



Board Meeting Agenda
Fort Worden Lifelong Learning Center Public Development Authority (FWPDA)
Tuesday, April 26, 2022 | 5:30 p.m.
Via Zoom (Remote Meeting Per Governor Inslee's Proclamation 20-28.15)

Public Meeting Access

Via computer:

<https://us06web.zoom.us/j/85109576409?pwd=dDNqb1FOanpMU2JMeHdFc1F1MGZLdz09>

Via phone:

+1 253 215 8782

Webinar ID: 851 0957 6409

Passcode: 869791

*9 to raise hand to speak

Meeting Agenda

I. Call to order (5:30)

II. Roll Call

III. Reports

A. Finance Reports

- a. Treasurer's Report
- b. March 16, 2022 Meeting Minutes*
- c. Profit & Loss*
- d. Balance Sheet*
- e. Cash Flow Statement*
- f. Bond Summary*
- g. Budget 2022*
- h. Internal Controls

B. Executive Director's Reports

- a. Media Release, Lease agreements*
- b. Hospitality and Partner advisory groups
- c. Renewable Nations Institute event on April 29th*
- d. Building 203 Workshop*

IV. Public Comment

V. Action Items (6:30)

1. Consent Agenda

- a. Review the March 22, 2022 meeting minutes. *
- b. Accounts payable 01/22, 02/22, 03/22, 04/22*

Proposed action: Approve the consent agenda.

2. Glamping Project resolution

- A. Staff presentation
- B. Board clarifying questions
- C. Board discussion
- D. Board liaison comments

Proposed action: Motion to approve Resolution 22-12* authorizing the Executive Director to make a finding of the existence of an emergency, which the PDA faces with regard to immediate completion of the glamping project.

3. Master Contract w/ Signal Architecture

- A. Staff presentation (memo)*
- B. Board clarifying questions
- C. Board discussion
- D. Board liaison comments

Proposed action: Motion to authorize the Executive Director to enter into a Master Contract for Architectural Services Agreement with Signal Architecture + Research, as well as waive the procurement selection process for professional services.

4. Infinex Brokerage Account

- A. Staff presentation
- B. Board clarifying questions
- C. Board discussion
- D. Board liaison comments

Proposed action: Motion to approve Resolution 22-13* authorizing a change in authorized signatures for Infinex Brokerage Account, removing Dave Robison and Diane Moody and adding David Timmons.

5. Asset and Liability Transfer from PDA to Hospitality

- A. Staff presentation
- B. Board clarifying questions
- C. Board discussion
- D. Board liaison comments

Proposed action: Motion to approve Resolution 22-14* authorizing the Executive Director to sell/exchange such surplus property to the Fort Worden Hospitality Corporation

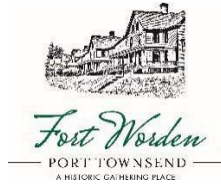
VI. Public Comment

VII. Next Board Meeting

Tuesday, May 24, 2022 at 5:30 p.m.

VIII. Adjourn (7:30)

**Topic involves documents in agenda packet*



Approved Meeting Minutes
Finance & Audit Committee Meeting Agenda
Fort Worden Lifelong Learning Center Public Development Authority (FWPDA)
Wednesday, March 16, 2022 | 10 a.m.
Via Zoom (Remote Meeting Per Governor Inslee's Proclamation 20-28.15)

Meeting Agenda

I. Call to order

The meeting was called to order at 10:01 a.m.

II. Roll Call

PDA Staff: John Begley, Rodger Schmitt, David Timmons, Becky Wagner, Carolyn Zipeto, Meriden Vitale

III. Public Comment

No public comment at this time.

IV. Consent Agenda

- a. Review and approve February 22, 2022 meeting minutes

Proposed action: Approve the consent agenda.

Rodger Schmitt made a motion to approve, John Begley seconded. **Unanimously approved.**

V. Maker's Square

- a. Close out—Kitsap Bank
- b. Repairs
(David, Becky, Herb)

David Timmons mentioned he is working with the attorneys on a complete risk management review, to ensure adequate insurance coverage.

VI. Kitsap Bank Accounts
(Carolyn/David)

David Timmons has been meeting with Kitsap Bank to open three checking accounts and four savings accounts. First Federal accounts will be kept until the audit requirements are complete.

VII. Maintenance (David/Aislinn)

- a. Budget Model
- b. Cost Allocation

Timmons is working on a list of priority projects, including energy efficiency projects to move to all-electric heat pump systems. He explained some of the current inefficiencies with the oil burners. He reviewed three components: the energy allocation budget of \$300,000, preservation investments from state funds of \$750,000, and the cost-recovery model for shared maintenance costs with campus partners.

VIII. 2022 Budget Update

- a. Debt Service/Maintenance

Becky Wagner provided an overview of finance reports—Profit & Loss, Balance Sheet, and Cash Flow. Board members discussed future budgeting without accommodation income from hospitality and Timmons said a supplemental budget will be available mid-summer that will lay out the new cost-sharing model.

IX. Audit, 2018—2020

Timmons explained the current financial audit, which is different from the recently completed accountability audit. Moving forward the PDA will be on an annual cycle for financial audits.

John Begley explained that Internal Controls will be a regular topic at future Finance & Audit Committee meetings.

X. Public Comment

No public comment at this time.

XI. Adjourn

The meeting was adjourned at 10:45 a.m.

FORT WORDEN PDA

7:15 PM

Profit & Loss

04/18/2022

January through March 2022

Accrual Basis

Jan - Mar 22**Ordinary Income/Expense****Income**

4000 Accomodations	
4001 Conference Housing	5,906
4002 Vaca/LeisureTravel Housing	73,913
4003 Partners	22,410
Total 4000 Accomodations	102,229
4400 Food Sales Revenue	51,914
4600 Other Revenues	
4010 Partner Leases	28,601
4103 Cleaning Services	6,755
4200 Fees	8,737
4300 Other	240
4425 Meeting Rooms	12,720
4450 Merchandise Sales	222
4600 Other Revenues - Other	1,033
Total 4600 Other Revenues	58,308
4900 PDA Grants/Donations	
4903 Restricted Grants	300,839
Total 4900 PDA Grants/Donations	300,839
Total Income	513,290

Cost of Goods Sold

Cost of Goods	12,021
Total COGS	12,021

Gross Profit 501,269**Expense**

6010 Personnel Costs	316,695
7000 Repairs & Maintenance	13,487
7100 Utilities	191,440
8000 Contracts	
8002 CompSoftware/Support Maint	250
8005 Advertising/Marketing	9,000
8009 Design Arch/Eng	77,797
8010 Audit/Accounting	20,256
8012 Maintenance Contracts	3,807
Total 8000 Contracts	111,110
8500 Operating Expense	
8501 Bank & Credit Card Fees	14,326
8507 Office Supplies	2,482
8510 Insurance/Risk Management	21,636
8512 Dues & Subscriptions	33
8513 Housekeeping Supplies	4,891
8514 Vehicle Expense	744
8518 Travel & Meetings	678
8523 Misc Fees	549
8527 Permits & Licenses	724

	<u>Jan - Mar 22</u>
8528 Business Taxes	1,610
8529 Professional Services	6,225
8531 Comp Hardware/Software/Sub	2,948
8532 Training-Education	35
8535 Smallwares/Housewares	18
8538 Linen Laundry Service	1,359
8560 Cash Over & Short	(200)
8562 Food Service Supplies	1,144
8563 Equipment Rental	843
8564 Sustainability Program	180
Total 8500 Operating Expense	<u>60,225</u>
Total Expense	<u>692,957</u>
Net Ordinary Income	<u>(191,688)</u>
Other Income/Expense	
Other Expense	
9200 Bond Interest Expense	77,420
9600 Leasehold Improvements	447
Total Other Expense	<u>77,867</u>
Net Other Income	<u>(77,867)</u>
Net Income	<u><u>(269,555)</u></u>

FORT WORDEN PDA

7:25 PM

Balance Sheet

04/18/2022

As of March 31, 2022

Accrual Basis

Mar 31, 22**ASSETS****Current Assets****Checking/Savings**

1000 Operating Accounts 173,964

1010 Capital Fund Accounts 962,145

Total Checking/Savings 1,136,109**Accounts Receivable**

1100 Hospitality Services AR 267,440

1120 Partner Tenant 51,662

1130 Food Service-Other 1,543

1140 Grants Receivable 50,839

Total Accounts Receivable 371,484**Other Current Assets****1049 Inventories**

1060 Merchandise for Resale 12,051

Total 1049 Inventories 12,051

1200 Prepaid Expenses 37,934

1207 Due from FW Hospitality 34,332

1220 Transfer to Hospitality 31,172

1250 Due from MS Landlord LLC 852,307

Total Other Current Assets 967,796**Total Current Assets** 2,475,389**Fixed Assets**

1300 Fixed Assets 323,649

Total Fixed Assets 323,649**TOTAL ASSETS** 2,799,038**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable**

2000 Operating 26,497

2003 Capital Fund A/P 22,206

Total Accounts Payable 48,703**Credit Cards** 1,894**Other Current Liabilities** 1,319,119**Total Current Liabilities** 1,369,716**Long Term Liabilities****2700 Kitsap Bank Bonds**

2705 Glamping Bond 2,175,424

2707 Makers Square Bond 1,613,617

2709 Revenue Bond 2021C 233,361

2710 Energy Efficiency Bond 1,752,769

Total 2700 Kitsap Bank Bonds 5,775,171**Total Long Term Liabilities** 5,775,171**Total Liabilities** 7,144,887**Equity****3000 Net Assets****Opening Balance Equity** (4,076,296)**Net Income (Loss)** (269,555)**Total Equity** (4,345,851)**TOTAL LIABILITIES & EQUITY** 2,799,036

FORT WORDEN PDA
Statement of Cash Flows
January through March 2022

7:27 PM
04/18/2022

	<u>Jan - Mar 22</u>
OPERATING ACTIVITIES	
Net Income	(269,555)
Adjustments to reconcile Net Income to net cash provided by operations:	
1100 Hospitality Services AR	135,049
1120 Partner Tenant	(22,151)
1130 Food Service-Other	(1,543)
1140 Grants Receivable	(50,839)
1049 Inventories	30,672
1207 Due from FW Hospitality	(14,803)
1220 Transfer to Hospitality	(31,172)
1250 Due from MS Landlord LLC	335,013
2000 Operating:2001 Operating Payable Bank	(21,574)
2000 Operating:2001B Gusto EE Reimbursement	5,777
2000 Operating:2002 F.S Accounts Payable	(3,682)
2003 Capital Fund A/P	17,624
2010 Credit Cards & House Accts:2011 American Express	1,894
2100 Current Liabilities:2104 Payroll Liabilitie	(3,506)
2100 Current Liabilities:2110 Accrued Business/Sales Tax	(17,689)
2120 Due To FWH	323,923
2200 Advance Deposits	(11,027)
2400 Notes Payables:Kitsap Bank Reserve LOC 2021	120,000
2600 Pass Thru-Oth:2603 Advance Deposit Refund	(11,952)
Net cash provided by Operating Activities	<u>510,459</u>
INVESTING ACTIVITIES	
1300 Fixed Assets:1302 Software	(16,716)
Net cash provided by Investing Activities	<u>(16,716)</u>
FINANCING ACTIVITIES	
2700 Kitsap Bank Bonds:2705 Glamping Bond	41,564
2700 Kitsap Bank Bonds:2707 Makers Square Bond	14,987
2700 Kitsap Bank Bonds:2709 Revenue Bond 2021C	2,310
2700 Kitsap Bank Bonds:2710 Energy Efficiency Bond	33,546
Net cash provided by Financing Activities	<u>92,407</u>
Net cash increase for period	586,150
Cash at beginning of period	549,959
Cash at end of period	<u><u>1,136,109</u></u>

Bond balance and interest accruals

	2021A Bond (Energy Efficiency)	2021B Bond (Glamping)	2021C Bond (Restoration)	Makers Square
Interest Rate	4.00%	4.00%	4.00%	3.75%
Beginning Balance	\$ 1,698,277.30	\$ 2,107,862.71	\$ 231,000.00	\$ 1,500,000.00
accrued interest	<u>20,945.42</u>	<u>25,996.97</u>	<u>51.33</u>	<u>98,630.13</u>
Balance 12.31.2021	1,719,222.72	2,133,859.68	231,051.33	1,598,630.13
Q1 Interest	<u>16,773.00</u>	<u>20,782.00</u>	<u>2,310.00</u>	<u>14,987.16</u>
Balance 3.31.2022	<u>\$ 1,735,995.72</u>	<u>\$ 2,154,641.68</u>	<u>\$ 233,361.33</u>	<u>\$ 1,613,617.29</u>
interest entry		bond interest expens due from MS Landlor	39,865.00 14,987.16	

2022 PDA Budget

Cash Basis

Annual

Operations

Operating Cash Reserve Beginning Balance	\$ 400,000	Draws Taken
Restricted Debt Reserve	\$ 378,000	County Grant Funds
	<u>\$ 778,000</u>	

Operating Revenue

Contract Concession Revenue	\$ 185,147	February 14th Starting date
Partner Rental Revenue	\$ 130,462	Increase for Institute and Adjustment for Inflation
Utility Reimbursements	\$ 659,000	Due From Users
Master Lease O/H Admin Fee	\$ 97,461	New Admin Cost Recovery Fee Based on 10% Lines 8,9,10
Repairs & Maintenance Fees	\$ 150,000	New Agreement With Parks in 2022 to provide \$150,000 towards Ground mainten
Leasehold Administration Fee		\$0.05/square Foot Fee Assessment on New Lease Terms
Leasehold Excise Taxes	\$ -	Pass Thru - HB 2058 provides future exemption
Capital Projects Admin	<u>\$ 179,200</u>	New Admin Cost Recovery Fee at 10% of Project Budgets

Total Operating Revenue \$ 1,401,270

Operation Expenditures

Staff	\$ 242,232	
Benefits	\$ 40,499	
Professional Services - Finance and Legal	\$ 113,194	
Office Expense	\$ 13,800	
Utilities	\$ 659,000	Pass Thru under current formula with balance assigned to hospitality
Professional Services - Other	\$ 132,200	
Repairs & Maintenance	\$ 174,500	New Agreement With Parks in 2022 to Contribute \$150,000 Towards Ground Main
Leasehold Excise Taxes	<u>\$ -</u>	Pass Thru

Total Operating Expense \$ 1,375,425 \$ 541,925 Net Admin Cost Less Reimbursable Expenditures

Net Operating Revenue (Expense) \$ 25,845

Operating Cash Reserve Ending Balance \$ 400,000

Capital

Capital Project Revenue	\$ 1,792,000	
Murdock Charitable Trust	\$ 250,000	
Special State Appropriation	\$ 750,000	State Parks Capital Maintenance
Capital Project Revenue	\$ 2,792,000	

Capital Project Costs	\$ 1,792,000	
Debt Service	\$ 250,000	
Special State Appropriation	\$ 750,000	Requires Submission of Project List
Capital Project Expenses	\$ 2,792,000	
Net Capital Project Revenue (Expense)	\$ -	

Debt 12/1/2023 first payment due plus accrued interest

Debt Service Revenue	\$ -	Makers Square Lease Income starting in September
Debt Reserve Deposit from Reserves	\$ 378,000	Jefferson County Grant
Makers Square LLC	\$ 846,000	
Transfer from Restoration Bond Proceeds	\$ 404,000	
Capital-Murdock Charitable Trust	\$ 250,000	
Debt Service Revenue	\$ 1,878,000	

Financing Proceeds \$ - Nothing Anticipated

Debt Service Expenditures

Debt Reserve Deposit	\$ 378,000	Payment to Debt Reserve Account
Makers Square LOC Kitsap Bank	\$ 1,500,000	
Debt Service Expenditures	\$ 1,878,000	
Net Debt Service Proceeds (Payments)	\$ -	

Other Revenue

Fraud Recovery \$ -

Total All Revenue \$ 6,071,270

Total All Expense \$ 6,045,425

Estimated Cash Gain(Loss) to Ending Balance \$ 25,845

Budget Adoption		
Operations	Capital	Debt
\$ 1,401,270	\$ 2,792,000	\$ 1,878,000
\$ 1,375,425	\$ 2,792,000	\$ 1,878,000
\$ 25,845	-	-

FOR IMMEDIATE RELEASE

CONTACT: Rob Birman (360) 774-3631

rbirman@centrum.org

NEW FORT WORDEN CREATIVE ALLIANCE PROVIDES STABILITY AND VISION FOR THE FUTURE

Arts & Culture Corridor established and millions in facilities care committed.

PORT TOWNSEND, WA -- Eight organizations—**Copper Canyon Press, Corvidae Press, KPTZ Radio Port Townsend, Madrona MindBody Institute, Northwind Art, Port Townsend School of Woodworking, and Rainshadow Recording at Fort Worden State Park** have come together to form the **Fort Worden Creative Alliance under the lead auspices of Centrum**—the earliest of the non-profit entities centered at Fort Worden.

“The programs of the Creative Alliance at Fort Worden embody the public benefit of the Park by fulfilling its vision and mission to serve as a center of lifelong learning for citizens of this region and beyond,” said Centrum executive director, Robert Birman.

“We’re excited to bring significant and collective resources to bear, to not only solidify the Partners’ continual presence at the Fort for many years to come, but to expand our programs, revitalize and restore the historic programming facilities at the Park, and significantly reduce the deferred maintenance burden on the PDA. We all depend on one another for our mutual success, and we intend for this visionary public-private partnership to flourish.”

In March 2021, Creative Alliance partners signed a Memorandum of Understanding endorsing the formation of a formal “arts and culture corridor” at the park, providing relief to the PDA which estimates its deferred maintenance needs to be more than \$100 million. The PDA board voted unanimously in favor of the agreement on April 12. Each of the local arts organizations will need to ratify the final lease terms from the PDA.

The group will undertake significant investments securing a future for many of Fort Worden’s most beloved buildings. **The Creative Alliance is committed to raising \$13.68 million to \$23.4 million over 25 years in addition to costs for ongoing annual maintenance for the three newly renovated buildings in Makers Square.**

“The scale of the need for the remaining buildings from the early 1900s, currently in use by the programming partners, is acute,” says Birman. “They will always remain the State’s assets, not ours. As we restore the “Class D” facilities to modern standards, we’ll be guaranteeing that they are here for the community’s benefit 100 years from now.”

In 2021, Centrum commissioned an independent analysis (from Seattle-based MENG Analysis) of the true costs to maintain and restore the buildings proposed for the Corridor, which substantiated between \$8.88 million and \$13 million in immediate maintenance deficiencies and \$4.8 million to \$10.4 million in “predicted renewals” throughout the corridor. (Predicted renewals take into account the life expectancy of the internal systems and structures that support each building—as an example, HVAC, Fire Alarms, etc.) Birman notes that the report is presented in 2021 dollars and does not yet account for prevailing wage adjustments. “These are conservative estimates,” says Birman, “meaning they are likely to be lower than what will be realized. The Alliance’s investments over 25 years will nearly certainly be much greater.”

For many years these organizations have collaborated on programming and other initiatives at Fort Worden. Prior to the coronavirus pandemic, they launched efforts with the Public Development Authority (PDA), which manages the 90-acre “lower campus” with Washington State Parks, to improve operations and shore up the Lifelong Learning Center concept of Fort Worden. That work continued throughout the pandemic as the PDA’s financial situation became more precarious.

At the heart of the creative corridor is Makers Square. In addition to the 14 WWI and WWII-era buildings, beginning in 2017, the PDA spent \$13 million of public and private funds to restore three buildings in the Square, which are now complete.

“Makers Square is surrounded by vibrant organizations who provide amazing programs, all of whom are growing and in need of more exhibition and classroom space,” said Teresa Verraes, executive director of Northwind Art. “We were all involved in establishing the founding vision for Makers Square. The Creative Alliance partners are best suited to deliver 100% of that vision and so much more.”

KPTZ has already invested nearly \$1 million in Building 305 to become Makers Square’s anchor tenant. Current plans call for Centrum to share Building 305 with KPTZ, and for the other two recently restored buildings to support new fiber arts and ceramics programs at Northwind Arts in the future.

“Located at the heart of the creative corridor, KPTZ is excited to grow its media arts mission in collaboration with all the Creative Alliance organizations,” says Kate Ingram, KPTZ General Manager.

The Alliance will relieve the PDA of capital maintenance obligations of between \$13.8 million to \$23.7 million over the next 25 years. Through 25-year leases to participating organizations, the Alliance will rehabilitate, repair and maintain 14 structures in the Arts and Culture corridor so they can serve the community and the region for another 100 years, at minimal to no cost to the PDA.

“We’re all ready to work for the common good,” says Heron Scott, executive director of the Port Townsend School of Woodworking. “We believe the opportunity to leverage the collective scale and impact of our reach, influence, and public and private support will open new avenues for long-term capital investment in the campus and newfound philanthropy. We trust the PDA, State Parks, and our entire community will see the long-lasting benefits in allowing us to share in sustaining Fort Worden for the public’s use. By working in true partnership, everyone wins.”

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SUBJECT: Invitation email for April 29th event co-hosted by Ambassador Mikio Mori
RECIPIENTS: Select members of Japanese Chamber of Commerce and Industry of New York (JCCI NY), and prospective consortium academic and cross-sectoral partners and guests of the Renewable Nations Institute.

Dear Partners and Guests,

The OIST Foundation and The Renewable Nations Institute are pleased to invite you to a private event co-hosted by the Ambassador and Consul General of Japan in New York, H.E. Mikio Mori, at his residence in Manhattan on **April 29 (Friday)** at 6:00 PM Eastern.

H.E. Mikio Mori: <https://www.ny.us.emb-japan.go.jp/en/a/03.html>

At the event, we will launch a series of programs that aim to promote Japan-U.S. cooperation on environmental, social, and governance issues (ESG). We will mark this occasion with a panel discussion featuring leaders in philanthropy, science, and business, who will share their thoughts on how Japan and the U.S. are working together to tackle pressing environmental issues. The conversation will be followed by an ikebana demonstration and a reception with Okinawan food and drinks.

Please find attached details about the event, including a tentative itinerary. If you would like to attend, please fill out a registration form:

https://docs.google.com/forms/d/e/1FAIpQLSdL4o3laXVbVAIhGLWyzUZBgVJRI612U1mp14fmUjdX_xlnkg/viewform

We would be extremely grateful if you could R.S.V.P. by no later than **April 22**. However, reservations will be accepted until **April 27**, or until 50 guests are confirmed.

We hope you can join us for this event and look forward to seeing you there.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Allan E. Baer".

Allan E. Baer, President
The Renewable Nations Institute

PS: Attached please see information regarding:
Event Agenda
Proposed Center for U.S. Japan Cooperation on Energy and Climate

Note: URL for the webcast of Event will follow by separate notification.



Furthering U.S.-Japan Cooperation
on the Environment

LAUNCH EVENT

The ESG Experience Series
Science as Business Literacy

APRIL 29 (FRIDAY)
Japanese Ambassador's Residence - NY

6:00 PM GUEST ARRIVAL

6:10 PM REMARKS

6:20 PM PANEL DISCUSSION

Mr. Allan Baer
President & CEO, Renewable Nation's Institute

Dr. Evan Economo
Professor, Biodiversity & Biocomplexity Unit, OIST

Ms. Keiko Honda
Adjunct Professor & Adjunct Senior Research Scholar,
Columbia University School of International & Public Affairs

Dr. Peter Gruss
President, OIST

Mr. David Janes
President & CEO, OIST Foundation
Chief Advancement Officer, OIST

7:00 PM RECEPTION WITH IKEBANA DEMONSTRATION

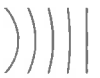
Mr. Noritaka Noda

Okinawan food & drinks, including awamori

8:15 PM END OF EVENT

Event registration open through April 27th





Fort Worden Building 203 Vision and Concept Workshop

4/15/2022

9:00 Signal Arrival and Set-up

9:30 – 10:15 Signal Presentation

Project Definition

To generate a feasibility study that will inform the future design and layout of Building 203 to accommodate workforce housing and partner accommodations. This direction is based on the prior studies with the 2015 Program Development + Capital Improvement Plan. Building upgrades and improvements will be identified through architectural, mechanical, plumbing, structural, and historical assessments to inform a project budget.

Goal of Today

To gather partner feedback about the proposed building configurations to more accurately represent the future uses and goals of the PDA, Fort Worden Partner Organizations, and State Parks.

Programming

- Current use of 203
- Initial program used to start feasibility study
- Optimal program – who is the housing for?

Program Types

- Workforce Housing
- Dormitory Rooms (Partner Accommodations)
- Apartments
- Building Amenities (shared areas, back of house, meeting/classroom spaces)

Concept Plans and Building Options

- Criteria
 - Historic / landmark stipulation
 - Existing building layout limitations and opportunities
 - 2018 Code requirements
 - Meet established budget
 - Upgrade mechanical, electrical and plumbing systems
- Schemes
 - Review three schemes with different combinations and locations of workforce housing, partner accommodations and apartments.

10:15 – 11:45 Questions / Interactive Session

How can this building support your organization as a hospitality focused building?

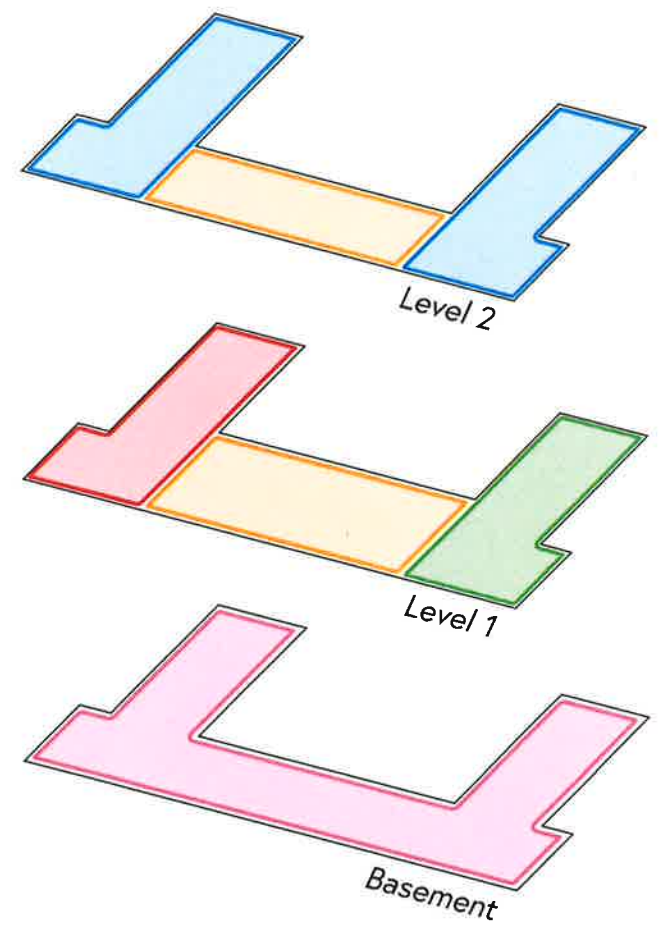
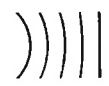
What kind of users would be staying here from your programs?

What types of rooms and configurations would work best to support your programs?

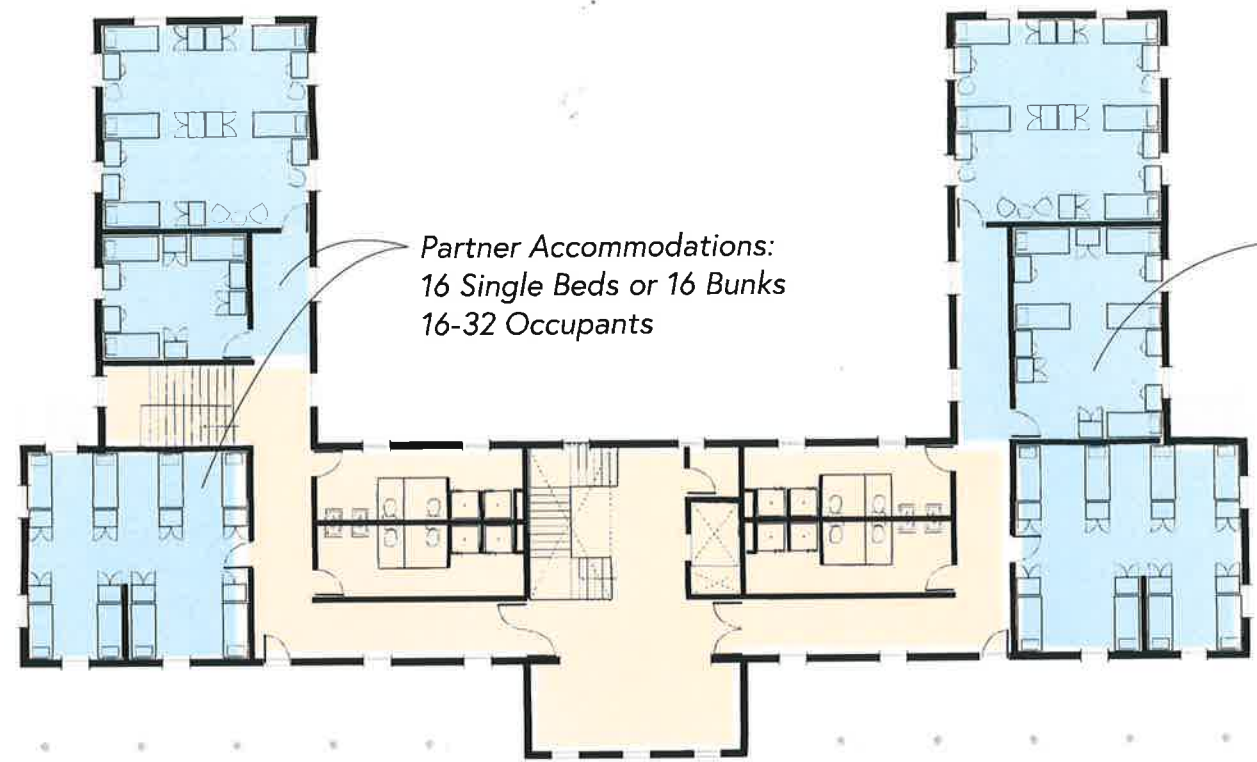
11:45-12:30 Tour and Discussion

Concept Layout 1

FW Building 203 Feasibility Study

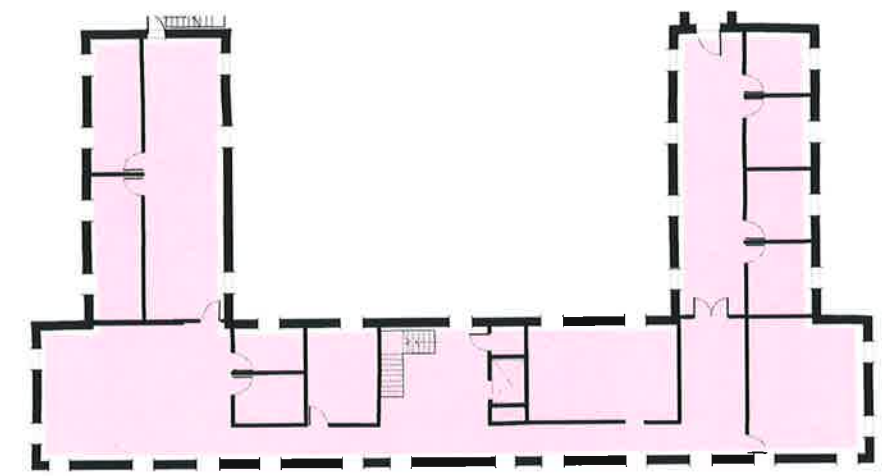


- Apartments (1bd, 2bd)
- Partner Accommodations (Shared Bunks)
- Workforce Housing (Single, Double)
- Common Space (Lounge Areas, Kitchen, Toilets, Showers)
- Building Support (Storage, Laundry, Mechanical)



Level 2: Partner Accommodations

Partner Accommodations:
18 Single Beds or 18 Bunks
18-36 Occupants



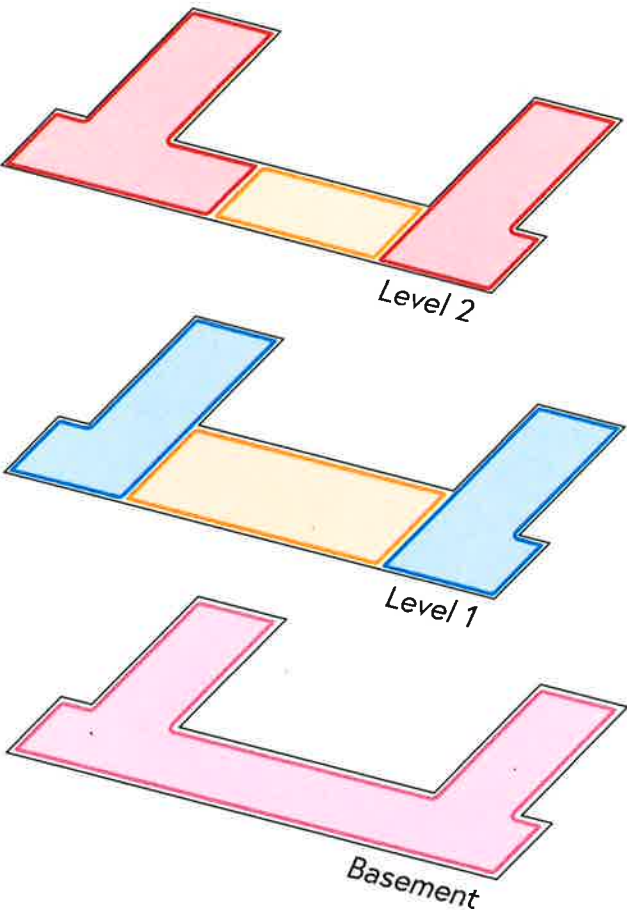
Basement: Storage and Mechanical



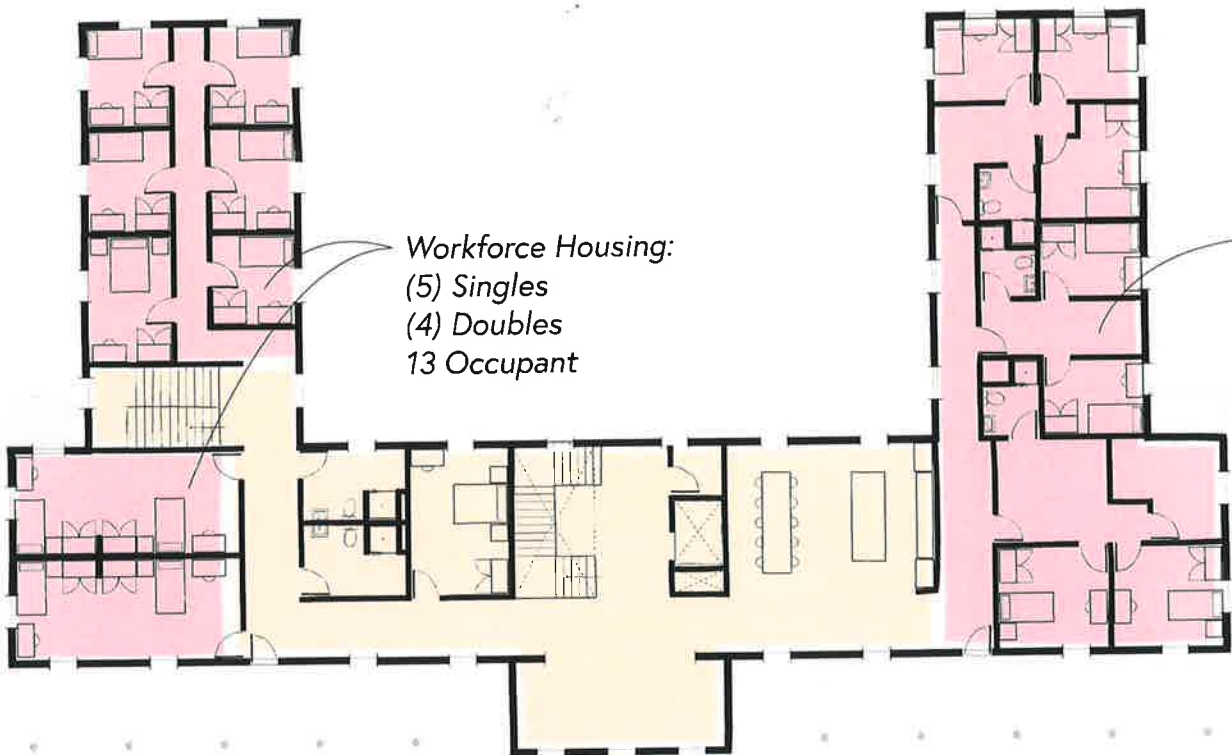
Level 1: Workforce Housing and Apartments

Concept Layout 2

FW Building 203 Feasibility Study

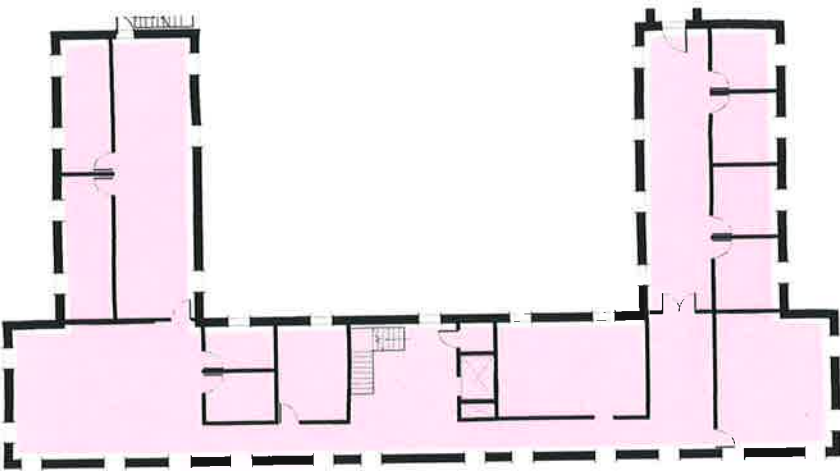


- Apartments
(1bd, 2bd)
- Partner Accommodations
(Shared Bunks)
- Workforce Housing
(Single, Double)
- Common Space
(Lounge Areas, Kitchen, Toilets, Showers)
- Building Support
(Storage, Laundry, Mechanical)

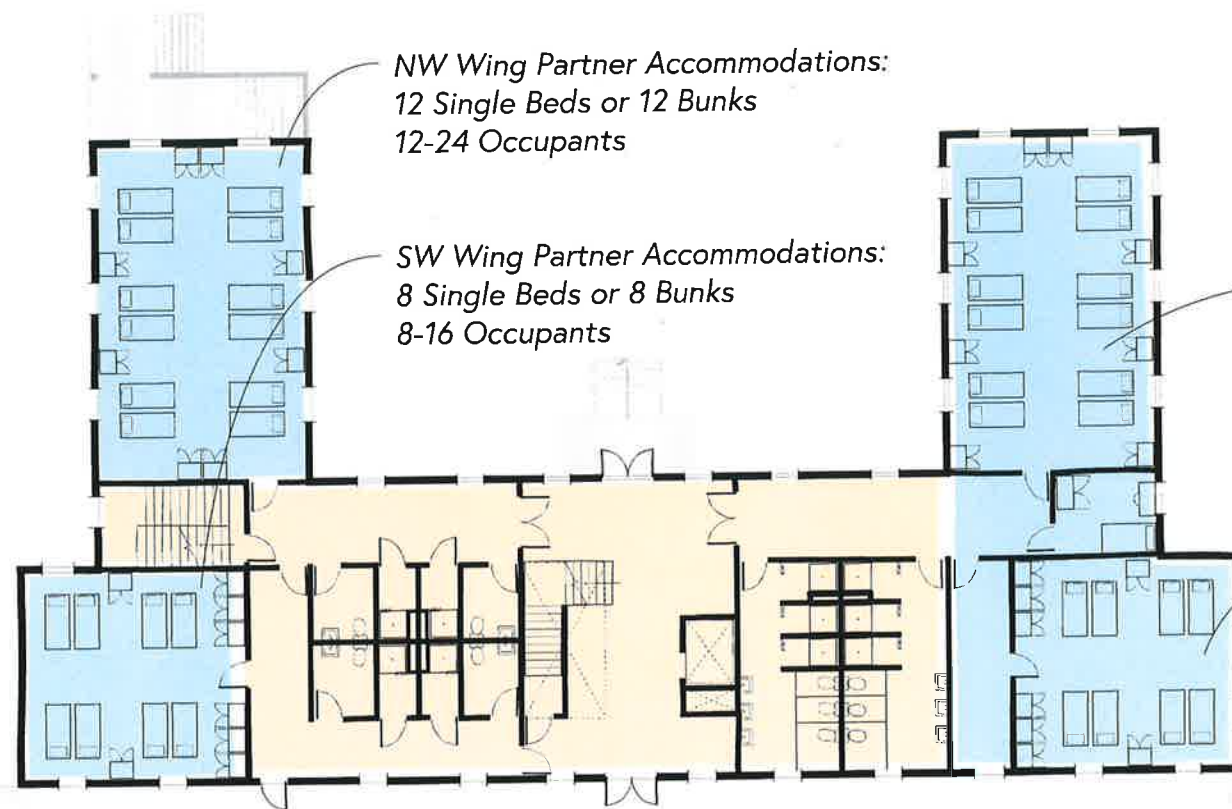


Level 2: Workforce Housing

Workforce Housing:
(1) Double
(2) Triples
8 Occupants



Basement: Storage and Mechanical



Level 1: Partner Accommodations

NW Wing Partner Accommodations:
12 Single Beds or 12 Bunks
12-24 Occupants

SW Wing Partner Accommodations:
8 Single Beds or 8 Bunks
8-16 Occupants

NE Wing Partner Accommodations:
12 Single Beds or 12 Bunks
12-24 Occupants

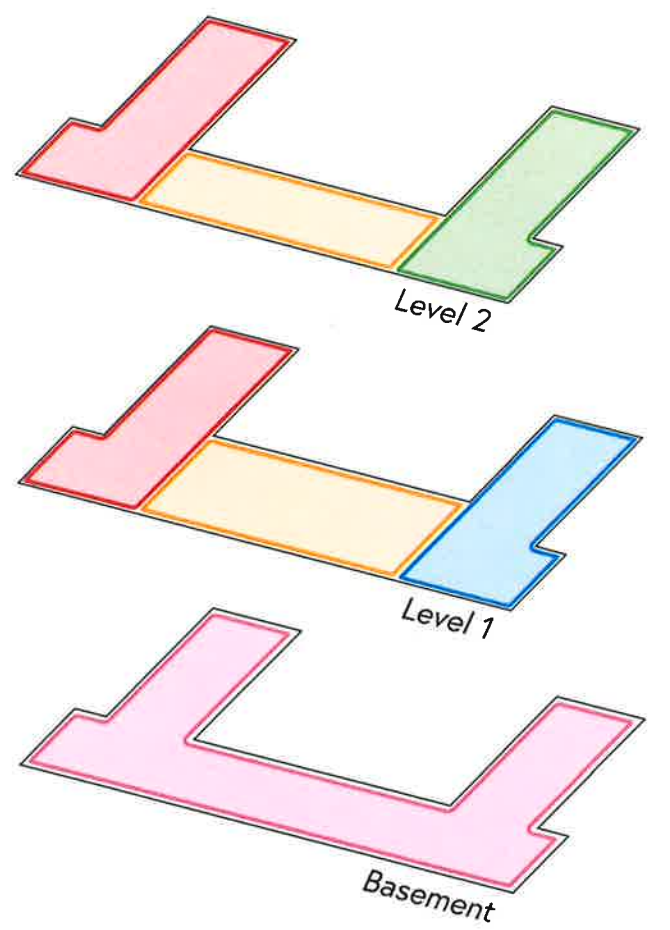
SE Wing Partner Accommodations:
8 Single Beds or 8 Bunks
8-16 Occupants

**Note: Upon determination of program needs, 1 or more 'partner accommodations' rooms could be configured to support other partner-related activities (example: classroom or meeting room).*

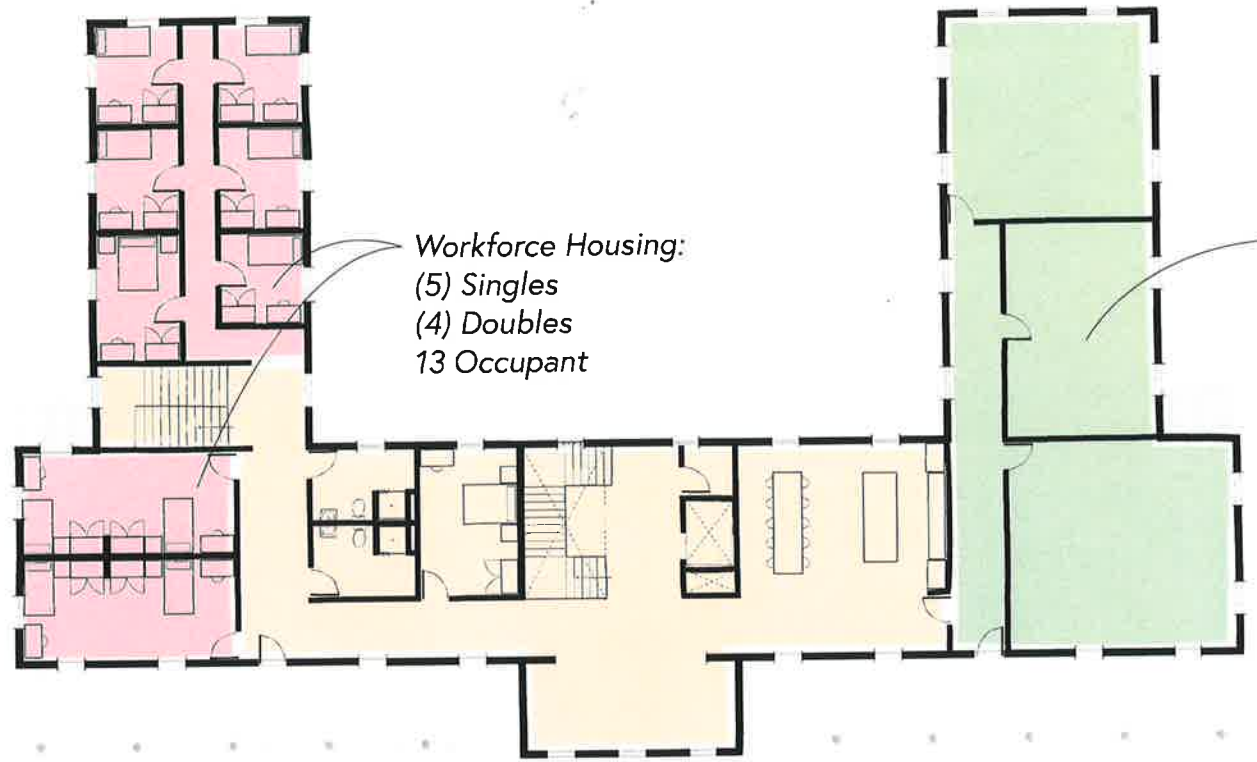
Concept Layout 3

FW Building 203 Feasibility Study

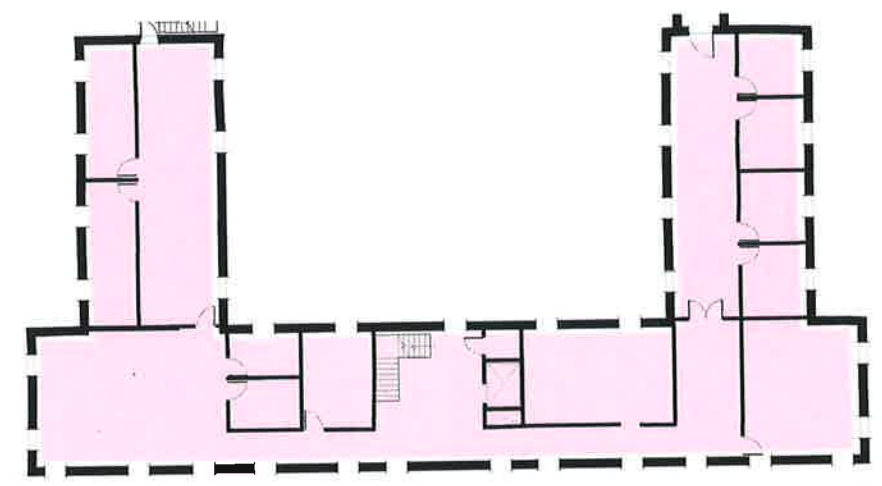
))))



- Apartment (1bd, 2bd)
- Partner Accommodations (Shared Bunks)
- Workforce Housing (Single, Double)
- Common Space (Lounge Areas, Kitchen, Toilets, Showers)
- Building Support (Storage, Laundry, Mechanical)



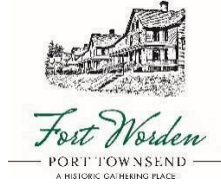
Level 2: Workforce Housing and Apartments



Basement: Storage and Mechanical



Level 1: Workforce and Partner Accommodations



DRAFT Meeting Minutes
Board Meeting Agenda
Fort Worden Lifelong Learning Center Public Development Authority
(FWPDA)
Tuesday, March 22, 2022 | 5:30 p.m.
Via Zoom (Remote Meeting Per Governor Inslee's Proclamation 20-28.15)

Public Access

Via computer:

<https://us06web.zoom.us/j/87129243595?pwd=UkVaOGZkWkt2d2djd0twUURRb1BUQT09>

Via phone:

+1 253 215 8782

Webinar ID: 871 2924 3595

Passcode: 454942

*9 to raise hand to speak

Meeting Agenda

I. Call to order (5:30)

The meeting was called to order at 5:34 p.m.

II. Roll Call

PDA Board: Brad Mace, Celeste Tell, David King, Eva Weber, John Begley, Rodger Schmitt, Torie Brazitis

Partner liaisons: Heron Scott, Libby Wennstrom

PDA Staff: David Timmons, Becky Wagner, Carolyn Zipeto, Meriden Vitale

III. Reports

A. Task Force Updates/Restructuring

- a. Staff Report*
- b. Board Clarifying Questions
- c. Board Discussion
- d. Board Liaison Comments

David Timmons gave an update on the task forces and the need to restructure. He recommended a facilitated process for the partners and hospitality, with outside consultants and emphasized the need to all move forward together. The Board decided Torie, Celeste, and Heron will work with the Partners group; Brad and Rodger will work with the Hospitality group.

David King made a motion to accept the recommendation for modification to the Executive Page 20 of 50

Director's taskforce process. Brad Mace seconded. **Unanimously approved.**

B. Finance Reports

- a. Treasurer's Report
- b. Profit & Loss*
- c. Balance Sheet*
- d. Cash Flow Statement*
- e. Internal Controls

John Begley and Becky Wagner provided an update on the above finance reports. David Timmons also mentioned that the Financial Audit for years 2018-2020 is currently underway, they do not have a schedule yet but likely several months out from results.

C. Executive Director's Reports

- a. FWPDA Compartmental Task Plan*
- b. Lobbying Report*

David Timmons reviewed the above reports and explained his process for tracking the various tasks and reporting requirements of the PDA. He reported that the Leasehold Exemption Tax passed on a state-wide basis (with one amendment that put a 12 year limit on it). The PDA was also successful in getting \$750,000 for the capital maintenance fund, which can be used for preservation projects.

IV. Public Comment

Meriden Vitale read a public comment from the Transportation Lab/A Local 20/20 Action Group: see attached.

Janine Boire, outgoing Executive Director of the Marine Science Center, introduced the incoming E.D. Bee Redfield.

V. Action Items (6:30)

1. Consent Agenda

- a. Review the January 24, 2022 and February 22, 2022 meeting minutes. *

Proposed action: Approve the consent agenda.

Torie Brazitis made a motion to approve the consent agenda. David King seconded. **Unanimously approved.**

At this point in the meeting, the board skipped ahead to item #3, and then returned to item #2.

2. Vehicle Maintenance Contract

- a. Staff Report
- b. Board Clarifying Questions
- c. Board Discussion
- d. Board Liaison Comments

David Timmons said that the PDA would like to buy eight electric vehicles to be used for grounds and building maintenance, as currently maintenance employees are using personal vehicles to perform grounds work. They will be purchased with money from the Energy Investment Fund. Page 21 of 50

Proposed action: Motion to approve Resolution 22-07* authorizing the purchase of vehicles by the FWPDA through the Washington State Department of Enterprise Services Master Contract.

Brad Mace made a motion to approve the proposed action, Eva Weber seconded. **Unanimously approved.**

3. Proclamation for John Watts

- a. Staff Report*
- b. Board Clarifying Questions
- c. Board Discussion
- d. Board Liaison Comments

Proposed action: Motion to approve the proclamation thanking John Watts and in recognition of his service to the FWPDA.

David Timmons and board members thanked John Watts for his service to the FWPDA. David King read the proclamation.

VI. Public Comment

No public comment at this time.

VII. Next Board Meeting

Tuesday, April 26, 2022 at 5:30 p.m.

VIII. Adjourn (7:30)

The meeting was adjourned at 7:15 p.m.

David Thielk, on behalf of Transportation Lab
611 Rose Street
Port Townsend, WA 98368
360-301-6005
edavidt@gmail.com
March 3, 2022

Dear Fort Worden PDA Board of Directors,

In times of COVID, the Russian invasion of Ukraine, and the QAnon movement, people seem acutely aware of reality while, at the same time, exhibiting behaviors that are utterly in contrast to that reality.

Here is an example: Traveling to the Earth's poles to view glaciers has become a bucket list item for many interested in the natural world. Most understand climate change and rapidly increasing rates of ice melt in polar regions. For many, the purpose of the trip is to see the ice before it's gone. Evidence shows, however, that the carbon footprint of each tourist visiting the Antarctic results in the melting of 83 metric tons of snow and ice.^{1,2} And, a single tourist trip to Iceland may contribute as much as 1.44 tons of CO₂ to the atmosphere, ultimately contributing to ice melt.³

To take a local example, most visitors get to Port Townsend by motor vehicle. Let's assume that the average vehicle miles traveled (VMT) per person is 100 miles. It's likely that vehicles hold more than one person, but 100 miles round trip per person is a good ballpark estimate of VMT for a weekend in Port Townsend. Assuming an average of 25 miles per gallon fuel consumption, and a total of 10,000 THING visitors, the carbon footprint for participant transportation is about 394 tons of CO₂. CO₂ is a gas so 394 tons is a lot of CO₂!

The impending climate change timeline and the carbon reductions necessary to avoid catastrophe are clear. The IPCC has just released their second of three reports on the

¹ Each Antarctic tourist effectively melts 83 metric tons of snow. Mathew Harris. The Conversation. February 2022.

<https://phys.org/news/2022-02-antarctic-tourist-effectively-metric-tons.html>

² Study Reveals Each Tourist Visiting Antarctica Melts Up to 83 Metric Tons of Snow. Precious Smith. Nature World News. February 2022.

<https://www.natureworldnews.com/articles/49599/20220224/each-tourist-visiting-antarctica-melts-up-83-metric.htm> .

³ Tourism in Iceland: Individual Carbon Footprint and the Potential to be Carbon Neutral Ange-Elise Venet. SIT Study Abroad. Spring 2018.

https://digitalcollections.sit.edu/cgi/viewcontent.cgi?article=3820&context=isp_collection

urgency of addressing carbon emissions.⁴ The authors are calling for immediate and drastic cuts to carbon emissions if we are to avoid extreme environmental and human suffering. Current research suggests that one third of all species will be gone by 2050 without radical human behavior changes.⁵ Further, as a result of a warming planet, it is likely that billions of human beings will die of starvation in this century.^{6,7} Each of you must be aware of the reality of climate change impacts. Each of you is most certainly concerned about the state of the planet, the natural world, and the futures of our children and grandchildren. Yet, to move ahead with tourism promotion of mega events like THING is a clear example of the disconnect between beliefs and behaviors.

Clearly, the hope lies in people - like me and you - making decisions that cut carbon emissions starting today. Let's recognize the disconnect between our cognition and behavior and align our thinking with our behaviors. We trust that 2022 is the year to make drastic cuts in CO2 emissions from community events by developing a way to get people to our beloved community by the most environmentally responsible means.

Sincerely,

Transportation Lab/A Local 20/20 Action Group

Gerald Braude

Richard Dandridge

Rebecca Kimball Carol

McCreary David Thielk

Scott Walker

⁴ IPCC Sixth Assessment Report. February 2022

<https://www.ipcc.ch/report/ar6/wg2/>

⁵ Global Warming and the Endangered Species Initiative.

https://www.biologicaldiversity.org/campaigns/global_warming_and_endangered_species/index.html

⁶ Billions Could Go Hungry from Global Warming by 2100. Catering Brahic. January 2009.

<https://www.newscientist.com/article/dn16384-billions-could-go-hungry-from-global-warming-by-2100/>

⁷ Climate Change and Hunger. Rupa Mukerji. October 2019.

<https://www.globalhungerindex.org/issues-in-focus/2019.html>

	Current	30-Jan	31 - 60	61 - 90	> 90
A-1 Textiles & Hospitality Products	\$719.33	\$-	\$-	\$-	\$-
Absco Solutions	\$1,241.01	\$-	\$-	\$-	\$-
Assoc of Washington Cities-Other	\$-	\$1,398.36	\$-	\$-	\$-
Assoc of Washington Cities-Premiums	\$-	\$10,766.21	\$-	\$-	\$-
Auto-Chlor	\$1,207.89	\$-	\$-	\$-	\$-
Canon Financial Services, Inc	\$-	\$281.05	\$-	\$-	\$-
Central Welding Supply Co Inc	\$59.25	\$-	\$-	\$-	\$-
CenturyLink	\$-	\$329.46	\$-	\$-	\$-
City of Port Townsend - Water & Sewer	\$-	\$7,868.37	\$-	\$-	\$-
Cooper Fuel	\$-	\$5,878.60	\$-	\$-	\$-
DM Disposal Co, Inc.	\$152.42	\$-	\$-	\$-	\$-
Double D Electrical, Inc.	\$-	\$1,471.50	\$-	\$-	\$-
E - Adams, Bretton	\$87.17	\$-	\$-	\$-	\$-
Ferrellgas	\$6,258.24	\$2,355.09	\$-	\$-	\$-
Grainger	\$107.45	\$-	\$-	\$-	\$-
Jefferson County Public Health Department	\$-	\$640.50	\$-	\$-	\$-
Johnson Controls Fire Protection LP	\$-	\$2,307.47	\$-	\$-	\$-
NoaNet, Inc.	\$7,135.70	\$7,135.70	\$-	\$-	\$-
Pacific Office Equipment Inc	\$-	\$6.36	\$65.87	\$-	\$-
Rebecca Wagner	\$1,706.25	\$-	\$-	\$-	\$-
Signal Architecture & Research, PLLC	\$-	(\$36.00)	\$5,617.50	\$-	\$-
Superior Linen Service, Inc.	\$164.26	\$-	\$-	\$-	\$-
Supply Works - AKA The Home Depot Pro	\$972.31	\$-	\$-	\$-	\$-
Swire Coca Cola	\$78.24	\$225.53	\$-	\$-	\$-
Sysco	\$2,000.50	\$3,681.90	\$26.13	\$-	\$-
TCF/Huntington Bank	\$852.00	\$-	\$-	\$-	\$-
Terry's Lock and Safe, Inc.	\$-	\$757.15	\$-	\$-	\$-
VSP	\$-	\$112.08	\$-	\$-	\$-
TOTAL	\$22,742.02	\$45,179.33	\$5,709.50	\$-	\$-

TOTAL	OPS	CAP	FS	PAYROLL
\$719.33				
\$1,241.01	\$-			
\$1,398.36	\$1,398.36			
\$10,766.21				\$10,766.21
\$1,207.89			\$-	
\$281.05	\$281.05			
\$59.25			\$59.25	
\$329.46	\$329.46			
\$7,868.37	\$-			
\$5,878.60	\$5,878.00			
\$152.42				
\$1,471.50	\$1,471.50			
\$87.17				\$87.17
\$8,613.33	\$2,355.09			
\$107.45				
\$640.50	\$640.50			
\$2,307.47	\$2,307.47			
\$14,271.40	\$-			
\$72.23	\$72.23			
\$1,706.25				\$1,706.25
\$5,581.50		\$5,581.50		
\$164.26				
\$972.31				
\$303.77			\$303.77	
\$5,708.53			\$3,708.03	
\$852.00	\$852.00			
\$757.15	\$757.15			
\$112.08				\$112.08
\$73,630.85	\$16,342.81	\$5,581.50	\$4,071.05	\$12,671.71
BankBal	\$140,000.00	\$48,988.00	\$6,500.00	\$8,000.00
Payroll	\$83,768.17			\$8,000.00
ExciseTx	\$18,060.00			
Remain	\$21,829.02	\$43,406.50	\$2,428.95	\$-

	Current	#####	31 - 60	61 - 90	> 90	TOTAL
A-1 Textiles & Hospitality Products	\$ -	\$ 719.33	\$ -	\$ -	\$ -	\$ 719.33
AT&T	\$ -	\$ 312.69	\$ -	\$ -	\$ -	\$ 312.69
Auto-Chlor	\$ 1,241.57	\$ 1,207.89	\$ -	\$ -	\$ -	\$ 2,449.46
Canon Financial Services, Inc	\$ 281.05	\$ -	\$ -	\$ -	\$ -	\$ 281.05
Central Welding Supply Co Inc	\$ 59.25	\$ -	\$ -	\$ -	\$ -	\$ 59.25
City of Port Townsend - Water & Sewer	#####	\$ -	\$ 7,868.37	\$ -	\$ -	\$ 18,153.87
CivicPlus, LLC	#####	\$ -	\$ -	\$ -	\$ -	\$ 16,715.83
Cooper Fuel	\$ 400.72	#####	\$ 5,676.77	\$ -	\$ -	\$ 23,987.32
DM Disposal Co, Inc.	\$ -	\$ 152.42	\$ 1,920.38	\$ -	\$ -	\$ 2,072.80
Double D Electrical, Inc.	\$ 1,176.25	\$ 1,551.95	\$ -	\$ -	\$ -	\$ 2,728.20
Dziedzic Public Affairs	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
E - Bishop, Susan	\$ 361.51	\$ -	\$ -	\$ -	\$ -	\$ 361.51
E - David, Raphael	\$ -	\$ 16.56	\$ -	\$ -	\$ -	\$ 16.56
E - Holmes, Kurt	\$ 129.18	\$ -	\$ -	\$ -	\$ -	\$ 129.18
E - Lockwood, Gary	\$ -	\$ 534.10	\$ -	\$ -	\$ -	\$ 534.10
E - Morris, Jess	\$ -	\$ 1,592.14	\$ -	\$ -	\$ -	\$ 1,592.14
E - Semon, Kodi	\$ 460.13	\$ -	\$ -	\$ -	\$ -	\$ 460.13
Enduris Washington	\$ 7,212.00	\$ 7,212.00	\$ -	\$ -	\$ -	\$ 14,424.00
Espresso Rescue	\$ -	\$ 17.94	\$ -	\$ -	\$ -	\$ 17.94
Ferrellgas	\$ 2,390.17	\$ 9,274.23	\$ -	\$ -	\$ -	\$ 11,664.40
Grainger	\$ 23.23	\$ 696.67	\$ 589.23	\$ -	\$ -	\$ 1,309.13
Key City Fish	\$ -	\$ 45.00	\$ -	\$ -	\$ -	\$ 45.00
Kinship HR	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00
Maestro ResWave	\$ -	\$ 243.00	\$ -	\$ -	\$ -	\$ 243.00
NoaNet, Inc.	\$ 7,135.70	\$ 7,135.70	\$ 7,135.70	\$ -	\$ -	\$ 21,407.10
Pacific Office Equipment Inc	\$ 40.47	\$ -	\$ -	\$ -	\$ -	\$ 40.47
PUD #1 of Jefferson County	\$ -	#####	\$ -	\$ -	\$ -	\$ 27,566.52
Rebecca Wagner	\$ 825.00	\$ -	\$ -	\$ -	\$ -	\$ 825.00
Signal Architecture & Research, PLLC	\$ -	\$ 3,642.50	\$ (36.00)	\$ -	\$ -	\$ 3,606.50
Superior Linen Service, Inc.	\$ 557.10	\$ 786.31	\$ -	\$ -	\$ -	\$ 1,343.41
Supply Works - AKA The Home Depot Pro	\$ 563.99	\$ 1,442.48	\$ -	\$ -	\$ -	\$ 2,006.47
Swift Plumbing, Inc	\$ 310.94	\$ 1,381.52	\$ 310.94	\$ -	\$ -	\$ 2,003.40
Swire Coca Cola	\$ 236.00	\$ -	\$ 60.70	\$ -	\$ -	\$ 296.70
Symbios Law Group PLLC	\$ 1,573.20	\$ -	\$ -	\$ -	\$ -	\$ 1,573.20
Sysco	\$ 5,617.72	\$ 4,102.48	\$ -	\$ 26.13	\$ -	\$ 9,746.33
TCF/Huntington Bank	\$ 852.00	\$ -	\$ -	\$ -	\$ -	\$ 852.00
Terry's Lock and Safe, Inc.	\$ 447.31	\$ -	\$ -	\$ -	\$ -	\$ 447.31
TK Elevator Corp. formerly Thyssenkrup	\$ -	\$ 683.52	\$ -	\$ -	\$ -	\$ 683.52
WA State Employment Security Dpt	\$ -	\$ 646.99	\$ -	\$ -	\$ -	\$ 646.99

TOTAL ##### \$1,019,694.89 ##### \$(1,003,079.04) \$ 161,206.95

OPS	FS	CAP	PR
	\$ 719.33		
\$ 312.69			
	\$ 2,449.46		
\$ -			
	\$ 59.25		
\$ 7,868.37			
\$ 16,715.83			
\$ 5,676.77			
\$ 1,920.38			
		\$ 2,728.20	
\$ 3,000.00			
			\$ 361.51
			\$ 16.56
			\$ 129.18
			\$ 534.10
			\$ 1,592.14
			\$ 460.13
\$ 7,212.00			
	\$ 17.94		
\$ 5,000.00			
\$ 589.23			
	\$ 45.00		
			\$ 700.00
	\$ 243.00		
\$ 7,135.70			
\$ -			
\$ 10,000.00			
			\$ 825.00
		\$ 3,642.50	
	\$ 1,343.41		
\$ 1,442.48			
		\$ 2,003.40	
	\$ 296.70		
\$ 1,573.20			
	\$ 9,746.33		
\$ -			
\$ -			
\$ 683.52			
\$ 646.99			
\$ 69,777.16	\$ 14,920.42	\$ 8,374.10	\$4,618.62
Brnk Bal	#####	\$ 17,200.00	##### \$8,500.00
Excise Tx	\$ 7,227.62		
Payroll	\$ 82,884.03		
Benefits	\$ 12,500.55		
Adv Dep Refund	\$ 11,952.27		
Dead Payroll Checks	\$ 856.18		
End Bal	\$ (25,197.81)	\$ 2,279.58	##### \$3,881.38

AP 03.24.22	Current	30-Jan	31 - 60	61 - 90	> 90	TOTAL	OPS	FS
Absco Solutions	\$0.00	\$0.00	\$1,241.01	\$0.00	(\$0.11)	\$1,240.90		
AT&T	\$0.00	\$621.29	\$0.00	\$0.00	\$0.00	\$621.29		
Canon Financial Services, Inc	\$281.05	\$281.05	\$0.00	\$0.00	\$0.00	\$562.10		
City of Port Townsend - Water & Sewer	\$0.00	\$10,565.24	\$2,417.13	\$0.00	\$0.00	\$12,982.37		
Cooper Fuel	\$13,680.38	\$22,016.15	\$16,241.15	\$9,643.07	\$0.00	\$61,580.75		
DM Disposal Co, Inc.	\$0.00	\$1,726.30	\$159.22	\$152.42	\$0.00	\$2,037.94		
Enduris Washington	\$7,212.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,212.00		
Ferrellgas	\$9,416.19	\$7,719.60	\$0.00	\$0.00	\$0.00	\$17,135.79		
NoaNet	\$7,135.70	\$0.00	\$0.00	\$0.00	\$0.00	\$17,135.79		
PUD #1 of Jefferson County	\$0.00	\$26,336.69	\$24,950.66	\$0.00	\$0.00	\$51,287.35		
State Auditor's Office	\$2,380.05	\$0.00	\$0.00	(\$1,042.65)	\$0.00	\$1,337.40		
Supply Works - AKA The Home Depot Pro	\$0.00	\$809.06	\$927.03	\$581.34	\$0.00	\$2,317.43		
Swift Plumbing, Inc	\$960.08	\$0.00	\$0.00	\$0.00	\$0.00	\$960.08		
TCF/Huntington Bank	\$852.00	\$0.00	\$0.00	\$0.00	\$0.00	\$852.00		
TK Elevator Corp. formerly Thyssenkrup	\$0.00	\$3,123.27	\$0.00	\$0.00	\$0.00	\$3,123.27		
WA State Employment Security Dpt	\$0.00	\$692.76	\$0.00	\$0.00	\$0.00	\$692.76		
TOTAL	\$41,917.45	\$73,891.41	\$53,804.57	\$9,334.18	(\$0.11)	\$188,947.59		
						Bank Bal	\$272,510.00	\$21,615.77
						FWH Deposits	\$261,521.13	\$19,599.69
						Due from FWH	\$45,117.45	\$281,120.82
						Excise Tax (Due from FWH)	\$11,391.38	
						Balance	\$67,497.70	\$2,016.08

Accounts Payable as of 04.11.22

	Current	1 - 30	31 - 60	61 - 90	> 90		TOTAL
AT&T	\$ -	\$ 310.35	\$ -	\$ -	\$ -	-	\$ 310.35
City of Port Townsend - Water & Sewer	\$ 9,062.98	\$ -	\$ -	\$ -	\$ -	-	\$ 9,062.98
DM Disposal Co, Inc.	\$ -	\$ 810.91	\$ -	\$ -	\$ -	-	\$ 810.91
Ferrellgas	\$ 3,230.96	\$ -	\$ -	\$ -	\$ -	-	\$ 3,230.96
NoaNet	\$ 7,135.70	\$ 7,135.70	\$ -	\$ -	\$ -	-	\$ 14,271.40
Pacific Office Equipment Inc	\$ -	\$ 40.63	\$ 34.96	\$ -	\$ -	-	\$ 75.59
Rebecca Wagner	\$ 2,252.50	\$ -	\$ -	\$ -	\$ -	-	\$ 2,252.50
Swift Plumbing, Inc	\$ 390.58	\$ 519.32	\$ -	\$ -	\$ -	-	\$ 909.90
TCF	\$ 852.00	\$ -	\$ -	\$ -	\$ -	-	\$ 852.00
TOTAL	\$ 22,924.72	\$ 8,816.91	\$ 34.96	\$ -	\$ -	-	\$ 31,776.59

Memo

TO: David Timmons, Executive Director, Fort Worden Public Development Authority
FROM: Brian C. Augenthaler
DATE: April 22, 2022
RE: Fort Worden Consulting – Glamping Contract

David, the purpose of this memorandum is to outline the issues associated with the PDA's urgent need to complete construction of its "glamping" facilities. My understanding is that these are permanent structures that replicate the feeling of camping but also feature the "glamor" of a hotel environment (*e.g.*, indoor plumbing). This memorandum will cover three topics. The first is a summary of the serious problems the PDA faces if the project is not completed in a timely manner. The next section discusses the law as it pertains to waiving the competitive bidding process. The third and final section outlines my recommendation.

1. The PDA faces an urgent need to complete the glamping project.

My understanding is that the glamping project was started before Covid-19 shut down construction activities. Initial sitework for utilities was accomplished through a public works contract. The PDA received bids for the completion of the project, and the prices received were beyond the PDA's budget. As a result, the PDA continued the project internally, using its own work crew. When Covid-19 struck, the PDA was forced to temporarily abandon the project. The project was left incomplete.

At or near the time of the pause on the project, it was discovered that approximately \$600,000 in capital improvement funds were no longer accessible. To compound this problem, the PDA has already purchased flooring and other materials (including fixtures) that are currently sitting in a warehouse.

The PDA faces an urgent need to hire a general contractor on a time and materials basis. The PDA needs to complete the project in time for its peak visitor season. The PDA is still recovering from financial losses, both due to Covid and other sources. The PDA is facing an additional financial emergency directly related to completing the glamping project: the PDA has borrowed money with the corresponding obligation to complete the project. Revenue from the project is to be used to repay the loan taken out by the PDA.

In addition, the platforms that were constructed by the PDA's internal workforce are exposed to the elements. The materials purchased by the PDA are aging in a warehouse. Those tents have been erected are without heat, creating a strong possibility of the mold development in these expensive structures, which could result in the waste of public funds. The PDA does not have the internal workforce to move forward with the project, and bonded / "responsible" contractors are very difficult to come by in the region.

If I am mistaken regarding my view of the facts, please do not hesitate to correct me.

2. Emergency public works and purchases are authorized by law.

As you know, RCW Chapter 39.04 requires competitive bidding for public works projects, which would presumably include the completion of the glamping sites. *See* RCW

39.04.010(4). There is an exception to the competitive bidding requirements, which is governed by RCW 39.04.280, which provides (emphasis added):

This section provides uniform exemptions to competitive bidding requirements utilized by municipalities when awarding contracts for public works and contracts for purchases. The statutes governing a specific type of municipality may also include other exemptions from competitive bidding requirements. The purpose of this section is to supplement and not to limit the current powers of any municipality to provide exemptions from competitive bidding requirements.

(1) **Competitive bidding requirements may be waived** by the governing body of the municipality for:

- (a) Purchases that are clearly and legitimately limited to a single source of supply;
- (b) Purchases involving special facilities or market conditions;
- (c) Purchases in the event of an emergency;
- (d) Purchases of insurance or bonds; and
- (e) **Public works in the event of an emergency.**

(2)(a) The waiver of competitive bidding requirements under subsection (1) of this section may be by resolution or by the terms of written policies adopted by the municipality, at the option of the governing body of the municipality. If the governing body elects to waive competitive bidding requirements by the terms of written policies adopted by the municipality, immediately after the award of any contract, the contract and the factual basis for the exception must be recorded and open to public inspection.

If a resolution is adopted by a governing body to waive competitive bidding requirements under (b) of this subsection, the resolution must recite the factual basis for the exception. This subsection (2)(a) does not apply in the event of an emergency.

(b) If an emergency exists, the person or persons designated by the governing body of the municipality to act in the event of an emergency **may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency situation.** If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee and **duly entered of record no later than two weeks following the award of the contract.**

(3) For purposes of this section "emergency" means unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Only two cases discuss these exemptions, and neither case addresses them in a way that is helpful to understand how the PDA's exemption would be applied. *See Spradlin Rock Products, Inc. v. Pub. Util. Dist. No. 1 of Grays Harbor Cty.*, 164 Wn. App. 641, 647, 266 P.3d 229, 232 (2011) ("On December 10, 2007, the PUD passed Resolution No. 4325, declaring an emergency under RCW 39.04.280(1)(c), (1)(e), (2)(b) and allowing the PUD to bypass the notice and competitive bidding requirements for public works projects under former RCW 54.04.070."); *Pub. Util. Dist. No. 2 of Grant Cty. v. N. Am. Foreign Trade Zone Indus., LLC*, 159 Wn.2d 555, 560, 151 P.3d 176, 178 (2007) ("Citing an energy shortage in the region and concerns about being unable to meet the power needs of its consumers, PUD invoked statutory emergency exemptions under RCW 54.04.070 and RCW 39.04.280 to acquire 20 diesel generators on March 27, 2001 to ensure it could meet demand.").

3. The PDA can move forward with the hiring of a general contractor without a competitive bidding process due to the emergency facing the PDA.

It is my recommendation that the PDA craft a resolution declaring the glamping situation to be an emergency and authorizing the PDA's Executive Director to contract with Clark Construction to complete the glamping project, bypassing the competitive bidding requirements generally required for public works projects. While this decision could be challenged, the likelihood of such a challenge is low, as are the risks of such a challenge relative to the frankly

inevitable financial consequences facing the PDA if the project is not completed timely.

The PDA must still require retainage, prevailing wages, and performance and payment bonds from the general contractor. The general contractor must still be a responsible contractor. RCW 39.04.350(1).

Regarding the contract, if the PDA and the general contractor are unable to agree on a fixed cost for the contract, which is likely the case under the circumstances, the PDA can proceed on a time and materials basis. However, the contract should specify the general work plan, including wages, material sources and costs (including markups). The contract should, if at all possible, specify a maximum price in the form of a “not-to-exceed” provision.

RESOLUTION NO. 22-12

A RESOLUTION declaring an emergency – emergent to the need to complete the “glamping” project suspended during COVID-19 Pandemic

WHEREAS “glamping” involves the construction of semi-permanent, canvas walled-structures to be occupied by guests who want the experience of camping but in a more “glamorous” environment, similar to what one would expect with a hotel (*i.e.*, beds, indoor plumbing, *etc.*). Said guests are charged a nightly rate for the glamping experience.

WHEREAS the Fort Worden Public Development Authority (“PDA”) began a glamping project (“Project”) at Fort Worden in which initial sitework for utilities was accomplished through a public works contract.

WHEREAS the PDA requested and received bids for Project completion, and the prices received were beyond the PDA’s budget for the Project. The PDA continued the Project awarding to a Contractor the construction of underground and utility services and site work and internally, using its own work crew to complete the Tent structures and interior fit-up. The PDA purchased flooring and other materials as part of the Project and currently have them stored.

WHEREAS Covid-19 struck, and the PDA was forced to temporarily abandon the Project. Project materials were placed in a warehouse and remain in the warehouse to this day. Labor was terminated and no longer serve the PDA making it impossible to reasonably resume construction.

WHEREAS in short proximity to the time of the temporary abandonment, it was discovered by the PDA that \$600,000 in capital improvement funds were divert to COVID-19 recovery and were no longer accessible.

WHEREAS the PDA is still recovering from significant financial losses due to Covid-19 and restoration of funds.

WHEREAS the PDA faces a financial emergency directly related to the completion of the Project because the PDA borrowed \$2,000,000 with a corresponding obligation to repay that debt from revenue generated by the Project. Revenue from the Project was and is security for the PDA’s debt.

WHEREAS the PDA has successfully restored funding and renegotiated loan terms allowing the PDA until December 2023 to begin to service the debt associated with the project.

WHEREAS there is a strong potential for waste if this Project is not completed immediately: (1) materials purchased by the PDA are aging in a warehouse; (2) platforms completed by the PDA internally have and continue to be exposed to the elements; and (3) tents that have been erected are presently without heat, which causes a strong possibility of mold development.

WHEREAS the PDA does not have the internal workforce necessary to complete the Project and bonded contractors with the capacity to complete the Project in the vicinity of Fort Worden are in short supply.

WHEREAS the time to develop bid documents for a normal process would be untimely and detrimental to the further degradation of materials in storage and completed site works noting the difficulty to frame the scope of work into a biddable package.

WHEREAS the PDA faces an emergent need to hire a general contractor to complete the Project in time for those facilities to be available for use during the peak visitor season at Fort Worden.

WHEREAS RCW 39.04.280 authorizes the waiver of competitive bidding for public works in the event of an emergency, which the PDA faces with regard to the immediate completion of the Project.

BE IT RESOLVED BY THE FORT WORDEN PUBLIC DEVELOPMENT AUTHORITY, THE EXECUTIVE DIRECTOR, CONCURRING, THAT:

The PDA hereby authorizes the Executive Director to make a finding of the existence of an emergency and to execute a contract or contracts with responsible general contractor(s) on a time and materials basis to complete the Project as soon as possible.

Within two weeks following the award of this contract, the Executive Director's finding will be posted to the PDA's website, and the Executive Director will report the finding at the first PDA Board meeting thereafter.

By: _____

David King, Chair

ATTEST

By: _____

Eva Weber, Secretary

EXECUTIVE DIRECTOR'S DECLARATION

In compliance with Resolution No. 22-12 and RCW 39.04.280, the Executive Director of the Fort Worden Public Development Authority declares an emergency situation exists which presents a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property if immediate action is not taken. Further, the Executive Director waives the competitive bidding requirements and authorizes the award of all necessary contracts to address this emergency situation.

The emergency situation exists as a result of the direct financial risks and strong possibility for waste if the Project is not completed prior to the peak visitor season for Fort Worden. Non- or untimely completion of the Project could result in significant monetary loss for the Fort Worden Public Development Authority.

I recommend that the Project be handled under emergency contracting provisions and, on a time, and materials basis.

David Timmons, Executive Director

Fort Worden Public Development Authority

Dated this 25th day of April 2022

To: FWPDA Board of Directors

From: David Timmons, Fort Worden Lifelong Learning Center Public Development Authority (FWPDA) Executive Director

Date: April 22, 2022

Subject: Architectural Contract

All,

Attached is the administration's previous recommendation to approve a Master Services Agreement with Signal Architects.

Previously concerns were raised by certain charges and fees and whether or not legal review was complete. That process is currently underway and I hope to have it complete soon. However, in the meantime we are beginning to see a backlog of work that needs to get underway and as well consolidate the other work currently underway.

The list of projects are as follows:

1. Building Assessment and Feasibility of Building 203 for Work Force Housing*
2. Design Phase of Building 203
3. Completion of Glamping*
4. Upgrading certain ADA Ramp Access in three critical buildings*
5. Strategy and Support to Partners Capital Plans
6. Ongoing Makers Square Support for Tenant Improvements and damage repairs*
7. Site Improvements to Makers Square*
8. Integrated Program and Development of Campus Facility and Business Plan
 - a. Items marked with * are currently funded and underway

I am bringing this back for follow up action to authorize me to finalize the issues with our attorneys' review and get the many processes underway. I will report back on our final outcome and status at the May meeting. Note approval of the Master Terms does not approve each individual project scope. Each individual scope will require subsequent Board approval.



Fort Worden
— PORT TOWNSEND —
A HISTORIC GATHERING PLACE

To: FWPDA Board of Directors

From: David Timmons, Fort Worden Lifelong Learning Center Public Development Authority (FWPDA) Executive Director

Date: April 22, 2022

Subject: Change in Authorize Signature for Infinex Brokerage Account

All,

Historically the PDA had an account with First Federal that was assumed by Infinex. The original account was set up by the former administrators of the PDA to process a donation that came in the form of stock naming the PDA as beneficiaries.

This account is no longer active and the funds were disbursed to benefit the Makers Square project.

However there are still old statements that are required to be accounted for and obtained as a part of the current audit.

We need to pass a resolution/motion to remove Dave Robison and Diane Moody from the account and add my name so we can request copies of the statements required by the Audit.

We will have the language for you Tuesday evening.

.

Brokerage
Account Statement

RECEIVED
2-10-17

* 0224844 01 SP 0.500 01 TR 00919 X110PD20 000000

January 1, 2017 - January 31, 2017
Account Number: 5EZ-115102

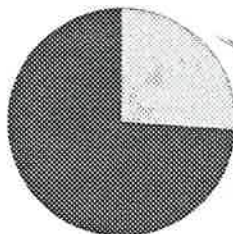
FORT WORDEN PDA
200 BATTERY WAY
PORT TOWNSEND WA 98368-3699

Your Account Executive:
HALINA D'URSO
(360) 681-7681

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$1,381,370.57
Dividends, Interest and Other Income	7,920.01
Net Change in Portfolio	-62,700.00
ENDING ACCOUNT VALUE	\$1,326,590.58
Estimated Annual Income	\$31,680.01

Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
26%	Cash, Money Funds, and Bank Deposits	338,570.57	338,570.57	346,490.58
74%	Equities	1,042,800.00	1,042,800.00	980,100.00
100%	Account Total (Pie Chart)	\$1,381,370.57	\$1,381,370.57	\$1,326,590.58

Please review your allocation periodically with your Account Executive.

Summary of Gains and Losses

	This Period	Realized	Year-to-Date	Unrealized
Long-Term Gain/Loss	0.00		0.00	281,595.74
Net Gain/Loss	0.00		0.00	281,595.74

This summary excludes transactions where cost basis information is not available.





First Federal

Making a difference. Together.

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May 18, 2016

Dear Valued Customer:

I am pleased to notify you of a change to our investment services program. As you know, Essex National Securities, LLC has provided us with the ability to offer access to investment services for several years.

Recently Infinex Investments, Inc. and Essex National Securities, LLC entered into an agreement to merge the companies. Infinex is a leading provider of investment, insurance, and wealth management products and services to financial institutions and their customers. Infinex has a unique history of being formed by banks, owned by banks, and focused on providing service to financial institutions. This translates to a clear understanding of what First Federal customers need and want in the form of investment services.

No action is required on your part. If you have check writing privileges, you will continue to use the checks that you currently have. If you have automatic deposits or investments, those will also continue as if nothing has taken place.

The way your statement looks will not change substantially. Your investments will not change. Only the name of the broker-dealer who allows us to offer you access to investment products will change.

Please be aware that you will receive official notification from Infinex Investments, Inc. and Essex National Securities, LLC regarding this change which is required by regulation. If you have any questions or concerns, please do not hesitate to contact us directly. We are excited about this new opportunity which will enable us to enhance our ability to provide you with the financial solutions that you need now and in the future.

Sincerely,

Kelly A. Liske
EVP, Chief Banking Officer
First Federal S&L

Securities and advisory services are offered through Essex National Securities, LLC, member FINRA/SIPC, an independent broker/dealer and Registered Investment Advisor. Insurance products are offered through Essex National Insurance Agency, Inc. Neither are affiliated with First Federal.

Not Guaranteed by the Bank	Not FDIC Insured	Not a Deposit
Not Insured by Any Federal Government Agency	May Lose Value Including Loss of Principal	

**ENSI**ESSEX NATIONAL SECURITIES, INC.
MEMBER FINRA & SIPC**ONLINE INVESTMENT ACCOUNT ACCESS
Authorization Form**

Financial Institution: First Federal Investment Services

Representative Name: Diane Moody & Dave Robison

Client Name: Fort Worden PDA

Client ID: FWPDA2015

Would you like all your accounts to be viewable within Online Investment Account Access?



Yes, please show all my accounts



No, exclude access to the following accounts:

Do Not Show:		

Security Reminders:

- Once you receive your login name and temporary password, change your password immediately. Your Representative will not have access to your password once it has been changed.
- If you forget your password, use the **Forgot Password** link from the login page to change it.
- Keep your login credentials secure. Use strong passwords and do not use password "storage" programs or write passwords down.
- Do not disclose your login name or password to anyone. If you do, they will have access to view your accounts and account details.

Client Signature: 

Date: 9.15.15

Representative Signature: 

Date: 9/15/15

By signing here, you are certifying that you have reviewed login and password security requirements with your client and have set up account visibility between linked contacts based on your client's preferences. You also certify that you have provided your client with their User Name and temporary password, instructing them to change their password immediately.

Scan and upload a copy of signed form to Client's Contact Card in ENSInet or Fax a copy to
ENSI Service at (707) 265-3350.

Diane Moody

From: Rita Young <Rita.Young@ourfirstfed.com>
Sent: Wednesday, August 5, 2015 4:48 PM
To: Diane Moody
Cc: Dave Robison
Subject: RE: Fort Worden Public Development Authority

Hello Diane and Dave,

The account received 39 shares of GE at 25.90 per share, totaling \$1,010,115.01. Port Townsend definitely has some wonderful people in this community!

Thank you,

Rita Young
Investment Representative
First Federal
333 N Sequim Avenue
Sequim, WA 98382
360.681.7682
360.681.7688 Fax
rita.young@ourfirstfed.com
www.ourfirstfed.com



First Federal
Investment Services

Making a difference. Together.

DO NOT SEND TRADING INSTRUCTIONS THROUGH E-MAIL. THEY WILL NOT BE HONORED.

Securities are offered through Essex National Securities, Inc., member FINRA & SIPC. Insurance products are offered through Essex National Insurance Agency, Inc. Neither are affiliated with First Federal.

"This e-mail message may be confidential and legally privileged. If you are not the intended recipient, please notify the sender via return e-mail and promptly and permanently delete this message. Disseminating, distributing or copying messages received in error is strictly prohibited. Thank you for your cooperation."

From: Diane Moody [mailto:dmoody@fortworden.org]
Sent: Wednesday, August 05, 2015 2:04 PM
To: Rita Young
Cc: Dave Robison
Subject: Fort Worden Public Development Authority

Rita,

Dave informed me that the donation landed in the PDA's account today. Can you let me know that the deposit amount is?

Thank you,

Diane Moody
Chief Financial Officer

PDA Brokerage Account Transaction Summary

Year	Contribution	Deposit	General Journal	Transfer	Grand Total	Purpose
2014	Mobilization Startup	\$ 158,064.01	\$ (58,049.00)	\$ (100,000.00)	\$ 15.01	PDA Contribution
2015	Sage Foundation	\$ 1,010,118.74	\$ 16,401.62	\$ (203,147.26)	\$ 823,373.10	PDA Contribution
2016	Sage Foundation	\$ 1,014,752.46	\$ (1,014,750.00)	\$ (500,000.00)	\$ (499,997.54)	Makers Square - transferred to MS Landlord LLC for reporting
2017	Sage Foundation	\$ 1,029,267.31	\$ (702,657.88)	\$ (650,000.00)	\$ (323,390.57)	
2018	Sage Foundation	\$ 1,008,593.35	\$ 991,406.65	\$ (2,000,000.00)	\$ -	
2019			\$ 744,538.89	\$ (744,538.89)	\$ -	
2020	no activity					

RESOLUTION NO. 22-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORT WORDEN PUBLIC DEVELOPMENT AUTHORITY REMOVING AND AUTHORIZING SIGNER(S) FOR PDA INFINEX ACCOUNTS WITH INFINEX FINANCIAL GROUP

RECITALS

- A. Pursuant to the Amended Charter, “the management of all Authority affairs shall reside in a Board of Directors. (Amended Charter, Article VII, Organization of Authority, Section I.)
- B. Pursuant to Section 6 of the Charter, duties of Board Members may include, among other duties, the contracting of debts, issuance of notes, debentures, or bonds, and the mortgaging or pledging of corporate assets to secure the same. In addition, “any resolution authorizing or approving such an action shall require the affirmative action vote of the majority of board members voting on the issue.” (Amended Charter, Article VII, Organization of Authority, Section 7.)
- C. The Board of Directors is authorized to supervise the activities of the Corporation; when necessary execute instruments on its behalf when authorized by the Board.
- D. Resolution 15-10 sets out the policy directive of the administrative authority of the Executive Director including policies governing check signing and funds.
- E. Specific board members and specific departmental managers need to have authority to sign checks to maintain an efficient and effective operation.
- F. The Fort Worden PDA maintains an account at Infinex Financial Group and anticipates closing this account necessary for efficient and effective operations.

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

The Board approves the removal of the following staff and board members as authorized signers on the following account 5EZ-115102 as:

Dave Robison
Diane Moody

The Board approves the addition of the following staff and board members as authorized signers on the following account 5EZ-115102 as:

David Timmons

ADOPTED by the Board of Directors of the Fort Worden Lifelong Learning Center Public Development Authority at a properly noticed meeting of the Board at which a quorum was present, held on the 26th day of April 2022.

David King, _____

Chair

Attest: _____

Eva Weber, Secretary



Fort Worden
— PORT TOWNSEND —
A HISTORIC SEATTLE PLACE

To: FWPDA Board of Directors

From: David Timmons, Fort Worden Lifelong Learning Center Public Development
Authority (FWPDA) Executive Director

Date: April 22, 2022

Subject: Resolution # 22-14 Surplus Property

All,

Attached is the Resolution that declares the certain property (non-real estate) assets surplus to the organization.

Much of this relates to the transfer of assets previously used for hospitality services to the Hospitality Corporation as well as others that no longer serve any beneficial need for the PDA to conduct business.

During the start up of the PDA, the previous transfer from State Parks to the PDA was a government to government transfer. This however does involve the transfer of certain assets to a private interest.

I have attached a brief note from MRSC that highlights the difference with this transfer as opposed to the previous one. In this case it is a private sale for value and other considerations.

The Resolution authorizes me to sell the hospitality assets and establish "fair market value" which may consist of cash or other considerations, such as a trade of "in kind" liability's associated with the transition from PDA to a private party under contract to the PDA.

In this case the consideration to sell surplus hospitality assets is what beginning cash balance will be transferred to Hospitality relating to advance reservation deposits owed to the new business. Advance deposits consist of funds for future hospitality reservation. These funds however have been applied to maintaining hospitality services during the Pandemic and transition of the business absent any other income sources to maintain services. Failure to use these funds would have forced a shutdown of hospitality services.

Our goal is to balance the sale of the assets to Hospitality while offsetting the liability of any balance owed from the collection of advance deposits to Hospitality.

Practice Tips

- **Prior to sale, always determine the fair market value of the item to be sold.** If you sell it for less, you may be violating the "gift clause," in Article VIII, Sec. 7 of the State Constitution, which states that "No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation." But see [RCW 39.33.010](#) mentioned in the list of statutes above.
- **Hold a public hearing**, if required by [RCW 39.33.020](#) or [RCW 35.94.040](#). [AGO 1997 No. 5](#) concludes that the public hearing requirement in [RCW 39.33.020](#) only applies to intergovernmental transfers of property.
- **Pass a resolution** declaring the property to be surplus, and specifying how the property is to be sold, or delegating that task to a particular administrative official.
- **Proceed with sale as required by the town or city council, or in any commercially reasonable way.** Sale can be by auction, private sale, sealed bid, through a broker or agent, etc.
- **City officials and certain administrative officers may be restricted from purchasing surplus property due to conflict of interest concerns.** The general rule is that those who are involved in the decision to surplus property (the council) and those in charge of administering the sale (mayor, city manager, or other city officer responsible for the sale) should not purchase the property. General city employees can purchase surplus city property.
- **Consider adopting policies concerning sale of city property.** For examples, see the [Policies](#) section below.

Surplus Capital Assets	Current Value
Hardware & Software	
Maestro Software	\$ 37,036
Silverware POS Software	11,703
2 Dell Computers	3,190
Soft SPA	2,970
AV Equipment	7,077
Kitchen Equipment	
<i>Taps at the Guardhouse</i>	33,469
<i>Combi Oven</i>	19,571
<i>Propane Grill</i>	3,706
<i>Soft serve machine for cablehouse</i>	3,052
<i>Mobile Bar</i>	1,703
Laundry Equipment	
<i>2 speed queen 40lb washers</i>	1,933
<i>1 speed queen 40lb washer</i>	1,442
<i>2 speed queen washer & pedestals</i>	644
Furniture & Fixtures	
Portable Stage	0
Porch Furniture	0
Vehicles	
2010 Ford Van	0
2010 Chevy Van	0
Electric truck	<u>0</u>
Total	<u>\$ 127,496</u>

RESOLUTION NO. 22-14

A RESOLUTION OF THE BOARD OF THE FORT WORDEN LIFE LONG LEARNING CENTER PUBLIC DEVELOPMENT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO SELL/EXCHANGE SUCH SURPLUS PROPERTY TO THE FORT WORDEN HOSPITALITY CORPORATION.

WHEREAS, the FWPDA currently owns certain property associated with hospitality services that was originally acquired for proprietary purposes and that has been determined by the Executive Director to be no longer required for providing continued public services, and

WHEREAS, RCW 35.94.040 provides that the FWPDA may, by resolution of its legislative body declaring such property surplus and thereafter cause such property to be leased, sold, or conveyed, and

WHEREAS, the FWPDA Board of Directors on August 10, 2021 entered into a Concession Contract with Fort Worden Hospitality recognizing that previously used personal property would be surplused to the Corporation and, after considering any and all claims received, determined to enact this resolution declaring the property surplus and authorizing its sale to the Corporation, now therefore,

THE FWPDA BOARD OF DIRECTORS OF THE FORT WORDEN LIFE LONG LEARNING CENTER PUBLIC DEVELOPMENT AUTHORITY OF, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Property Declared Surplus. That certain property described on Proprietary Surplus List attached to this resolution, which was originally acquired for proprietary purposes, is no longer required for providing continued public hospitality services and is hereby declared to be surplus to the FWPDA's needs.

Section 2. Authority of Executive Director. The Executive Director of the FWPDA is hereby authorized and directed to sell the property described on Proprietary Surplus List in any commercially reasonable manner of his/her choosing to execute a private sale/exchange with the Fort Worden Hospitality Corporation, so long as the FWPDA receives, in return for each item sold,

no less than fair consideration as to market value. Every sale made pursuant to this resolution shall be on an "as is" basis and shall include an express disclaimer by the FWPDA of any and all warranties or liability. Any proceeds of the sale shall be applied against any liability found to be owed to the Fort Worden Hospitality Corporation resulting from the separation of the hospitality services as outlined in the Concession Contract.

RESOLVED by the FWPDA Board of Directors this 26th day of April, 2022.

CHAIR, OF FWPDA

David King, Chair

ATTEST/AUTHENTICATED:

Eva Weber, Secretary