



**AGENDA**  
**Board of Directors Meeting**  
**Fort Worden Public Development Authority (FWPDA)**  
**Wednesday, March 25, 2020 | 9:00 a.m. – 12:00 p.m.**  
**Conference Call**  
**Call In Information for Public Access at: <https://fortworden.org/category/pda-documents/>**

**Regular Board Meeting**

- I. Call to Order
- II. Changes to the Agenda
- III. Public Comment
- IV. Correspondence
  - A. February 18, 2020 Executive Committee Minutes
  - B. Cash Flow Report
  - C. March Employee Newsletter
  - D. Coordinating Committee and Operations Work Group (lease excerpt)
  - E. 2.28.20 Letter Re Peninsula College Foundation leadership change
  - F. *Peninsula Daily News* article: “Fort Worden Public Development Authority hoping for June glamping opening”
  - G. *Leader*: “Kilmer visits under-construction Makers Square”
  - H. *Leader*: “Fort Worden set to open first glamping sites this summer”
  - I. *Peninsula Daily News*: "PDA cuts in Jefferson County"
- V. 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
- VI. PDA’s COVID-19 Response
  - A. Staff Report
  - B. Board Discussion
- VII. Emergency Response Effort and Resolution 20-06 to Assist with the Protection of Public Health During the COVID-19
  - A. Staff Report
  - B. Board Discussion  
**Action:** Motion to approve **Resolution 20-06** recognizing the public health emergency due to COVID-19 and authorizing the Executive Director to respond to emergency management needs during the COVID-19 crisis
- VIII. Review and Discussion of Financials/Cash Flow Projections
  - A. Staff Report

B. Board Discussion

IX. Staff Report

- A. Current Construction Projects & Major Repairs
- B. Makers Square Update
- C. Audit Follow-up Regarding Foundation/PDA relationship
- D. Events Update

X. Public Comment

XI. Next Meetings

- Executive Committee Meeting: April 21, 2020, 9 a.m.
- Board of Directors Meeting: April 29, 2020, 9 a.m.

XII. Executive Session to review personnel matters in accordance with RCW 42.30.140 (4)

XIII. Adjourn



*Fort Worden*

— PORT TOWNSEND —  
A HISTORIC GATHERING PLACE

**APPROVED 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. He said the key action the board is taking is to form an ad hoc Finance and Audit Committee to provide oversight and recommendations on regular review of internal financial controls, processes, and policies.

**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.**

3/17/2020

<b>Monthly Cash Flow Projection</b>					
<b>Hospitality Services</b>					
	Projected				
	Feb	March	April	May	<b>TOTAL</b>
<b>1. CASH ON HAND</b>	176,463	137,907	(50,772)	(52,082)	
<b>2. CASH RECEIPTS</b>					
Lodging & Services	306,694	155,000	162,300	150,000	773,994
(Main Account (Payment- Owed)	0	0	0	0	-
Leases	4,200	25,000	10,000	10,000	49,200
From Advance Deposits			0	0	-
Loan or Other Cash Injection	0	0	0	0	-
Grants	25,000				25,000
<b>3. TOTAL CASH RECEIPTS</b>	335,894	180,000	172,300	160,000	848,194
<b>4. TOTAL CASH AVAILABLE</b>	512,357	317,907	121,528	107,918	1,059,710
<b>5. CASH PAID OUT</b>					
Personnel and Payroll Expenses	294,450	298,679	113,610	105,000	811,739
General Operating	80,000	70,000	60,000	60,000	270,000
Furniture-Fixtures-Vehicles					-
Leasehold Improvements					-
Fund/Account Repayment					-
Subtotal	374,450	368,679	173,610	165,000	1,081,739
Loan Principal Payment					
<b>6. TOTAL CASH PAID OUT</b>	374,450	368,679	173,610	165,000	1,081,739
<b>7. CASH POSITION</b>	137,907	(50,772)	(52,082)	(57,082)	
Difference from previous report	(15,556)	(119,235)	(80,545)		

**Previous Month Report**

<b>Monthly Cash Flow Projection</b>					
<b>Hospitality Services</b>					
		Projected			
	Jan	Feb	March	April	<b>TOTAL</b>
<b>1. CASH ON HAND</b>	334,135	176,463	153,463	68,463	
<b>2. CASH RECEIPTS</b>					
Lodging & Services	213,133	300,000	260,000	360,000	1,133,133
(Main Account (Payment- Owed)	0	0	0	0	0
Leases	9,269	10,000	10,000	10,000	39,269
From Advance Deposits	0	50,000	50,000	0	100,000
Loan or Other Cash Injection	0	0	0	0	0
Grants		25,000			25,000
<b>3. TOTAL CASH RECEIPTS</b>	222,402	385,000	320,000	370,000	1,297,402
<b>4. TOTAL CASH AVAILABLE</b>	556,537	561,463	473,463	438,463	2,029,927
<b>5. CASH PAID OUT</b>					
Personnel and Payroll Expenses	284,675	320,000	315,000	320,000	1,239,675
General Operating	95,399	88,000	90,000	90,000	363,399
Furniture-Fixtures-Vehicles					0
Leasehold Improvements					
Fund/Account Repayment					0
Subtotal	380,074	408,000	405,000	410,000	1,603,074
Loan Principal Payment					
<b>6. TOTAL CASH PAID OUT</b>	380,074	408,000	405,000	410,000	1,603,074
<b>7. CASH POSITION</b>	176,463	153,463	68,463	28,463	



# Fort Worden

— PORT TOWNSEND —

A HISTORIC GATHERING PLACE

TO DELIVER EXCEPTIONAL GUEST EXPERIENCES AND PROMOTE LIFELONG LEARNING OPPORTUNITIES

# Employee Newsletter

## March 2020

### **THING is BACK!**

Seattle Theater Group (STG) has just announced THING is returning to Fort Worden August 28, 29 and 30, 2020 (Friday, Saturday & Sunday respectively)!

\* The lineup will be unveiled mid-March.

\* Tickets go on sale March 20, 2020.

\* More information to come as plans and details develop.

\* An internal FAQ (Frequently Asked Questions) will be developed and shared with each department. Event details will also be in a calendar listing our website, [fortworden.org](http://fortworden.org). Visit [thingnw.org](http://thingnw.org) for more as well. We look forward to working with STG to make year two even better and build on what we planned in 2019 as everyone played such an important role in making the event a success!

### **CALLING ALL ARTISTS**

We have had an amazing response to our request to have an ALL employee art showcase in one of our outlets. Do you have a unique expression of art that you want to share with our guests? Please come and see HR for more information!

### **Hiring Season is here!**

We are already beginning our hiring for the busy season. Do you know someone that will be coming to the Port Townsend area for the summer and needs work? Do you go to school with someone who needs additional income? Have a friend or family member looking for a rewarding place to lay down roots? Please invite them to apply through our webpage – [www.fortworden.org](http://www.fortworden.org). Just scroll to the bottom of the page and click on "join our team". There you will find all open positions.



### **Where is Worden ?**

"Today's the day, be on your way – pass by chapel and Wheeler - don't delay!"

Worden's journey has just begun, from spot to spot he's sure to run.

He'll leave you hints here and there, but he's a trickster so beware.

In bursts of color that hang down low, find your trophy but don't be slow - other folks may be quick to bite, but the winner will win bragging rights!

So as you search, do so with care, for Worden isn't hidden just anywhere.

Smell the coffee, feel the warmth, Worden is waiting to be unearthed."

\*Worden is a painted rock that can be found somewhere on the Fort by solving this riddle. Bring the rock to HR to get your prize!

# Food & Beverage

Spring update

Spring is in the air and we are gearing up for our busy season here at the Fort! We are ready for the spring inspired cuisine changes:

## 🍷 Taps

🕒 12 Noon – 9PM

## 🍷 Hot Menu Items

- 🍷 Guardhouse Smoked Potato Skins
- 🍷 Sofrito Empanadas
- 🍷 Pilsner Smoked Salmon
- 🍷 Guardhouse Wings
- 🍷 Smoked Chicken Flatbread

## 🍷 Happiest of Hours

- 🕒 3:30 PM – 5:30 PM
- 🍷 Happy hour prices on select menu items
- 🍷 \$4.00 drink specials

## 🍷 Cablehouse Beach Canteen

🍷 COMING SOON



## 🍷 Reveille

- 🍷 New Brunch Sundays
- 🍷 8 AM- 2 PM
- 🍷 All new menu!
- 🍷 Reservations encouraged
- 🍷 Australian Wine Dinner on March 19th – 6 course tasting menu paired with wines from Australia. Reservations encouraged
- 🍷 New lunch menu items

## OYSTER FACTS

1. Not all oyster species produce pearls.
2. Oysters clean the water – between 30 & 50 gallons of water a day.
3. Oysters taste better in the Winter – because oysters spawn in the summer
4. Oysters pair well with Absinthe – experts believe the combination of briny, mineral rich oysters and the soft fennel and mint of Absinthe are a perfect match!



## Employee of the Month CHEF Cliff

Chef Cliff Heater came to us in September of 2018 and has moved up and into the position of Chef De Cuisine. Cliff has been cooking for over 35 years! His father was an executive chef, and cliff is following in his footsteps. His passion is riding motorcycles. He has established himself as the “go-to” person in the F&B department. Please be sure to congratulate him when you see him!

### Anniversaries (March)

<b>Matt Bellah</b>	1-year	March 1, 2019
<b>Tanner Clemmons</b>	1-year	March 4, 2019

We are happy to introduce Todd Blankenship to the HR office. Todd is taking on the task of the HR assistant role. He brings a lot of knowledge and hands on experience to the position. Eventually Todd will be your contact for all things GUSTO and TSheets, but for now he is learning the systems and getting adjusted to the Fort. Please feel free to stop into the HR office and introduce yourself!

Thank you from the HR Team in Building 298!

Holly Height – HR Manager, [Hheight@fortworden.org](mailto:Hheight@fortworden.org), 360-344-4400 ext. 122

Todd Blankenship- HR Assistant, [Tblankenship@fortworden.org](mailto:Tblankenship@fortworden.org), 360-344-4400 ext. 110

## **COORDINATING COMMITTEE AND OPERATIONS WORK GROUP**

### **5.1 Coordinating Committee**

5.1.1 Operation and management of the Campus shall be monitored and reviewed by the Coordinating Committee, which shall be comprised of five (5) members. The members shall include two (2) representatives from the PDA, two (2) representatives from Commission, and one (1) at-large member. The two PDA representatives shall include the Campus Manager and a PDA Board member to be designated by the PDA Board on an annual basis. The PDA Board member representative shall not serve on the board of any Partner Group organization. The two Commission representatives shall include the Fort Worden Park Manager and a State Parks Assistant Director or his/her designee. The at-large representative shall not be an elected official, PDA Board member, Partner Representative, or current member of the Commission. The Coordinating Committee shall nominate the at-large member to the Director and the Chair of the PDA Board. The by-laws for the Coordinating Committee will describe criteria for its nomination of the at-large member. An at-large member serves a two (2) year term with, upon the mutual consent of the Director and the Chair of the PDA Board, the potential for two (2) extensions of two (2) additional years, each for a maximum total term of six (6) years. The Coordinating Committee will strive for solutions and recommendations that clearly support the spirit and intent of this Lease and the long-term success of Fort Worden State Park and the lifelong learning center concept. The at-large member is a voting member only when the PDA and Parks representatives cannot reach consensus on an issue.

5.1.2 The Coordinating Committee will serve as a forum dedicated to cooperation and collaboration between the Parties to ensure (i) communication between the parties to this Lease and local stakeholders and (ii) the development of financial and policy recommendations to Tenant and Commission. The role of the Coordinating Committee is advisory, except as otherwise provided in this Lease. Specifically, the Coordinating Committee may:

5.1.2.1 Recommend changes to the existing Property and facility plans, or policies previously adopted by Commission;

5.1.2.2 Recommend and forward legislative initiatives to Tenant and Commission;

5.1.2.3 Review and recommend the annual maintenance plan submitted by the Operations Work Group;

5.1.2.4 Recommend capital projects list to Commission and Tenant;

5.1.2.5 Provide advice on capital project proposals that are under consideration by Tenant or Commission;

5.1.2.6 Recommend capital improvement and major maintenance priorities and allocation of funds from the PDA managed Capital Fund;

5.1.2.7 Monitor and evaluate, on an annual basis, compliance with this Lease; and

5.1.2.8 Address and seek resolution of disputes or other issues from the Operations Work Group or other affected Fort Worden State Park stakeholders.

5.1.3 Meetings of the Coordinating Committee shall be set on a quarterly basis or may be called as needed by either the Tenant Chairperson or the State Parks Assistant Director. Meetings shall be noticed and open to the public in a manner consistent with the State Open Public Meetings Act. The Coordinating Committee shall hold at least one (1) annual public meeting to report on its activities and to receive stakeholder and public comments.

## 5.2 Operations Work Group

5.2.1 The parties shall cooperate to form an “Operations Work Group,” which shall be a staff-level working group comprised of the Park Manager, the Campus Manager, and one representative from the group of major tenants upon the Campus (the “Partners Group”) as appointed by the Partners Group.

5.2.2 The Operations Work Group shall be responsible for coordination of day-to-day operations, maintenance, and property management issues on the Campus under the terms and conditions of this Lease. Specifically, the Operations Work Group shall work in a collaborative manner to:

5.2.2.1 Monitor day-to-day compliance with the Lease;

5.2.2.2 Develop and recommend an annual Maintenance Plan for facility maintenance and repair to the Coordinating Committee;

5.2.2.3 Coordinate operations and maintenance duties to implement the Maintenance Plan;

5.2.2.4 Prepare an annual Maintenance Report that describes the tasks, priorities, uncompleted tasks, and any issues encountered in carrying out the annual Maintenance Plan;

5.2.2.5 Identify, prioritize, and recommend capital facility improvements and major maintenance needs to the Coordinating Committee;

5.2.2.6 Seek resolution of any grievances or tenant/visitor disputes affecting day-to-day operations; and

5.2.2.7 Facilitate communication and cooperation among the Parties in the operation of the Campus pursuant to this Lease.

5.2.3 Decisions of the Operations Work Group shall be made on a consensus basis. If a consensus cannot be reached, any unresolved issue shall be forwarded to the Coordinating Committee for resolution.

5.2.4 The Operations Work Group shall meet bi-weekly, or as needed.



February 28, 2020

Port Townsend PDA  
Dave Robison  
200 Battery Way  
Port Townsend, WA 98368



Dear Dave and the PDA Board,

The Executive Committee of Peninsula College Foundation has important news to share.

The Foundation has experienced tremendous growth during the past six years, as you may know. Our support for students and the excellent programs at Peninsula College provide opportunities for educational pathways and job training for employers in our region. We are continuously reminded of the value of our College when donors share personal stories of PC graduates who have provided medical care for them or their loved one... or fixed their car, designed a website, provided accounting services, and more.

We have been fortunate in these years to have a skilled and effective Executive Director in Getta Rogers Workman. She inspires our work and helps expand support for students and College programs.

With Getta at the helm, our endowments increased nearly five-fold and our total funds have grown 400 percent. We serve more students than ever and fund more program needs. We have made a promise to our donors that 100 percent of their giving goes to its intended purpose – we do not collect a gift fee on any contributions, large or small.

Our important news is that Getta will be retiring from the Foundation on December 31. She shares our pride in our organization and our confidence that we are eminently capable of welcoming opportunities that come with change. Our Foundation Board is steadfastly committed to the Foundation and College, and we have begun a thoughtful leadership transition to assure ongoing success.

Because of your connection to our College community, we wanted you to know of Getta's departure, and equally important, of our appreciation for all that she has done for students and programs at the College.

The Executive Director position will be posted on the college website ([www.pencol.edu](http://www.pencol.edu)) later this year. Anyone with questions about this position can contact Krista Francis, Peninsula College Director of Human Resources, at (360) 417-6212 / [kfrancis@pencol.edu](mailto:kfrancis@pencol.edu). Questions for the Foundation's Executive Committee can be directed to Board Secretary John "Mert" Marrs at (360) 776-6675 / [marrsman@earthlink.net](mailto:marrsman@earthlink.net). Getta is also available at (360) 417-6400 / [grogers@pencol.edu](mailto:grogers@pencol.edu).

We look forward to the next chapter for Peninsula College Foundation, and we are excited for you to be part of it.

Sincerely yours,

  
Paul Cunningham, MD  
President

  
Jeanne Martin, CPA, Retired  
Treasurer

  
John Merton Marris, Ph.D.  
Secretary

  
Joe W. Floyd, Ph.D.  
Past President

  
Jen Gouge, Retired Faculty  
Board Development  
Committee Chair

  
S. Brooke Taylor, Retired Judge  
Founding Member

  
Dave Neupert, Judge  
Board Member



Members of the Friends of Fort Worden, the Fort Worden Public Development Authority and the Fort Worden Coordinating Committee enter a glamping tent. (Zach Jablonski/Peninsula Daily News)

# Fort Worden Public Development Authority hoping for June glamping opening

Development on \$2 million luxury campsite area started in 2015

By Zach Jablonski

Monday, March 2, 2020 1:30am | [NEWS](#) [JEFFERSON COUNTY](#)

**PORT TOWNSEND** — The Fort Worden Public Development Authority's Glamping Project is on its way to opening for its inaugural season.

Officials tentatively hope to have the luxury campsites open for reservations in June.

The approximately \$2 million luxury campsite project has been in development since 2015. The Public Development Authority (PDA) approved of a \$2 million bond with Kitsap Bank to begin construction in [June 2019](#).

Nineteen tent structures are being built; 15 of the tents will have electricity, water and sewage including a toilet, sink and shower, and will be heated by electric heaters, said David Robison, PDA executive director.

In addition the area will offer four rustic tents without bathrooms, and one central gathering structure with bathrooms.



Fort Worden facility workers prepare the foundation of another glamping tent location. (Zach Jablonski/Peninsula Daily News)

“These tents should last ten years,” Robison said. “It’s coming together.”

Once the tents are open, Robison expects the rental season to be between April and October.

“But we’ll have the flexibility to open it sooner depending on weather,” he said.

The PDA is conducting a market study to determine the best per night rate for rent. Robison estimated the cost would be between \$169 to \$199.

Construction of the tents has been a tag-team effort. Nordland Construction won a \$650,000 contract to install the water and sewer infrastructure for the sites. Fort Worden’s facility team has been managing the construction of

the foundation and tents. And a separate contractor has been connecting the build sites to the infrastructure built by Nordland, Robison said.

Robison hopes that the new attraction will draw more people to the historic park.

“It really enhances the portfolio of overnight accommodations,” Robison said. “It should attract new clientele and become an important part of our financial sustainability.

“What glamping does is essentially gives us one-bedroom units to rent.”

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Jefferson County reporter Zach Jablonski can be reached at 360-385-2335, ext. 5, or at [zjablonski@peninsuladailynews.com](mailto:zjablonski@peninsuladailynews.com).



Members of the Friends of Fort Worden, the Fort Worden Public Development Authority and the Fort Worden Coordinating Committee tour one of the glamping tents that is still under construction. (Zach Jablonski/Peninsula Daily News)

# The Leader

(/)  
Monday, March 2, 2020

MAIN MENU



## Kilmer visits under-construction Makers Square

**Kilmer warns federal budget cuts could endanger local development**



(/uploads/original/20200224-182657-Elevator\_edit.jpg)

J.S. Rep. Derek Kilmer examines the old pulley elevator in Building 305 at Fort Worden's Makers Square. Once construction is complete, the refurbished building will be ADA-accessible.

LEADER PHOTO BY KIRK BOXLEITNER



Posted Saturday, February 29, 2020 9:07 pm

## Kirk Boxleitner

[kboxleitner@ptleader.com](mailto:kboxleitner@ptleader.com) (mailto:kboxleitner@ptleader.com)

J.S. Rep. Derek Kilmer, of Washington state's 6th congressional district, got to observe the construction of Fort Worden's Makers Square firsthand on Feb. 20, when he visited the site and informed his constituents how developments in Washington, D.C. could impact their endeavors.

Kilmer was escorted through Buildings 305, 308 and 324 by "the two Daves" — David Robison, executive director of the Fort Worden Public Development Authority, and David Opp-Beckman, director of facilities and capital projects for the Fort Worden PDA.

Kilmer helped secure a \$500,000 grant for the project to restore one of the historic buildings through the "Save America's Treasures" grant, but he warned Robison and Opp-Beckman that the "Save America's Treasures" program has been targeted for elimination by the White House's detailed budget request to Congress for fiscal 2020.

Robison said that Building 305, the oldest at Fort Worden, was built in 1905 as the Quartermaster Storehouse, and will serve as the nucleus for new arts, culture and education programs on campus, while Buildings 308 and 324, which were also built in the 1900s for storage, should be able to support workshop and studio spaces for artists and art organizations, after being rehabbed to meet modern building codes.

Ironically, while neither Buildings 308 nor 324 had water or sewer connections, an estimated 500 toilets were discovered in Building 308 when renovations began, earning it the nickname "the porcelain palace."

With \$1.3 million in work left to do, Opp-Beckman eagerly anticipates infrastructure upgrades to not only install heating systems and eliminate overhead power lines, but convert the buildings' previous side canopies into ADA-accessible decks that could host outdoor covered classes and performances.

"A key feature of the historic preservation has been putting the loading docks back onto the buildings," Robison said.

Robison identified KPTZ 91.9 FM, which supplied \$750,000 in funds for tenant improvements, as the below-ground tenant of Building 305, which Opp-Beckman explained would be upgraded to accommodate the needs of a radio station broadcasting 24 hours a day, seven days a week.

At the same time Opp-Beckman touted the musical performance room and acoustic measures installed for the radio station in Building 305, as well as the spaces for classes, lectures and receptions that all three buildings would boast on their main floors, Robison called Kilmer's attention to the long hallways that will run the length of each building, serving as showcases for both artwork and exhibits that tell the history of Fort Worden.

"We've salvaged a lot of what we've found in these buildings for future use, including the bi-parting barn doors," Opp-Beckman said. "We have patches on the walls that aren't pristine, to let the history bleed through."

A number of names have been found graffitied on the buildings' interiors, and when possible, have been kept as part of the buildings' history.

The upper attic level of Building 305 will serve as open gallery space, overlooking the main floor at both ends to provide a “visual connection” between the two floors.

Prior to major construction, the PDA had to spend \$50,000 in bat guano cleanup of the attic space.

Robison also expressed pride in being able to hire graduates of the Port Townsend School of Woodworking and the Northwest School of Wooden Boat Building to work on the restoration of the original windows in the buildings, thereby serving as a hands-on learning lab for historic preservation techniques and training crews to undertake other window restoration projects across campus.

When asked about the possibility of unearthing Native American remains, Robison emphasized they have taken appropriate measures as necessary, but also pointed out that the grounds of Fort Worden have been so heavily modified over time, due to its use as a military fort, that the possibility is unlikely.

Kilmer was impressed that Fort Worden receives 1.5 million visitors per year, and reiterated his concerns about the possible loss of Save America’s Treasures monies, especially when Robison noted that Fort Worden still has 12 historic buildings with roughly “\$100 million in deferred maintenance.”

Kilmer spent that afternoon conducting a roundtable discussion at the Commons in Fort Worden to hear from Port Townsend-area artists and art-advocates, which will be covered in the March 4 issue of The Leader.

## Comments

NO COMMENTS ON THIS STORY | [ADD YOUR COMMENT](#)

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## OTHER ITEMS THAT MAY INTEREST YOU

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**Centrum’s ‘Communiversity’ continues with profile of Northern Indian classical music** (</stories/centrums-communiversity-continues-with-profile-of-northern-indian-classical-music,67995>)

**Creative Aging Conference aims to aid attendees in leaving lasting legacies** (</stories/creative-aging-conference-aims-to-aid-attendees-in-leaving-lasting-legacies,68000>)

**Boat school exec selected for national entrepreneurship program** (</stories/boat-school-exec-elected-for-national-entrepreneurship-program,67861>)

**Remembering Daniel ‘3D’ Deardorff: Musician, mythologist, pioneer for disability accommodations** (</stories/remembering-daniel-3d-deardorff-musician-mythologist-pioneer-for-disability-accommodations,67862>)

# The Leader

(/)

Thursday, March 12, 2020

MAIN MENU



## Fort Worden set to open first glamping sites this summer



(/uploads/original/20200310-142425-Tent.jpg)

The Fort Worden State Park “glamping” tents come with amenities ranging from sustainable hardwood floors and sitting decks to tables, tables, furniture for your clothes and queen-size beds.

Posted Wednesday, March 11, 2020 3:00 am

## **Kirk Boxleitner**

**[kboxleitner@ptleader.com](mailto:kboxleitner@ptleader.com) (<mailto:kboxleitner@ptleader.com>)**

Fort Worden State Park is taking advantage of its earlier history to offer a trendy recreational services to visitors.

Unlike the more rustic camping that previous generations grew up with, “glamping,” or “glamorous camping,” offers upscale accommodations to those interested in getting back to nature.

In the case of Fort Worden’s 19 planned glamping sites, this means permanently erected tents covering roughly 1,400 square feet each, sustainable hardwood floors, and water, sewer and electrical lines, although only 15 of the 19 sites will come equipped with actual bathrooms. Two of the sites will be ADA-accessible.

Fort Worden Public Development Authority Executive Director Dave Robison and Glamping Specialist Rob Graye explained that the installation of the sites is proceeding in three phases, the first of which saw Nordland Construction install water, sewer and electrical last summer and early fall for roughly \$670,000, while the second and current phase kicked off in December, and will conclude with the opening of the 15 bathroom-equipped tents this June.

The third and final phase will not only wrap up the remaining four tents, but will also complete an events center serving the glamping site. Not only can events at the center be catered by the fort, but the fort will provide catered meals to individual campers, that they can cook at their tents.

Robison said the tents are coming from the Tukwila-based Rainier Industries, which also supplied tents to area prospectors during the Gold Rush of the 1880s.

Those who opt to go glamping at Fort Worden will have far more cozy places to lay their heads, since each tent includes a deck to set their chairs, complete with “a great view,” as well as a futon and table inside where they can socialize and relax, a queen-size bed and furniture where they can store their clothes.

“It’s incredibly luxurious,” Robison said. “I stayed at a place in Friday Harbor that had the exact same accommodations that we’ll be offering here.”

Although Fort Worden already has a host of beds, Robison pointed out that most are in larger houses that come with roughly three to six bedrooms each, so by installing a glamping site, the fort is adding 19 one-bedroom units, and serving a different niche.

“Glamping is a huge trend in hospitality across the country,” Robison said. “And we offer you the opportunity to do it in a state park. People who go glamping usually want to go hiking, biking or walk on the beach, and we’ve got all three, right here.”

Robison said the plans for their glamping sites were influenced by Friday Harbor, since Fort Worden was originally slated to offer 15 tents without bathroom facilities.

“But when we talked with the folks over at Friday Harbor, they said the sites with bathrooms always sell out first,” Robison said.

Perhaps best of all, each of the 19 tent sites and the events center are being built where the fort once housed military personnel and equipment during World War II.

“They originally had water and sewer lines, so we just had to restore those,” Robison said. “The events center was the mess hall. It’ll have a courtyard and a fireplace. When you look at the history of Fort Worden, it seems appropriate that we’re going back to tents.”

390

## Comments

COMMENTS ON THIS STORY | ADD YOUR COMMENT

**Dage Corvish**

1400?

ESTERDAY AT 5:30 PM

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**Marge samuelson**

Maybe they can use them to quarantine coronavirus victims. Know how many soldiers died at Fort Worden of the Spanish Flu in 1918/1919? People in close quarters tend to spread the disease, luckily for the town they were quarantined and bodies shipped home. Good luck!

ESTERDAY AT 8:34 PM

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## OTHER ITEMS THAT MAY INTEREST YOU

**Drawing on her hometown for inspiration (/stories/drawing-on-her-hometown-for-inspiration,68244)**

**At the end of the day, it’s all just knits and purls’ (/stories/at-the-end-of-the-day-its-all-just-knits-and-purls,68245)**

**Wave false alert remains mystery after ‘residual’ message airs again (/stories/wave-false-alert-remains-mystery-after-residual-message-airs-again,68246)**

**Flames destroy mobile home at Jefferson County Fairgrounds (/stories/flames-destroy-mobile-home-at-jefferson-county-fairgrounds,68249)**

# COVID-19 prompts free bus rides, PDA cuts in Jefferson County

By Zach Jablonski

Thursday, March 19, 2020 6:22pm | [NEWS](#) [CORONAVIRUS](#) [JEFFERSON COUNTY](#)

PORT TOWNSEND — In response to the COVID-19 pandemic, the Jefferson Public Transit Authority has made bus rides fare free until further notice and are having riders who do not need to use the lift or ramp to enter from the back door of the bus, officials said.

Jefferson Transit Authority's customer service and administrative lobby is closed to the public and representatives can be reached by phone at 360-385-4777 Monday through Friday from 8 a.m. to 5:15 p.m., officials said.

The Fort Worden Public Development Authority (PDA) has cut operations and have placed 65 employees on standby as of Wednesday, and have laid off 10 who were ineligible for standby, said Dave Robison, executive director, on Thursday.

Both PDA restaurants have been closed and the PDA has a crew of 14 working on critical operations so that operation can resume quickly once safe to do so, Robison said.

The temporary staff reduction is expected to last into May, he added.

"This was a very difficult decision," Robison said. "Our employees are dedicated to Fort Worden and our partners and customers, and we look forward to bringing them back as soon as possible.

"But right now we are in a crisis and Washington state is at the epicenter of this country's outbreak."

The remaining crew at Fort Worden will offer limited hospitality and public services; it is still open for visitors who want to rent overnight accommodations.

Some staff are fielding phone calls and working with customers who have reservations for conferences and other gatherings at Fort Worden, and helping them to reschedule their events to later in the year or into 2021, said Robison.

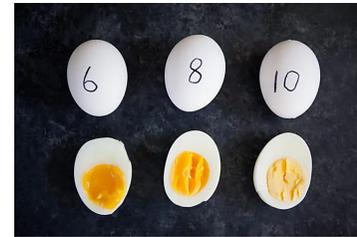
Fort Worden State Park remains open. Visitors can still access the beach, bunkers and other park amenities with a Discover Pass or day-use pass.

## Recommended for You



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Sponsored | CNN...



**Fatal collision reported at U.S. Highway 101 near Sequim**



**Portions of North Olympic Peninsula hammered with several feet of snow**



**DRAFT Minutes**  
**Board of Directors Meeting**  
**Fort Worden Public Development Authority (FWPDA)**  
**Wednesday, February 26, 2020 | 9:00 a.m. – 12:00 p.m.**  
**Commons B, Building 210, Fort Worden**

- ❖ **Action:** Motion to approve the February 26, 2020 Board Meeting Minutes. **Unanimously approved**
- ❖ **Action:** Motion to approve Resolution 20-04 authorizing the establishment of a Finance and Audit Committee as an ad hoc committee of the PDA board and to appoint board members Todd Hutton, Jeff Jackson, Cindy Finnie, and Herb Cook to the committee. **Unanimously approved**
- ❖ **Action:** Motion to approve Resolution 20-05 adopting the 2020 Operating and Capital Fund Budget. **Unanimously approved**
- ❖ **Action:** Motion to endorse Todd Hutton’s letter to the programming partners negotiating team in substantially the same form as presented to board members. **Approved with eight votes in favor and one vote opposed**
- ❖ **Action:** Motion to direct staff to address points in the February 21 memo from the programming partners negotiating team that are not about lease terms, conditions and rates. **Unanimously approved**
- ❖ **Action:** Motion to direct staff to cancel today’s lease negotiation meeting to give partners time to read the letter from the PDA. **Unanimously approved**

**Regular Board Meeting:**

- I. **Call to Order:** 9:00 a.m.
- II. **Attendance & Staff Introductions**

**Fort Worden PDA Board Members:** Norm Tonina, Todd Hutton, Cindy Finnie, Gee Heckscher, Jane Kilburn, Herb Cook, Lela Hilton, Terry Umbreit (by phone), Jeff Jackson (by phone)

**Staff:** Dave Robison, Diane Moody, Rufina Garay, David Beckman, Joan Rutkowski

**Public/Staff Guests:** Leah Mitchell, Rob Birman, Peter West, Owen Rowe, David Goldman, Bill Drath, Rebecca Holbrook, Lisa Werner, Claude Manning, Sara Aruguete, Aletia Alvarez, Renee Klein, Daniele Costello, Azuriel Mayo, Lane DeCamp, Sonya Baumstein, Cody Griffith

Marketing and Sales Director Cody Griffith introduced Rebecca Holbrook (Front Desk Guest Services) and Azuriel Mayo (Guest Experience Agent)

Board Co-Chair Norm Tonina announced that at the end of the meeting the board would go into executive session for approximately one hour to review general lease terms and conditions that comply with the appropriate RCWs.

## **Public Comment**

Rob Birman, Centrum's Executive Director, introduced Leah Mitchell, Centrum's new board chair.

## **III. Correspondence**

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

## **IV. Consent Agenda**

Review and approval of regular Board meeting minutes, February 26, 2020

**Action:** Motion to approve the February 26, 2020 Board Meeting Minutes. **Unanimously approved**

## **V. Maestro Property Management Presentation**

### **A. Staff Report**

Chief Financial Officer Diane Moody provided an update on the transition to Maestro, which is the PDA's new property management system. She introduced Sanjiv Parmar, who has been training PDA staff in how to use Maestro. Parmar provided an overview of the system, which Moody said is much more efficient than the PDA's former system and can provide many more detailed reports that will help support operational decisions.

### **B. Board Discussion**

Board members expressed appreciation for the new system's features. It was noted that the improved system costs 10% more than the previous system, and its features and efficiency will lead to operational savings that will more than offset the cost.

## **VI. Resolution 20-04 Authorizing Establishment of an Ad Hoc Finance and Audit Committee**

### **A. Board Report**

Treasurer Jeff Jackson provided an overview of the results from the State's audit of the PDA's 2016 and 2017 financial statements and accountability measures. The audit team presented the results at the February Executive Committee meeting, and the audit report has been shared with the full board. Jackson said the report's finding regarding inadequate controls over financial statement reporting reflect a few issues, including the PDA not having adequate systems in place in 2016 and 2017 for accounting that became more complicated as the PDA grew. This includes incorrectly classifying unrestricted and restricted funds. The PDA has provided a written response (see board packet) 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). Jackson said staff and board members understand the errors that were made. 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. If passed, Resolution 20-04 would establish a Finance and Audit Committee as an ad hoc committee of the Board of Directors. Jackson said the Executive Committee has historically served as an audit committee and the board should have set up a more formal audit committee sooner. He said the ad hoc committee could provide a second layer of review before statements are submitted for future audits.

### **B. Board and Staff Discussion**

Board co-chair Todd Hutton said the board has concerns about the findings and expects that the underlying issues have been resolved. Moody said errors have been fixed. Robison added that staff will be attending advanced training in GAAP accounting. Hutton also noted that there is a difference in staff and the audit team's interpretations of how some financial activity should be

classified and on the relationship between the Foundation and the PDA. PDA staff are working with state auditors to further assess the nature of the relationship between the PDA and the Foundation to reach a final conclusion about whether the PDA financial reports need to include the Foundation's financial activity. Robison said the Fort Worden Foundation was modeled on the Pike Place Foundation's relationship to the Pike Place Market, and the entities keep separate books. Hutton said the audit team admitted that they did not necessarily support some of the Pike Place PDA financial practices. Hutton said the ad hoc committee will provide a more formal mechanism for reviewing financials, and the responsibilities are clearly laid out in the resolution. Jackson would serve as the committee's chair. Currently, the PDA bylaws only allow for one standing committee, which is the Executive Committee. If the bylaws change, the Finance and Audit committee could become a standing committee, Hutton said.

**Action:** Motion to approve Resolution 20-04 authorizing the establishment of a Finance and Audit Committee as an ad hoc committee of the PDA board and to appoint board members Todd Hutton, Jeff Jackson, Cindy Finnie, and Herb Cook to the committee. **Unanimously approved**

## **VII. Review and Discussion of Financials**

### **A. Staff Report**

Moody presented a report on revenue and expenses for January, showing net revenue at - \$218,872. She said operating expenses for January are about \$15,000 under budget.

Reimbursements for grant-funded projects should arrive soon and will help net revenue, she said.

### **B. Board Discussion**

Discussion was deferred to the budget presentation.

## **VIII. 2020 Operating and Capital Fund Budget Review and Resolution 20-05 to adopt 2020 Operating and Capital Fund Budget**

### **A. Staff Report**

Moody and Finance Director Sonya Baumstein provided an overview of revenue and expense activity since PDA operations began in 2015. Moody said the PDA ended 2019 at a deficit, and over the last several weeks the finance team has worked with individual board members to examine how the business model can provide sustainability over the long run. Moody and Baumstein summarized how the PDA will decrease expenses and increase revenue in 2020 (see agenda packet on website). The hospitality services budget will include grounds maintenance, and facility maintenance will be moved out of the budget into the budget for funded capital improvement projects. Maintenance projects will not happen until funding is secured, Moody said. Other cost saving measures include no wage increases for the executive team, closing Taps for lunch through April, and capping food & beverage personnel costs. Glamping is expected to come online in late May and is projected to bring in \$370,000 in 2020, which will help offset losses from the temporary closure of NCO Row and Officers Row for State Parks infrastructure projects. Moody said the budget team also deeply analyzed food and beverage operations to make sure the net revenue increases, and this included looking to increase the cost of meal plans for partner events because they currently just pay cost while off-campus organizations are priced with a net margin. With these and other measures, the draft hospitality budget ends with approximately \$192,000 in net revenue. Moody also reviewed the draft capital improvements project budget, which is \$6,401,065.

### **B. Board Discussion**

Board members discussed some of the measures that have shaped the draft hospitality budget beyond earlier predictions of a deficit budget. Board member Cindy Finnie applauded the team's work at a time when creative reductions are happening throughout the industry due to economic challenges. Jackson said he feels good about the budget from a self-help perspective, but everything needs to go as planned for it to succeed. He said unforeseen maintenance needs will have a dramatic impact on the budget. The underlying model needs to change with the help of stakeholders, Jackson said. Board co-chair Norm Tonina recommended that staff consider adding a \$75,000 contingency fund for emergency maintenance needs that arise across campus. Board members agreed with the recommendation, which would reduce the budgeted net income to approximately \$117,000.

**Action:** Motion to approve Resolution 20-05 adopting the 2020 Operating and Capital Fund Budget. **Unanimously approved**

## **IX. Staff Report**

### **A. Construction Projects & Major Repairs**

Capital Projects Director David Beckman provided a status update on Parks projects happening on campus and PDA projects.

### **B. 10-Year Unified Capital Plan**

Robison said the Fort Worden Coordinating Committee will meet on Friday to consider approving the annual maintenance report, the 2020 Maintenance Plan, and the 10-year Unified Capital Plan. State Parks staff and PDA leaders are negotiating priorities for the 10-year plan.

### **C. Legislation Affecting Fort Worden**

Robison referred the board to the written testimony he submitted to the House Capital Budget Committee in support of House Bill 2352, which would strengthen funding for the Building for the Arts Program and increase the matching funds requirement, and Senate Bill 6252/House Bill 2601, both of which would remove the requirement for unanimous approval of long-term leases and replace it with an affirmative majority vote by the Parks and Recreation Commission.

### **D. Makers Square Update**

Robison described the effort to secure funding to finish phase one of Makers Square. A second round of grants awarded from the Building for the Arts and Heritage Capital Project programs are inaccessible because they were meant for work that was done early in the construction process to qualify for historic tax credits. Robison said he is working to get the funds reappropriated by the legislature, and the process is going well.

### **E. 3-Year Operating Pro Forma**

Robison said PDA staff are working with a consultant to build a proforma template for hospitality, facilities maintenance, and capital improvement projects. It will be presented to the board when ready.

### **F. Port of Seattle Grant**

Griffith informed the board that the PDA has been awarded \$9,000 of a \$10,000 maximum grant distribution from the Port of Seattle's 2020 Marketing Tourism Grant. She said it will be used to promote glamping in the Alaska Airlines Beyond inflight magazine.

### **G. Events Update**

Robison announced that the PDA has entered into a contract with Seattle Theater Group (STG) for a three-day summer event. Based on last year's THING, which showed that the campus can accommodate more people, STG is expanding per-day ticket sales from 5,000 to 6,500. Robison said work has begun to see if camping and park and ride options can be expanded. PDA staff will again work with the Neighborhood Advisory Committee on measures to minimize noise and traffic in the neighborhood. As for the 4th of July event, Robison said it will again involve a laser light show instead of fireworks and other activities will include increased options for children activities.

#### **H. Leasing Update**

Garay referred the board to the notice given to Newport Academy regarding their breach of agreement and the termination of the agreement for their office space at Fort Worden. The letter notes that Newport Academy hasn't met their commitment to utilize the premises and several Fort Worden campus services in the operation of its behavioral health operations. Garay said the termination shows the accountability the PDA seeks from residential partners. As for the process to finalize the lease with KPTZ, Garay said current work includes the early stages of calculating the common area maintenance cost. Lease negotiations with the partner representatives has included conversations about indemnification language and continued analysis of the updated appraisal, she said. Robison added that the agenda packet includes a recent memo from the partner negotiating team and some of those lease rates and terms will be the subject of executive session.

#### **I. Fort Worden Collaborative Planning Process**

Robison referred the board to the notes from the first Fort Worden Collaborative session. He said the second session has been postponed because of the current focus on finalizing the PDA budget as well as the unified capital plan for Friday's Fort Worden Coordinating Committee meeting.

#### **X. Public Comment**

Centrum Executive Director Rob Birman offered to meet with PDA leadership if desired.

#### **XI. Executive Session**

At 11:25 a.m. Tonina announced that the Board will enter into an executive session to review general lease rates and terms in accordance with RCW 42.30.110(c). He said the board would not take any action during the session, which he expected to last for one hour but may take action when the board reconvenes back into the regular meeting.

#### **XII. Regular Meeting Resumes**

Tonina reopened the board meeting at 12:40 p.m.

**Action:** Motion to endorse Todd Hutton's letter to the programming partners negotiating team in substantially the same form as presented to board members. **Approved with eight votes in favor and one vote opposed**

**Action:** Motion to direct staff to address points in the February 21 memo from the programming partners negotiating team that are not about lease terms, conditions and rates. **Unanimously approved**

**Action:** Motion to direct staff to cancel today's lease negotiation meeting to give partners time to read the letter from the PDA. **Unanimously approved**

Tonina invited public comment. No comment was given.

**XIII. Regular Meeting Adjourned at 12:45 p.m.**

*Board Packets and PowerPoint Presentations are available on our website at:*

<https://fortworden.org/category/pda-documents/>

DRAFT

FOR IMMEDIATE RELEASE  
Media Contact: Joan Rutkowski  
Executive Coordinator, Fort Worden PDA  
360.344.4400 ext. 109  
jrutkowski@fortworden.org



March 18, 2020

## **Coronavirus Crisis Forces Fort Worden PDA to Temporarily Scale Back Operations** *About 75 employees affected*

PORT TOWNSEND, WASH.—

Because of conference cancellations and other current and projected business losses related to the COVID-19 pandemic, the Fort Worden Public Development Authority (PDA) has reduced its operations and placed the majority of its employees on standby status. This temporary staff reduction is expected to last into May 2020.

Approximately 65 employees have been placed on standby as of March 18, and 10 more are laid off because they are ineligible for standby. With standby status, most PDA employees can qualify for unemployment benefits almost immediately. The PDA will cover health insurance premiums through April 30 for employees with those benefits.

Both PDA restaurants, Reveille and Taps at the Guardhouse, are closed. The PDA is keeping a skeleton crew of 14 employees whose roles help maintain critical functions, so that normal operations can quickly resume at the appropriate time. Visitors are still able to rent overnight accommodations.

“This was a very difficult decision,” said PDA Executive Director Dave Robison. “Our employees are dedicated to Fort Worden and our partners and customers, and we look forward to bringing them back as soon as possible. But right now we are in a crisis and Washington State is at the epicenter of this country’s outbreak.”

Fort Worden Historic State Park remains open. Visitors can still access the beach, bunkers and other park amenities with a Discover Pass or day-use pass. For the latest on state park operations, visit the Washington State Parks and Recreation Commission’s website: [parks.state.wa.us/covid19](https://parks.state.wa.us/covid19).

The PDA has lost close to \$500,000 of booked reservations due to the business downturn caused by the virus. In addition, the PDA will continue to experience substantial revenue loss due to fewer leisure guests visiting the area and the need to adhere to Governor Jay Inslee’s directives on closing restaurants, limiting group gatherings, and social distancing.

“The hospitality industry has been devastated by the spread of this virus, and life as we know it has changed dramatically,” Robison said. “But we’re heartened by the public’s commitment to these containment measures because they will save lives. That’s what is most important. Like the Fort itself, our team is resilient and we will lean on one another to get us through.”

## **Evolving Response**

Early in the virus outbreak in Washington State, the PDA implemented increased deep cleanings campus-wide and changes in food service to reduce social contact. On March 16, the PDA closed Taps at the Guardhouse and limited Reveille business to take-out only due to Governor Inslee's emergency proclamation that included the temporary shutdown of restaurants. Now, both PDA restaurants are closed and event and leisure operations are limited.

Robison is meeting with local and state officials to see what additional financial assistance could be available for the PDA's employees who are on standby. "So many people in this state and beyond need support, and our community needs to find creative ways to meet this challenge," he said. As an example of a creative approach to strengthen the community's support network, Robison referred to the Give Jefferson Emergency Funding Campaign. The campaign is expected to launch later today to raise money for nonprofits and community-serving government agencies that are responding to increased demand for services from those who are at high risk of contracting COVID-19 or that are experiencing financial hardship due to the economic impact.

## **Current Operations**

The remaining crew at the Fort will offer limited hospitality and public services. Some staff are fielding phone calls and working with customers who have reservations for conferences and other gatherings at Fort Worden, and helping them to reschedule their events to later in the year or into 2021.

Robison said that two large PDA construction projects remain on schedule at this time. He noted that the government and grant funds that support Makers Square and the private loan used to develop the Glamping project can't be transferred from these capital projects to support general operations. "We look forward to Makers Square and Glamping eventually helping the PDA to expand its customer base and business, help us rebound from this crisis, and facilitate a return to normal operations," he said.

The 15 Fort Worden partner nonprofit and for-profit businesses that are part of the PDA's Lifelong Learning Center are making independent decisions about their operations, many of which are closing temporarily. Those organizations are updating information about their status and program plans on their websites. Fort Worden partner websites can be reached via <https://fortworden.org/our-story/onsite-programs/>

## **About the PDA**

Originally designed as a military base to protect Puget Sound, Fort Worden has evolved into an iconic state park and lifelong learning center with accommodations, venues, restaurants and catering. The Public Development Authority is a public corporation created by the City of Port Townsend to co-manage the 95-acre campus that is located within the state park and to carry out the vision for a lifelong learning center. For more information, please contact Joan Rutkowski at [jrutkowski@fortworden.org](mailto:jrutkowski@fortworden.org), call 360-344-4400 ext. 109, or visit the PDA website at [www.fortworden.org](http://www.fortworden.org).

###

**Joan Rutkowski**

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**From:** Fort Worden: A Historic Gathering Place <marketing@fortworden.org>  
**Sent:** Thursday, March 19, 2020 6:02 PM  
**Subject:** Update for our community and guests from Fort Worden

[View this email in your browser](#)



March 19, 2020

To our guests and customers,

We continue to adjust to the evolving COVID-19 pandemic that has affected the entire world in some way. This week we've responded to Governor Jay Inslee's directives on closing restaurants, limiting group gatherings, and social distancing. This means Reveille and Taps at the Guardhouse are temporarily closed. We are heartened by the public's commitment to these virus containment measures because they will save lives. That's what is most important.

We also want to let you know that we are still offering hospitality services for guests seeking overnight accommodations. For those who can make it to Fort Worden now for a getaway, please call our reservations desk at 360-344-4400 ext. 304 or email [reservations@fortworden.org](mailto:reservations@fortworden.org). For those who can't, we're helping them reschedule for later in the year or into 2021.

The 15 Fort Worden partner nonprofit and for-profit businesses that are part of our Lifelong Learning Center are making independent decisions about their operations, many of which are closing temporarily. Those organizations are updating information about their status and program plans on their websites. Fort Worden partner websites can be reached via <https://fortworden.org/our-story/onsite-programs/>

Meanwhile, Fort Worden Historic State Park remains open. Visitors can still access the beach, bunkers and other park amenities with a Discover Pass or day-use pass. For the latest on state park operations, visit the Washington State Parks and Recreation Commission's website: [parks.state.wa.us/covid19](https://parks.state.wa.us/covid19).

With heavy hearts we must note that most of our employees are on standby because of the financial loss the pandemic has delivered to the hospitality industry. With standby status, most of those employees can qualify for unemployment benefits almost immediately. And we are covering health insurance premiums through April 30 for employees with those benefits. Our crew that remains is focused on supporting our guests and maintaining critical operations. This decision was so difficult, and we look forward to bringing everyone back as soon as possible. Like the Fort itself, our team is resilient and we will lean on one another to get us through.

All of this demonstrates that the ripple effect of the virus is vast, and it also reminds us of how interconnected we are. So many people here and beyond need support, and our community needs to find creative ways to meet this challenge. We encourage you to consider the Give Jefferson Emergency Funding Campaign. The campaign is raising money for local nonprofits and community-serving government agencies so that they can increase their services to meet basic human needs and address unexpected financial hardships. Donation information is at <https://jcf.fcsuite.com/erp/donate/list/grant>  
Take care, be safe, and stay healthy.

Dave Robison  
Executive Director, Fort Worden Public Development Authority



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Learn about upcoming events and special offers at Fort Worden located in the Victorian seaport of Port Townsend, Washington, on the beautiful Olympic Peninsula, less than two hours from Seattle.

**Our mailing address is:**

**RESOLUTION NO. 20-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORT WORDEN  
PUBLIC DEVELOPMENT AUTHORITY RECOGNIZING THE PUBLIC HEALTH  
EMERGENCY DUE TO COVID-19 AND AUTHORIZING THE EXECUTIVE  
DIRECTOR TO RESPOND TO EMERGENCY MANAGEMENT NEEDS DURING THE  
COVID-19 CRISIS**

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, the United States Centers for Disease Control and Prevention identifies the potential public health threat posed by COVID-19 as high and has advised that person-to-person spread of COVID-19 will continue to occur; and

WHEREAS, the President of the United States declared a national emergency regarding the novel coronavirus on March 13, 2020; and

WHEREAS, the Washington State Department of Health has confirmed localized person-to-person spread of COVID-19 in Washington State, significantly increasing the risk of exposure and infection to the general public and creating an extreme public health risk that may spread quickly; and

WHEREAS on March 16, 2020 the City Council of the City of Port Townsend approved Resolution 20-013 declaring a state of emergency and invoking all emergency powers and authority set forth in RCW 38.52.070; and

WHEREAS, RCW 39.040.280 provides that competitive bidding requirements may be waived by the governing body of a municipality for public works in the event of an emergency; and

WHEREAS, PDA Board Resolution 15-02 provides for processes and requirements for contracting and authorizes the Executive Director, pursuant to RCW 39.040.280, to execute contracts necessary to respond to an emergency; and

WHEREAS, the Port Townsend Municipal Code 2.84.020 establishes the Authority's power to, except as otherwise limited by other laws, 1) perform and undertake all manner and type of community services and activities in furtherance of the carrying out of the purposes or objectives of any program or project heretofore or hereafter funded in whole or in part with funds received from the United States, state, county, or other political entity, or any agency or

department thereof, or any other program or project, whether or not funded with such funds, which the authority is authorized to undertake by federal or Washington state law, city ordinance, city resolution, by agreement with the city, or as may otherwise be authorized by the city; and 2) provide and implement such municipal services and functions as the council may by ordinance or resolution direct; and

WHEREAS, the Executive Director recommends to the Board this Resolution recognizing the emergency and invoking emergency powers; and

WHEREAS, the Board of the Authority agrees that extraordinary measures are needed to respond to the public health emergency to protect the public, health, safety, and welfare of Port Townsend’s residents and the broader community; and

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

1. State of Emergency. A state of emergency as declared by the Mayor and City Manager on March 13, 2020 and specifically covered under Chapter 38.52 RCW, exists within the City of Port Townsend, Washington, as a result of the spread of COVID-19 in Washington. The outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout Washington State significantly impact the life and health of those living and working in Port Townsend, as well as the continuity of operations and governance of the Fort Worden Public Development Authority, and is a public emergency that affects life, health, property, or the public peace.
2. Emergency Response. The Board designates the Executive Director as the person who shall have direct responsibility for organization, administration and operation of the PDA for emergency management, and authorizes the Executive Director to take all appropriate and necessary steps consistent with state and local law to respond to the emergency to safeguard the PDA’s assets, its employees, and the general public. This authorization includes emergency planning and partnering with other agencies and organizations to utilize PDA assets and staff for emergency management purposes, provided, the Executive Director keeps the Board informed of major planned actions and seeks Board approval as required by law. The Executive Director is authorized to modify employee work schedules and close or limit access to buildings and properties under PDA control. The Executive Director is authorized to enter into contracts for emergency purposes without following processes and requirements for contracting in Resolution 15-02, as amended, provided, the contract must be explicitly necessary and directly relate to the emergency.
3. Emergency Funding. The Executive Director is authorized to request all available local, state and federal assistance necessary to respond to this emergency.

**ADOPTED** by the Board of Directors of the Fort Worden Public Development Authority Lifelong Learning Center at a regular meeting thereof, held this 25<sup>th</sup> day of March 2020.

By: \_\_\_\_\_  
Norm Tonina, Co-Chair

By: \_\_\_\_\_  
Todd Hutton, Co-Chair

ATTEST:

By: \_\_\_\_\_  
Jane Kilburn, Secretary

DRAFT