DRAFT Board Meeting Minutes
Fort Worden Lifelong Learning Center Public Development Authority (FWPDA)
Tuesday, July 26, 2022 | 5:30 p.m.
Commons Room B + Zoom

Remote Meeting Access

Via internet:
https://us06web.zoom.us/j/83909698143?pwd=MWNSZTlmbkpiRjJWZWJQaXdhamhYdz09

Phone-only dial in:
+1 253 215 8782
Webinar ID: 839 0969 8143
Passcode: 032356
*9 to raise hand to speak

Action Summary

- ❖ Motion to approve the consent agenda. **Unanimously approved.**
- ❖ Motion to authorize the Executive Director to negotiate and execute a final scope and budget not to exceed $50,000 for the first of three phases to begin the formation of an updated Business Operating Model to comply with the requirement to submit a plan to the Park's Commission by May of 2023. **Unanimously approved.**
- ❖ Motion to authorize the Executive Director to enter into a contract for energy management services with the State of Washington Department of Enterprise Services per the attached contract. Unanimously approved. **Unanimously approved.**

Meeting Agenda

I.   Call to order (5:30)
The meeting was called to order at 5:53 (late due to technical difficulties).

II.   Roll Call

Board members: Brad Mace, Celeste Tell, Eva Weber, John Begley, Rodger Schmitt, Torie Brazitis
Partner Liaisons: Heron Scott, Libby Wennstrom
PDA Staff: David Timmons, Becky Wagner, Carolyn Zipeto, Meriden Vitale
Consultants: Kristin Kelsey, Mark Johnson, Milenko Matanovic

III.   Reports

A. Finance Reports
   a. Profit & Loss*
   b. Balance Statement*
   c. Cash Flow*

Becky Wagner provided an update on the above financial documents, including Makers Square and due from/to with Hospitality. David Timmons mentioned the PDA will move to cash-basis accounting in 2023.

B. Executive Director's Reports
   a. Revised process for business plan

David Timmons gave a presentation titled "Fort Worden: An Opportunity to Build a True Co-Management Partnership Future for a Special Place in the Pacific Northwest." (see website for PowerPoint presentation) It outlines a plan for creating and submitting an updated operating model to State Parks.

IV. Public Comment

V. Action Items (6:30 p.m. estimate)

1. Consent Agenda
   a. Review the June 28, 2022 meeting minutes. *
   b. July Accounts Payable*
   Proposed action: Approve the consent agenda.

Brad Mace made a motion to approve. John Begley seconded. **Unanimously approved.**

2. New business plan process
   A. Staff presentation
   B. Board clarifying questions
   C. Board discussion
   D. Board liaison comments

Consultants from Signal Architecture, Kristin Kelsey, Mark Johnson, along with Milenko Matanovic, founder of the Pomegranate Center, gave a presentation (see website) and explained their role in assisting the PDA create a new operating model. Board members asked questions about community involvement, missions/values/goals, facilities plans, and the specifics of Phase One.

   Proposed action: Motion to authorize the Executive Director to negotiate and execute a final scope and budget not to exceed $50,000 for the first of three phases to begin the formation of an updated Business Operating Model to comply with the requirement to submit a plan to the Park's Commission by May of 2023.

John Begley made a motion to approve. Brad Mace seconded. **Unanimously approved.**

3. Contract with State Agency for energy management services

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

David Timmons explained the benefits of working with Washington state's Enterprise Services.

Proposed action: Motion to authorize the Executive Director to enter into a contract for energy management services with the State of Washington Department of Enterprise Services per the attached contract.

Torie Brazitis made a motion to approve. Celeste Tell seconded. **Unanimously approved.**

VI.   Public Comment

Derek Dubin made a public comment.

VII.   Next Board Meeting
Tuesday, August 23, 2022 at 5:30 p.m. (potential virtual meeting)

VIII.   Adjourn (7:30 p.m. estimate)

The meeting was adjourned at 8:07 p.m.

Topic involves documents in agenda packet