



APPROVED Meeting Minutes

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

Action Summary

- ❖ Motion to approve the consent agenda. **Unanimously approved.**
- ❖ Motion to approve Resolution 22-12 which hereby authorizes the Executive Director to make a finding of the existence of an emergency. The Board directs the Executive Director to submit a plan for implementing a time and materials basis budget to complete and mitigate the project. The Board directs the Executive Director to submit a plan for approval within the next thirty days. **Unanimously approved.**
- ❖ Motion to authorize the Executive Director to enter into a Master Contract for Architectural Services with Signal Architecture + Research, as well as waive the procurement selection process for professional services. **Unanimously approved.**
- ❖ 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. **Unanimously approved.**
- ❖ Motion to approve Resolution 22-14 authorizing the Executive Director to sell/exchange such surplus property to the Fort Worden Hospitality Corporation. **Unanimously approved.**

Meeting Agenda

I. Call to order (5:30)

The meeting was called to order at 5:33 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. 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*

John Begley reminded everyone that financial reports are still blended with hospitality.

Becky Wagner reviewed the above financial reports and answered questions from the board. Discussion included the debt schedule, capital assets and liabilities, and the glamping project financials.

h. Internal Controls

David Timmons said he authorized a contract with Tara Dunford, CPA, who specializes in cash basis accounting in governance. She will be a second set of eyes on annual report filing.

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*

Timmons spoke to the above topics. Hospitality and partner advisory groups are now meeting once a week.

The Renewable Nations Institute held an event to announce the concept of the initiative that they have begun at Fort Worden, in collaboration with the Japanese government, to work on climate change.

The Building 203 Workshop took place and allowed PDA and partners to view Signal Architecture's conceptual plans and get feedback. Option 3 was the preferred plan. Next step is to develop a project estimate. Board members discussed developing a campus-wide approach to projects.

IV. Public Comment

See attached letter for 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.

Rodger Schmitt made a motion to approve the consent agenda. Eva Weber seconded. **Unanimously approved.**

2. Glamping Project resolution

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

Shannon Ragonesi, attorney, explained the reasoning behind declaring an emergency in order to finish the glamping project. Extensive discussion included the overall budget and feasibility of the project, the consequences of declaring an emergency, the impact on debt services and bond obligations by either finishing the project or choosing not to, the best way to phase project completion, and the current condition of the glamping area, both infrastructure and landscape.

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.

Celeste Tell made a motion to approve with the following language: “The PDA hereby authorizes the Executive Director to make a finding of the existence of an emergency. The Board directs the Executive Director to submit a plan for implementing a time and materials basis budget to complete and mitigate the project. The Board directs the Executive Director to submit a plan for approval within the next thirty days.” John Begley seconded. **Unanimously approved.**

3. Master Contract w/ Signal Architecture

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

David Timmons recommended moving forward with the Master Contract, which operates as a professional service agreement, based on qualifications, and with funding on a project by project basis.

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.

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

4. Infinex Brokerage Account

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

David Timmons explained this process is needed to acquire statements and close down an old account.

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.

Brad Mace made a motion to approve. Torie Brazitis seconded. **Unanimously approved.**

5. Asset and Liability Transfer from PDA to Hospitality

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

Fort Worden Hospitality needs this to complete their bank obligations for their startup loan. This creates a transaction of nominal value between parties that meets the standard legal requirements. The Board discussed sustainability, the disposal of e-waste, and a possible community garage sale.

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

Brad Mace made a motion to approve. Rodger Schmitt seconded. **Unanimously approved.**

VI. Public Comment

No public comment. See chat for in-meeting remarks.

VII. Next Board Meeting

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

VIII. Adjourn (7:30)

The meeting was adjourned at 8:14 p.m.

**Topic involves documents in agenda packet*

David Thielk, on behalf of Transportation Lab
360-301-6005
edavidt@gmail.com
April 3, 2022

Dear Fort Worden PDA Board of Directors,

Starting about 5 years ago, the traffic in Port Townsend soared dramatically. We know this because many of us in the Transportation Lab are on our bicycles every day, and frequently ride both during the day and at night. We ride 12 months a year, rain or shine. The number of close calls we experience weekly, and sometimes daily, has gone up dramatically. We are bracing for a difficult transportation experience this summer once again. The recent Jefferson County Carbon Inventory (2018) indicates that Jefferson County roadways have significantly higher per capita vehicle miles traveled (VMT) than elsewhere in the State of WA, and that in the years between 2005 and 2018, the per capita MVT has increased here by 6.3%. The per capita VMT for Jefferson County is now 10,665 miles. In contrast, for the State of Washington, the per capita VMT is 8,272, a drop over the last 13 years. Clearly, Jefferson County is headed in the wrong direction when it comes to over use of motor vehicles and carbon emissions.

Transportation sector makes up 66% of carbon emissions in Jefferson County (only 29% nationally). The 2018 Jefferson County Carbon Inventory also suggests that only 21% of our VMT is commuter traffic. **Tourism is a major cause of the increases in Jefferson County's VMT and greenhouse gas emissions between the 2005 and 2018 carbon inventories.**

Expanding and/or increasing the number of visitors to Fort Worden is an excellent outcome for our community. But not if nearly every single visitor arriving at the Fort arrives by motor vehicle. In response to our previous letter, Roger Schmidt suggests that expanding EV charging stations is a step in the right direction. Actually, moving towards fleet transformation at this point is insignificant and will not come close to meeting the current IPCC target dates. The best way to reduce impact to the planet is to get people out of their cars and reduce vehicle miles traveled:

<https://theconversation.com/why-reducing-carbon-emissions-from-cars-and-trucks-will-be-so-hard-113230>

Roger Scmidts also stated "Certainly, it's a daunting task" when it comes to addressing carbon reduction. Indeed it is. And Mr. Schmidt also asks "Is there any kind of suggestion [from Transportation Lab] for action on our part?" We have a number of suggestions.

1. Stop making it convenient and inexpensive for people who bring a car to Jefferson County/Port Townsend for events at Fort Worden. The first step is to charge relatively high rates for parking in any area related to one of the festivals or events at Fort Worden.
2. Require your partners who hold festivals and mega events (for example, Centrum, Seattle Theater Group, etc.) to offer the option of transit tickets from each of the ferry terminals (Bainbridge, Kingston, and Port Angeles) at the same time they purchase their

event tickets. Give them the option to be able to get here, and back to the ferry without their cars. Of course, this would require working with Jefferson Transit or some other transit group and leasing extra buses specifically for these events.

3. Work with Jefferson Transit or other service to scale up transit services both locally (shuttles) and regionally (from ferry terminals) for festivals and mega events.
4. Stop holding mega events like THING if suitable transportation cannot be planned implemented. Given the urgency called for in the recent IPCC report, to plan and implement these events without including a transportation plan that dramatically reduces greenhouse gas emissions is no longer an option.
5. Require partners (including Seattle Theater Group) to lease pasture land out in the county for parking and to run shuttles into town and to Fort Worden. Many communities insist on this.

In short, we can, and you can, change culture by offering a combination of dis incentives to drive, and incentives to seek out alternatives.

We know that the biggest policy changes that reduce greenhouse gasses are coming at the municipal level. This is true all over the world. The changes that must occur to move us away from car dependent systems have to occur at the local level if we're going to change quickly enough to avert catastrophic outcomes. The Fort Worden PDA is an example of a policy team that could make a difference. But, they won't if they behave as if the dollars today from events from THING are more important than taking action to reduce greenhouse gas emissions dramatically and immediately. We know that we face extreme challenges with climate breakdown. But the duration and severity of those challenges for our children and grandchildren are dependent upon agencies such as the Fort Worden PDA taking the right steps today.

An alternative to dismissing our concerns is to take a leadership role to offer alternatives to visitors and send the message that we in Jefferson County and the Fort Worden PDA care about climate issues.

Transportation Lab would love to support you implementing these and other changes described above! Please reach out to us. If not the FWPDA making a difference, then who?

Transportation Lab/A Local 20/20 Action Group

Gerald Braude

Richard Dandridge

Rebecca Kimball

Carol McCreary

David Thielk

Scott Walker