

Glamping Narrative 2015-2017

2015

July 29, 2015 Board meeting packet—shows up under Fort Worden PDA Preliminary Capital Project Plan Outline

Estimate at \$315,000, identified as a future project, Six sites = 6 x \$20,000 = \$120,000 Total facility future sized = \$140,000

Extend utilities for all from "275" = \$30,000, Design = \$25,000

Dec. 16, 2015 Meeting minutes—Under review and discussion of 2016 Preliminary budget, capital fund: “Dave Robison explained that projects were identified and funds were attributed to them. He highlighted a \$75,000 (Glamping) grant as well as the Mule Barn project.”

2016

Oct. 26, 2016 meeting minutes—“A few projects planned for the year are not going to be completed this year, but will be in 2017. These are Tiny House/Glamping, Building 4, and Culinary Feasibility Study.”

—Glamping update “Robison and Heckscher researched glamping options and determined that canvas tents w/ platforms are most appropriate for Fort Worden. A tiny house costs about \$50,000-60,000 to build, whereas a canvas tent w/ platform costs about \$15,000. Robison stated that the tents represent a better ROI. Andersen asked what utility infrastructure will be needed for glamping units. Robison and Gubler are researching the possibility of building a bathhouse that could include bathrooms, showers, and a laundry facility. Such a facility could cost as much as \$250,000. Cook asked if glamping units could be used as housing for seasonal employees. Gubler stated that it’s best if employees housing does not mix with guest accommodations. Hilton asked if a kitchen would be available to glampers. Robison stated that construction of a pavilion is under consideration, but people would likely bring their own stoves, etc.”

Nov 14, 2016 Executive Committee Meeting—shows up under major initiatives list for 2017

Nov. 30, 2016 Board Meeting minutes—Shows up under Development & Capital Projects Budget Priority from presentation at board meeting

2017

March 29, 2017 Meeting minutes—Staff Reports, Capital Investments/Feasibility Study “Robison reported that financing options are being explored for initiating the glamping project, building 203 upgrades, and remodeling of NCO Row.”

June 28, 2017 Board Meeting Minutes—Staff and consultant presentation “Robison introduced Hannah Burn who recently graduated from University of Washington with a Master’s Degree in Public Administration and who, as a consultant, is supporting Robison and Diane Moody on special projects including: the Point Wilson Lighthouse, glamping, and building 225.

—Special Project Feasibility Studies “Robison stated that he and Moody have been meeting with Todd Gubler weekly regarding Glamping, NCO remodel, and lighthouse feasibility studies. Robison added that he and Moody have already started reaching out to various funders.”

July 26, 2017 Board Meeting minutes—Staff Report “Robison began with providing an overview of the Capital Improvement Plan actuals to budget for second quarter. There are seven main projects planned for the year and of those three are complete. These are building 4, 16, and 235. Makers Square and the maintenance transition plan are performing on plan and budget, Glamping will begin in the fall of 2017 and Culinary is postponed.”

—Staff presentation “Dave Robison and Hannah Burn presented the special project feasibility studies for NCO, Glamping, Building 203 dorms and Lighthouse. Robison stated that preliminary recommendations, feasibility studies and ROI studies are still in progress. Hannah Burn and Robison presented the glamping feasibility study including emerging hospitality trends.”

“Robison stated that the preliminary 5-year ROI on the initial 962k investment is projected to be 104%, stating that the project could be completed within a year and that according to the ROI study, the debt would be paid off within five years, with significant net return each year. Robison and Burn reviewed the NCO feasibility study and Burn presented key findings from the Hospitality Analysis by HVC that was commissioned by the City of Port Townsend. Robison noted that NCO consistently receives poor to fair reviews and that these renovations would likely result in improved ratings across the property. Robison reviewed capital costs and operating costs for both glamping and the NCO renovation.”

—Board discussion:

- ROI for the glamping units and whether it would be possible for staff to use these units as onsite employee housing.
- Comparable sites - Lakedale and Cave B
- Rates, fixed costs, demand and market strategy
- Pros and cons of year-round vs. seasonal glamping.

- Increased capacity, benefits of a new revenue stream, potential impact on F&B revenue and the Lifelong Learning Center vision/mission.
- Design and layout of the proposed renovations
- Summary of Business Considerations
- Current and projected annual occupancy rates
- Expanding into new markets
- Next steps including: continuing feasibility analysis, exploring financing opportunities, State Park approval process and determining construction timelines

September 27, 2017 Board Meeting Minutes, Glamping Feasibility Study, Staff Presentation

“Robison presented the glamping PowerPoint (accessible on website) highlighting that there are no other glamping sites on the Olympic Peninsula. A Washington Conservation Corps team recently completed some clearing of the sites. Moody reported that the most significant investment will be the bathhouse/kitchen and tent purchase and construction - she reviewed risks, financing (and key assumptions), projected revenue (and key assumptions) and projected operational budget (and key assumptions). Robison summarized that the risk is low, that the projected ROI (return on investment) is high and that there is a strong growing market demand for glamping. In addition, Robison noted that adding glamping sites diversifies the Fort Worden portfolio and opens new opportunities for Lifelong Learning Center partner programming.”

December 20, 2017 Board Meeting Minutes— Moody and Robison presented the 2018 Operating and Capital budget:

Capital Improvement Fund	(Note – Numbers are
Glamping	\$ 450,000
Energy Efficiency Project	\$1,675,000
Culinary Planning	\$ 29,225
Fundraising	\$ 50,000
Makers Square	\$ <u>588,500</u>
Total	\$2,742,725

Glamping Topics from 2018-2019

2018

Executive Committee Meeting
Fort Worden Public Development Authority
Tuesday, January 16, 2018 | 9 a.m. to 11 a.m.
Seminar Building #297, Fort Worden

1	Existing Facilities labor 5.0 FTE	PDA funded	\$ 217,200
2	New Facilities labor 2.7 FTE due to maintenance transition	PDA funded	\$ 160,000
3	Facility Maintenance (materials and supplies)	Not funded	\$ 101,500
4	PM and New Service Contracts (transferred to PDA this year)	Not funded	\$ 165,500
5	PDA Capital Projects (Glamping and other projects)	Funding pending	\$ 1,895,000
6	PDA Preventive Maintenance (PM)	Funding pending	\$ 86,700
7	Parks PM 2016/17 (ends May 1, 18)	WSP funded	\$ 73,000

2018 FWPDA Transition Maintenance Plan

The Fort Worden Public Development Authority 2018 Maintenance Plan includes \$267,000 in unfunded project, service contracts and operational costs. These costs are necessitated by the transfer of facility maintenance responsibilities from WSP to the PDA. This document is submitted in support of the request for \$250,000 for 3 years to support the Facility Maintenance program at Fort Worden.

2018 Maintenance Plan Summary:

Item 1. Existing Facilities labor-A combination of PDA Facilities and Maintenance staff's redirected work load to engage in maintenance transition responsibilities.

Item 2. New Facilities labor --Added positions necessary for maintenance transition focused on heat plant and mechanical issues and the grounds maintenance needs on the campus.

Item 3. Facility Maintenance-Materials and supplies funding to support critical needs in 2018 maintenance plan focusing on human safety and asset integrity.

Item 4. PM/Service Contract-Service contracts transferred from WSP to PDA to support new areas of responsibility.

Item 5. PDA Capital Projects-Adaptive reuse projects or major renovations and additions. This figure does not include A&E for Makers Square (estimated at approximately \$500K in 2018).

Item 6. PDA Improvement Projects-Upgrades and minor improvements to existing facilities.

Item 7. WSP PM 2016/17-PM Projects scheduled and funded by WSP prior to May 1 transition.

(Document in 01/18/18)

**Board of Directors Meeting
Fort Worden Public Development Authority
Wednesday, February 28, 2018 | 9 a.m. – 12 p.m.
Commons B (Building 210), Fort Worden
Regular Board Meeting:**

PowerPoint Presentation by Becca Hansson (**UNABLE TO LOCATE POWER POINT PRESENTATION-Not available on the FWPDA website**)

B. Board Discussion

MINUTES

IX. Glamping Update

A. PowerPoint Presentation by Becca Hanson

Hanson discussed the glamping design workshop with staff and stated that it was highly collaborative and that participants were very engaged. Hanson talked about other glamping projects she's been involved in and discussed comparable sites. Hanson stated that the glamping design workshop focused on validating prior assumptions, defining operational expectations, tent location/groupings (including accessibility) and supporting structures. Hanson presented the preliminary site plan. The plan proposes leaving the existing vegetation and accessing the sites with carts and an onsite concierge to ensure guest centricity and security. (See PowerPoint on FWPDA website)

Robison clarified that master lease amendments are in progress to extend the FWPDA lease area to include the proposed upper glamping sites.

Sammons discussed sewer and water infrastructure including the benefits of units without restrooms versus units with restrooms stating that sewer and water lines are already in place and likely need minimal work to extend to individual sites. Robison stated that the demand for glamping sites with bathrooms in

Lakedale far outstretched demand for units without bathrooms.

Robison noted that people from all departments participated which informed the quality of the design.

B. Board Discussion

Lela Hilton asked whether it would be possible to have tents with peaks – which would be more historically accurate. Herb Cook explored how the decision to plumb every unit would affect seasonality and revenue – stating that plumbed units could potentially increase demand during the offseason. Jane Kilburn commended Becca Hanson and participating staff on the design process. Robison stated that Becca Hanson did this initial design pro bono, and thanked her for her efforts.

Tonina stated that Cave B in Eastern Washington has 40 yurts and that they did a great job integrating food and beverage services (including wine service). Lela Hilton recommended a retreat to a glamping site.

Todd Hutton sparked a discussion about the budget and Robison stated that a key question that will impact the budget will be if State Parks can fund all or a portion of the sewer/water project. The plan is to start glamping construction by fall 2018 and complete the project by spring of 2019.

X. Staff Report

A. Washington State Budget Update

Robison reported that the Legislature is still in session and reviewed the capital budget allocations and supplemental capital budget (which is pending). Robison is scheduling a meeting with State Parks in Olympia in conjunction with the Marine Science Center (MSC) in regard to the MSC Pier Renovation project. Robison and Sammons will also be meeting with State Parks regarding glamping, water/sewage upgrades and project coordination. Robison noted that the Capital Budget includes a pending supplemental budget – addressing cost escalation due to the delay of the budget passage.

**Board of Directors Retreat – Special Meeting
Fort Worden Public Development Authority (FWPDA)
Wednesday, March 28 & 29, 2018
Commons C (Building 210), Fort Worden
Special Meeting | Board Retreat Day 1 - March 28, 2018:**

DRAFT MINUTES

III. Review of Staff Orientation Program

Robison stated that a historical architect has been hired to design building 288 for the Glamping Project and discussed strategies for coordinating Makers Square infrastructure (sewer & water, and undergrounding of the electric).

Tuesday, September 18, 2018 | 9 a.m. to 11 a.m.

Document A



Glamping Project Description

The Fort Worden Public Development Authority (FWPDA) proposes to develop a “glamping” (glamorous camping) facility in the area of the Fort adjacent to the historic building campus. The site is currently unused; formerly it was terraced and developed for military barracks and related service buildings of which only a few foundation remnants remain, along with water and sewer infrastructure.

When completed, the Project will provide up to twenty new canvas tents on raised wood decks and a community structure for shared use. Parking will generally be provided at the edge of the glamping site; two ADA accessible tents will have dedicated parking spaces onsite. The tents will be accessed by the existing paved roads and new gravel walkways. Campers will use electric baggage carts provided by FWPDA on arrival and departure. The Project will increase the diversity of overnight accommodations at the Fort and add smaller, affordable units suitable for couples and small families, all in support of the Fort’s hospitality and lifelong learning mission.

The glamping tents will be canvas wall tents 16 by 22 feet in size and most will be plumbed and include a full bathroom. They will be erected on site-built wood decks of 16 by 28 feet providing a porch area in front of the tent. A community building of 25 by 58 feet will be constructed on an existing slab and provide large gathering room, fireplace, storage/mechanical room and accessible bathrooms. The Project also includes water/sewer and electrical upgrades, and improvements to pedestrian circulation, parking, and landscaping in the redeveloped site.

The Project area is shown on Figure 1. and comprises 216,000 SF, or about 5.0 acres. Total tent space of 7,040 SF (on 8,960 SF of decks) and a community structure of 1,450 SF will be developed. The Project would improve areas of existing concrete slabs, gravel and vegetated areas. The work includes a paved parking area of 6,500 SF for 20 cars located at the SE entry.

The Project will be accessed by existing roads. The community structure and two of the camping sites will provide ADA compliant accessibility.

Board of Directors Meeting
Fort Worden Public Development Authority
Friday, October 19, 2018 | 9:00 a.m. – 12:00 p.m.
Chapel Building #24, Fort Worden

MINUTES

A. Glamping Update

Robison stated that the SEPA checklist has been submitted to State Parks. Robison stated that the project team is working on permit documentation and infrastructure engineering. Robison noted that the project is heavily dependent on financing and that a significant portion of the total project expense is the cost of installing water/sewer to each of the units. Robison stated that the environmental review should be completed by the end of the year. Diane Moody stated that she is developing phasing scenarios and exploring financing options.

Executive Committee Meeting
Fort Worden Public Development Authority
Seminar Building 298, Fort Worden
Tuesday, November 20, 2018 | 9 a.m. to 11 a.m.

MINUTES

C. Glamping Update/Financing Options

Robison discussed the glamping process and stated that he has been in communication with the Department of Corrections about bringing in one or two crews to do site development work (climbing and clearing sites). Robison stated that the total projected cost of the glamping project is between \$1.5 million to \$1.8 million. Robison stated that Phase 1 of the project will include 16 units with bathrooms. Robison and the board discussed the shared kitchen shelter and financial projections. Moody discussed financing options and reviewed a Glamping Cash Flow Pro Forma. Board and staff discussed occupancy, equity and financing. Hilton suggested informing visitors about this exciting project (i.e. putting information in the lobby). Robison noted that the water/sewer infrastructure cost is the most significant cost.

Operating Pro Forma Glamping			
		Year 1	
		Totals	
Revenues		Per Occupied Unit <i>Average Occup.</i>	Total 34.50%
Luxury Glamping Units (16)		\$ 233.40	\$ 463,996.80
Rustic Glamping Units (3)			
Meeting Rooms, Food & Bev	8%	\$ 18.67	\$ 37,119.74
Glamping Shelter			
Other Fees	2.00%	\$ 4.67	\$ 9,279.94
Cancellation	1.50%	\$ 3.50	\$ 6,959.95
Total Revenue		\$ 260.24	\$ 517,356.43
Direct Expenses			
Labor (including benefits)			
Baseline Glamping Shelter Utility	\$ 0.15	\$ -	\$ -
Utility Glamping Units	\$ 0.10	\$ 0.38	\$ 746.03
Maintenance Labor & Supplies/Housekeeping Supplies (sq ft)	\$ 0.50	\$ 7.37	\$ 14,659.74
Maintenance Labor & Supplies/Housekeeping Supplies Glamping (sq ft)	\$ 0.25	\$ 2.93	\$ 5,829.12
Total Direct Expenses	\$ 772.81	\$ 28.68	\$ 57,009.99
Gross Operating Profit		\$ 231.56	\$ 460,346.44
Undistributed Expenses			
Administrative & General (cost per sq ft)	\$ 0.85	\$ -	\$ -
Administrative & General Annual	\$ 6,019.70		
Marketing		\$ 13.01	\$ 25,867.82
Total Undistributed Expenses		\$ 13.01	\$ 25,867.82
Net Revenue			\$ 434,478.62
Other Expenses			
Debt Service 5 yr @ 8% (\$900,000 year 1 & \$350,000 year 2)		\$ 110.15	\$ 218,985.00
Investment Return @ 10% on \$600,000			
Net		\$ 108.40	\$ 215,493.62

Fort Worden Glamping Cash Flow Projections

Fort Worden Glamping Final Draft						
Yearly Cash Flow						
		2019	2020	2021	2022	2023
COSTS						
Capital:						
Total Capital		\$ 1,463,398	\$ 350,000	\$ -	\$ -	\$ -
Operational:						
Direct Expenses		\$ 57,010	\$ 60,908	\$ 51,262	\$ 55,483	\$ 62,442
Undistributed Expenses		\$ 25,868	\$ 38,830	\$ 36,202	\$ 37,667	\$ 32,289
Total Operational		\$ 82,878	\$ 99,738	\$ 183,675	\$ 195,614	\$ 198,934
Debt Service:						
Yearly Paid		\$ 218,985	\$ 325,508	\$ 325,508	\$ 325,508	\$ 325,508
Investment Return				\$ 220,000	\$ 220,000	\$ 220,000
Financing:						
Closing Costs		\$ 13,500	\$ 5,250	\$ -	\$ -	\$ -
Down Payment		\$ -	\$ -	\$ -	\$ -	\$ -
Total Costs		\$ 1,778,761	\$ 780,495	\$ 729,183	\$ 741,122	\$ 744,442
BENEFITS						
Revenues:						
Room Revenue		\$ 463,997	\$ 545,841	\$ 617,256	\$ 649,462	\$ 710,178
Other Revenue		\$ 53,360	\$ 62,772	\$ 70,984	\$ 74,688	\$ 81,670
Total Revenue		\$ 517,356	\$ 608,612	\$ 1,376,481	\$ 1,448,301	\$ 1,583,696
Financing:						
Loan Amount		\$ 900,000	\$ 350,000	\$ -	\$ -	\$ -
Investment		\$ 600,000	\$ -	\$ -	\$ -	\$ -
Total Benefits		\$ 2,017,356	\$ 958,612	\$ 1,376,481	\$ 1,448,301	\$ 1,583,696
BALANCES						
Beginning Year Balance		\$ -	\$ 238,595	\$ 416,712	\$ 1,064,011	\$ 1,771,190
Benefits - Costs		\$ 238,595	\$ 178,117	\$ 647,298	\$ 707,179	\$ 839,254
Year End Balance		\$ 238,595	\$ 416,712	\$ 1,064,011	\$ 1,771,190	\$ 2,610,444

Document B

(Both documents A&B in 11/20/22)

**Executive Committee Meeting
Fort Worden Public Development Authority
Seminar Building 298, Fort Worden
Tuesday, December 11, 2018 | 9 a.m. to 11 a.m.**

MINUTES

VIII. Board & Staff Discussion

- **Glamping Financing Options**

Robinson reported that the SEPA review process is underway and that the glamping project is proceeding well. Committee and staff discussed the RV sites. Moody reviewed financing strategies & options. Norm Tonina requested a master schedule for the glamping projects as well as a prospectus to share with possible investors.

**Board of Directors Meeting
Fort Worden Public Development Authority
Wednesday, December 19, 2018 | 9:00 a.m. – 12:00 p.m.
Commons Building 210, Room B, Fort Worden**

MINUTES

XI. Staff Report

B. Glamping Update

Robison reported that a local bank is interested in financing the glamping project and that a DOC crew will help prepare the site. Sammons stated that the project is now beyond the schematic design process and that it is under review by State Parks. Robison reported that SEPA has been posted and that the gathering shelter will require a separate permit. Board and staff discussed the balance sheet and whether building 288 can be listed as an asset.

2019

Board of Directors Meeting

Fort Worden Public Development Authority

Wednesday, January 23, 2019 | 9:00 a.m. – 12:00 p.m.

Commons Building 210, Room B, Fort Worden

AGENDA

XI. Resolution authorizing Executive Director to enter into a contract with Eastern Washington University for Archeological and Historical Services

A. Staff Report

B. Board Discussion

Action: Move to approve **Resolution 19-03** authorizing Executive Director to enter into a contract with Eastern Washington University for Archeological and Historical Services.

MINUTES

XIII. Staff Report

A. Glamping Update Robison reported that the glamping SEPA process is complete and that financing and infrastructure bidding is in progress. Moody noted a risk point on the operating budget if the project-

Fort Worden

2019 Proposed Capital Improvement Fund Budget

			Other Leasehold Improvements Buildings 245/16	Historic Windows Restoration Project	Fundraising
	Glamping	Makers Square			
Fund Balance	\$ 1,400,000	\$ 4,000,000	\$ 100,000.00	\$ 70,000.00	\$ -
To be Raised					\$ 65,000.00
Personnel Costs/A&E	\$ 197,000	\$ 280,000	\$ 35,116	\$ 42,500	\$ 60,000.00
Infrastructure/Site	\$ 485,500	\$ 272,432			
Construction	\$ 369,530	\$ 2,743,579			
Contracts	\$ 20,000	\$ 80,000			
Materials	\$ 129,750		\$ 61,000	\$ 17,500	\$ 1,000.00
Contingency	\$ 60,000	\$ 163,461			
Subtotal	\$ 1,261,780	\$ 3,539,472			
Sales Tax	\$ 113,560	\$ 318,552			
Total	\$ 1,375,340	\$ 3,858,024	\$ 96,116	\$ 60,000	\$ 61,000
Ending Fund Balance	\$ 24,660	\$ 141,976	\$ 3,884	\$ 10,000	\$ 4,000

is not online by June. Board and staff discussed whether employees can move from the storm sash project to the glamping project but Moody noted that the storm sash project has to be completed by June 30, 2019 to access those funds. Robison stated that a DOC crew is working on campus and could possibly support the project.

RESOLUTION 19-03

A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE FORT WORDEN PUBLIC DEVELOPMENT AUTHORITY (FWPDA) AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH EASTERN WASHINGTON UNIVERSITY FOR ARCHEOLOGICAL AND HISTORICAL SERVICES (AHS) FOR THE GLAMPING PROJECT WITHIN THE FORT WORDEN CAMPUS.

- A. On the recommendation of the Executive Director, and concurrence of the FWPDA attorney, this Resolution authorizes the Executive Director to enter into a contract for these services with Eastern Washington University for archeological and historical services at a price not to exceed \$13,124.06.
- B. The Fort Worden Lifelong Learning Public Development Authority (FWPDA) was established by the City of Port Townsend in 2011 pursuant to state law (RCW 35.21.730, et. seq.) which authorizes municipal agencies in the state to establish public corporations (public development authorities) for, among other things, to improve government efficiency and services.
- C. In May 2014, State Parks, in part due to increasing state budget financial pressures, entered into a 50-year master lease with the Fort Worden Center for Lifelong Learning Public Development Authority (PDA) for the 90-acre "campus" area located at the historic center of Fort Worden State Park. Pursuant to the lease, State Parks assigned control of the campus area and buildings within the campus area to FWPDA. FWPDA now manages the 90-acre campus and supervises programs and nonprofit organizations and other entities providing services to the public at the Fort Worden.
- D. The mission of the FWPDA, as successor to State Parks, is to carry out the vision for a lifelong learning center. The FWPDA's role is to ensure that Fort Worden continues to operate as a vibrant, public resource that provides a confluence of creative learning, recreation and retreat opportunities for people of all ages, abilities and backgrounds.
- E. In consultation with the FWPDA Board of Directors, the Executive Director has proposed to develop a "glamping" (glamorous camping) facility in the area of the Fort adjacent to the historic

building campus. The site is currently unused; formerly it was terraced and developed for barracks and related service buildings of which only a few foundation remnants remain, along with water and sewer infrastructure.

When completed, the Project will provide approximately twenty-five new wall tents on raised wood decks and a community structure for shared use. Parking will generally be provided at the edge of the glamping site; two ADA accessible tents will have dedicated parking spaces onsite. The tents will be accessed by the existing paved roads and new gravel walkways. Campers will use baggage carts provided by FWPDA on arrival and departure. The Project will increase the diversity of overnight accommodations at the Fort and add smaller, affordable units suitable for couples and small families, all in support of the Fort's hospitality and lifelong learning mission.

- F. As stewards of Fort Worden, the FWPDA is mandated to preserve cultural and historic resources at the Fort. Eastern Washington University proposes to conduct an archeological survey of the proposed project area to identify and record any cultural resources and determine their National Register eligibility.
- G. Prior to award, FWPDA reviewed three bids from its roster of qualified bidders for this project based on criteria for the project, and Eastern Washington University met the bid requirements and was the lowest responsive, responsible bidder.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors, as follows:

- A. The board authorizes the Executive Director to enter into a contract with Eastern Washington University for archeological and historical services at a price not to exceed \$13,124.06.
- B. The Executive Director is authorized to take all appropriate and necessary steps to carry out this Resolution.

ADOPTED by the Board of Directors of the Fort Worden Public Development Authority at a regular meeting of the Board, held this 23rd day of January, 2019.

By: _____

Norm Tonina, Chairperson

ATTEST:

Jane Kilburn, Secretary

4. Contractor shall keep cost records and accounts pertaining to this Agreement available for inspection by the PDA's representative for three (3) years after final payment. Copies at no charge shall be made available upon request.
5. If the services rendered do not meet the requirements of the Agreement, the Contractor will correct or modify the work to comply with the Agreement. The PDA may withhold payment for such work until the work meets the requirements of the Agreement.

B. Termination. The PDA may terminate this Agreement at any time for any reason upon giving at least 10 days notice in writing to Contractor. For cause (including, failure to perform), the PDA may terminate this Agreement immediately. Contractor will be paid just and equitable compensation as provided in Paragraph 2 for any satisfactory work completed prior to the date of termination.

C. Indemnification and Hold Harmless.

"Each party to this agreement shall be responsible for damage to persons or property resulting from its own acts or omissions, as well as the acts or omissions of its officers, employees, or agents. Neither party assumes any responsibility for the consequences of any act or omission of any person or entity that is not a party to this agreement."

D. No Partnership. It is understood and agreed that nothing contained in this Agreement shall be considered as in any way constituting a partnership between the PDA and Contractor.

E. Independent Contractor. The Contractor is, and shall be at all times during the term of this Agreement, an independent contractor and not an employee of the PDA. The parties fully understand the nature of independent contractor status and intend to create an independent contractor relationship. The Contractor, and not the PDA, shall have the right to control the manner and means by which the work or services is accomplished. The PDA shall retain the right, however, to ensure that the work or services is being performed according to agreed-upon requirements. Consistent with this relationship, Contractor shall not be covered by any PDA benefit programs, such as health and welfare benefit plans, social security, workers compensation or unemployment compensation, and shall not be treated as an employee for federal or state tax purposes or any other purpose. Contractor shall be responsible for paying all taxes related to payments PDA makes to Contractor, including federal income taxes, self-employment (Social Security and Medicaid) taxes, local and state business and occupation taxes, and the PDA is not responsible for withholding for or paying any of those taxes.

F. Non-discrimination. Contractor and its employees, agents and subcontractors, if any, shall at all times comply with any and all federal, state or local laws, ordinances, rules or regulations with respect to non-discrimination and equal employment opportunity, which may at any time be applicable to the PDA by law, contract or otherwise, including but not limited to all such requirements which may apply in connection with employment or the provision of services to the public.

G. Compliance with all applicable laws. Contractor shall at all times in connection with performance of this Agreement, comply with any and all other applicable federal, state and local laws, rules, ordinances and regulations.

H. Notices. All notices shall be delivered personally or may be mailed by certified mail, return receipt requested, to the other party as their address appears of record with the PDA or State. In the case of notice by mail, notice shall be deemed given on the date of postmark.

I. Ownership of Documents. All work products, papers, notes, memoranda, correspondence, drawings, specifications, reports, and other documents and records of any sort produced, received, held or

maintained in conjunction with the performance of this Agreement by the Contractor shall be and are the exclusive property of the PDA, except that the Contractor may use such materials to assist other public agencies. Upon request of the PDA, or upon completion of any of the services provided for in this Agreement, or upon termination of this Agreement for any reason, the Contractor shall deliver to the PDA, machine-reproducible in format acceptable to the PDA copies of any and all such materials.

J. Nonwaiver. Any failure by the PDA to enforce strict performance of any proviso of this Agreement will not constitute a waiver of the PDA's right to subsequently enforce such provision or any other provision of this Agreement

K. Severability. If any term or provision of this Agreement is held invalid, the remainder of such terms or provision of this Agreement shall not be affected, if such remainder would then continue to conform to the terms and requirements of applicable law.

L. Legal Fees. In any lawsuit between the parties with respect to matters covered by this Agreement, the prevailing party will be entitled to receive its reasonable attorney fees and costs in the lawsuit, in addition to any other relief that may be awarded.

M. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action shall be in the Superior Court of Jefferson County.

N. Assignment or Delegation. Contractor shall not assign any of its rights or interest in this Agreement, nor delegate any of its duties hereunder to any other person, firm or entity without the express written consent of the PDA first being obtained.

O. Modification. No modification of this Agreement shall be effective unless agreed to in writing and signed by the Parties.

P. Complete Agreement. This Agreement together with the Attachments reflects the entire agreement of the parties relating to the subject matter thereof, supersedes all prior or contemporaneous oral or written agreements, or any understandings, statements, representation or promises, and is intended fully to integrate the agreement between the parties with respect to the matters described in this Agreement.

Q. Other Terms. Additional Terms (if any) are set forth in an Attachment that will be numbered Attachment 3, and initialed and dated by the parties.

IN WITNESS WHEREOF, the Washington Public Authority and Contractor have executed this Agreement.

Fort Worden Public Development Authority
Chartered by the City of Port Townsend

Archaeological and Historical Services
Eastern Washington University

By: _____
David Robison, Executive Director

By: _____

Date: _____, 2019

Date: _____, 2019

ATTACHMENT 1

EXHIBIT A Scope of Services

December 11, 2018

Mr. Larry Sammons, Director of Facilities
Fort Worden Public Development Authority (FWPDA)
200 Battery Way
Port Townsend, WA 98368

Re: Cultural Resources Survey for the Proposed Glamping Project, Fort Worden State Park

Dear Mr. Sammons:

This letter and attached cost estimate in the amount of \$13,124.06 comprise AHS' proposal for conducting cultural resources survey for the proposed Glamping Project at Fort Worden State Park. The project includes survey of approximately five acres, to evaluate the footprint of the proposed location where nineteen new tent sites are to be developed in the area. The cultural resources survey is anticipated to include approximately 40 shovel tests. No cultural resources have been previously recorded within the Glamping Project area but historic debris and building foundations related to the World War II era at Fort Worden are anticipated. No cultural materials will be collected.

AHS proposes to:

- 1) Conduct an archaeological survey of proposed project area to identify any cultural resources and determine their National Register eligibility. Systematic survey will be done in 10 m intervals across the entire project area. At least 40 40-cm-diameter shovel tests will be excavated within the project area to assess the presence of buried cultural resources or features. The number of shovel probes can be adjusted, in consultation with FWPDA and State Parks, recognizing that adjustments may need to be made in the field in response to local conditions.

Background archival research will be conducted at local repositories (e.g., Coastal Defense Museum) and at Washington State Parks and Recreation (WSPRC) Headquarters in Olympia to establish information useful in locating potential archaeological deposits and/or former locations of historic buildings and structures in the project area. FWPDA will provide three (3) sets of project design plans (full size); while WSPRC will provide one (1) set of previous archaeological survey/testing reports and relevant park documentation.

- 2) Consult telephone, mail, and e-mail with FWPDA, WSPRC, the Washington State Department of Archaeology and Historic Preservation (DAHP), and interested Indian Tribes as necessary.

- 3) Attend at least two (2) on-site meetings in the park to meet with FWPDA and State Parks staff, and interested parties to review findings and/or discuss redesign options if needed.

- 4) Record any cultural resources identified during the survey on the appropriate Washington state form(s) (i.e., Washington State *Archaeological Inventory* for archaeological sites and the *Washington Historic Property Form* for historic buildings/structures) and/or National Park Service

form(s). In consultation with WSPRC, historic cultural resources related to the Fort Worden Historic District (45DT50) may only be recorded on a National Park Service National Register of Historic Places Registration Form.

5) AHS will complete a draft and final Report for submission to FWPDA and WSPRC. This Report will summarize results of relevant background research, field investigation results, appropriate documentation forms, and provide project development recommendations (or options).

Deliverables and Schedule:

- 1) The archaeological survey will be initiated by January 2, 2019.
- 2) AHS will provide e-mail notification to the FWPDA project manager of the date the fieldwork has been completed within five (5) business days of completion.
- 3) The information gathered as a result of this work effort shall be integrated into a graphically illustrated, scientifically acceptable report. Draft Report is due within thirty days (30) of fieldwork completion and the Final Report is due fifteen days (15) after receipt of the draft comments from the FWPDA/WSPRC. Seven (7) paper copies of the final report shall be provided to FWPDA.

Please do not hesitate to contact me if you have any questions. Thank you for this opportunity to assist Fort Worden Public Development Authority with cultural resources compliance needs.

Sincerely,


Jennifer Wilson
Director

Enclosure

December 11, 2018

BUDGET**Archaeological and Historical Services (AHS), Eastern Washington University
Fort Worden Glamping Project**

Name	Position/ All Inclusive Hourly Rate	TASK 01	TASK 02	TASK 03	TOTAL HOURS/ DOLLARS
		Prefield	Survey	Report/Form Prep	
Wilson	Director (PI)			1	1
	\$92.42	-	-	92.42	\$ 92.42
Archaeologist	Project Director	4	40	16	60
	\$63.86	255.44	2,554.40	1,021.76	\$ 3,831.60
Archaeologist	Field Archaeologist		0		0
	\$63.86	-	-	-	\$ -
Sara Walker	Editor			8	8
	\$63.86	-	-	510.88	\$ 510.88
Jim Jenks	Historian/Editor	4	40	40	84
	\$65.03	260.12	2,601.20	2,601.20	\$ 5,462.52
Julia Furlong	Graphics			8	8
	\$59.06	-	-	472.48	\$ 472.48
Brenda Wallace	Fiscal Spec	1	4	2	7
	\$56.06	56.06	224.24	112.12	\$ 392.42
					0
		-	-	-	\$ -
Subtotal Hours:		9	84	75	168
Subtotal Labor Costs:		\$ 571.62	\$ 5,379.84	\$ 4,810.86	\$ 10,762.32

DIRECT COSTS	RATE				
Motor Pool Rental	per day		6		6
	\$71.00	-	426.00	-	\$ 426.00
Mileage	per mile		750		750
	\$0.400	-	300.00	-	\$ 300.00
Meals	per day		10		10
	\$76.00	-	760.00	-	\$ 760.00
Lodging	per night		8		8
	\$108.00	-	864.00	-	\$ 864.00
Goods and Services (6% of salaries max.)		-	-	-	\$ 11.74
Subtotal Units:		0	774	0	774
Subtotal Direct Costs:		\$ -	\$ 2,350.00	\$ -	\$ 2,361.74
TOTAL COSTS		\$ 571.62	\$ 7,729.84	\$ 4,810.86	\$ 13,124.06

**Board of Directors Meeting
Fort Worden Public Development Authority Wednesday,
Tuesday, February 19, 2019 | 9:00 a.m. – 12:00 p.m.
Commons Building 210, Room B, Fort Worden**

MINUTES

VII. Staff Update

• **Glamping**

Robison reported that a Request for Proposals (RFP) has gone out for the tent structures and stated that Larry Sammons has been working with FWPDA attorney John Watts to ensure that bid documents are in order. Staff and the Committee discussed final bid for civil work, permits and project financing. Robison noted that the project is at least a month behind schedule and that additional effort and energy is required to ensure that glamping is online by June. Robison stated that a DOC crew may be available to help prepare the glamping sites, depending on timing.

**Board of Directors Meeting
Fort Worden Public Development Authority Wednesday,
Wednesday, February 27th, 2019 | 9:00 a.m. – 12:00 p.m.
Commons Building 210, Room B, Fort Worden**

MINUTES

X. Motion to authorize Executive Director to enter into a contract with a tent manufacture for the Glamping Project.

A. Staff Report

Robison stated that the glamping project has been delayed due to several factors including snow, the flu season, the SEPA review process, the tree inventory and the cultural resource survey process. Robison stated that a draft survey will be received next week, final specs from the civil engineer are anticipated and bid documents are in process. Robison outlined possible timing scenarios for the glamping project and possible implications of each scenario. Beckman stated that bid documents will be submitted asking for the project to be completed on June 1.

B. Board Discussion

Board and staff discussed possible budget implications of the glamping delay. Board and staff discussed financing and financial implications of each scenario and whether to authorize Executive Director to move ahead with entering into a contract with Rainier Industries for the glamping tents.



Fort Worden

— PORT TOWNSEND —

A HISTORIC GATHERING PLACE

Fort Worden Public Development Authority

Statement of Process for Selection of tent manufacturer Project: Glamping

Request for Proposal was written, approved by John Watts, and sent via email on 7 Feb. 2019 to the following potential suppliers:

- Bravo Manufacturing, Camas WA
- Wall Tent Shop, Moscow Idaho
- Rainier Industries, Tukwila WA
- Exclusive Tents, South Africa

Of these, only Rainier Industries was responsive in terms of fulfilling the requirements set forth in the RFP for completeness of the submission, fidelity to the design intent, and able to commit to the production schedule. Bravo Manufacturing declined to submit as did Exclusive Tents. Wall Tent Shop proposed only to supply the fabric, no structure.

Proposers had until 3:00PM on 20 Feb 2019 to submit. Emailed submissions were acceptable.

Responsive Proposals Received:

Rainier Industries: \$136,850.25 inclusive of crating charge, exclusive of sales tax and freight charges.

Attachments:

1. Request for Proposal
2. Proposal—Rainier Industries
3. Proposal—Wall Tent Shop



Fort Worden

— PORT TOWNSEND —

A HISTORIC GATHERING PLACE

Fort Worden Public Development Authority

Request for Proposals Glamping Tents

Response Due:

20 February 2019, 3:00 PM

Fort Worden Public Development Authority
200 Battery Way
Port Townsend, WA 98368

Request for Proposal-Glamping Tents

Purpose of Request

The Fort Worden PDA is requesting proposals for the purchase of 15 tents to be incorporated into the Glamping project

Background

In May 2014, the Fort Worden Public Development Authority (PDA) took over operation of the 95-acre "campus" of the 432-acre Fort Worden State Park. The campus area includes 73 buildings and is designated as a National Landmark Historic District. The purpose of the PDA is to further the development of a Lifelong Learning Center at Fort Worden, including attracting program partners and tenants as well as undertaking deferred maintenance and capital improvements of renovating historic structures to support the Lifelong Learning Center vision.

The Glamping project occupies approximately 5 acres on the northern edge of the campus in an area that was previously developed for military purposes during World War II. When

completed, the project will have 15 tents with bathrooms, 4 “rustic” tents without bathrooms and one central gathering structure with bathrooms, storage, and meeting space. The current request is for the 15 tents that will be outfitted with bathrooms. The tents are to be placed on platforms constructed in the location of the prior buildings and the design of the tents shall be acceptable to the WA State Parks Historic Preservation Officer. The Basis of Design for the tents is the Rainier Industries “Lakedale” wall tent (approved in concept by the Historic Preservation Officer for this project). Attachment 1 includes design of the platform and interior elements for reference. Tents must fit on platforms and clear interior walls as designed without alteration to the platforms or walls.

Scope of Work/Project Description

Provide 15 tents as follows:

- Tents shall fit exactly on platform as designed. (Platform by others, see attached structural drawings.)
- Height of the ridge shall be nominally (+- 1/2") 11'-9" above deck
- Height at wall shall be nominally (+- 1/2") 6'-0" above deck
- Fabric shall meet the following requirements (or equivalent): Fire rating: CPAI-84; Tent material shall be 100%, 12oz per yard cotton (canvas) or equal with substantial water repellant qualities. Rainfly material shall be vinyl.
- Each side wall shall have two 2'-6" x 3'-6" mesh windows with zip up covers (total of 4)
- Entry end wall shall be mesh panel with full height zipper closure on center line and full sized canvas closure panel.
- Non entry end wall shall have one 1'-0" x 3'-6" mesh-ventilation panel
- Tent frame shall be wood. Wood dimensions shall meet minimum requirements as follows: 2x4 MSR dimensional lumber for studs and plates, 2x6 MSR dimensional lumber for ridge beam, 3/4 inch birch ply for gussets,
- Pipe battens or other pipe elements shall be schedule 40 aluminum sized according to application.
- Fastener shall be stainless steel or galvanized and suitable for use in treated lumber where appropriate
- Rain Fly shall measure 30 feet in length, overhanging the back and sides of the tent by a minimum of 1'-6" and be attached to the tent framing.
- Tent and Rainfly shall attach to the tent platform. (Platform by others.)
- Tent and Rainfly materials shall meet all requisite code requirements

Required Submittal

Proposal shall include:

1. Cost per unit
2. Proposed delivery schedule: (Tent delivery may be staggered but first tent must be on site no later than 15 March 2019 and last tent no later than 17 May 2019.)

3. Description of materials proposed for frame, tent and rainfly fabric
4. Fire rating certificates on tent and rainfly fabrics
5. Reference contacts at 3 completed installations of a comparable type and function.

Selection Criteria

Proposals will be considered using a mix of criteria that includes, price, completeness of proposal, fidelity to design intent, and delivery timeline. Please note that the Fort Worden PDA is a public agency chartered through the City of Port Townsend WA. As such, it is subject to public works purchasing requirements.

Vendor Qualifications

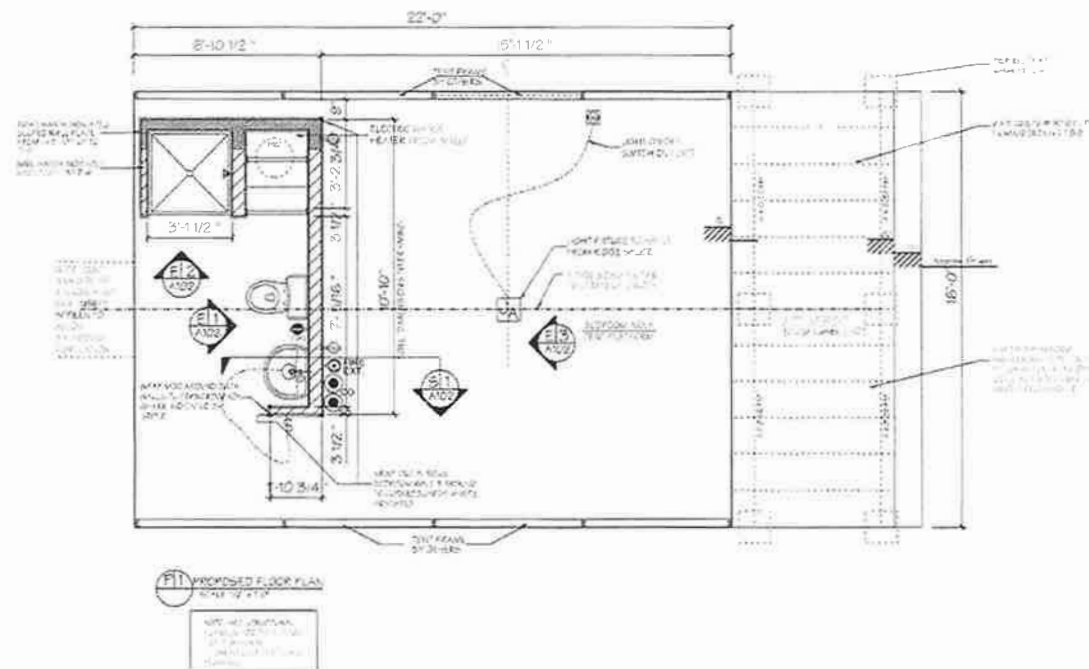
Minimum qualifications required for consideration are:

- The firm proposing is engaged in the work outlined in this RFP as a regular and routine part of its normal business operation.
- The firm proposing has been engaged in this line of work for a minimum of 5 years.

Proposal Response

Proposals must be received at Fort Worden PDA 200 Battery Way, Port Townsend WA 98368 on or before 3:00 PM, Wed. 20 February 2019 to be considered responsive.

Please reply by email to lsammons@fortworden.org and reference this RFP.



Fort Worden
FORT TOWNSEND
A HISTORIC GARDEN PARK



Cold Curmudgeon Design, P.L.L.C.
ARCHITECTS
1000 1st Avenue
Seattle, WA 98101
206.461.1234
www.coldcurmudgeon.com

18-0000-1000
REVISIONS
DATE: 01/11/2018
BY: [Signature]
REASON: [Signature]

PROJECT TITLE
GLAMPING
FORT WORDEN STATE PARK
FORT TOWNSEND, WASHINGTON - 98344

DRAWING TITLE
Standard Tent
Platform Plan

GLAMPING TENT
FORT WORDEN STATE PARK
FORT TOWNSEND, WASHINGTON - 98344

LIGHTING SPECIFICATION

NOTES:
NOTED BELOW ARE FIXTURE DESCRIPTIONS ONLY. PRIOR TO ORDERING FIXTURES, VERIFY ALL MEASUREMENTS IN FIELD. VERIFY ALL REQUIRED CODE CLEARANCES AT FIXTURES WILL BE MET IN FIELD.

TYPE	DESCRIPTION
4	PENDANT LIGHT MFR: YOCO LIGHTING (sold on Amazon) SERIES: INDUSTRIAL PLUG-IN PENDANT LIGHT SIZE: 12 20WMM SHADE 9 5/8" CORD (WILL NEED TO BE EXTENDED) w/ ON-OFF SWITCH DESCRIPTION: PLUG-IN PENDANT LIGHT TO HANG FROM RIDGE FINISH: BLACK LAMPING: BASE S26 (BULB NOT INCLUDED)
5	SMOKE DETECTOR MFR: PROGRESS LIGHTING MODEL: PP293181 SERIES: ARCHIE 2-BULB BATHROOM LIGHT SIZE: 17" WIDE DESCRIPTION: INSTALL LIGHTS DOWNWARD CANOPY FINISH: PRISMATIC GLASS LAMPING: 120V / 100W PER BULB (2)

SYMBOL LEGEND

SYMBOL	DESCRIPTION
	CEILING MTD. LT. FIXTURE "A" SEE FIXTURE SPECIFICATION AT LOT
	INTERIOR MTD. LT. FIXTURE "C" SEE FIXTURE SPECIFICATION AT LOT
	SWITCH - SINGLE POLE CENTERLINE MTD. AT 48" A.F.F.
	CONNECTION OF FIXTURE OR OUTLET TO SWITCH
	DUPLEX RECEPTACLE OUTLET CENTERLINE MTD. AT 18" A.F.F.
	GFI DUPLEX RECEPTACLE OUTLET CENTERLINE MTD. AT 44" A.F.F.
	FLOOR MTD. RECEPTACLE OUTLET W/ BRASS PLATE COVER
	CARBON MONOXIDE DETECTOR HARD-WIRED - BATTERY BACK-UP
	SMOKE DETECTOR HARD-WIRED BATTERY BACK-UP
	WALL-MTD. CLASS A FIRE EXTINGUISHER

Revisions	Date
Drawn by: [Signature]	Checked by: [Signature]
Project # 201806	Sheet
Date: JANUARY 16, 2018	A-100
Scale: 1" = 4'-0"	1 of 4



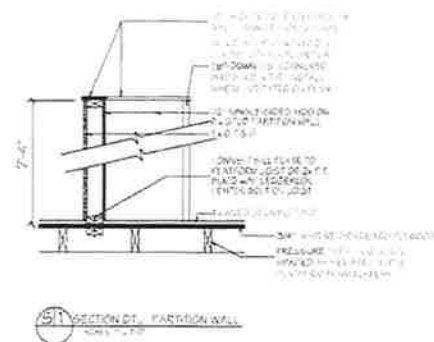
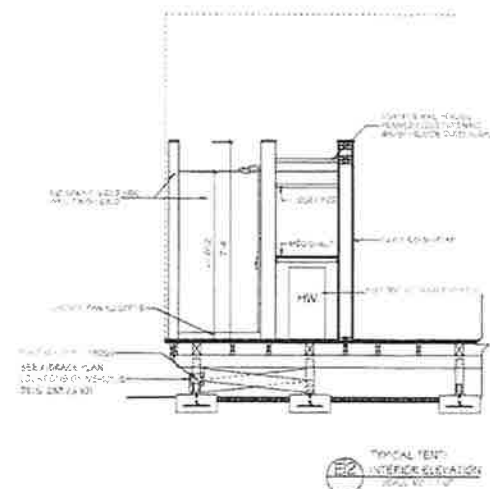
DRAWING TITLE

Standard Tent
Interior Details

Reduction:	Cost:

Described by: _____
 Signed by: _____
 Checked by: _____

PROJECT # 201820	
DATE 10/20/2018	Sheet A-101
PRICE \$12,500	2 of 4



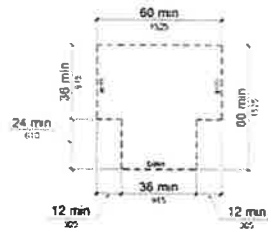
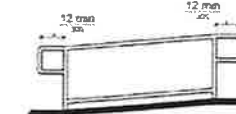
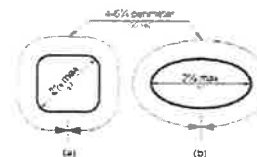
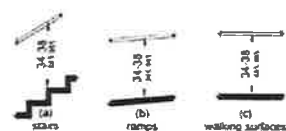
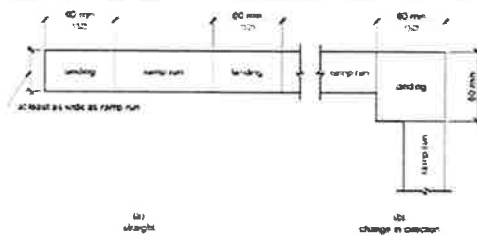
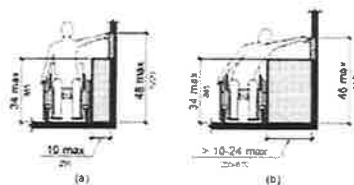
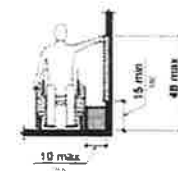
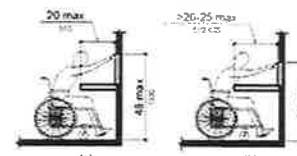
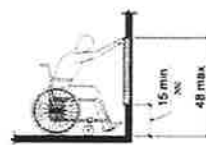
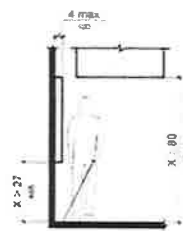
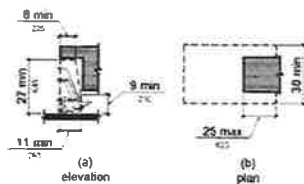
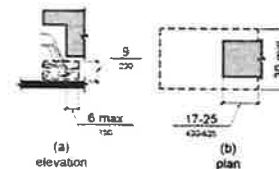


Figure 305.3
Clear Floor or Ground Space

305.4 Knee and Toe Clearance. Unless otherwise specified, clear floor or ground space shall be permitted to include knee and toe clearance complying with 306.



Fort Worden
— PORT TOWNSEND —
A HISTORIC GALEERIO BLAZE



Case Comforters Design, P.L.

Figure 1. Schematic representation of the experimental design. The subjects were divided into two groups: the control group and the experimental group. The control group received a standard diet, while the experimental group received a diet supplemented with 10% of the total energy from fat. The subjects were then divided into two subgroups: the control subgroup and the experimental subgroup. The control subgroup received a standard diet, while the experimental subgroup received a diet supplemented with 10% of the total energy from fat. The subjects were then divided into two subgroups: the control subgroup and the experimental subgroup. The control subgroup received a standard diet, while the experimental subgroup received a diet supplemented with 10% of the total energy from fat.



PROJECT TITLE	
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GLAMPING

PORT TOWNSEND, WASHINGTON 90368

PHASE: DEBAST SUBMISSION.

DRAWING TITLE

ADA DETAILS

PARTIAL NEW CONSTRUCTION:
BARRIER-FREE TENT
FORT WORDEN STATE PARK
PORT TOWNSEND WASHINGTON - 98368

Page 10

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Chapter 1

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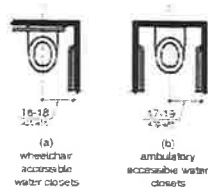


Figure 604.2
Water Closet Location

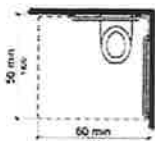


Figure 604.3.1
Size of Clearances at Water Closets

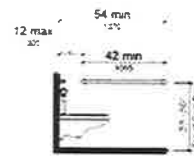


Figure 604.5.1
Side Wall Grab Bar at Water Closets

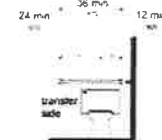


Figure 604.5.2
Rear Wall Grab Bar at Water Closets

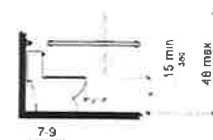


Figure 604.7
Dispenser Outlet Location

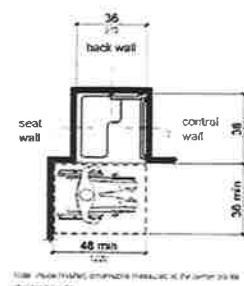


Figure 608.2.1
Transfer Type Shower Compartment Size and Clearance

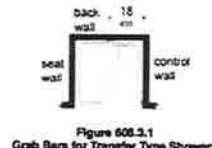


Figure 608.3.1
Grab Bars for Transfer Type Showers



Figure 608.5.1
Transfer Type Shower Compartment Control Location

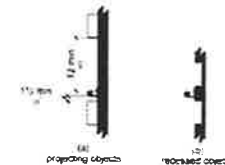


Figure 608.3
Spacing of Grab Bars



Fort Worden
PORT TOWNSEND
A HISTORIC GATHERING PLACE



PROJECT TITLE
GLAMPING

PORT TOWNSEND, WASHINGTON - 2018

PHASE: PERMIT SUBMISSION

DRAWING TITLE

ADA DETAILS

PARTIAL NEW CONSTRUCTION:
BARRIER-FREE TENT
FORT WORDEN STATE PARK
PORT TOWNSEND, WASHINGTON - 2018

Revision	Date

Designed by: _____
Drawn by: _____
Checked by: _____

PROJECT NUMBER	SHEET
DATE: JANUARY 11, 2018	ADA-2
SCALE: 1" = 4'-0"	2 of 2

SUPPLEMENTAL ADA LAVATORY & WATER CLOSET CLEARANCES DIAGRAMS:

REFERENCE: BOBBICK PLANNING GUIDE FOR ACCESSIBLE RESTROOMS

Fig. 4 Lavatory Clearances.

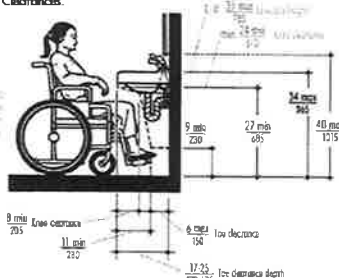


Fig. 5 Protective Panel Under Lavatory.

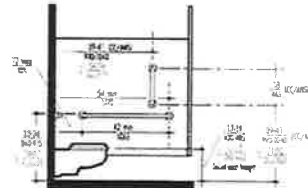
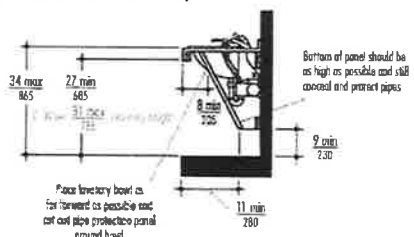
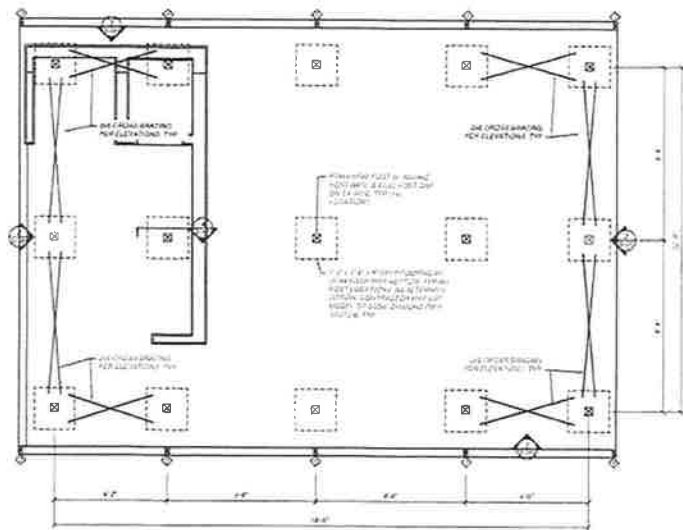


Fig. 12a: Seat Height and Grab Bar Locations

Page 45 of 79



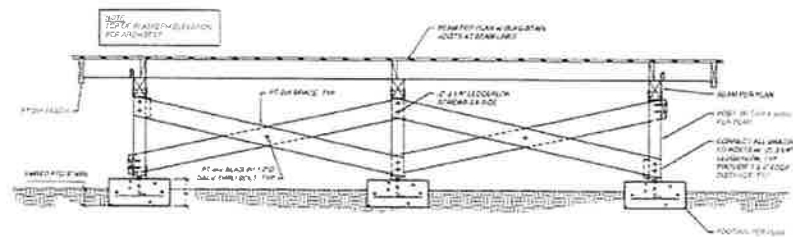
1 FOUNDATION PLAN
SCALE: 1/2" = 1'-0"

1. REINFORCEMENT STEEL AND ANCHOR BOLTS PER THE STRUCTURAL NOTES ON SHEET 1-100 AND THE FOUNDATION DETAILS ON SHEET 1-101.

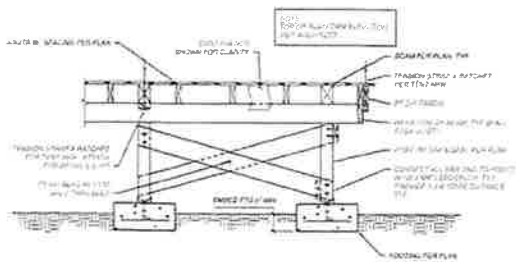
2. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, WALL LOCATIONS AND UTILITY PLACEMENT WITH THE NOTED TOTAL DIMENSIONS PRIOR TO CONSTRUCTION AND NOTIFY ALL PARTIES OF ANY DISCREPANCIES.

3. FOOTINGS SHALL BEAR ON FIRM NATIVE SOIL OR COMPACTED STRUCTURAL FILL A MINIMUM OF 5' BELOW GRADE. REFER TO THE STRUCTURAL NOTES FOR ADDITIONAL SUB-GRACE PREPARATION REQUIREMENTS BASED ON SUBMITTAL AND GEOTECHNICAL RECOMMENDATIONS.

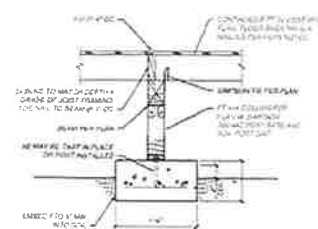
4. REINFORCING BARS SHALL BE TYPICALLY ATTACHED PER THE FOLLOWING:



2 CROSS BRACE ELEVATION
SCALE: 1/2" = 1'-0"



3 CROSS BRACE ELEVATION
SCALE: 1/2" = 1'-0"



4 TYPICAL FOOTING DETAIL
SCALE: 1/2" = 1'-0"



Fort Worden
PORT TOWNSEND
A HISTORIC GAZEBO PLACE



Can Construction, LLC
1000 Commercial Ave.
Port Townsend, WA 98341
P: 360.207.1000
W: 360.207.1001

SIDE SWAY
ENGINEERING
1000 Commercial Ave.
Port Townsend, WA 98341
P: 360.207.1000
W: 360.207.1001



PROJECT TITLE
GLAMPING
FORT WORDEN STATE PARK
PORT TOWNSEND, WASHINGTON - 98365

PHASE: PERMIT SUBMITTAL
DRAWING TITLE
TENT PLATFORM
FOUNDATION PLAN

PARTIAL NEW CONSTRUCTION
GLAMPING TENT
FORT WORDEN STATE PARK
PORT TOWNSEND, WASHINGTON - 98365

REVISION:	DATE:
PERMIT SUBMITTAL	1/14/21
DESIGNED BY: JND	
DRAWN BY: CAS	
CHECKED BY: LNS	
PROJECT NO.	
DATE: JANUARY 14, 2021	Sheet S-101
SCALE:	2 of 3



Fort Worden
PORT TOWNSEND
A HISTORIC GARDEN PLACE



City of Port Townsend, WA

City of Port Townsend, WA
City Engineer's Office
1000 1st Avenue
Port Townsend, WA 98361
(360) 335-4100

Side Sway
ENGINEERING

www.side-sway-engineering.com (360) 335-4100



PROJECT TITLE
GLAMPING
FORT WORDEN STATE PARK
PORT TOWNSEND, WASHINGTON - 98361

PHASE: PERMIT SUBMITTAL

DRAWING TITLE

TENT PLATFORM FRAMING PLAN

PARTIAL NEW CONSTRUCTION

GLAMPING TENT
FORT WORDEN STATE PARK

PORT TOWNSEND, WASHINGTON - 98361

Revision	Date
PERMIT SUBMITTAL	05/20/20

Drawn by: **ASD**
Checked by: **CAB**
Reviewed by: **CAB**

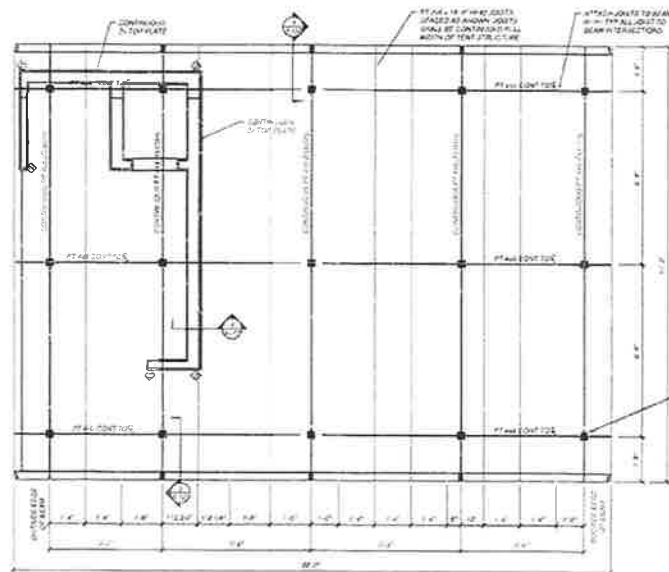
PROJECT:

CITY:

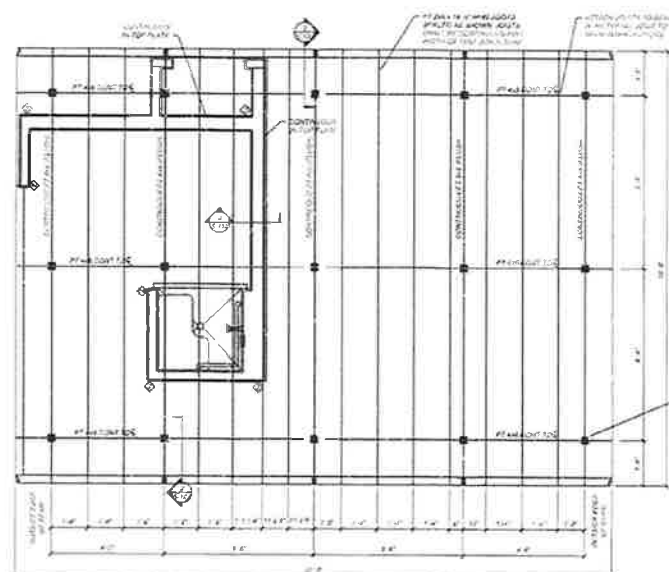
DATE: **JANUARY 14, 2020**

SSAUP: **S-102**

3 of 3

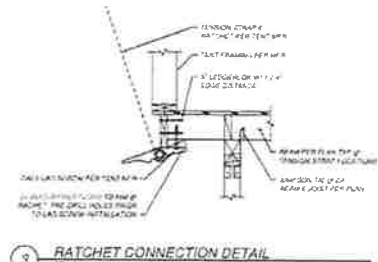


1 PLATFORM FRAMING PLAN
SCALE: 1/2" = 1'-0"

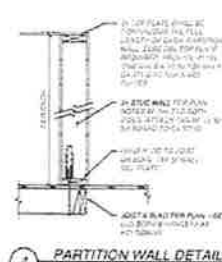


2 BARRIER FREE PLATFORM FRAMING PLAN
SCALE: 1/2" = 1'-0"

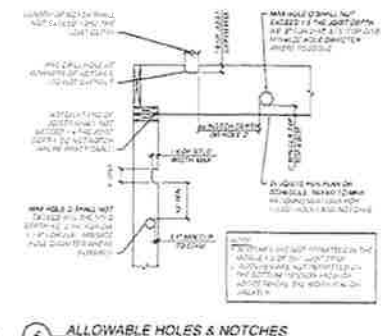
1. ALL JOISTS SHALL BE 2X10 SIPS, UNLESS OTHERWISE NOTED.
2. ALL BEAMS SHALL BE 4X12 SIPS, UNLESS OTHERWISE NOTED.
3. ALL JOISTS SHALL BE 16" O.C., UNLESS OTHERWISE NOTED.
4. ALL BEAMS SHALL BE 4' O.C., UNLESS OTHERWISE NOTED.
5. ALL JOISTS SHALL BE 2X10 SIPS, UNLESS OTHERWISE NOTED.
6. ALL BEAMS SHALL BE 4X12 SIPS, UNLESS OTHERWISE NOTED.
7. ALL JOISTS SHALL BE 16" O.C., UNLESS OTHERWISE NOTED.
8. ALL BEAMS SHALL BE 4' O.C., UNLESS OTHERWISE NOTED.
9. ALL JOISTS SHALL BE 2X10 SIPS, UNLESS OTHERWISE NOTED.
10. ALL BEAMS SHALL BE 4X12 SIPS, UNLESS OTHERWISE NOTED.



3 RATCHET CONNECTION DETAIL
SCALE: 1/2" = 1'-0"



4 PARTITION WALL DETAIL
SCALE: 1/2" = 1'-0"

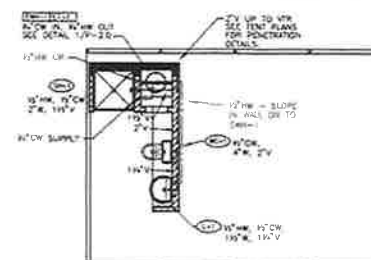


5 ALLOWABLE HOLES & NOTCHES
SCALE: 1/2" = 1'-0"

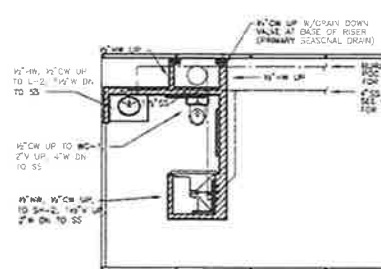


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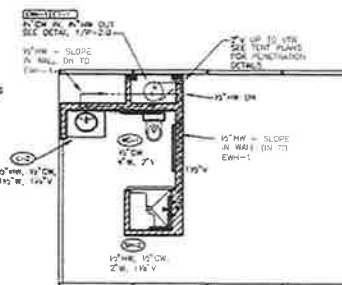
FOUNDATION PLUMBING
NON-ADA TENT PLAN
SCALE: 1/4" = 1'-0"



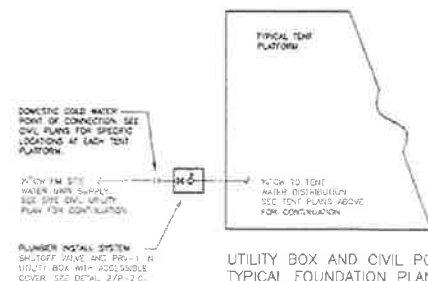
PLUMBING FLOOR PLAN
NON-ADA TENT PLAN



FOUNDATION PLUMBING
ADA TENT PLAN
SCALE 1/4" = 3'-0"



PLUMBING FLOOR PLAN
ADA TENT PLAN
SCALE: 1/4" = 1'-0"



UTILITY BOX AND CIVIL POC
TYPICAL FOUNDATION PLAN
NO SCALE



Telephone: Cornerland, 01A
405 ROOT STREET
PORT TOWNSEND, WA 92362
T: (360) 385-2408
www.cornerland.com



SOUND MECHANICAL CONSULTING INC.
WWW.SOUNDMECH-CONSULTING.COM
TELEPHONE 206.452.1147

PROJECT TITLE: **GLAMPING**

GLAMPING

PORT CHARLES, WASHINGTON - JMW.

PHASE FOUR: SUBMISSION

DRAWING TITLE
Tent Plumbing Floor
and Foundation Plans

PARTIAL NEW CONSTRUCTION
Glamping Tents
FORT WORDEN STATE PARK
PORT TOWNSEND, WASHINGTON - 36068

Revision	Date
Designed by: _____ Drawn by: _____ Checked by: _____	
PROJECT # 101000	
DATE Project	Sheet P-2.0
SCALE	2 of 2



Rainier Industries, Ltd.
18375 Olympic Avenue South
Tukwila, Washington 98188-4724
Main: 425-251-1800 | Fax: 425-251-5065

QUOTE	
Quote #:	47496
Quote Date:	2/18/2019
Ship Date:	5/15/2019
Need Date:	5/17/2019

Quoted to: Customer #: 260497

Fort Worden Public Development Authority
200 Battery Way
Port Townsend WA 98368
USA

Contact: Larry Sammons
Phone: 360-969-7069
E-Mail: lsammons@fortworden.org

Ship to:

Fort Worden Public Development Authority
200 Battery Way
Port Townsend WA 98368
USA

Sales Person: Michael Fuhrman
Phone: 425.981.1206
E-Mail: michael.f@rainier.com

Terms: Cash on Delivery

PO:

#	ITEM	DESCRIPTION	QTY	UOM	UNIT PRICE	EXT PRICE
1	2042-0005 custom per attachment	Cottage, Lakedale, 16' x 22', Frame w/ Fabric	15.00	Each	\$8,250.00	\$123,750.00

Discount: 5.00% Amt: -\$6,187.50 Net Total: \$117,562.50

SEE ATTACHED RAINIER DOCUMENT FOR THE DETAILED RESPONSE TO CUSTOMER'S BID REQUIREMENTS.

Document is dated February 17, 2019

Title of document: "QUOTE - TENTS - Fort Worden Public Development Authority"

Rainier has produced a preliminary drawing of the Fort Worden tent.

See PDF "Lakedale- 16x22 w Extended Fly - Canvas Cottage - Fort Worden- R1 (1)"

Line 1 of this quote includes all items requested in the customer's Request for Proposal-Glamping Tents.

Customer document dated: 20 February 2019, 3:00 PM.

General summary of details common to all tents:

The extended AWNING/FLY is included.

Awning extends 6 ft. beyond the front of the tent.

See line item 4 for the highly recommended optional upgrade to the tent fly material.

All door screens will have the magnetic strip at the bottom.

All screens are made of Heavy Duty mesh.

Qty (4) full size windows are included, (2) on each side wall.

Qty (1) short window is included for the back wall.

High Wind Cables are shown on Line 2 as a strongly recommended optional upgrade for the tent frame.

EXCLUSIONS:

Platforms are not included (platforms by others).

Delivery schedule:

The first tent can be on site by 15 March 2019, assuming a Purchase Order no later than 22 February 2019. These tents are made to order. Rainier typically needs 3-weeks from PO to delivery of first item.

All tents will be on site by 17 May 2019.

F.O.B. point: Tukwila, WA

2	2030-0063	Tension Cable, Cottage, 16 x 20	60.00	Each	\$75.00	\$4,500.00
			Discount: 5.00%	Amt: -\$225.00	Net Total:	\$4,275.00

HIGH WIND CABLES

Highly recommended upgrade for the Fort Worden location.

There are Qty (4) cables per tent.

3	2042-0139 extended	Rain Fly, Cottage, 16' x 22' extended per Fort Worden Bid.	15.00	Each	\$0.00	\$0.00
---	--------------------	--	-------	------	--------	--------

THE EXTENDED TENT FLY IS INCLUDED IN THE LINE 1 PRICE.

4	Upgrade	Highest quality coated vinyl upgrade for the tent fly.	15.00	Each	\$843.00	\$12,645.00
			Discount: 5.00%	Amt: -\$632.25	Net Total:	\$12,012.75

18375 Olympic Avenue South, Tukwila, Washington 98188

Main: 425-251-1800

Fax: 425-251-5065

www.rainier.com

Page 51 of 79 Agreement

Larry,

Thank you for considering our products. Please review for accuracy and contact us with any questions.

This quote is for the canvas tent and fly only. We do not offer a wood frame.

The first tent could be delivered by March 15 and all tents could be delivered no later than May 17.

The canvas used a 12oz canvas with a water repellent, mildew resistant, and fire retardant treatment - per CPAI 84 standards.

The material used for the fly is a Khaki colored 250D polyester material which is water repellent, mildew resistant, and fire retardant - per CPAI 84 standards.

The fly would be designed to cover the tent, extended 8' off of the front, and overhang the other 3 sides by 1' 6".

Fire rating certification will be sent in a separate email.

As we do not build and install the frames, references for this are not available. However, we have many customers around the US (at many glamping and camping resorts) who can attest to our quality of product and reputation. If we move forward with this project I can reach out to them and provide their contact info

Thank you for allowing us to earn your business. Please let me know if you need anything else.

Thanks,
Tyler

WALL TENT SHOP

QUOTE

3071 W
MOSCC

Specials - Valid for only month of special

Non Special Quotes - valid for 30 days

To:
LARRY SAMMONS
DIRECTOR OF FACILITIES
FORT WORDEN PUBLIC
DEVELOPMENT
200 BATTERY WAY
PORT TOWNSEND, WA 98368

Shipped to:

same []

Phone: 1-800-234-1150
Email:
support@walltentshop.com
www.walltentshop.com

Date	Ship Via	Buyer	Terms	order #
Feb 07, 2019	FEDEX FREIGHT			fdxtrk #

Quantity	Description	BO	Unit Price	Total	S & Unit
1	16' WIDE X 22' LONG X 6' SIDEWALL X 11'9" PEAK - CUSTOM MONTANA TENT		1925.00	1925.00	15
1	12OZ CANVAS - CPAI-84 FIRE RATING		0.00	0.00	
1	6' SIDEWALLS		170.00	170.00	

1	ENTRY END - CANVAS AND SCREENED WITH FULL HEIGHT ZIPPER	150.00	150.00
4	SCREENED MESH SIDE WINDOWS - 2'6" X 3'6" - WITH ZIPPER CLOSURE	100.00	400.00
1	SCREENED MESH BACK WINDOW - 1' 0" X 3' 6" - WITH ZIPPER CLOSURE - NON ENTRY END	70.00	70.00
1	16' X 30' RELITE FLY - KHAKI - OVERHANG BACK AND SIDES BY 1' 6"	1000.00	1000.00
0		0.00	0.00
			0.00

Subtotal	3715.00
including tax: [X] Idaho Tax	0.00
S&H	150.00
Total	3865.00

Board of Directors Meeting
Fort Worden Public Development Authority Wednesday,
Wednesday, March 27, 2019 | 9:00 a.m. – 12:00 p.m.
Commons Building 210, Room B, Fort Worden

Revised AGENDA

X. Staff Report

A. Glamping Scenarios

MINUTES

IX. Staff Report

A. Development Scenarios

Staff and the board discussed whether a special meeting is needed to review glamping bids to award the construction contract. Moody reviewed three glamping budget scenarios (see packet). Board and staff discussed budget implications of various development scenarios. Terry Umbreit asked staff why they are choosing to open glamping in August vs. earlier and Moody replied that the choice was in large part to ease the burden on staff. Robison noted that no marketing has been done, that FWPDA is moving into the busy season and that it would take tremendous staff focus to get glamping going.

However, Robison stated that there is a slim possibility that the project could move ahead quickly, in which case a special board meeting would be called. Board and staff also discussed the energy efficiency project funding, the project list, staffing and how changes would affect the budget. Moody stated that there are reserves in the energy efficiency project budget. Board and staff discussed drawing down on the bond, loan terms and the project timeline.



Fort Worden

— PORT TOWNSEND —

A HISTORIC GATHERING PLACE

Fort Worden Public Development Authority

Project Information Sheet

Project Name: Glamping

Project Summary: Design and installation of 16 platform tents with restroom facilities (phase one), 4 “rustic” tents without restrooms, and one support structure (phase 2). All tents have electricity. The tents are placed roughly in the footprint of prior buildings developed during the WWII era and removed by the late 1950’s. The support structure is a 25 x 56 foot building placed on the existing slab of former building T-288. Primary utilities are existing though some modification and repair is required to restore to use. New electrical service, secondary water and new sanitary laterals will be provided.

Approach to construction: Civil site work will be bid out via Public Works process to be completed by a general contractor. All tent platforms construction and tent installation will be self-performed by FWPDA staff. Electrical, mechanical and plumbing support for the tent structures will be contracted directly by the FWPDA. Interface between the General Contractor’s scope of work and that performed by the FWPDA is the point of connection for the water and sewer and the electrical sub panel for the electrical work.

Bid schedule:

Civil contract bid advertisement in Daily Journal of Commerce 3/13/2019

Pre Bid site walkthrough 3/19/2019

Bid opening 4/2/2019 1:00 PM

Bid approval by FWPDA board 4/5/2019 (requires special meeting of FWPDA Board)

Notice to proceed anticipated 4/8/201

Bid strategy:

Phase one bids have been advertised with a desired completion date and cost by 31 May 2019 (base bid). Alternate 1 requests cost and proposed completion date by bidder in the event that the 31 May 2019 date is not achievable. Building 288 and the 4 “rustic” tents (phase 2) will be bid at a later date.

Construction goal: Dependent on successful base bid. In house construction of platforms and tents will be coincidental with civil project. Earliest opening date 15 June 2019.

Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Tuesday, April 16, 2019 | 9:00 a.m. – 11:00am
Commons Building 297, Fort Worden

MINUTES

- **Glamping**

Robison reported that two bids have been received (approximately two thousand dollars apart). Staff and the Committee discussed the bid process, the project timeline and strategies for moving forward. Committee and staff discussed Kitsap Bank bond financing, time line, expanding project scope and loan terms.

Board of Directors Meeting
Fort Worden Public Development Authority (FWPDA)
Wednesday, April 24, 2019 | 9:00 a.m. – 12:00 p.m.
Commons Building 210, Room B, Fort Worden

AGENDA

IX. Glamping project update and resolution authorizing Chief Financial Officer to sign a commitment letter for bond financing with Kitsap Bank.

Action: Move to approve **Resolution 19-06** authorizing Chief Financial Officer to sign a commitment letter for bond financing with Kitsap Bank.

X. Review of bids for infrastructure work to construct Glamping project and resolution to authorize Executive Director to award a construction contract to the lowest responsive, responsible bidder, and to sign all necessary documents and contracts for the project.

A. Staff Report

B. Board Discussion

Action: Move to approve **Resolution 19-07** authorizing Executive Director to award a construction contract to the lowest responsive, responsible bidder, and to sign all necessary documents and contracts for the project.

APPROVED MINUTES

A. Staff Report

Gee Heckscher provided an overview of Capital Improvement Fund projects:

- Bids are in for the glamping site work and utilities, which could begin in June and go through the summer. After that, facilities staff will construct the tent platforms and erect the tents. \$1.4 million is set aside for this year's work and the tent work will continue into 2020.

Diane presented a Market Segment Report showing how much revenue is generated from partners, leisure guests, and groups across three markets: food sales, meeting space, and accommodations. Moody invited feedback on the report over the next month.

VIII. Glamping project update and motion authorizing Chief Financial Officer to sign a commitment letter for bond financing with Kitsap Bank.

A. Staff Report

Moody provided an overview of the bond financing information in the board packet (on website). Kitsap Bank is offering up to \$2 million in bond financing over a two-year period for the glamping project. Moody stated that Kitsap Bank is happy with the pro forma showing anticipated returns for glamping. This financing offer was more attractive than another option Moody explored because it involves a lower interest rate and a longer repayment term (10 years).

RESOLUTION 19-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORT WORDEN LIFELONG LEARNING CENTER PUBLIC DEVELOPMENT AUTHORITY (FWPDA) AUTHORIZING THE CHIEF FINANCIAL OFFICER TO SIGN A COMMITMENT LETTER FOR BOND FINANCING WITH KITSAP BANK.

RECITALS

- A. The Fort Worden Lifelong Learning Center Public Development Authority's ("PDA") Charter, which was amended and adopted by the Port Townsend City Council in September 2011, is a public corporation organized pursuant to Ordinance No. 3018 of the City of Port Townsend, Washington.
- B. The Amended Charter specifically directs the PDA to undertake, assist with, and facilitate the implementation of a Lifelong Learning Center consistent with the 2008 Fort Worden long-range plan and to develop the necessary agreements and partnerships for the use, operation management and development of State-owned facilities and properties within the Fort Worden State Park.
- C. Pursuant to the Amended Charter, "the management of all Authority affairs shall reside in a Board of Directors. The Board shall be composed of not fewer than seven (7) and no more than (11) eleven members" (Amended Charter, Article VII, Organization of Authority, Section 1.)
- D. 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 a majority of board members voting on the issue" (Amended Charter, Article VII, Organization of Authority, Section 7.)
- E. Kitsap Bank has offered the PDA Bond financing to complete the Glamping project upon the following terms: 1) Up to \$2.0 million, drawn down in increments no less than \$100,000 for twenty-four months; 2) Interest rate is estimated as listed in offer letter, calculated on a 30/360 basis - maturity is 10 years from initial draw; 3) Secured by revenue obligations; 4) PDA must maintain cash flows greater than 1.25 of annual debt service (approximately \$297,500); 5) PDA secure Bond documents; 6) PDA provides Kitsap Bank annual financial statements during the term of financing.
- F. Diane Moody, CFO shall be designated signer for the agreement(s).

Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Tuesday, May 14, 2019 | 9:00 a.m. -11 a.m.
Seminar Building 297, Fort Worden

MINUTES

- **Glamping Update**

Beckman said that the construction contract has been awarded to Nordland Construction. The plan is to have the site work and utilities completed over the summer and construction of the tent platforms would begin in September, he said. The goal is to have a soft opening of the sites in March or April 2020, Beckman said.

Board of Directors Meeting
Fort Worden Public Development Authority (FWPDA)
Wednesday, May 22, 2019 | 9:00 a.m. – 12:00 p.m.
Commons Building 210, Room A, Fort Worden

MINUTES

X. Staff Reports

C. Glamping Update

Sammons reported that the glamping project is moving forward after the PDA awarded the contract for the civil portion of the work to Nordland Construction. The plan is to have the site work and utilities completed over the summer and construction of the tent platforms will begin in September, he said. The goal is for a soft opening in April in which staff, board members, and partners will help test the facilities. Sammons noted that this fall the PDA will seek bids for building 288, which will serve as a community gathering space for the glamping area.

B. Board Discussion

Action: Motion to approve **Resolution 19-06** authorizing Chief Financial Officer to sign a commitment letter for bond financing with Kitsap Bank. **Unanimously approved**

I **IX. Review of bids for infrastructure work to construct Glamping Project and resolution to authorize Executive Director to award a construction contract to the lowest responsive, responsible bidder, and to sign all necessary documents and contracts for the project.**

A. Staff Report

David Beckman, Director of Capital Projects, referred the board to the bid sheet showing that the FWPDA received two bids for the Glamping Project and they were within \$2,000 of each other. Nordland Construction was the apparent low bidder. After confirming compliance and references, staff met with Nordland to discuss project parameters and logistical concerns related to Nordland's current sewer project on the campus for Washington State Parks. Beckman, Heckscher, and Larry Sammons will oversee the infrastructure work, which Nordland will begin this summer. Beckman said they expect the infrastructure work to take three months to complete. The goal is for the full project to be completed in March 2020 for a test run/soft opening, he said.

B. Board Discussion

Board and staff discussed construction details, anticipated marketing efforts, and the project timeline. Terry Umbreit advised that careful attention be paid to marketing the Glamping experience. The plan is to open the sites on May 1st, 2020. The regular season will be from April to October. The tents will stay up year-round and furniture will be stored in a building during the winter, Robison said. He added that experience elsewhere has shown that repeatedly taking down the tents and setting them up again leads to more wear and tear. Life expectancy for the tents is approximately eight to ten years; Robison noted that Friday Harbor's tents (Lakedale Resort) have been up for more than ten years. A parking lot will be built on an existing access road. Vehicles will not be visible from the tents and guests will use carts for transporting their luggage, Robison said.

Action: Motion to approve **Resolution 19-07** authorizing Executive Director to award a construction contract to the lowest responsive, responsible bidder for the construction of Glamping Project infrastructure, and to sign all necessary documents and contracts for the project. **Unanimously approved**
X. Resolution extending the draw period and scope of the energy efficiency project bond through Kitsap Bank.

Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Tuesday, June 18, 2019 | 9:00 a.m. – 11 a.m.
Commons Building 210, Room B, Fort Worden

MINUTES

VII. Staff Update & Board Discussion

- **Glamping Update/Alpha Ledger**

David Beckman reported on construction plans for the glamping sites. Nordland Construction is starting the site survey and anticipates breaking ground on July 1, he said. Nordland is fully aware of the PDA's needs for site security and timely updates on construction schedules, Beckman added.

Moody shared information about Alpha Ledger, a cryptocurrency asset management firm that Kitsap Bank is working with during Alpha Ledger's pilot phase. Kitsap Bank has asked the PDA to consider putting the glamping bond through Alpha Ledger's portal as part of their testing, she said. Moody stated that the PDA has not taken any action and she only is reporting on a conversation she had with Kitsap Bank. Alpha Ledger's goal is to increase local financing of bonds through a streamlined and open relationship between bond issuers and investors. Target percentage goals can be set for local investment through the portal.

**Board of Directors Meeting
Fort Worden Public Development Authority (FWPDA)
Wednesday, June 26, 2019 | 9:00 a.m. – 12:00 p.m.
Commons Building 210, Room B, Fort Worden**

AGENDA

IX. Glamping Bond Financing

Action: Move to approve **Resolution 19-12** authorizing the Executive Director and/or the Chief Financial Officer to enter into an agreement for up to \$2 million in bond financing through Kitsap Bank and to be account signers for the bond.

MINUTES

VI. Glamping Bond Financing

A. Staff Report

David Beckman reported on the status of the glamping project. Construction will officially begin on July 1 with mobilization of equipment and establishment of fencing and directional signage, he said. Some equipment use and movement will lead to traffic stops. Beckman has hired a facilities lead whose focus will include coordinating the glamping project. Work is on track and the goal is to have the glamping sites ready for a soft opening in mid-March 2020, he said. Beckman said he is working closely with Nordland Construction to provide timely construction schedules to partners and PDA departments most affected by the work.

Diane Moody introduced Resolution 19-12, which provides for the issuance of a \$2 million revenue bond through Kitsap Bank to help finance the glamping project. She noted that this bond would be in addition to a \$1.5 million bond for the energy efficiency project that was issued through Kitsap Bank in 2018. Moody said that per the proposed bond's coverage requirement, the PDA will begin paying interest on both bonds at the time the project funded is complete. The PDA also has to have revenue that is 25% more than the \$3.5 million bond total. She said the PDA will only be paying interest until the bond is drawn down and then will have 11 months after the bond is drawn down before principal payments begin.

VII. Staff Reports

D. Glamping Update

Project updates were provided earlier in the agenda as part of the bond funding resolution.

FORT WORDEN LIFELONG LEARNING CENTER PUBLIC DEVELOPMENT
AUTHORITY, WASHINGTON

RESOLUTION NO. 19-12

A Resolution of the Board of Directors of the Fort Worden Lifelong Learning Center Public Development Authority providing for the issuance of a revenue bond in the principal amount of not to exceed \$2,000,000 to finance the glamping project; fixing the form and terms of the bond; and providing for the sale of the bond to Kitsap Bank.

WHEREAS, Fort Worden Lifelong Learning Center Public Development Authority, Washington (the "Authority") was created by the City of Port Townsend to manage, promote, develop, secure funds, and enhance the Fort Worden State Park, including implementing a Lifelong Learning Center at the Park; and

WHEREAS, the Authority desires to undertake a glamping project at Fort Warden; and

WHEREAS, RCW 35.21.735 authorizes public development authorities to issue revenue bonds payable from its revenues; and

WHEREAS, the Authority has received a proposal from Kitsap Bank to purchase the bond to finance the glamping project;

BE IT RESOLVED by the Board of Directors of the Fort Worden Lifelong Learning Center Public Development Authority as follows:

Section 1. Definitions. As used in this resolution the following words shall have the following meanings:

"*Authority*" means the Fort Worden Lifelong Learning Center Public Development Authority established by the City of Port Townsend pursuant to chapter 35.21 RCW.

"*Bank*" means Kitsap Bank, or its successors or assigns.

"*Bond*" means the Fort Worden Lifelong Learning Center Public Development Authority Revenue Bond, 2019 issued pursuant to and for the purposes provided in this resolution.

"*Bond Account*" means the special account of the Authority known as the Revenue Bond Account for the payment of principal of and interest on the Bond, the 2018 Bond and any Future Parity Bonds.

"*Bond Register*" means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of the Bond.

"Bond Registrar" initially means the Authority's Chief Financial Officer. At any time following the issuance of the Bond, however, the Chief Financial Officer may determine to appoint a different Bond Registrar, including, but not limited to the fiscal agent of the State of Washington. The term "Bond Registrar" also shall include any successor Bond Registrar appointed by the Chief Financial Officer as permitted by law.

"City" means the City of Port Townsend, Washington, a municipal corporation duly organized and existing under the laws of the State.

"Code" means the Internal Revenue Code of 1986, as amended, and applicable regulations.

"Coverage Requirement" means an amount of Revenue equal to 1.25 times the annual debt service due in a year for purposes of Section 11(1) and 1.25 times the average annual debt service due on the outstanding Bond, the 2018 Bond and Future Parity Bonds for purposes of Section 9. For calculating the Coverage Requirement for Future Parity Bonds that bear interest at a variable rate, such Future Parity Bonds shall be assumed to bear interest at a fixed rate equal to the rate published by the Bond Buyer as the index for municipal revenue bonds within the 30-day period prior to the date of calculation. If such index is no longer published, another nationally recognized index for municipal revenue bonds maturing in approximately 20 years shall be used.

"Designated Representative" means the officer of the Authority appointed in Section 12 of this resolution to serve as the Authority's designated representative in accordance with RCW 39.46.040(2).

"Future Parity Bonds" means any bonds, notes or other debt of the Authority issued pursuant to Section 9 with a lien on Revenue equal to the lien on Revenue pledged to the Bond and the 2018 Bond.

"Maturity Date" means a date that is not later than 12 years from the dated date of the Bond as determined by the Designated Representative.

"Operation and Maintenance Expenses" means all reasonable and necessary expenses incurred by the Authority in causing its facilities to be operated and maintained in good repair, working order and condition, administration expenses, insurance premiums, audit fees, taxes, professional-service fees, and other expenses incident to the operation of the Authority's facilities, but excluding depreciation and other non-cash items and expenses subject to reimbursement by tenants.

"Project" means construction of new glamping accommodations and a common use building and bathhouse to the property at Fort Worden and other capital improvements as authorized by the Board of Directors.

"Project Account" means the account created by the Chief Financial Officer for the purpose of depositing Bond proceeds to be used to carry out the Project.

“Reserve Account” means the special account of the Authority established pursuant to Resolution No. 18-03.

“Reserve Account Requirement” means for the Bond, an amount equal to the sum of the interest and principal due on the Bond divided by 11 years, but in no case in excess of 10% of the initial principal amount of the Bond.

“Revenue” means all revenues received by the Authority, except state and federal grants that are not authorized by the grantee to be used to pay debt service on the Bond, the 2018 Bond and Future Parity Bonds, donations to the Authority from private parties and advanced deposits from tenants and other users of the Authority’s facilities.

“Revenue Fund” means the operating account into which account the Authority has pledged and bound itself to pay all of the Revenue as collected.

“State” means the State of Washington.

“2018 Bond” means the Authority’s Revenue Bond, 2018, issued in the aggregate principal amount of not to exceed \$1,600,000 pursuant to Resolution No. 18-03.

“2018 Bond Resolution” means Resolution No. 18-03, authorizing the issuance of the 2018 Bond.

Section 2. Parity Conditions. The Board of Directors hereby finds and determines as follows:

(1) All payments then required by the 2018 Bond Resolution have been made into the Bond Account and no deficiency exists therein.

(2) The total principal amount of the Bond and the 2018 Bond does not exceed \$5,000,000.

(3) The Bond is being issued to finance the Project.

All of the conditions of the 2018 Bond Resolution have been met and fully complied with or will be met prior to the date of initial delivery of the Bond to the Bank, and the Authority hereby finds that the Bond may now be issued on a parity of lien with the 2018 Bond.

Section 3. Authorization of the Bond; Payment, Registration and Transfer. For the purpose of providing financing for the Project and to pay costs of issuing the Bond, the Authority authorizes the issuance of its revenue bond in the principal amount of not to exceed \$2,000,000 (the “Bond”). The Bond shall be designated as the “Fort Worden Lifelong Learning Center Public Development Authority, Washington Revenue Bond, 2019,” shall be dated as of the date of delivery thereof to the Bank, and shall mature approximately 12 years from its dated date as approved by the Designated Representative (the “Maturity Date”).

The Bond is a draw down Bond and a Designated Representative is authorized to draw up to \$2,000,000, in increments of not less than \$100,000, to finance the Project and costs of issuing

the Bond. A request for draw shall be made in writing or by email to the Bank. During the period from the date of this Bond to, but excluding, the earlier of (i) the date that is two years after the date of this Bond and (ii) the date that the Authority gives reasonable notice to the Registered Owner of its intent to make no further Draws (the "Draw Period"), upon reasonable notice to the Registered Owner, the Authority may make draws on any business day, in any amount of not less than \$100,000. Draws shall be limited to an aggregate principal amount of \$2,000,000. Each request for draw made by 11:00 a.m. on a business day will be funded on that business day. Each draw shall be recorded in such form as the Authority and the Registered Owner may agree. Interest on each draw during the Draw Period will bear interest as provided in Section 12. Interest accrued during the Draw Period may be paid periodically, paid at the end of the Draw Period, or included with the principal and repaid during the repayment period as determined by the Designated Representative.

After the Draw Period, the Bond shall bear interest at the fixed rate approved by the Designated Representative pursuant to Section 12, calculated on a basis of a 360-day year of 12 30-day months. Principal and interest on the Bond shall be payable on each June 1 and December 1 commencing not later than six months after the end of the Draw Period as determined by the Designated Representative.

The Bond shall be issued in fully registered form. Both principal of and interest on the Bond shall be payable in lawful money of the United States of America. The Chief Financial Officer is appointed to act as Bond Registrar for the Bond. The Bond shall be purchased only in registered form as to both principal and interest and shall be recorded on books or records maintained by the Bond Registrar (the "Bond Register"). The Bond Register shall contain the name and mailing address of the Bank. The Bond may be assigned or transferred by the Bank only in whole and only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. The Bond may only be assigned by the Bank to another qualified investor satisfying the requirements set forth in the certificate to be signed by the Bank on the date the Bond is issued and that signs a certificate substantially in the form of the certificate signed by the Bank. The Bond is not subject to acceleration. When the Bond has been paid in full, both principal and interest, it shall be surrendered by the Bank to the Bond Registrar, who shall cancel such Bond.

The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration of the Bond. The Bond Registrar is authorized, on behalf of the Authority, to authenticate and deliver the Bond in accordance with the provisions of the Bond and this resolution, to serve as the Authority's paying agent for the Bond and to carry out all of the Bond Registrar's powers and duties under this resolution. The Bond Registrar shall be responsible for the representations contained in the Bond Registrar's Certificate of Authentication on the Bond.

Section 4. Prepayment. The Authority reserves the right and option to prepay all or a portion of the outstanding principal on the Bond on any date. Interest on the principal portion of the Bond so prepaid shall cease to accrue on the date fixed for such prepayment. The Authority shall provide the Bank not less than 15 business days' notice of its intent to prepay all or a portion of the Bond. Partial principal prepayments will be applied to the next scheduled amount due in succession up to the final amount due for complete repayment.

Section 5. Bond Account and Reserve Account. A special account of the Authority known as the "Revenue Bond Account" (the "Bond Account") has previously been created by the Chief Financial Officer and shall be drawn upon for the sole purpose of paying and securing the payment of the Bond, the 2018 Bond and any Future Parity Bonds. The Authority hereby covenants and agrees to deposit in the Bond Account, Revenue sufficient to pay principal and interest on the Bond and any Future Parity Bonds as such payments are due. The Bond shall be an obligation only of the Bond Account of the Authority.

A special account of the Authority known as the Revenue Bond Reserve Account (the "Reserve Account") has previously been created by the Chief Financial Officer. The Authority shall deposit into the Reserve Account from Revenue an amount equal to the Reserve Account Requirement. In the event that the amount in the Bond Account is insufficient to pay the debt service due on any payment date, the Authority shall draw on the Reserve Account to make such payment. Within 12 months of any withdrawal from the Reserve Account the Authority shall replenish the Reserve Account to the Reserve Account Requirement. The Authority may transfer any amount in excess of the Reserve Account Requirement to the Revenue Fund. If the Authority issues Future Parity Bonds it may pledge the Reserve Account to the Future Parity Bonds, in which case it shall fund the Reserve Account in amount equal to the average annual debt service of the Bond, the 2018 Bond and the Future Parity Bonds secured by the Reserve Account. Alternatively, the Authority may determine that the Future Parity Bonds will not be secured by a reserve account or will be secured by another reserve account.

Section 6. Security for the Bond; Revenue Fund. The Bond is a special revenue obligation of the Authority and shall be payable solely from Revenue in the Revenue Fund. The Bond Account and Reserve Account are pledged to the repayment of the Bond. The Bond shall not be deemed to constitute a general obligation or pledge of the faith and credit of the Authority or debt of the State or the City or any other governmental entity other than the Authority. As stated in the Authority's charter: "All debts, obligations and liabilities incurred by the Authority shall be satisfied exclusively from the assets and properties of the Authority and no creditor or other person shall have any right of action against the City on account of debts, obligations or liabilities of the Authority."

The Revenue deposited into the Revenue Fund shall be used for the following purposes in the following order of priority:

First, to pay Operation and Maintenance Expenses.

Second, to make the required deposits into the Bond Account to pay interest, due on the Bond, the 2018 Bond and any Future Parity Bonds.

Third, the make the required deposits into the Bond Account to pay principal of and any sinking fund redemptions for the Bond, the 2018 Bond and any Future Parity Bonds.

Fourth, to replenish the Reserve Account and any other reserve account securing Future Parity Bonds.

Fifth, to pay any debt with a lien on revenue junior to the Bond and the 2018 Bond and for other lawful purposes of the Authority.

Section 7. Form, Execution and Authentication of the Bond. The Bond shall be prepared in a form consistent with the provisions of this resolution and State law. The Bond shall be signed on behalf of the Authority by the manual or facsimile signature of the President of the Board and attested by the manual or facsimile signature of the Secretary of the Board.

Only the Bond as shall bear thereon a Certificate of Authentication in the following form, manually executed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this resolution: "This is the Fort Worden Lifelong Learning Center Public Development Authority, Washington Revenue Bond, 2019, dated _____, 2019, described in the Bond Resolution." Such Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered hereunder and is entitled to the benefits of this resolution.

In case either of the officers who shall have executed the Bond shall cease to be an officer or officers of the Authority before the Bond so signed shall been authenticated or delivered by the Bond Registrar, or issued by the Authority, such Bond may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the Authority as though those who signed the same had continued to be such officers of the Authority. The Bond may also be signed and attested on behalf of the Authority by such persons as at the actual date of execution of such Bond shall be the proper officers of the Authority although at the original date of such Bond any such person shall not have been such officer of the Authority.

Section 8. Project Account. The Authority is authorized to create a special account known as the Glamping Account (the "Project Account"). Draws on the Bond shall be deposited in the account and shall be used for the purpose of paying the cost of the Project and costs of issuing the Bond.

Section 9. Additional Bonds. The Authority reserves the right to issue Future Parity Bonds on a parity of lien with the Revenue pledged to the payment of the Bond and the 2018 Bond if the following conditions are met at the time of the issuance of those Future Parity Bonds:

(1) All payments then required by this resolution have been made into the Bond Account and no deficiency exists therein.

(2) The total principal amount of Future Parity Bonds issued by April 2028 does not exceed \$5,000,000. For any Future Parity Bonds in excess of \$5,000,000 or issued later than April 2028, there shall be on file from an Authority representative or a third party consultant with experience with revenues collected from public facilities a certificate showing that in his or

her professional opinion the Revenue for any 12 consecutive calendar months out of the immediately preceding 24 calendar months shall be at least equal to the Coverage Requirement for each year thereafter for the outstanding Bond and Future Parity Bonds and the proposed bonds. The consultant may adjust Revenue to reflect increased rates and charges approved by the Board but that were not applicable for the full 12-consecutive-month period.

(3) If Future Parity Bonds proposed to be issued are for the sole purpose of refunding outstanding Parity Bonds, such certificate shall not be required if the amount required for the payment of the principal and interest in each year for the refunding bonds is not increased more than \$5,000 over the amount for that same year required for the bonds to be refunded.

(4) Nothing in this resolution shall prevent the Authority from issuing revenue bonds or like obligations which are a charge upon the Revenue junior or inferior to the charge thereon of the Bond and the 2018 Bond.

Section 10. Tax Covenants; Designation of the Bond as a "Qualified Tax-Exempt Obligation."

A. Preservation of Tax Exemption for Interest on the Bond. The Authority covenants that it will take all actions necessary to prevent interest on the Bond from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bond or other funds treated as proceeds of the Bond that will cause interest on the Bond to be included in gross income for federal income tax purposes. The Authority also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bond, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bond.

B. Post-Issuance Compliance. The Chief Financial Officer is authorized to review and amend the Authority's written procedures to facilitate compliance by the Authority with the covenants in this resolution and the applicable requirements of the Code that must be satisfied after the dated date to prevent interest on the Bond from being included in gross income for federal tax purposes.

C. Designation of the Bond as a "Qualified Tax-Exempt Obligation." The Bond is designated as a "qualified tax-exempt obligation" for the purposes of Section 265(b)(3) of the Code since:

(1) the Bond is not a "private activity bond" within the meaning of Section 141 of the Code;

(2) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the City and the Authority and any entity subordinate to the Authority or the City (including any entity that the Authority or City controls, that derives its authority to issue tax-exempt obligations from the Authority or City or that issues tax-exempt obligations on behalf of the Authority or City) will issue during this calendar year will not exceed \$10,000,000; and

(3) the amount of tax-exempt obligations, including the Bond, designated by the City and the Authority as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code during this calendar year does not exceed \$10,000,000.

Section 11. General Covenants. For as long as the Bond is outstanding, the Authority hereby covenants as follows:

(1) It will establish, maintain and collect Revenue sufficient to repay the Bond, the 2018 Bond and any Future Parity Bonds. Revenue in each fiscal year shall be sufficient to meet the Coverage Requirement. In calculating Revenue in a fiscal year, the Authority may deduct Revenue deposited into a rate stabilization account within the Revenue Fund and count as Revenue amounts withdrawn from the rate stabilization account.

(2) It will keep books and accounts showing Revenue and Operation and Maintenance Expenses.

Section 12. Sale of the Bond. The Executive Director and Chief Financial Officer are each appointed as a Designated Representative and are authorized and directed to finalize the terms of the Bond in the manner and upon the terms deemed most advantageous to the Authority consistent with this resolution

(1) During the Draw Period, the Bond shall bear interest at the rate of 79% of the Bank's prime rate.

(2) After the Draw Period, the Bond shall bear interest based on the Bloomberg Bank Qualified A rated fair value curve plus a spread of 0.60%.

(3) Interest and principal must be payable on such dates as are acceptable to the Designated Representative.

(4) The Bond shall be dated as of its date of delivery to the Bank, which date may not be later than December 31, 2019, and mature no later than December 31, 2031.

In determining the final terms of the Bond, the Designated Representative in consultation with other Authority officials and advisors, shall take into account those factors that, in his or her judgment, will result in the best interest of the Authority, including, but not limited to current financial market conditions and current interest rates for obligations comparable to the Bond.

Section 13. Reporting Requirements. While the Bond is outstanding, the Authority will provide the Bank a copy of its audited financial statements within 30 days after it is received from the State Auditor, and such other documents as the Bank may reasonably request from time to time.

Section 14. Authorization to Officials and Agents. The proper Authority officials are hereby authorized and directed to do everything necessary and proper for the execution and delivery of the Bond in conformance with the provisions of this resolution and for the proper use and application of the proceeds of the sale thereof as provided in this resolution.

Section 15. Severability. If any one or more of the covenants or agreements provided in this resolution to be performed on the part of the Authority shall be declared by any court of competent jurisdiction to be contrary to law, then such covenant or covenants, agreement or agreements shall be null and void and shall be deemed separable from the remaining covenants and agreements of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Bond.

PASSED by the Board of Directors of the Fort Worden Lifelong Learning Center Public Development Authority, Washington, at an open public meeting thereof, this 26th day of June, 2019.

FORT WORDEN LIFELONG LEARNING
CENTER PUBLIC DEVELOPMENT
AUTHORITY, WASHINGTON

By _____
President

ATTEST:

Secretary

CERTIFICATION

I, the undersigned, Secretary of the Board of Directors of Fort Worden Lifelong Learning Center Public Development Authority, Washington (the "Authority"), hereby certify as follows:

1. The attached copy of Resolution No. 19-12 (the "Resolution") is a full, true and correct copy of a resolution duly passed at a regular meeting of the Board of Directors of the Authority held at the regular meeting place thereof on June 26, 2019, as that resolution appears on the minute book of the Authority.

2. A quorum of the members of the Board of Directors was present throughout the meeting and a majority of the members voted in the proper manner for the passage of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of June, 2019.

**FORT WORDEN LIFELONG LEARNING
CENTER PUBLIC DEVELOPMENT
AUTHORITY, WASHINGTON**

Secretary

[June 28], 2019

Kitsap Bank
619 Bay Street, P.O. Box 9
Port Orchard, Washington 98366

Re: Fort Worden Lifelong Learning Center Public Development Authority, Washington
Revenue Bond, 2019 – Not to Exceed \$2,000,000

We have rendered an approving legal opinion dated [June 28], 2019, regarding the above-referenced bond and addressed to Fort Worden Lifelong Learning Center Public Development Authority, Washington, which opinion is attached hereto and is delivered with the bond. You may rely on that opinion as though it were addressed to you.

No attorney-client relationship has existed or exists between our firm and yourselves in connection with the bond or by virtue of this letter.

Very truly yours,

FOSTER PEPPER PLLC

Nancy M. Neraas

[June 28], 2019

Fort Worden Lifelong Learning Center
Public Development Authority, Washington

Re: Fort Worden Lifelong Learning Center Public Development Authority, Washington
Revenue Bond, 2019 – Not to Exceed \$2,000,000

We have served as bond counsel to the Fort Worden Lifelong Learning Center Public Development Authority, Washington (the "Authority"), in connection with the issuance of the above referenced bond (the "Bond"), and in that capacity have examined such law and such certified proceedings and other documents as we have deemed necessary to render this opinion. As to matters of fact material to this opinion, we have relied upon representations contained in the certified proceedings and other certifications of public officials furnished to us, without undertaking to verify the same by independent investigation.

The Bond is issued by the Authority pursuant to Resolution No. 19-12 (the "Bond Resolution") to finance the glamping project and to pay the costs of issuance and sale of the Bond, all as set forth in the Bond Resolution.

Reference is made to the Bond and the Bond Resolution for the definitions of capitalized terms used and not otherwise defined herein.

We express no opinion herein concerning the completeness or accuracy of any official statement, offering circular or other sales or disclosure material relating to the issuance of the Bond or otherwise used in connection with the Bond.

Under the Internal Revenue Code of 1986, as amended (the "Code"), the Authority is required to comply with certain requirements after the date of issuance of the Bond in order to maintain the exclusion of the interest on the Bond from gross income for federal income tax purposes, including, without limitation, requirements concerning the qualified use of Bond proceeds and the facilities financed or refinanced with Bond proceeds, limitations on investing gross proceeds of the Bond in higher yielding investments in certain circumstances and the arbitrage rebate requirement to the extent applicable to the Bond. The Authority has covenanted in the Bond Resolution to comply with those requirements, but if the Authority fails to comply with those requirements, interest on the Bond could become taxable retroactive to the date of issuance of the Bond. We have not undertaken and do not undertake to monitor the Authority's compliance with such requirements.

Based upon the foregoing, as of the date of initial delivery of the Bond to the purchaser thereof, it is our opinion that under existing law:

1. The Authority is a duly organized and legally existing public body corporate and politic and a public development authority under the laws of the State of Washington.
2. The Bond Resolution has been duly authorized and executed by the Authority and is issued in full compliance with the provisions of the Constitution and laws of the State of Washington and the resolutions of the Authority relating thereto.
3. The Bond constitutes a valid and binding obligation of the Authority payable solely out of the Revenue in the Revenue Fund to be paid into the Bond Account, except only to the extent that enforcement of payment may be limited by bankruptcy, insolvency or other laws affecting creditors' rights and by the application of equitable principles and the exercise of judicial discretion in appropriate cases.
4. The Bond is not a general obligation of the Authority.
5. Assuming compliance by the Authority after the date of issuance of the Bond with applicable requirements of the Code, the interest on the Bond is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of the alternative minimum tax applicable to individuals; however, interest on the Bond received by certain S corporations may be subject to tax, and interest on the Bond received by foreign corporations with United States branches may be subject to a foreign branch profits tax. We express no opinion regarding any other federal tax consequences of receipt of interest on the Bond.

This opinion is given as of the date hereof, and we assume no obligation to revise or supplement this opinion to reflect any facts or circumstances that may hereafter come to our attention, or any changes in law that may hereafter occur.

We bring to your attention the fact that the foregoing opinions are expressions of our professional judgment on the matters expressly addressed and do not constitute guarantees of result.

Respectfully submitted,

FOSTER PEPPER PLLC

**FORT WORDEN LIFELONG LEARNING CENTER
PUBLIC DEVELOPMENT AUTHORITY, WASHINGTON**

**NOT TO EXCEED \$2,000,000
REVENUE BOND, 2019**

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CLOSING CERTIFICATE

I, DAVE ROBISON, certify that I am the duly appointed and acting Executive Director of Fort Worden Lifelong Learning Center Public Development Authority, Washington (the "Authority"), authorized to execute and deliver this certificate and further certify on behalf of the Authority as follows:

1. This certificate is delivered in connection with the issuance of the not to exceed \$2,000,000 par value Revenue Bond, 2019 (the "Bond"), of the Authority.

2. No litigation of any nature is now pending or, to my knowledge, threatened, seeking to restrain or enjoin the issuance and delivery of the Bond or the fixing or collection of the revenues, rates and charges pledged to pay the principal of and interest on the Bond, or in any manner questioning the proceedings and authority under which the Bond is issued or the validity of the Bond thereunder; neither the corporate existence or boundaries of the Authority nor the title of the present officers to their respective offices is being contested; and no authority or proceeding for the issuance of the Bond has been repealed, revoked or rescinded.

3. The resolution of the Authority adopted by the Board of Directors on June 26, 2019 (the "Bond Resolution"), the resolution authorizing the issuance and sale of the Bond, has not been modified or repealed.

4. The adoption of the Bond Resolution and the execution and delivery of the Bond do not conflict in any material respect with or constitute on the part of the Authority a breach of or default under court decree, resolution or other agreement or instrument to which the Authority is a party or by which it is bound.

DATED as of [June 28], 2019.

FORT WORDEN LIFELONG LEARNING CENTER
PUBLIC DEVELOPMENT AUTHORITY,
WASHINGTON

Dave Robison, Executive Director

SIGNATURE IDENTIFICATION CERTIFICATE

STATE OF WASHINGTON)
) ss.
COUNTY OF JEFFERSON)

I, Dave Robison, certify that I am the Executive Director of Fort Worden Lifelong Learning Center Public Development Authority, Washington (the "Authority"), that NORM TONINA is the Chairman of the Board of Directors of the Authority and has been at all times since October 28, 2015, and that JANE KILBURN is the Secretary of the Board of Directors of the Authority and has been at all times since October 28, 2015.

I further certify that the not to exceed \$2,000,000 principal amount Revenue Bond, 2019, of the Authority dated [June 28], 2019, bears the facsimile signature of NORM TONINA as Chairman of the Board of Directors of the Authority and the facsimile signature of JANE KILBURN as Secretary of the Board of Directors of the Authority.

FORT WORDEN LIFELONG LEARNING
CENTER PUBLIC DEVELOPMENT
AUTHORITY, WASHINGTON

Dave Robison, Executive Director

SUBSCRIBED AND SWORN TO before me this ____ day of June, 2019.

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)

Notary public in and for the State of Washington,
residing at _____
My appointment expires _____

BOND REGISTER

FORT WORDEN LIFELONG LEARNING CENTER
PUBLIC DEVELOPMENT AUTHORITY, WASHINGTON

NOT TO EXCEED \$2,000,000

REVENUE BOND, 2019

Registered Owner

Name and Address of
Registered Owner:

Kitsap Bank
619 Bay Street, P.O. Box 9
Port Orchard, Washington 98366

Bond No. R-1

Tax ID No. 91-0283150

DATED: [June 28], 2019

FORT WORDEN LIFELONG LEARNING
CENTER PUBLIC DEVELOPMENT
AUTHORITY, WASHINGTON

Diane Moody, Chief Financial Officer

RECEIPT FOR FIRST LOAN DRAW

I, Diane Moody, Chief Financial Officer of Fort Worden Lifelong Learning Center Public Development Authority, Washington (the "Authority"), acknowledges receipt this day from Kitsap Bank (the "Bank") of \$100,000, as the proceeds of a first draw on the Authority's not to exceed \$2,000,000 par value Revenue Bond, 2019, dated [June 28], 2019.

DATED: [June 28], 2019.

FORT WORDEN LIFELONG LEARNING CENTER
PUBLIC DEVELOPMENT AUTHORITY,
WASHINGTON

Diane Moody, Chief Financial Officer

PURCHASER'S RECEIPT AND CERTIFICATE

I, Anthony George, President and Chief Operating Officer of Kitsap Bank (the "Purchaser") do hereby certify and acknowledge on behalf of the Purchaser as follows:

1. The Purchaser acknowledges receipt this day of the not to exceed \$2,000,000 principal amount Revenue Bond, 2019 (the "Bond"), of Fort Worden Lifelong Learning Center Public Development Authority, Washington (the "Authority"), dated [June 28], 2019. The Bond is authorized pursuant to Resolution No. 19-12 adopted by the Board of Directors of the Authority on June 26, 2019 (the "Bond Resolution"). The Purchaser is not charging the Authority a fee for this Bond.

2. The Purchaser has made a complete investigation of the facts and circumstances furnished to it by the Authority relating to the issuance and delivery of the Bond. Such investigation included, without limitation, a review of: (i) the nature and purpose of the Bond and application of the Bond proceeds as set forth in the Bond Resolution, (ii) the financial condition of the Authority, including its 2018 financial information and its outstanding debt and its ability to repay the principal of and interest on the Bond, (iii) the Purchaser's remedies in the event of default in the payment of principal of and interest on the Bond subject to applicable laws affecting creditors' rights, and (iv) the Bond Resolution.

3. The Purchaser acknowledges that (i) the Bond is not registered under the Securities Act of 1933 or 1934 or otherwise qualified for sale under the "blue sky" laws and regulations of any state and the Bond Resolution has not been qualified under the Trust Indenture Act of 1939, as amended, (ii) the Bond carries no rating from any credit rating agency, (iii) no trading market exists or is expected to exist for the Bond, (iv) no official statement or other offering material is being provided with respect to the Bond and the Purchaser has made its own inquiry and analysis with respect to the Authority and the Bond and the security therefor, and (v) the Authority's financial statements and all other information regarding the Authority speaks only as of its date and does not contain all material information regarding the Authority.

4. The Purchaser has sufficient knowledge and experience in financial and business matters, including the purchase and ownership of tax exempt municipal obligations, to be able to evaluate the risks and merits of the purchase of the Bond. The Purchaser is satisfied that it has had access to all material information necessary to make a sound investment decision and that the Authority has responded fully and accurately to all requests for information, and no further information is desired.

5. The Bond will be held by the Purchaser for its own accord and will not be reoffered to the public. The Purchaser is a "qualified institutional buyer" as defined in Section 144A of the Securities Act of 1933 (the "Act") and is a bank within the meaning of Section (a)(1)(vi) of the Act. The Purchaser may only transfer the Bond to another bank within the meaning of Section (a)(1)(vi) of the Act at the time of the transfer. Any transfer of the Bond must be in accordance with the Bond Resolution. The transferee must sign and deliver a certificate substantially in the form of this certificate.

6. The undersigned is a duly appointed and acting representative of the Purchaser and is authorized to cause the Purchaser to make the certifications contained herein by execution of this certificate on behalf of the Purchaser.

DATED as of [June 28], 2019.

KITSAP BANK

Anthony George
President and Chief Operating Officer

No. R-1

not to exceed \$2,000,000

**UNITED STATES OF AMERICA
STATE OF WASHINGTON
FORT WORDEN LIFELONG LEARNING CENTER PUBLIC DEVELOPMENT AUTHORITY
REVENUE BOND, 2019**

**REGISTERED OWNER: KITSAPBANK
619 BAY STREET, P.O. BOX 9
PORT ORCHARD, WASHINGTON 98366**

PRINCIPAL AMOUNT: NOT TO EXCEED TWO MILLION AND NO/100 DOLLARS

FORT WORDEN LIFELONG LEARNING CENTER PUBLIC DEVELOPMENT AUTHORITY, WASHINGTON (the "Authority"), a municipal corporation of the State of Washington (the "State"), promises to pay to KITSAP BANK (the "Registered Owner"), from the Authority's Revenue Bond Account (the "Bond Account") created by the Authority pursuant to Resolution No. 19-12 of the Authority (the "Bond Resolution"), the aggregate principal amount of the incremental draws outstanding and made on the non-revolving line of credit evidenced by this Bond (each, a "Draw"), together with interest thereon, all in accordance with the terms of this Bond and the Bond Resolution. The aggregate principal amount of Draws shall not exceed \$2,000,000.

During the period from the date of this Bond to, but excluding, the earlier of (i) the date that is two years after the date of this Bond and (ii) the date that the Authority gives reasonable notice to the Registered Owner of its intent to make no further Draws (the "Draw Period"), upon reasonable notice to the Registered Owner, the Authority may make Draws on any business day, in any amount of not less than \$100,000. Draws shall be limited to an aggregate principal amount of \$2,000,000. Each request for Draw made by 11:00 a.m. on a business day will be funded on that business day. Each Draw shall be recorded in such form as the Authority and the Registered Owner may agree.

During the Draw Period, the principal amount of each Draw shall bear interest from the date of the Draw at the rate of 79% of the Kitsap Bank prime rate, calculated on the basis of a 360-day year consisting of twelve 30-day months. The interest accrued during the Draw Period shall, at the end of the Draw Period, be added to the then-outstanding principal of all Draws.

As soon as practicable after the end of the Draw Period, the Registered Owner shall provide the Authority with an amortization schedule based on the principal amount of all Draws outstanding at the end of the Draw Period, together with any unpaid interest. The amortization schedule shall provide for approximately equal payments of principal on each June 1 and December 1, beginning no later than six months after the end of the Draw Period, and ending on the Maturity Date, which is the date that is 10 years after the end of the Draw Period (each, a "Payment Date").

During the period from the last day of the Draw Period to the Maturity Date (the "Repayment Period"), outstanding principal shall bear interest from the end of the Draw Period in accordance with the amortization schedule, calculated on the basis of a 360-day year consisting of twelve 30 day months, and principal of and interest on this Bond shall be payable on each Payment Date. All outstanding principal of the Bond, together with any unpaid interest, shall be due and payable on the Maturity Date.

Both principal of and interest on this Bond are payable out of the special fund of the Bond Account as provided by the Bond Resolution. The definitions contained in the Bond Resolution shall

apply to capitalized terms contained herein. Both principal and interest shall be payable by the Authority, and shall be paid in lawful money of the United States of America.

The Authority hereby irrevocably covenants and agrees with the Registered Owner of this Bond that it will keep and perform all the covenants of this Bond and of the Bond Resolution to be by it kept and performed. Reference is hereby made to the Bond Resolution for a complete statement of such covenants and for the definition of capitalized terms used herein.

This Bond is issued under and in accordance with the provisions of the Constitution and applicable statutes of the State of Washington and the Bond Resolution for the purpose of financing the glamping project.

This Bond may prepaid in advance of the Maturity Date, in whole or in part, at any time, with no prepayment penalty. The Authority will notify the Bank at least 15 days in advance of its intent to prepay. Partial principal prepayments will be applied to the next scheduled principal payment due in succession up to the final amount due for complete repayment.

THIS BOND IS NOT TRANSFERABLE, EXCEPT IN WHOLE TO A QUALIFIED INVESTOR AS PROVIDED IN THE BOND RESOLUTION.

This Bond is not a "private activity bond." The Authority has designated this Bond as a "qualified tax-exempt obligation" for investment by financial institutions pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication hereon shall have been manually signed by Chief Financial Officer of the Authority, as Bond Registrar.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this Bond have happened, been done and performed and that the issuance of this Bond does not violate any constitutional, statutory or other limitation upon the amount of indebtedness that the Authority may incur.

IN WITNESS WHEREOF, the Authority has caused this Bond to be executed on behalf of the Authority by the facsimile signatures of the Chairman of its Board of Directors of the Authority and the Secretary of the Board of Directors of the Authority, this [28th] day of [June], 2019

FORT WORDEN LIFELONG LEARNING CENTER
PUBLIC DEVELOPMENT AUTHORITY,
WASHINGTON

By

Chairman of the Board of Directors

By

Secretary of the Board of Directors

CERTIFICATE OF AUTHENTICATION

This is the Fort Worden Lifelong Learning Center Public Development Authority, Washington Revenue Bond, 2019, dated [June 28], 2019, described in the Bond Resolution.

Date: [June 28], 2019

By _____
Chief Financial Officer, as Bond Registrar

ASSIGNMENT

For value received, the undersigned Registered Owner does sell, assign, and transfer unto:

(name, address, and social security or other identifying number of assignee)

the within-mentioned Bond and irrevocably constitutes and appoints _____
to transfer the same on the Bond Register with full power of substitution in the premises.

DATED: _____.

Registered Owner

(NOTE: The signature above must correspond with the name of the Registered Owner as it appears on Page 1 of this Bond in every particular, without alteration or enlargement or any change whatsoever.)

Signature Guaranteed:

(NOTE: Signature must be guaranteed pursuant to law.)

Board of Directors Meeting
Fort Worden Public Development Authority (FWPDA)
Wednesday, September 25, 2019 | 9:00 a.m. – 12:00 p.m.
Commons B, Fort Worden

AGENDA

XI. Review of Bids and contracts for Glamping Platforms and Building 288

MINUTES

VIII. Review of Bids for Glamping Platforms and Building 288/Current Construction Projects

A. Staff Report

Director of Capital Projects David Opp-Beckman reported that three contractors bid on two aspects of the glamping projects: constructing the tent platforms and the community hall for the site (building 288). He said the work was split into two projects to help keep costs lower. The bids came in substantially higher than anticipated, and staff is not comfortable seeking approval for a bid, Opp-Beckman said. Instead, Opp-Beckman said he has reached out to the Municipal Research and Services Center (MRSC) for legal guidance on how to proceed without going out for bids again from a larger pool. He said the PDA can notify the apparent low bidders and seek their schedules of value to see if value engineering could reduce costs. He said this would be the most expedient process for getting numbers where they need to be instead of seeking new bids, which would take at least two months with the bid opening timeline and board approval timeline. Opp-Beckman noted that the PDA has not been able to find staff who could do the platform work themselves.

Joint Board of Directors Meeting:
Fort Worden Public Development Authority (FWPDA) and the Fort Worden Foundation
Wednesday, October 23, 2019 | 9:00 a.m. – 12:00 p.m.
Commons A, Fort Worden

MINUTES

B. Current Construction Projects and Major Repairs

Robison reported that Makers Square is proceeding slightly ahead of schedule. Value engineering efforts resulted in the desired savings for KPTZ's tenant improvements, he said. Robison said he would like to take the board through the buildings in December. As for glamping construction, he said Nordland has completed water, sewer, and electric infrastructure. Moody added that one tent will be used for promotion, and aggressive marketing efforts will begin soon. Robison said that State Parks has significant infrastructure projects for 2020 that are now in the planning stage, and this is requiring staff time for coordination to try to reduce the impact to hospitality operations. Water and sewer work will begin in January and will at times require the temporary closure of Non-Commissioned Officer Row housing. Tonina noted the importance of Glamping revenue given the temporary loss of some accommodations in 2020.

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

MINUTES

IX. Staff Report

A. Current Construction Projects and Major Repairs

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

2020

January 29, 2020

Board of Director's Meeting

Approved Minutes

Action Items

- ❖ **Action:** Motion to approve Resolution 20-02 authorizing the FWPDA Capital Projects Director to execute a contract with Christopher's Electric Company, the approved lowest responsive responsible bidder for the construction of **glamping** project final tent electrical distribution, and to sign all necessary documents for the project. **Unanimously approved**
- ❖ **Action:** Motion to approve Resolution 20-03 authorizing the FWPDA Capital Projects Director to execute a contract with Swift Plumbing and Heating, the approved lowest responsive responsible bidder for the construction of **glamping** project tent rough plumbing, and to sign all necessary documents for the project. **Unanimously approved**

A. Current Construction Projects and Major Repairs

"Capital Projects Director David Beckman provided information about State Parks' projects happening on campus. Phase one water and phase two sewer infrastructure work around NCO Row has begun, and the contract established an April 30th completion date, Beckman said.

However, the State has granted contractors a one-week extension, and Beckman said other delays may happen. He said he will continue to monitor the project for their impact on spring events and the opening of **Glamping** units. Beckman also reported that State Parks went to bid for replacing the Coast Artillery Museum's roof. Work on the building (201) will begin soon, he said.

Meanwhile, last summer's sewer work has led to sewer issues at Madrona MindBody, and the State is addressing the issues, he said.

Beckman also reported on projects led by the PDA. The crew working on **Glamping** is almost fully staffed and they have completed the first tent, he said. Hutton noted how luxurious and spacious the tent is."

February 26, 2020

Board of Director's Meeting

Approved Minutes

Staff Report:

"**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."

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.”

March 25, 2020

Board of Director’s Meeting

Approved Minutes

PDA COVID-19 Response

Staff Report

“Robison provided an update on the PDA’s response to the COVID-19 pandemic. He said that since the statewide “Stay Home” order was issued on May 23rd, the PDA has kept on employees who do essential work for the PDA. Robison also noted that State Parks has closed all of its parks, which means Fort Worden is closed to vehicle access. Clark Construction has chosen to suspend Makers Square work after deeming themselves nonessential, he said. Robison added that he is reviewing the Governor’s mandate and definition of essential work to determine whether **glamping** construction can continue. Capital Projects Director David Beckman said the glamping crew is working with safe distancing measures in place and working with one person per tent platform. Robison said he and Chief Financial Officer Diane Moody will be identifying a few more people to put on standby now that the park is closed.”

May 27, 2020

Board of Director’s Meeting

Approved Minutes

PDA Decision Making Timeline

Staff Report

“The PDA board also would review the draft reopening plan and decide whether to restart **glamping** work in July or later and reopen limited food services. Robison said that throughout this time the PDA will be monitoring hot spots around the country to help determine if it’s safe to reopen. The outline notes that on July 22 the board would decide whether to reopen (fully) in phase 3 or wait until April 2021.”

Discussion

“Board members and staff talked briefly about camping at Fort Worden. Robison said Washington State Parks may open camping in conjunction with a statewide Phase 3 opening. He said that the PDA’s **glamping** project falls within its hospitality portfolio, and its construction could resume in Phase 3 (alongside other PDA hospitality services). Board members and staff also talked about the rehiring of staff. Moody clarified that the June 8th date for a phased rehiring is for staff who are needed to help prepare the reopening plan. A reopening date needs to be identified before staff training is conducted, and Moody said that needs to begin a month before reopening. Robison said the phased rehiring will include

identifying which aspects of staff work could be covered by emergency recovery funds.”

June 12, 2020

Board of Director’s Meeting

Approved Minutes

Public Comment

“Centrum Executive Director Rob Birman asked about bonds held by the PDA. Diane Moody responded that the PDA has three bonds, including Makers Square (bridge loan structured as a revenue bond), **Glamping** (revenue bond), and Energy Efficiency (revenue bond). Rob then asked about salaries paid by Foundation that are not showing up in these scenarios. Diane replied that Lane DeCamp is a Foundation employee and part of Finance Director Sonya Baumstein is covered for time spend on financial management of Makers Square grants.”

June 24, 2020

Board of Director’s Meeting

Approved Minutes

Staff Update—Makers Square & **Glamping**

“Robison reported that Makers Square construction is proceeding and completion is expected in mid-October. He said he had hoped to resume glamping construction in July, but that has become premature as contract language is being worked out for reimbursable grants needed for Makers Square. Moody added that the **glamping** timeline involved opening now, and so with construction still in process the PDA has to reconsider when glamping could be open for business. Kilburn asked about what will be operating in Makers Square when it opens. Robison said Makers Square will be a critical piece of the conversation about how to reimagine the campus. He said he is not concerned about opening buildings 308 and 324 before next April, and this provides time to think through what their ultimate use should be and how it can help the PDA reposition itself as a lifelong learning center or some other function. [KPTZ would likely open sooner than next year.]”

August 10, 2020

Board of Director’s Meeting

Approved Minutes

Staff Update—**Glamping**

“Robison said that **Glamping** construction is on hold until the end of 2020. He estimated that about 4-6 weeks of work is left. He is seeking additional funding, including economic stimulus money, to help cover the construction of the project’s community building.”

Jefferson Community Conservation Corps

“Robison described the Jefferson Conservation Corps’ campaign to raise funds to hire workers for campus maintenance projects, created in the spirit of the Roosevelt-era conservation corps

efforts. He expressed gratitude for Matilda Henry and Mark Blatter, who approached staff with the campaign idea that led to a partnership with the Fort Worden Foundation to raise funds to employ local workers. Robison said the fund will help with special projects, such as landscaping needs at the **glamping** site. Nearly \$9,000 has been raised and the campaign continues. Hutton asked Robison to extend the board's appreciation to the Jefferson Community Conservation Corps."

August 28, 2020

Board of Director's Meeting

Approved Minutes

"Capital Projects Financing Goal: Secure term financing to refinance lines of credit coming due for Makers Square, **Glamping** and Energy Efficiency totaling \$5.1m to Kitsap Bank. During the presentation Timmons noted that the \$1.5 million line of credit for Makers Square comes due in December, and he has not found any funds set aside to pay for that loan. Timmons said he has discovered that \$400,000 was diverted from the line of credit to help cover operating costs during the shutdown. This means a new loan is needed to restore those funds and cover an additional \$500,000 that is needed to complete the project that apparently wasn't set aside for retainage, he added. Timmons noted that this means the PDA is short \$2 million. Securing the Historic Tax Credits is critical and all of those funds need to be applied to the project; excess funds won't be available, he said. Timmons also described funding needs for the **glamping** and energy efficiency projects. Getting the \$2 million loan is critical, and he said the outstanding issues could jeopardize the ability to secure the tax credits and then it becomes a house of cards. The cascading impact would be extremely damaging to the future of the PDA, the partners, and State Parks, Timmons said. He said he knows the details are a surprise to the board and are a surprise to him as well."

"Action: Motion to authorize the Acting Associate Executive Director and Board Treasurer to negotiate with Kitsap Bank for refinancing the Makers Square, Energy Efficiency, and Glamping capital projects. ***Unanimously Approved***"

November, 25, 2020

Board of Director's Meeting

Approved Minutes

PDA Recovery and Reorganization Plan Update and Presentation
Staff Report

"Timmons described the current organizational challenges: the impacts of COVID-19 on operations, the related shutdown and sustainability of the reopening plan, the previously undisclosed financial situation and growing deficit, the regular maintenance expenses to keep the property in shape, and unexpected deferred maintenance issues that come up constantly. Timmons also described the status of capital project loans that are coming due for the Makers

Square, Glamping, and Energy Efficiency projects and noting the money that had been diverted from the projects to operations. He is working on renegotiating new loan terms, restoring the diverted funds, Timmons said that if all goes well and with the success of vaccines, completion of glamping, and State Parks' completion of Officers Row infrastructure work, he expects that the PDA could launch a full reopening by July 1, 2021. Until then, he said approximately \$1.5 million in startup funding is needed to maintain minimum operations. A \$200,000 donation has already been obtained, Timmons said."

Capital Projects/Makers Square Construction Update Staff Report

"Timmons provided an update on Glamping, saying that the facilities crew is beginning to erect the remaining tents."

December 9, 2020 **Board of Director's Meeting** **Approved Minutes**

III. PDA Recovery and Reorganization Plan Presentation

A. Staff Report

"Timmons said that the Hospitality Services component of the plan calls for investment partners, a business advisory council, and a board of directors. He said the Hospitality entity's mission could be, as an example: "The provision of hospitality services that benefit the Fort Worden Lifelong Learning mission." The overall reorganization process will involve identifying mechanisms for shared governance with stakeholders and allowing partners to have a stake in asset management, he said. The PDA trust and the collaborative can help pull it all together and make it work, Timmons added. He described first steps and early decisions for Hospitality during its first year, which include a consideration of whether the organization will have members who are shareholders, as well as assigning the LLC/entity at minimum a 25-year franchise agreement. Timmons said that liabilities held by the FWPPA for Hospitality would be transferred to the new entity, which would include glamping and some of the unpaid bills. He is suggesting that Hospitality Services leaders consider developing a hospitality-focused education and training program."

December 16, 2020 **Board of Director's Meeting** **Approved Minutes**

XI. Operations & Capital Projects Update

A. Staff Report

"Interim Operations Director Aislinn Diamanti provided an update on bookings, operations, and maintenance work, which has included the winterization of the glamping sites."