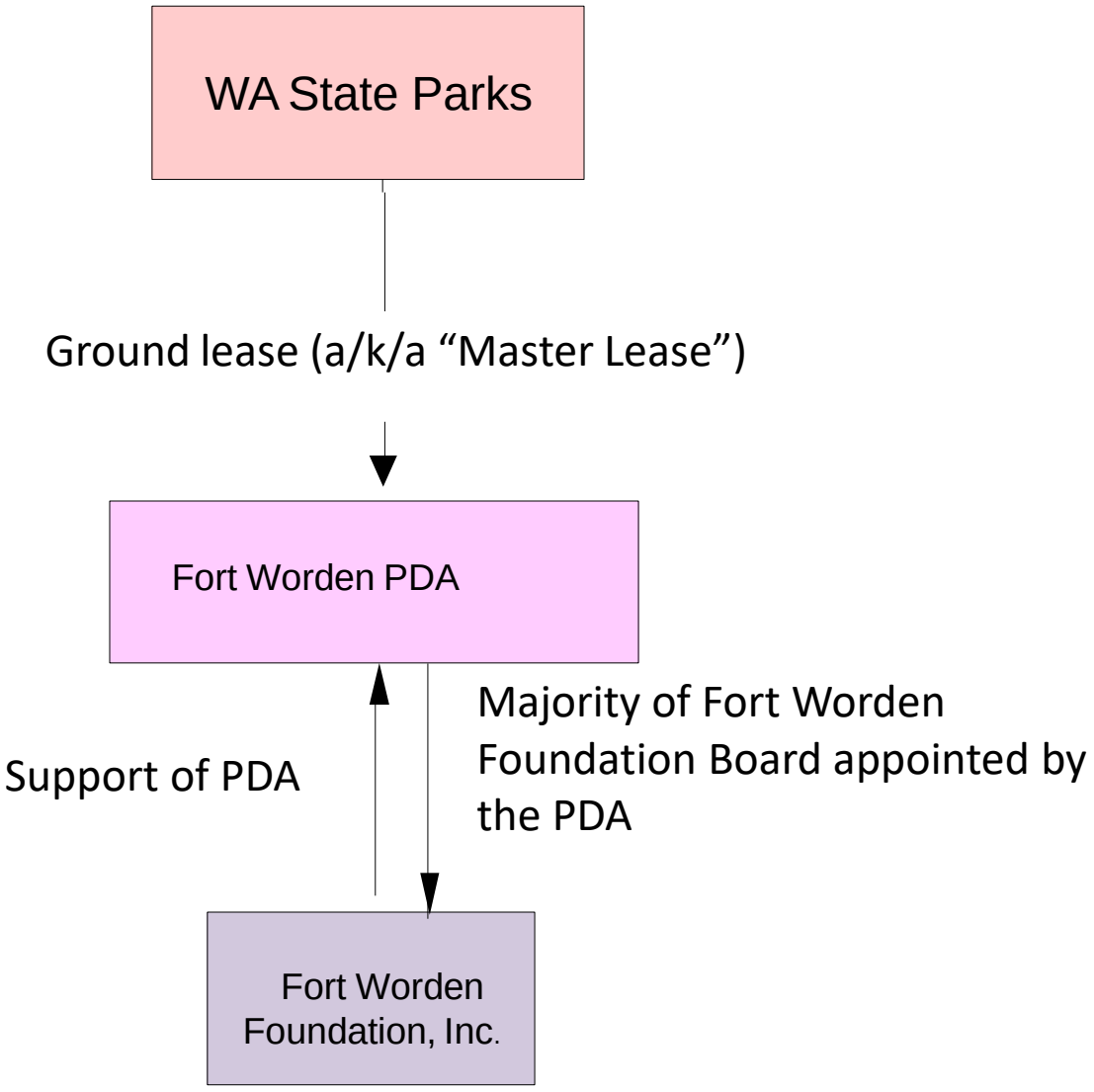
_____
Todd Hutton, Co-Chair

Attest:

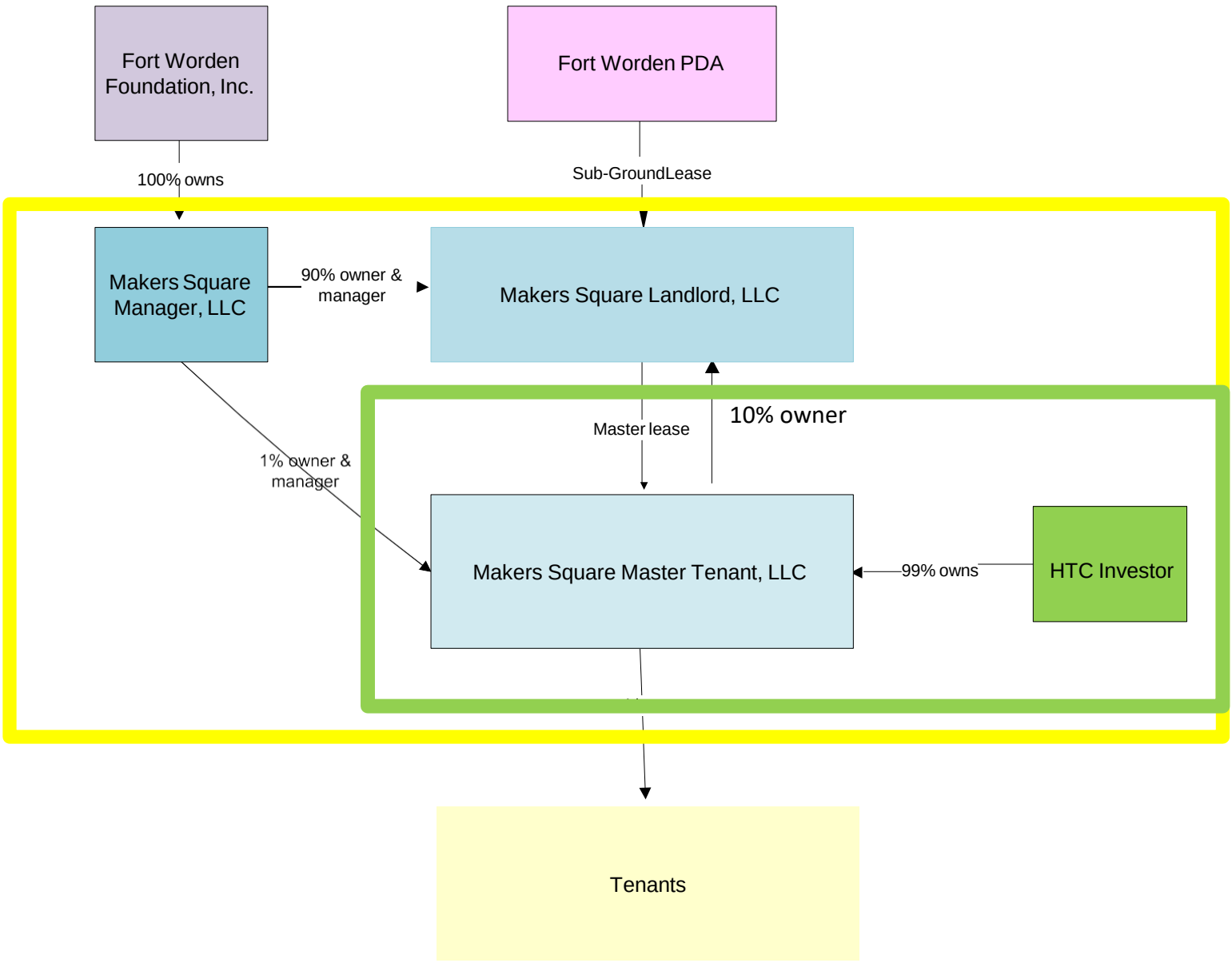
_____
Jane Kilburn, Secretary

Makers Square
HTC Structure
Rev. 1-29-20

Existing Relationship of Fort Worden Public Development Authority to Fort Worden Foundation, Inc.



Fort Worden Foundation is a Type I Supporting Organization
Section 509(a)(3) of the Internal Revenue code

Makers Square
HTC Structure
Rev. 1-29-20

Historic Tax Credit (HTC) affiliated limited liability companies and investor, post HTC closing (shown in yellow and green)