Public Meeting Agenda:

I. Call to Order

II. Review of draft March 25, 2020 Board Meeting Agenda

III. Review of Cash Flow Report

IV. Review and Approval of February 18, 2020 Executive Committee Minutes

V. Staff Update and Board Discussion
   • Construction Projects Update
   • Makers Square Grants Update
   • Leasing Update
   • Coronavirus Response Plan

VI. Public Comment

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

VIII. Adjourn
Regular Board Meeting

I. Call to Order

II. Roll Call & Staff Introductions
   A. TBD
   B. TBD

III. Partner Presentation: Rainshadow Recording

IV. Changes to the Agenda

V. Public Comment

VI. Correspondence
   A. Partners Report
   B. February 18, 2020 Executive Committee Minutes
   C. Cash Flow Report
   D. March Employee Newsletter
   E. Coordinating Committee and Operations Work Group (lease excerpt)
   F. 2.28.20 Letter Re Peninsula College Foundation leadership change
   G. Peninsula Daily News article: “Fort Worden Public Development Authority hoping for June glamping opening”
   H. Leader: “Kilmer visits under-construction Makers Square”
   I. Peninsula Daily News article: “Fort Worden set to open first glamping sites this summer”

VII. Consent Agenda
   A. Review and Approval of Regular Board Meeting Minutes, February 26, 2020
      Action: Motion to approve the February 26, 2020 Board Meeting Minutes

VIII. Ad Hoc Finance and Audit Committee
      A. Staff Report
      B. Board Discussion

IX. Review and Discussion of Financials
      A. Staff Report
B. Board Discussion

X. Review of General Lease Terms
   A. Staff Report
   B. Board Discussion

XI. Coordinating Committee Report
   C. Staff Report
   D. Board Discussion

XII. Open Public Records and Open Public Meetings Review
   A. Staff Report
   B. Board Discussion

XIII. Staff Report
   A. Current Construction Projects & Major Repairs
   B. Legislation Affecting Fort Worden Update
   C. Navy Proposal to WA State Parks
   D. Makers Square Update
   E. 3-Year Operating Proforma
   F. Coronavirus Response Plan
   G. Events Update
   H. Fort Worden Collaborative Planning Process Update

XIV. Public Comment

XV. Next Meetings/Gatherings
   • Executive Committee Meeting: April 21, 2020, 9 a.m.
   • Board of Directors Meeting: April 29, 2020, 9 a.m.

XVI. 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.

XVII. Adjourn
## Monthly Cash Flow Projection

### Hospitality Services

<table>
<thead>
<tr>
<th>Projected</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. CASH ON HAND</strong></td>
<td>176,463</td>
<td>137,907</td>
<td>(50,772)</td>
<td>(52,082)</td>
<td></td>
</tr>
<tr>
<td><strong>2. CASH RECEIPTS</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Lodging &amp; Services</td>
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<td>162,300</td>
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<td>Leases</td>
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<td>From Advance Deposits</td>
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<td></td>
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<tr>
<td>Loan or Other Cash Injection</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Grants</td>
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<td></td>
<td></td>
<td></td>
<td>25,000</td>
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<tr>
<td><strong>3. TOTAL CASH RECEIPTS</strong></td>
<td>335,894</td>
<td>180,000</td>
<td>172,300</td>
<td>160,000</td>
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<td><strong>4. TOTAL CASH AVAILABLE</strong></td>
<td>512,357</td>
<td>317,907</td>
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<tr>
<td><strong>5. CASH PAID OUT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Personnel and Payroll Expenses</td>
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<td>298,679</td>
<td>113,610</td>
<td>105,000</td>
<td>811,739</td>
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<td>General Operating</td>
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<td>60,000</td>
<td>60,000</td>
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<td>Furniture-Fixtures-Vehicles</td>
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<td></td>
<td>-</td>
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<tr>
<td>Leasehold Improvements</td>
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<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Fund/Account Repayment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Subtotal</td>
<td>374,450</td>
<td>368,679</td>
<td>173,610</td>
<td>165,000</td>
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<td>Loan Principal Payment</td>
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<td></td>
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<td><strong>6. TOTAL CASH PAID OUT</strong></td>
<td>374,450</td>
<td>368,679</td>
<td>173,610</td>
<td>165,000</td>
<td>1,081,739</td>
</tr>
<tr>
<td><strong>7. CASH POSITION</strong></td>
<td>137,907</td>
<td>(50,772)</td>
<td>(52,082)</td>
<td>(57,082)</td>
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<td>Difference from previous report</td>
<td>(15,556)</td>
<td>(119,235)</td>
<td>(80,545)</td>
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## Monthly Cash Flow Projection

### Hospitality Services

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td><strong>1. CASH ON HAND</strong></td>
<td>334,135</td>
<td>176,463</td>
<td>153,463</td>
<td>68,463</td>
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<tr>
<td><strong>2. CASH RECEIPTS</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging &amp; Services</td>
<td>213,133</td>
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<td>260,000</td>
<td>360,000</td>
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<td>0</td>
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<td>0</td>
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<td>Leases</td>
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<td>From Advance Deposits</td>
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<td>50,000</td>
<td>50,000</td>
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<td>100,000</td>
</tr>
<tr>
<td>Loan or Other Cash Injection</td>
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<tr>
<td>Grants</td>
<td>25,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. TOTAL CASH RECEIPTS</strong></td>
<td>222,402</td>
<td>385,000</td>
<td>320,000</td>
<td>370,000</td>
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<tr>
<td><strong>4. TOTAL CASH AVAILABLE</strong></td>
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<td>561,463</td>
<td>473,463</td>
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<td>2,029,927</td>
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<td><strong>5. CASH PAID OUT</strong></td>
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<tr>
<td>Personnel and Payroll Expenses</td>
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<td>Furniture-Fixtures-Vehicles</td>
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<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Leasehold Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Fund/Account Repayment</td>
<td></td>
<td></td>
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<td>0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>380,074</td>
<td>408,000</td>
<td>405,000</td>
<td>410,000</td>
<td>1,603,074</td>
</tr>
<tr>
<td><strong>6. TOTAL CASH PAID OUT</strong></td>
<td>380,074</td>
<td>408,000</td>
<td>405,000</td>
<td>410,000</td>
<td>1,603,074</td>
</tr>
<tr>
<td><strong>7. CASH POSITION</strong></td>
<td>176,463</td>
<td>153,463</td>
<td>68,463</td>
<td>28,463</td>
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</tbody>
</table>
DRAFT Minutes
Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Tuesday, February 18, 2020 | 9 a.m. to 11 a.m.
Commons B, Building 210, Fort Worden

All Executive Committee minutes are draft until approved by the Committee

❖ Motion to approve the January 21, 2020 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, Todd Hutton, Jane Kilburn, Jeff Jackson; Cindy Finnie (by phone)
Other Board Members: Herb Cook, Gee Heckscher
Staff: David Robison, Diane Moody, Rufina Garay, David Beckman, Joan Rutkowski
Public/Staff Guests: David Goldman, Mark Manby, Tina Watkins, Carol Ehlinger, Melinda Seibert; Lane DeCamp (Fort Worden Foundation staff), Sonya Baumstein (PDA staff)

III. Review of draft February 26, 2020 Board Meeting Agenda
Executive Committee members and staff reviewed anticipated agenda items for the February 26, 2020 board meeting.

IV. Review of Cash Flow Report
Chief Financial Officer Diane Moody reviewed the Cash Flow report (see packet on website). She noted that January was about $10,000 less than budgeted, but February has been strong to date so expect revenue to exceed projections. March, however, may not be as strong as expected. Hospitality staff are making a strong push with last-minute deals. Board and staff clarified the focus of an additional monthly report (a rolling forecast) that will be provided at full board meetings.

V. Review and Approval of January 21, 2020 Executive Committee Minutes
Action: Motion to approve the January 21, 2020 Executive Committee Minutes. Unanimously Approved

VI. Staff Update & Board Discussion
• **2020 Draft Budget**
Moody reported that following the draft budget presentation to the board in January, finance staff have used the board’s direction and questions to guide a closer look at areas for more expense savings and revenue generation. Staff also have been working with Board Co-Chair Norm Tonina and Treasurer Jeff Jackson to find opportunities for alterations, she said. Jackson noted that the base budget work was strong and said subsequent work took a tactical approach in which several “what if” scenarios were explored. It was noted that the primary challenge is covering facilities maintenance needs, such as the current need to spend $40,000 to $50,000 on a fire alarm system by March so that the City doesn’t close down building 204. Moody said minor repairs will remain in the hospitality budget, and major maintenance items, such as boiler repairs, will be in a facilities maintenance budget. As projected, hospitality operations should then lead to a $150,000 surplus that could be used towards major maintenance projects, Moody said. Board members and staff talked about the challenge to fund maintenance needs. Some strategies include creating a building reserve fund and other fundraising. Executive Director Dave Robison said he also is talking with other public entities about their contributing towards expenses that reflect shared uses or interests. For example, approximately 1.5 million people visit Fort Worden each year, most of which go down to the beach area managed by State Parks, but the PDA pays for the maintenance of the roadways in the campus area leading to the beach. Board and staff also talked about the challenge of replacing kitchen equipment and furniture. Moody said a three-year pro forma is being created to help build a roadmap for sustainable operations.

• **Construction Projects Update**
Capital Projects Director David Beckman provided an update on Washington State Parks (WSP) capital projects and PDA capital and maintenance projects. The WSP projects include the replacement of the slate roof for building 201, which is used by the Coast Artillery Museum. As for Glamping, Beckman said the project is on schedule but he continues to communicate with WSP staff about the impact of their nearby water and sewer work on the opening date. Board members and staff also talked about upcoming work to address fire code requirements. Jackson noted that the PDA is addressing deficiencies that were in place before the PDA began and this is increasing operational expenses beyond what was anticipated.

• **Leasing Update**
Chief Strategy Officer Rufina Garay said work with the partner lease negotiation committee continues, and the focus includes reviewing the updated appraisal report and analysis used to establish market rates. Garay also provided an overview of the effort to finalize a lease with KPTZ, which includes establishing expectations for the maintenance of common areas in Makers Square and the campus.

VII. **2016-2017 Audit Report**
Staff from the Office of the Washington State Auditor provided a report on their audit of the PDA’s accountability measures and financial statements for 2016 and 2017. Program Manager Carol Ehlinger, Assistant Audit Manager Melinda Seibert, and Assistant Director of Local Audit Tina Watkins presented the findings and recommendations (see board packet on website). The audit team reported that in the areas selected for the accountability audit, the PDA “complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.” Regarding the audit of 2016 and 2017 financial statements, the auditors concluded that the PDA’s “internal controls over financial statement preparation were inadequate to ensure accurate and complete reporting.” The PDA has provided a
response to this finding, identifying challenges with audit staff turnover and a learning curve regarding reporting requirements as the PDA transitioned from cash-basis accounting to Generally Accepted Accounting Principles (GAAP). Also contributing to the material finding is the audit team’s belief that the PDA should include the Fort Worden Foundation and its component units in its financial statements. During the board meeting, board members, staff, and the audit team discussed this conclusion, which was provided at the end of the audit period. The PDA reported that prior to the next audit (of 2018), it will work with state auditors to further assess the nature of the relationship between the PDA and the Foundation to reach a final conclusion. Seibert said the outcome will depend upon how much interaction there is between the two entities and how much control the PDA has over the Foundation. Staff noted that the Fort Worden Foundation was modeled on the Pike Place Foundation’s relationship to the Pike Place Market. Seibert said that a different audit team has evaluated the Pike Place Market. Robison said the PDA’s research into the matter will include consulting with legal counsel. Watkins said the audit team looks forward to working with the PDA collaboratively to get to the appropriate answer. Jackson thanked the auditors for helping to make the audit a learning opportunity.

VIII. Public Comment
David Goldman talked about the importance of recognizing the perceptions the community holds about the PDA and ensuring that maintenance challenges are defined adequately and communicated. He said the effort to get partners to pay more for their leases may need to be part of communications about the legs needed to support the PDA.

IX. Regular Meeting Adjourned: 11 a.m.
ATTACHMENT A

Lease Agreement – General Terms

I. RELATIONSHIP OF THE PARTIES; ACKNOWLEDGEMENT OF UNCERTAINTIES; GOOD FAITH RESOLUTION: LANDLORD and LESSEE are participants in the development and operation of the Fort Worden Lifelong Learning Center, are entities with mutually supportive missions and acknowledge that Fort Worden is owned by the State of Washington and is designated as a national historic landmark. As such, it is a unique property involving legal, contractual, environmental and other uncertainties which cannot be fully anticipated. When such uncertainties arise, the parties acknowledge and agree to cooperate closely and to attempt to solve problems creatively in the mutual best interests of the parties and the Fort Worden Lifelong Learning Center. LANDLORD and LESSEE shall, with respect to such uncertainties, work together in good faith to achieve a resolution which is fair and equitable to both parties under such circumstances. This Section (hereinafter referred to as “Paragraph I”) shall apply only to those Sections of this Attachment A which incorporate it by specific reference.

Articles herein (Attachment A) related to condition of premises, maintenance, repair, insurance, fees, and etc. pertain only to leased premises by LESSEE from LANDLORD, unless the term specifically applies to areas beyond the leased premises, for example XI Damage or Destruction applies by its terms to leased premises and infrastructures serving the leased premises, and XIII Insurance applies to claims for injuries arising from LESEE’s operations even if the injury does not occur on the leased premises.

II. LATE CHARGE: In the event that any installment of rent or any other payments or fees due under this Lease Agreement, of which this Attachment A is a part and into which it has been incorporated, remains unpaid more than ten (10) days after it is due, then LESSEE shall also be obliged to pay a “late charge” of $25.00. Late payments over 30 days are assessed a $100.00 late fee.

III. GENERAL USE OF PREMISES: LESSEE shall use the entire premises for the conduct of LESSEE’s business and/or programs in a first class manner continuously during the entire term of this Agreement, with the exception of temporary closures for such periods as may reasonably be necessary for repairs or redecorating or for reasons beyond LESSEE’s reasonable control. LESSEE agrees that it will not disturb the LANDLORD or any other tenant or LESSEE of the LANDLORD by making or permitting any disturbance or any unusual noise or activity or other condition on or in the premises.

IV. ACCEPTANCE OF PREMISES: LESSEE has examined the premises and accepts them in their present condition, “as is, where is, with all faults.” LESSEE acknowledges that LANDLORD has made no covenants or agreements regarding modification or improvements, maintenance or repair (See General Terms, Section V), except as set forth in this Lease Agreement or as may be agreed to in writing in the future by the parties.
V. MAINTENANCE AND REPAIR:

A. No Landlord Obligation to Maintain or Repair LESSEE’s leased premises. Neither Landlord nor its designees are obligated to maintain or make any repairs, additions, or improvements or replace any items or defects, in or to the leased premises including any building or infrastructures serving the leased premises, which are provided in “As-Is” condition as further described in Section IV. LANDLORD is not in a financial position to warranty the condition of the premises and repair defects. Therefore, it is incumbent on LESSEE to inspect the premises (including, during the course of construction, if applicable, relating to the premises where such construction is occurring, and bring construction issues to the attention of the project manager). It is also incumbent on LESSEE to review its needs for a reserve fund to manage the condition of the premises and future repairs and maintenance. LANDLORD and LESSEE agree and acknowledge that LANDLORD has only outdated facilities assessments for some buildings which it manages which may not include the building of which the premises is a part.

B. LESSEE’s obligation to Maintain and Repair. Unless otherwise set forth in writing, at the expiration or sooner termination of this Agreement, LESSEE shall return the premises to the LANDLORD in the same condition in which it was received, together with the agreed upon repairs set forth in this Agreement, and including any other repairs or alterations agreed to in writing by LANDLORD, reasonable wear and tear and damage by fire or unavoidable casualty excepted.

LESSEE shall, at its own expense, and at all times:

1. Keep the premises, and the adjoining access ramps, stairs, porches, porch repairs, and ADA accessibility improvements neat, clean and in a safe and sanitary condition;

2. Perform routine maintenance and repair of the interior and exterior (as described below) of the facilities listed as “premises” and maintain and keep the premises in a good state of repair; and

3. Not commit waste of any kind.

C. Routine Maintenance and Repair. For the purpose of this Section V, routine maintenance and repair shall include but not be limited to: painting (interior only except for porches), replacing light bulbs, sweeping, cleaning, and washing interior and exterior windows, and power washing and painting of porches. LESSEE shall be responsible to notify LANDLORD immediately in the event any maintenance or repair problem exceeds the scope of its responsibilities.

LESSEE shall also be responsible for the maintenance, repair and replacement, including structural repair, but only to the extent made necessary by LESSEE’s failure to accomplish routine maintenance and repair that is required under the Lease (including these General Terms), and/or promptly notify LANDLORD of the defect. For example, if the Lease requires the LESSEE to maintain plumbing, and LESSEE fails to do so, and a plumbing defect results in damage to the structure or cabinetry, LESSEE is responsible for the repair of these items.
D. No obligation to Maintain, repair or replace Exteriors. LANDLORD and LESSEE understand and acknowledge that exteriors of certain buildings of which the Premises are a part and the roof thereof may require major maintenance or planned replacement that would be subject to availability of State Park’s funding and its discretion and, under any circumstances, Landlord (as provided in Section V, A.) does not have any obligation to maintain, repair, or replace any exteriors. LANDLORD and LESSEE also understand and acknowledge that funding for any major maintenance and repair is subject to the availability of legislative funding that is both competitive and typically subject to biennial review and determination. Paragraph I applies to this Subsection V, D.

VI. ALTERATIONS AND IMPROVEMENTS. LESSEE shall make no alterations or improvements to or upon the premises or install any fixtures (other than trade fixtures which can be removed without injury to the premises) without first obtaining written approval from the Executive Director of LANDLORD, which approval is subject to LANDLORD’s sole determination. Any written request from LESSEE shall be reviewed in good faith by LANDLORD. Any approved alteration or improvement upon the premises or installation of fixtures shall be made in writing by the Executive Director, which writing shall also include agreement for disposition of the alteration or improvement upon termination of this Agreement. LESSEE shall not replace appliances or equipment, or other elements within the leased premises or make any decorative changes including carpeting, interior painting and changing electrical or light fixtures without the express prior written consent of the Executive Director of LANDLORD. LESSEE shall not alter, construct, remove, destroy, improve or otherwise change any of the buildings, facilities or grounds at FORT WORDEN. No timber, shrubs, or flowers shall be cut, damaged, destroyed or otherwise altered. LESSEE includes its directors, officers, employees, volunteers and its program participants.

Interior or exterior alterations to Fort Worden buildings or alterations to campus grounds are subject to review by the Executive Director and State Parks for consistency with, among other things, historic standards and guidelines. The State Parks review process can be lengthy and take up to several months (unless an exemption applies). LESSEES seeking approval for an alteration or capital improvement shall submit a written proposal to the Executive Director, in format determined by the Executive Director, at least 60 days prior to any proposed work. Additional information on process and requirements for approval of alterations or investments may be obtained from the Executive Director or his or her designee.

VII. DECORATIONS: LESSEE shall not affix any materials to the walls, floors, ceilings or furnishings via staples, tacks, nails, push pins or anything that penetrates the walls without prior written permission of the LANDLORD. LESSEE is encouraged to use string or tape that is removable without trace to hang decorations. Nails or other affixing materials that would damage the walls or premises or require repair of any nature shall not be used. LESSEE shall pay any fine imposed for such prohibited use of nails or damaging affixing material and invoiced to the LESSEE to cover costs of repair. Holes from the prohibited use or affixing materials that penetrate the walls without permission of the LANDLORD shall not be deemed to be “reasonable wear and tear” under Section V of this Lease Agreement due to the historic nature of the building of which the premises is a part. LESSEE includes its directors, officers, employees, volunteers, and its program participants.
VIII. **INSPECTION:** The LANDLORD reserves the right to inspect the premises at any and all reasonable times throughout the term of this Agreement, PROVIDED, that it shall provide 24-hours advance notice (except in the event of an emergency) and not interfere unduly with LESSEE’s operations. The right of inspection reserved to the LANDLORD hereunder shall impose no obligation on the LANDLORD to make inspections to ascertain the condition of the premises, and shall impose no liability upon the LANDLORD for failure to make such inspections.

IX. **POSSESSION:** If the LANDLORD shall be unable for any reason to deliver possession of the premises, or any portion thereof, at the time of the commencement of the term of this Agreement, the LANDLORD shall not be liable for any damage caused thereby to LESSEE, nor shall this Agreement thereby become void or voidable, nor shall the term specified herein be in any way extended, but in such event LESSEE shall not be liable for any facility charge, rent, or other payments due under this Lease Agreement until such time as the LANDLORD can deliver possession, PROVIDED, that if LESSEE shall, in the interim, take possession of any portion of the premises, it shall pay as facility charges the full charges specified, installments of rent or any other payments or fees due under this Lease Agreement as reduced pro rata for the portion of the premises not available for possession by LESSEE, AND PROVIDED FURTHER, that if the LANDLORD shall be unable to deliver possession of the premises at the commencement of the term of this Agreement, LESSEE shall have the option to terminate this Agreement by at least thirty (30) days written notice, unless the LANDLORD shall deliver possession of the premises prior to the effective date of termination specified in such notice. If LESSEE shall, with the LANDLORD's consent, take possession of all or any part of the premises prior to the commencement of the term of this Agreement, all of the terms and conditions of this Agreement shall immediately become applicable. Paragraph I applies.

X. **FORCE MAJEURE:** Neither LANDLORD nor LESSEE shall be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if such failure is due to any cause beyond its reasonable control, including, but not limited to an act of nature, act of civil or military authority, fire, flood, windstorm, earthquake, strike or labor disturbance, civil commotion, delay in transportation, governmental delay, or war (each such cause, a “Force Majeure”).
XI. DAMAGE OR DESTRUCTION:

A. Should the premises or the buildings or structures of which the premises are a part be damaged by fire or other casualty or condition, including without limitation, force majeure as described in Section VIII, and if funding is available to allow the damage to be repaired within ninety (90) days from the date of the occurrence (with the repair work and the preparations therefore to be done during regular working hours on regular work days), or such longer period of time as LANDLORD determines is reasonably necessary to accomplish the work, the premises shall be repaired with due diligence by the LANDLORD, if in the LANDLORD’s determination it is reasonable to do so, and in the meantime the monthly minimum rent and facility charge shall be abated in the same proportion that the untenantable portion of the premises bears to the whole thereof, for the period from the occurrence of the damage to the completion of the repairs.

For purposes of this Article, “premises or structures of which the premises are a part” means all infrastructure and other components that allow the leased premises and facilities to operate and be occupied. Paragraph I applies.

B. Should the premises or any buildings or structures of which the premises are a part be completely destroyed by fire or other casualty, or should they be damaged to such an extent that the damage cannot as determined by the LANDLORD be repaired within ninety (90) days of the occurrence, or if the LANDLORD determines it is not reasonable to repair, the LANDLORD shall have the option to terminate this Agreement on sixty (60) days’ notice, effective as of any date not more than ninety (90) days' after the occurrence. In the event that this paragraph shall become applicable, the LANDLORD shall advise LESSEE within ninety (90) days after the happening of any such damage whether the LANDLORD has elected to continue this Agreement in effect or to terminate it. If the LANDLORD shall elect to continue this Agreement in effect, it shall commence and prosecute with due diligence any work necessary to restore or repair the premises. If the LANDLORD shall fail to notify LESSEE of its election within said ninety (90) day period, the LANDLORD shall be deemed to have elected to terminate this Agreement, and the Agreement shall automatically terminate one hundred fifty (150) days after the occurrence of the damage. For the period from the occurrence of any damage to the premises to the date of completion of the repairs to the premises (or to the date of termination of the Agreement if the LANDLORD shall elect not to restore the premises), the monthly minimum facility charge shall be abated in the same proportion as the untenantable portion of the premises bears to the whole thereof. Paragraph I applies.

C. Notwithstanding the foregoing, LANDLORD acknowledges that it is in the mutual interest of the Parties to discuss mutual and collaborative, repair solutions in such event of damage or destruction. LANDLORD agrees that it would only exercise its right to terminate this Agreement due to its determination that infrastructure repairs are not reasonable, if such infrastructure failures (i) prevent LANDLORD from performing any of its obligations under this Agreement, or (b) render a portion or the whole of the Premises untenantable, and (ii) LANDLORD cannot remedy the problem due to lack of insurance or budget. LANDLORD has no obligation or commitment to restore the premises or the
building of which LESSEE’s Premises are a part. LANDLORD and LESSEE acknowledge and agree that Landlord, as of the date of this Lease Agreement, has no reserve funds for the repair of any of the 72 historic buildings in the 95-acre area known as the Fort Worden campus. If LESSEE has the funding available to repair the premises or the building, or has the ability to make a claim against its insurance within ninety (90) days of the damaging event or casualty, or such longer period of time as LANDLORD determines is reasonably necessary to accomplish the work, LANDLORD shall use reasonable efforts to permit LESSEE to make the full repairs and will agree to negotiate in good faith an amendment to the terms of this Lease Agreement for any additional capital improvements undertaken by LESSEE. In the event that LESSEE has an insurance claim that it may pursue, LANDLORD shall not prevent such claim due to any determination that the premises or building are unreasonable to repair. LANDLORD shall not be obligated to provide financial assistance in making any such repair undertaken by LESSEE. Paragraph I applies.

XII. ACCIDENTS, LIABILITY, RELEASE

1. Indemnification / Hold Harmless. LANDLORD shall not be liable for, and LESSEE shall defend, indemnify, and hold harmless the LANDLORD, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, including reasonable attorneys’ fees, which arises out of LESSEE’s use of Premises, or from the conduct of LESSEE’s business, or from any activity, work or thing done, permitted, or suffered by LESSEE in or about the Premises, or any condition of the leased or LANDLORD premises (including existing or future conditions), except only such injury or damage as shall have been occasioned by the sole negligence of the LANDLORD. If injury or damage is occasioned by the sole negligence of LANDLORD, then LANDLORD shall be responsible for the claim loss, and shall defend, indemnify, and hold harmless the LESSEE, its officers, officials, employees and volunteers from the claim or loss.

2. LESSEE’s Release. LESSEE waives and releases all claims against LANDLORD, its employees and agents, with respect to any damage or loss to LESSEE’s property for which LESSEE has agreed to provide property insurance as set forth above, from any cause, including LANDLORD’s negligence, but not including intentional acts by LANDLORD, and LESSEE acknowledges and agrees that its property insurance will fully satisfy any loss or damage it sustains from any loss or damage however caused.

XIII. INSURANCE: LESSEE shall, at its sole cost and expense, maintain in full force and effect the following minimum limits of insurance against claims for injuries to persons or damage to property which may arise from or in connection with LESSEE’s operations and adhere to terms and conditions of its liability insurance during the term of this Lease Agreement. LESSEE shall maintain:

A. Comprehensive General Liability Insurance against claims for injury or death to persons or damage to property with minimum limits of liability of $2,000,000.00 combined
single limit for each occurrence, with a general aggregate limit of not less than $3,000,000. Such insurance shall include but not be limited to bodily injury liability, personal injury liability, property damage liability, broad form property damage liability, contractual liability, and products/completed operations liability, if applicable. General liability insurance may be written on an occurrence form at least as broad as ISO CG 00 01.

B. Workers Compensation Insurance as will protect LESSEE’s employees from claims under Washington Workers Compensation Act and as will secure LESSEE’s liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington.

C. Automobile Liability insurance at least as broad as ISO CA 00 01 including coverage for owned, non-owned, leased or hired vehicles as applicable, with a minimum limit of $1,000,000 each accident for bodily injury and property damage.

D. Property insurance against all risk of loss to any tenant improvements or betterments at full replacement cost with no coinsurance penalty provision.

E. Other Insurance Provisions.

1. Additional Insureds. All such insurance shall name the “FORT WORDEN PUBLIC DEVELOPMENT AUTHORITY,” its officers, directors, employees, and volunteers as additional insureds, and shall be with insurance companies acceptable to the LANDLORD. The LESSEE agrees to supply the LANDLORD with appropriate evidence to establish that its insurance obligations have been met, and that the insurance policy or policies are not subject to cancellation without at least thirty (30) days advance written notice to the LANDLORD.

2. Verification of Coverage. LESSEE shall furnish to LANDLORD for verification of coverage, Certificates of Insurance, including all amendatory endorsements at least as broad as ISO GC 20-24, and a copy of the Declarations Endorsements page to LESSEE’s General Comprehensive Liability policy, the conditions set forth in subparagraphs A, B, C, D, and E of this Paragraph 15 shall be met prior to occupancy.

3. Primary Coverage. LESSEE’s insurance coverage shall be primary insurance as respects LANDLORD and shall be at least as broad as ISO CG 20 01 04 13. And insurance, self-insurance, or insurance pool coverage maintained by LANDLORD shall be excess of the LESSEE’s insurance and shall not contribute to it. LESSEE is solely responsible to insure its personal property or property of its guests, customers, or students against loss or casualty of any kind, and LANDLORD has no responsibility for the loss or damage to equipment and property of LESSEE or its users.

4. ISO Amendments. All references to ISO include any amendments thereto, and if the document is replaced, then the replacement document(s) applies.
5. **No Limitation.** LESSEE’s maintenance of insurance as required by this Lease Agreement shall not be construed to limit the liability of LESSEE to the coverage provided by such insurance, or otherwise limit LANDLORD’s recourse to any remedy available at law or equity.

6. **Self-Insured Retention.** Self-insured retention must be declared and approved in writing by LANDLORD.

7. **Special Risks or Circumstances.** LANDLORD reserves the right to modify these requirements at any time, including limits, based on LANDLORD’S assessment of nature of risk, prior experience, insurer, coverage, or other special circumstances.

8. **Waiver of Subrogation.** LESSEE hereby releases LANDLORD from liability and waives all right of recovery against LANDLORD for any loss from perils insured against under its insurance contracts, including any extended coverage endorsements thereto. Notwithstanding the foregoing, this paragraph shall be inapplicable if it would have the effect, but only to the extent that it would have the effect, of invalidating any insurance coverage of LESSEE.

XIV. **INCREASE IN COST OF INSURANCE:** LESSEE shall not use the demised premises in such a manner as to increase the existing rates of insurance applicable to the buildings or structures of which the premises are a part. If it nevertheless does so, then, at the option of the LANDLORD, the full amount of any resulting increase in premiums paid by the LANDLORD with respect to the buildings or structures of which the premises are a part, and to the extent allocable to the term of this Agreement, may be added to the amount of facility charge specified and shall be paid by LESSEE to the LANDLORD upon the rental due date or monthly facility charge day, as applicable, next thereafter occurring.

XV. **HAZARDOUS, TOXIC, OR HARMFUL SUBSTANCES**

A. **Storage.** LANDLORD and LESSEE shall not keep in, on, or about the Premises, any substances now or hereinafter designated as or containing components designated as hazardous. For purposes of this Agreement, hazardous substances include toxic, dangerous, or harmful substances. Materials identified as hazardous are to be transported, stored and handled in accordance and compliance with the provisions of applicable federal, state, and local law, including but not limited to, 42 U.S.C. 6901 ET. seq. (RCRA), 42 U.S.C. 9601 et. seq. (CERCLA), Chapter 70.105 RCW, and related laws, rules, and regulations now in existence or as subsequently enacted or amended.

B. **Notification.** LESSEE shall immediately notify LANDLORD of all spills or releases of any Hazardous Substance in, on, about or adjacent to the Premises and all cleanup and remediation action taken in response to spills or releases. LESSEE shall report all inspections of the Premises by, or any correspondence, orders, citations, fines, or notifications from, any regulatory entity concerning Hazardous Substances in, on, about,
or adjacent to the Premises.

C. Documentation. Prior to the arrival of any hazardous substances on park property, LESSEE shall provide to LANDLORD notice of its intent to provide said materials and copies of all documents written or received by the LESSEE with respect to the use, presence, transportation or generation of Hazardous Substances in, on, about, or adjacent to the Premises.

D. Liability. LESSEE is liable for all cleanup costs and damages associated with the use, disposal, transportation, or generation of hazardous substances by LESSEE or its employees, agents, assigns, contractors, subcontractors, licensees or invitees. This provision shall survive the termination of the Agreement.

XVI. TAXES: LESSEE shall be liable for, and shall pay throughout the term of this Agreement, all license and excise fees and occupation taxes covering the business conducted on the premises, and all taxes on property of LESSEE on the premises and any taxes on the premises or any interest created by this Agreement.

XVII. COMPLIANCE WITH LANDLORD REGULATIONS AND WITH ALL LAWS AND POLICIES: LESSEE agrees to comply with all applicable policies, rules and regulations of the LANDLORD pertaining to the building or other realty of which the premises are a part now in existence or hereafter promulgated for the general safety and convenience of the LANDLORD, its various tenants, invitees, licensees and the general public. Such policies and rules may include but are not limited to hours of operation, noise restrictions, parking limitations, building capacities, building uses, traffic control, garbage removal, use of outdoor areas, and rental, or facility charge rates and policies. LESSEE also agrees to comply with all applicable federal, state, and municipal laws, ordinances, and regulations. LESSEE further agrees that all buildings, structures or other improvements, approved by the LANDLORD, will be properly permitted by the City of Port Townsend.

Any fees for any inspection of the premises during or for the term of this Agreement by any federal, state or municipal officer and the fees for any so-called "Certificate of Occupancy" shall be paid by LESSEE. LESSEE further agrees that it will comply with all policies applicable to partner tenants, including, without limitation, the “Good Neighbor Traffic Policy,” the “Maintenance Service Policy,” provided by LANDLORD to LESSEE.

XVIII. ASSIGNMENT OR SUBLEASE: LESSEE shall not assign or transfer this Agreement or any interest therein nor sublet the whole or any part of the premises, nor shall this Agreement or any interest thereunder be assignable or transferable by operation of law or by any process or proceeding of any court, otherwise, without first obtaining the prior written consent of the LANDLORD, in LANDLORD’S sole discretion. Any assignment or sublease request will be reviewed in good faith to determine whether the proposed assignee’s operations and mission are aligned with the LANDLORD’S mission and whether the premises may be used to serve other operational requirements at that time. Any such consent may include, for the portion of the premises being assigned, an adjustment of LESSEE’s rent to fair market value rate, depending, among other factors, on the assignee. In the event LANDLORD withholds its consent to
assignment, this factor may be taken into account by a court as deemed appropriate in determining any claim by LANDLORD for breach of lease.

XIX.

LESSEE shall not, without the LANDLORD’s prior written consent, assign this Lease Agreement nor its rights and obligations hereunder in whole or in part to (i) an affiliate or (ii) in connection with a Change of Control (as defined below); provided, however, that LESSEE must notify LANDLORD at least twenty (20) days before completion of any such Change of Control, and LANDLORD shall have the right (in its discretion), at any time after receipt of such notice, if LESSEE undergoes a Change of Control and LANDLORD reasonably determines that the acquiring party is not a party who adequately meets the selection criteria or due diligence requirements in review for resident tenants, to elect to terminate this Lease Agreement in its entirety. If LANDLORD shall provide is prior written consent under this provision, any permitted assignee shall assume all obligations of its assignor under this Lease Agreement. This Lease Agreement is binding upon the permitted successors and assigns of the Parties. Any attempted assignment not in accordance with this Section 18 shall be void. For purposes of this Section 18, “Change of Control” means with respect to an entity, (i) the sale of all or substantially all of LESSEE’s assets or business; (ii) a merger, reorganization or consolidation involving LESSEE in which the voting securities of such entity outstanding immediately prior thereto cease to represent at least fifty percent (50%) of the combined voting power of the surviving entity immediately after such merger, reorganization or consolidation; or (iii) a person or entity, or group of persons or entities, acting in concert acquire more than fifty percent (50%) of the voting equity securities or management control of LESSEE. The LANDLORD’s consent may be withheld in the LANDLORD’s sole discretion. Paragraph I applies.

XX.  DEFAULTS: Time is of the essence of this Agreement, and in the event of the failure of LESSEE to pay the facility charges or other charges or rents at the time and in the manner herein specified, or to keep any of the covenants or agreements herein set forth to be kept and performed, the LANDLORD may elect to terminate this Agreement and reenter and take possession of the premises with or without process of law, PROVIDED, however, (1) that in the event of a failure to pay rent, LANDLORD’S remedies shall be as prescribed by relevant law (2) in the event of other defaults other than a failure to repair, LESSEE shall be given fifteen (15) days' notice in writing stating the nature of the default in order to permit such default to be remedied by LESSEE within said fifteen (15) day period and (3) if the failure of LESSEE relates to a failure to repair, then the LESSEE shall be given ninety (90) days’ notice in writing to remedy the default, or longer period if in LANDLORD’S determination a longer period of time is needed for repairs. In any event, if the failure to repair creates a life safety issue, LANDLORD reserves the right to set different requirements and timeframes to ensure safety.

If upon such reentry or at the end of the Agreement there remains any personal property of LESSEE or of any other person upon the premises, the LANDLORD may, but without the obligation so to do, remove said personal property and hold it for the owners thereof or may place the same in a public garage or warehouse, all at the expense and risk of the owners thereof, and LESSEE shall reimburse the LANDLORD for any expense incurred by the LANDLORD in connection with such removal and storage. The LANDLORD shall have the right to sell such
stored property, without notice to LESSEE, after it has been stored for a period of thirty (30) days or more, the proceeds of such sale to be applied first to the cost of such sale, second to the payment of the charges for storage, and third to the payment of any other amounts which may then be due from LESSEE to the LANDLORD, and the balance, if any, shall be paid to LESSEE. LESSEE may at its election treat said personal property and trade fixtures as abandoned, retaining said properties as part of the Premises.

LESSEE shall promptly reimburse LANDLORD for damage caused to the Premises by the removal of personal property and trade fixtures, whether removal is by LESSEE or LANDLORD.

Notwithstanding any such reentry, the liability of LESSEE for the full rent or facility charge provided for herein shall not be extinguished for the balance of the term of this Agreement, and LESSEE shall make good to the LANDLORD any deficiency arising from a re-letting of the premises at a lesser rent or facility charge than that hereinafter agreed upon. LESSEE shall pay such deficiency each month as the amount thereof is ascertained by the LANDLORD.

XXI. TERMINATION FOR GOVERNMENT USE: In the event that any governmental agency or instrumentality thereof shall, by condemnation or otherwise, take title, possession or the right to possession of the premises or any part thereof, the LANDLORD may, at its option, terminate this Agreement as of the date of such taking, and, if LESSEE is not in default under any of the provisions of this Agreement on said date, any rent or facility charge prepaid by LESSEE shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to LESSEE. Any awards under these provisions shall be awarded to the interested parties based upon their individual share of said interests as determined by a court of competent authority on the matter. The LANDLORD agrees it will not seek to terminate the Agreement by condemnation.

XXII. TERMINATION BECAUSE OF COURT DECREE: In the event that any court having jurisdiction in the matter shall render a decision which has become final and which will prevent the performance by the LANDLORD of any of its obligations under this Agreement, then either party hereto may terminate this Agreement by written notice, and, if LESSEE is not in default under any of the provisions of this Agreement on said date, any rent or facility charge prepaid by LESSEE shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to LESSEE. If LESSEE is not in default under any of the provisions of this Agreement on the effective date of such termination, any facility charge prepaid by LESSEE shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to LESSEE.

XXIII. CLOSURES OR SERVICE REDUCTIONS: LESSEE waives any claim against LANDLORD for any losses suffered or allegedly suffered due to any material closure of or material service reductions affecting LESSEE’s operation at Fort Worden State Park, including the campus leased by State Parks to LANDLORD due to budget reductions, acts of nature, or legislative mandates. In the event of such event, rent shall be equitably proportionately abated. In the event such closures or service reductions exceed thirty (30) days in duration, LANDLORD and LESSEE may retain the right to terminate this Agreement without penalty; provided, however, that LESSEE shall have paid all facility charges, installments of rent and other payments due hereunder prior to termination. Paragraph I applies.

XXIV. SIGNS: Except as stated in the Use Agreement, no signs or other advertising matter,
symbols, canopies or awnings shall be attached to or painted or within the premises, including the windows and doors thereof, without the written approval of the Executive Director of LANDLORD. At the termination or sooner expiration of this Agreement, all such signs, advertising matter, symbols, canopies or awnings attached to the premises or painted by LESSEE shall be removed by LESSEE at its own expense, and LESSEE shall repair any damage or injury to the premises, and correct any unsightly condition, caused by the maintenance and removal of said signs, etc. Paragraph I applies.

XXV. INSOLVENCY: If LANDLORD or LESSEE shall file a petition in bankruptcy, or if LANDLORD or LESSEE shall be adjudged bankrupt or insolvent by any court, or if a receiver of the property of LANDLORD or LESSEE shall be appointed in any proceeding brought by or against LANDLORD or LESSEE, or if LANDLORD or LESSEE shall make an assignment for the benefit of creditors, or if any proceedings shall be commenced to foreclose any mortgage or any other lien on LANDLORD or LESSEE’s interest in the premises or on any personal property kept or maintained on the premises by LANDLORD or LESSEE, either party may at its option, terminate this Agreement to the extent allowed by law.

XXVI. WAIVER: The acceptance of any facility charge by the LANDLORD for any period or periods after a default by LESSEE hereunder shall not be deemed a waiver of such default unless the LANDLORD shall so intend and shall so advise LESSEE in writing. No waiver by the LANDLORD of any default hereunder by LESSEE shall be construed to be or act as a waiver of any subsequent default by LESSEE. After any default shall have been cured by LESSEE, it shall not thereafter be used by the LANDLORD as a ground for the commencement of any action under the provisions of this Agreement.

XXVII. SURRENDER OF PREMISES - ATTORNEYS' FEES: In the event that either party shall be required to bring any action to enforce any of the provisions of this Agreement, or shall be required to defend any action brought with respect to this Agreement, it shall if successful in such action, be entitled, in addition to all other payments required herein, recover costs in connection with such action, including such sums as the court or courts may adjudge reasonable as attorney's fees in the trial court and in any appellate courts.

XXVIII. HOLDING OVER: If LESSEE shall, with the consent of the LANDLORD, hold over after the expiration or sooner termination of the term of this Agreement, the resulting tenancy shall, unless otherwise mutually agreed, be for an indefinite period of time on a month-to-month basis. During such month-to-month tenancy, LESSEE shall pay to the LANDLORD the same rate of facility charge as set forth herein, unless a different rate shall be agreed upon, and shall be bound by all of the additional provisions of this Agreement in so far as they may be pertinent.

XXIX. ADVANCES FOR LESSEE: If LESSEE shall fail to do anything required to be done by it under the terms of this Agreement, except to pay rent and facility charges, the LANDLORD may, at its sole option, do such act or thing on behalf of LESSEE, and upon notification to LESSEE of the cost thereof to the LANDLORD, LESSEE shall promptly pay the LANDLORD the amount of that cost.

XXX. LIENS AND ENCUMBRANCES: LESSEE shall keep the premises free and clear of any liens and encumbrances arising or growing out of the use and occupancy of the said premises by LESSEE. At the LANDLORD's request, LESSEE shall furnish the LANDLORD
with written proof of payment of any item which would or might constitute the basis for such a lien on the premises if not paid.

XXXI. **JOINT AND SEVERAL LIABILITY:** Each and every party who signs this Agreement, other than in a representative capacity, as LESSEE, shall be jointly and severally liable hereunder.

XXXII. **SEVERABILITY:** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect.

XXXIII. **NONDISCRIMINATION, EQUAL OPPORTUNITY AND AMERICANS WITH DISABILITIES ACT, WAGE AND HOUR LAWS:**

For programs provided by LESSEE pursuant to this Agreement:

2.1 The LESSEE, and its employees, agents and subcontractors, shall at all times comply with any and all federal, state or local laws, ordinances, rules or regulations with respect to nondiscrimination and equal employment opportunity, which may at any time be applicable to the LANDLORD by law, contract or otherwise.

2.2 The LESSEE shall also be familiar with and adhere as applicable to the specific provisions of the Americans with Disabilities Act of 1990 relating to Title I, Employment, and Title II, Public Services.

2.3 The LESSEE shall at all times comply with all applicable provisions of the Fair Labor Standards Act (FLSA) and any other federal or state legislation affecting its employees, and the rules and regulations issued thereunder, insofar as applicable to its employees, and shall at all times save and hold harmless the LANDLORD, its officers, agents and employees free, clear and harmless from any and all actions, claims, demands and expenses arising out of the FLSA or other legislation and any rules and regulations that are or may be promulgated in connection with the FLSA.

XXXIV. **PARTNERSHIP:** LESSEE (and its employees and volunteers) are independent entities and are not employees, contractors, volunteers or agents of LANDLORD and no partnership exists or shall be deemed to exist between LANDLORD and LESSEE. LANDLORD (and its employees and volunteers) are independent entities and are not employees, contractors, volunteers or agents of LESSEE and no partnership exists or shall be deemed to exist between LESSEE and LANDLORD.
Dear Fort Worden Community Members,

We wanted to let you know of our plans with staffing and operations to help slow the spread of COVID-19. While we’re told that most people with this virus will experience mild illness, we recognize people’s concerns and the impact the virus can have on certain populations and are taking measures to help maintain a safe community.

As confirmed cases of the infection developed in Seattle, we increased deep cleanings on campus and communications about best hygiene practices. We are now implementing the next stage of our plan with news of Jefferson County’s first confirmed case of COVID-19. Our strategies include following recommendations...
from the Washington State Department of Health, Jefferson County Public
Health and the Centers for Disease Control to prevent or respond to illness in the
workplace should it happen here. We also have adjusted practices in our restaurants
and dining areas, and on a case-by-case basis are evaluating the events that we
provide. With this in mind, the “Crab Boil” at Taps on Sunday, March 8, 2020 will be
rescheduled. Stay tuned for more information about this signature spring event and
watch for updates on Facebook. Other events and operations are scheduled to
continue for the time being.

We are committed to providing you regular updates as we work together to take
precautions for the health of our community.

Sincerely,
Dave Robison
Dear Fort Worden staff members,

We wanted to let you know of our plans with staffing and operations to help slow the spread of COVID-19. While we’re told that most people with this virus will experience mild illness, we recognize people’s concerns and the serious impact the virus can have on certain populations and are taking measures to help maintain a healthy community.

As confirmed cases of the infection developed in the Seattle, we increased deep cleanings on campus and communications about best hygiene practices. We are now implementing the next stage of our plan with news of Jefferson County’s first confirmed case of COVID-19. Our strategies include following recommendations from the Washington State Department of Health, Jefferson County Public Health, and the U.S. Centers for Disease Control to prevent or respond to illness in the workplace should it happen here.

The plan also includes adjusting practices in our restaurants and dining areas, and the communication of these details will be shared with you within your departments as they are implemented. We also are evaluating the events that we provide on a case-by-case basis. With this in mind, the “Crab Boil” at Taps on Sunday, March 8, 2020 will be rescheduled. Other events and operations are scheduled to continue for the time being.

Our executive leadership team is meeting daily to evaluate the impact of the progression of the virus and develop other measures as needed. We will provide regular updates as we work together to take precautions for the health of our community. There are many resources for information via public health departments; I’ve attached a handout shared by Governor Inslee today that speaks to the virus in general and also workplace considerations. Please share any questions or concerns you have with your department leaders, who will be part of our daily leadership check-ins regarding this situation.

Thank you for all of your efforts to be conscientious and keep yourself and the people around you healthy!

Sincerely,

Joan

Joan Rutkowski
Executive Coordinator & Public Records Officer
Fort Worden
200 Battery Way
Port Townsend, WA 98368-3621
360-344-4400 ext. 109
jrutkowski@fortworden.org
Dear Community Members & Valued Customers,

In these times of uncertainty, we want you to know that the safety and health of guests and employees are always a top priority. Now more than ever, our business is you.

We understand that with the rapidly changing updates on travel restrictions and cancelled or postponed public events, people vary in what they determine is best for them and their families. We cannot stress enough that we believe in responsible and safe travel. That's why we are taking the following measures to provide peace of mind:
Enhanced Change Policy -

While we offer flexible rates to our guests year-round, we also have implemented an enhanced date change policy during this time. Currently, we are offering a penalty-free date change, based on current availability, through 2020. This policy will be in place until March 31, 2020.

Environmental Cleaning Practices -

As always, we are committed to upholding the highest standard of cleanliness. For the overall health of our staff, community, and visitors, we have increased deep cleanings on campus and instruction about best hygiene practices. Our staff are disinfecting high contact areas throughout the day, wearing gloves while cleaning, and washing hands frequently, among other best practices. We’ve made many changes in our dining areas to decrease shared contact points and increase distance among guests. Our strategies include following recommendations from the Washington State Department of Health, Jefferson County Public Health and the Centers for Disease Control to prevent or respond to illness in the workplace should it happen here.

The Fort and surrounding community continue to welcome visitors and events. We are business as usual and cancelation policies apply. As we often like to say, it is a beautiful day at Fort Worden.

As we continue to monitor developments and navigate the challenging circumstances, we want you to know that you can rely on us always to put your health and safety first.

We look forward to seeing you again soon.

Sincerely,

Dave Robison
Executive Director
March 13, 2020

Dear Fort Worden Employee Community:

The Emergency Preparedness Committee is meeting daily to evaluate the most current and credible information about the COVID-19 illness. To help meet our team’s safety needs and keep our community healthy, we are updating our response plan as public health recommendations evolve. Our habits and practices can make a major difference to our community and loved ones. Here is the current work-based guidance about employee sickness – Managers/Supervisors, please post the 3 attachments in visible employee work areas, such as time clock stations, bulletin boards, etc.

What to do if you feel sick

- **Stay home** if you are sick. If you start to feel sick while at work, inform someone near you and immediately head home. Consider seeking medical attention, especially if you have symptoms of COVID-19.

- If you have COVID-19, please work with public health professionals to identify people you have been in close contact with. Identifying close contacts of people with COVID-19 is essential to minimizing illness transmission. **Or**, if you have been in close contact with someone who is suspected or confirmed to have COVID-19, you also may need to stay home for a period of time. Seek medical advice.

- Medical professionals will help evaluate when you can return to work. Please call Human Resources to let us know about your situation. Your information will be kept confidential.

**Seeking medical advice**

Our local hospital, Jefferson Healthcare, has launched a dedicated COVID-19/Respiratory Illness Nurse Consult Line (360.344.3094) to answer questions about the virus and address exposure or symptom concerns. They also have a dedicated space for evaluating non-emergency respiratory symptoms and to provide respiratory and COVID-19 testing for individuals who meet guidelines determined by the consulting provider. Jefferson Healthcare will accept all federal, state and commercial insurance reimbursement made available for these services **but will not seek any additional payment or co-payments from patients related to the services at the Respiratory Evaluation Station**. Resources about COVID-19 can be found on Jefferson Healthcare’s website.

It remains critically important to slow the spread of the COVID-19 illness by decreasing the intensity and frequency of potential exposures. If you are experiencing fever, cough, sore throat or shortness of breath or have concerns about exposure to COVID-19, it is very important to call the COVID-19/Respiratory Illness Nurse Consult Line (360.344.3094) before presenting to your primary care office.
Tips for staying healthy

- **Wash your hands.** Wash frequently with soap and water and avoid touching your eyes, nose and mouth. (Please see the attached diagram for proper hand washing procedures.)
- **Social Distancing.** Do not congregate in groups and keep 6 feet away from others when possible.
- **Increase Cleaning.** Please follow your department’s procedures, which may include wiping down high-traffic and high-touch areas regularly with disinfectant (door handles, menus, countertops, time clock kiosks, etc.).

Concerns about sick colleagues

Please contact Holly Height, HR Manager, with any concerns. We take employee privacy seriously and will adhere to all HIPPA guidelines when communicating health-related issues.

On behalf of the Fort Worden leadership team,

Joan

**Joan Rutkowski**  
Executive Coordinator & Public Records Officer  
Fort Worden  
200 Battery Way  
Port Townsend, WA 98368-3621  
360-344-4400 ext. 109  
jrutkowski@fortworden.org

Follow along to learn more about what’s happening at Fort Worden year round!

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FORT WORDEN PDA NOTICE REGARDING PUBLIC DISCLOSURE  
Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56). The information contained in all correspondences with a government entity may be disclosable to third party requesters under the Public Records Act.
Fort Worden Updates Regarding COVID-19 – March 16, 2020

March 13, 2020

*UPDATE on MARCH 16, 2020*

Effective today, Monday, 3.16.20, Reveille will be open for take-out only and Taps at The Guardhouse is closed until further notice.

We are taking this action in response to Governor Jay Inslee’s statement that he will be signing a state-wide emergency proclamation to temporarily shut down restaurants, bars, entertainment and recreation facilities.

He stated that restaurants would be allowed to provide take out. We are waiting for the expected emergency proclamation which should also clarify what qualifies as a recreational facility.

We will adjust as these orders evolve and are defined and will keep you posted.

In the interim, thank you for your support of Fort Worden.
What you need to know to stay safe from COVID-19

1. **WASH your hands!**
   This is the number one way to help prevent the COVID-19 illness. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before and after preparing and eating food. Dry your hands using a paper towel, and then use the paper towel to turn off the faucet. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

2. **Stay HOME** if you feel sick or if you have been in close contact with someone who has COVID-19 or is presumed positive.

3. **STOP touching your face.**
   Avoid touching your eyes, nose, and mouth with unwashed hands.

4. **Cover your coughs and sneezes.**
   Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can. Immediately wash your hands with soap and water for at least 20 seconds or, if soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

5. **Clean high traffic areas often!**

6. **Social Distancing.** Avoid large groups and when possible keep 6 feet away from others.

If you have these symptoms, please call the Jefferson Healthcare COVID-19 Consult Line to avoid an unnecessary trip to the hospital:
360.344.3094
How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

Duration of the entire procedure: 40-60 seconds

0. Wet hands with water;
1. Apply enough soap to cover all hand surfaces;
2. Rub hands palm to palm;

3. Right palm over left dorsum with interlaced fingers and vice versa;
4. Palm to palm with fingers interlaced;
5. Backs of fingers to opposing palms with fingers interlocked;

6. Rotational rubbing of left thumb clasped in right palm and vice versa;
7. Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;
8. Rinse hands with water;

9. Dry hands thoroughly with a single use towel;
10. Use towel to turn off faucet;
11. Your hands are now safe.

All reasonable precautions have been taken by the World Health Organization to verify the information contained in this document. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the World Health Organization be liable for damages arising from its use.

WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2009
Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

For more information: www.cdc.gov/COVID19
Background
Many parts across the world are experiencing an expanding outbreak of respiratory illness (COVID-19) caused by a novel coronavirus (SARS CoV-2). This virus is spreading from person to person and the number of cases detected in the United States and many other countries is growing.

The risk of exposure is increasing for people who live in Washington state.

As new information emerges, please remind your community that the risk of novel coronavirus is not at all connected with race, ethnicity or nationality. Stigma will not help to fight the illness. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed coronavirus infection. Sharing accurate information during a time of heightened concern is one of the best things we can do to keep rumors and misinformation from spreading. The [CDC website](https://www.cdc.gov) is an excellent source of information.

What is a coronavirus?
Coronaviruses are a large family of viruses that usually cause mild respiratory illnesses such as the common cold. Some coronaviruses have caused more severe illness, such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). SARS-CoV-2 is a new coronavirus (responsible for COVID-19) that was not identified in humans before December 2019.

What are common symptoms of COVID-19 illness?
Patients with COVID-19 have had mild to severe respiratory illness with symptoms of fever, cough, and shortness of breath. It takes 2 to 14 days after a person gets the virus in their body to become ill. Novel coronavirus is new, and we are learning more each day about symptoms it causes and how long it takes for people to become sick.

How does the virus spread?
Most often, it is spread from person-to-person via respiratory droplets produced when an infected person coughs or sneezes, similar to how flu and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It’s currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Often, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest) but there is some indication of spread by individuals who are not exhibiting typical symptoms.

Who should seek medical evaluation for COVID-19?
Staff, and subcontracted individuals who are:

- Ill with a fever, cough, or difficulty breathing AND have traveled from an affected area in the last 14 days
- Ill with fever, cough, or difficulty breathing AND have been identified by Public Health as a recent close contact of a confirmed COVID-19 case or had recent close contact with someone who is being evaluated for COVID-19 infection.

What should I do if I suspect a staff member is at risk for COVID-19?
If a staff member, or administrative personnel meets the above criteria, it is important to place them in a private room away from others and ask them to wear a face mask. Immediately notify your local health department. They will provide...

If you need this document in an alternative format, call 800.525.0127 (for TDD/TTY call 711).
Should staff delay or suspend travel to affected areas?

- Check the CDC’s Traveler’s Health Notices for the latest guidance and recommendations for each country to which employees may travel. This can be found on the CDC website.
- Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow your company’s policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
- Encourage employees who travel to receive all recommended vaccinations, including influenza. It’s not too late to vaccinate.

What can I do to prepare for COVID-19 impacts to my workplace? Plan Now!

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. Identify and communicate objectives, including one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing effects on other entities in the supply chains. Some of the key considerations when making decisions on appropriate responses are:

- **Disease severity** (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located. Since the intensity of an outbreak may differ according to geographic location, local health officials may be issuing guidance specific to their communities.

- **Impact of disease on employees that are vulnerable** and may be at higher risk for adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.

- **Prepare for possible increased numbers of absences** due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
  - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
    - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
    - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
  - Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan.

As with any newly emerging infectious disease, knowledge evolves with time.

Early on, it is difficult to know the ways in which the disease spreads, how effectively it spreads from person to person, and how severe the infection is. We will continue to update the DOH novel coronavirus website as more information becomes available.
What can I do to prevent COVID-19 illnesses my workplace? Implement the Following Strategies Now!

- Actively encourage sick employees to stay home:
  - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
  - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Do not require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare providers may be extremely busy and not able to provide such documentation in a timely way.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

- Separate employees who become ill at work:
  - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- Emphasize respiratory etiquette and hand hygiene by all employees:
  - Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - Provide tissues and no-touch disposal receptacles for use by employees.
  - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
  - Advise employees to avoid touching their eyes, nose, and mouth with unwashed hands.
  - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
  - Visit the coughing and sneezing etiquette and clean hands webpage for more information.

- Perform routine environmental cleaning: (for more information, refer to CDC website for businesses)
  - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
  - No additional disinfection beyond routine cleaning is recommended at this time.
  - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
    - If you need this document in an alternative format, call 800.525.0127 (for TDD/TTY call 711).
Involve your Human Resources department or Employee Health for further guidance or under the following circumstances:

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Family medical leave or other legal contracts may apply.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Where can I turn for more information?

- [Novel Coronavirus Outbreak 2020](#), Washington State Department of Health
- [2019 Novel Coronavirus, Wuhan, China](#), Centers for Disease Control and Prevention
- [Guidance for Travelers](#), Centers for Disease Control and Prevention
- [OSHA guidance](#)
- [CDC Guidance for Businesses and Employers to Plan and Respond to COVID-19](#)
- [CDC guidance for Travelers and Airline Crew](#)
- [Planning for a coronavirus pandemic: A guide for businesses and organizations](#), Centers for Disease Control and Prevention
- [Resource List for WA State Businesses and Workers Impacted by Coronavirus](#)
- [Coronavirus and Health Insurance](#)
- [Stigma Reduction](#), Washington State Department of Health
- Washington State Department of Health novel coronavirus call center: 1-800-525-0127 and press #

If you need this document in an alternative format, call 800.525.0127 (for TDD/TTY call 711).
## Fort Worden Standard Cancellation Policies

<table>
<thead>
<tr>
<th>Partners</th>
<th>Accommodations</th>
<th>Venue/Meeting Spaces</th>
<th>Catering Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 90 days</td>
<td>First Night Room &amp; Tax</td>
<td>First Night Room &amp; Tax</td>
<td>50% of Deposit</td>
</tr>
<tr>
<td>15-89 Days</td>
<td></td>
<td></td>
<td>100% of Deposit</td>
</tr>
<tr>
<td>0-14 Days</td>
<td></td>
<td></td>
<td>Full Cost of contracted event</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Groups</th>
<th>Accommodations</th>
<th>Venue/Meeting Spaces</th>
<th>Catering Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>366 Days Prior</td>
<td>100% refund</td>
<td>100% refund</td>
<td>Cancellation policy is same as Partners</td>
</tr>
<tr>
<td>181-365 Days Prior</td>
<td>75% refund</td>
<td>75% refund</td>
<td></td>
</tr>
<tr>
<td>91-180 Days Prior</td>
<td>50% refund</td>
<td>50% refund</td>
<td></td>
</tr>
<tr>
<td>31-90 Days Prior</td>
<td>25% refund</td>
<td>25% refund</td>
<td></td>
</tr>
<tr>
<td>0-30 Days Prior</td>
<td>0% refund</td>
<td>0% refund</td>
<td></td>
</tr>
</tbody>
</table>

Note: Refund is % of total contracted amount

<table>
<thead>
<tr>
<th>Leisure</th>
<th>Accommodations</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>60 Days or Less</td>
<td>First Night Room &amp; Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner</td>
<td>Communications to Patrons or Guests</td>
<td>Measures Taken</td>
<td>Remote Work</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1 PDA</td>
<td>Account managers are communicating cancelation policies and rescheduling options (Sales)</td>
<td>• Enhanced Cleaning Protocols • Social Distancing • Reveille (takeout only, to be reviewed daily) • TAPS closure • FW is following Gov.’s proclamation to close restaurants and bars and to ban gatherings of 50 or more. New presidential recommendation is at 10. • Discreet tasks may be done remotely • Conference call use for multiparty meetings</td>
<td>Remote Work will be in place by Wed.</td>
</tr>
<tr>
<td>2 CAM (museum)</td>
<td>Reassignment of volunteers to non-public facing tasks</td>
<td>Closure</td>
<td></td>
</tr>
<tr>
<td>3 Centrum</td>
<td>Main website</td>
<td>• Remote work • Postponement and rescheduling of some events</td>
<td>Remote Work will be in place by Wed.</td>
</tr>
<tr>
<td>4 Commanding Officer Museum</td>
<td>Closed through April (Jefferson County Historical Society – all museums)</td>
<td>Closure</td>
<td>?</td>
</tr>
<tr>
<td>5 Copper Canyon Press</td>
<td></td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>6 Friends of Fort Worden (gift shop)</td>
<td>Reassignment of volunteers to non-public facing tasks</td>
<td>• Closure of gift shop • Postponement of Cliff Mass and Annual Meeting for Earth Week</td>
<td>Effective 3/13/20</td>
</tr>
<tr>
<td>7 Goddard</td>
<td>World Health Organization link on COVID-19</td>
<td>Canceled residential program</td>
<td></td>
</tr>
<tr>
<td>8 Madrona</td>
<td>Newsletter, Website</td>
<td>Closure with ONLINE CLASSES coming</td>
<td></td>
</tr>
<tr>
<td>9 PTMSC</td>
<td>Main website</td>
<td>• Museum and Aquarium Closure • Dinner/Auction canceled</td>
<td>Remote work under discussion</td>
</tr>
</tbody>
</table>
| 10 | PTSA | • Auction has gone online  
• Virtual Bioblitz under discussion | • Julie on site  
• Teresa in and out  
• Jenna remote  

**Working on:**  
• Access Zoom conferencing  
• Art safety kit, community members in art form talk about experience, show in October as a reflection of hope and rebuilding community  
• Virtual classes, online virtual exhibits; artist features and videos |
|---|---|---|---|
| 11 | PTSD #50 | Newsletter; website  
• Canceled school  
• Managing curriculum and prioritizing seniors  
• Managing Food distribution | School Closure Tues. 3/17/20  
Admin by email; offsite  

**Newsletter; website**  
• Canceled school  
• Managing curriculum and prioritizing seniors  
• Managing Food distribution |
| 12 | PTSW | New incoming students and programming? | Admin onsite or remote?  

**New incoming students and programming?**  
• Some concerts canceled.  
• Others limited in number  
• Concerts online with virtual tickets with good result |
| 13 | Rainshadow | | Ongoing  
Everett onsite; moved events online  

**Rainshadow**  
• Some concerts canceled.  
• Others limited in number  
• Concerts online with virtual tickets with good result |
| 14 | Washington State Parks | Website and State Parks and camping remain open.  
Changes to operations based on Inslee proclamation:  
• Museums closed at parks  
• Videoconferencing implemented | All Staff likely to be onsite; no laptops for remote work  

**Washington State Parks**  
Website and State Parks and camping remain open.  
Changes to operations based on Inslee proclamation:  
• Museums closed at parks  
• Videoconferencing implemented |
| 15 | Peninsula College | • Closure  
• Quarter wrapped up  
• Starting spring quarter in a distance education format  
• Social distancing for those supporting students and faculty at campus  
• Using technology where possible  
• Planned date of April 27 for onsite opening, pending COVID-19 developments | 3/17/20 | Anna is on site |

| 16 | KPTZ | | | Broadcasting on the hour on COVID-19 updates |

For postponement or cancelation of events that include accommodations, venues or food and beverage services, please call Sales General Extension 222 or email salesgroup@fortworden.org