

**DRAFT OUTLINE MINUTES**  
**Fort Worden Public Development Authority**

**Date:** November 9, 2011

Time: 8:30 a.m.

Location: Fort Worden--Building 204

Scribe: Robison

**Attendees:** Cindy Finnie, Scott Wilson, Ted Springstead, Anne Murphy, Lela Hilton, Bill Brown, Gee Heckscher, Norm Tonina

**Absent:** Tim Caldwell

**Chair:** Cindy Finnie

**Staff:** Kate Burke, Dave Robison, Rick Sepler, John Watts

**Public:** Gary Cummins, Rick Zajicek, Erin Fristad, Rodger Schmitt

| Topic                                                                                                                                                                                      | Recommendation/Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Follow-up (if needed)                                                                                      |
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| <b>Approval of Agenda:</b>                                                                                                                                                                 | Approved by consensus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                            |
| <b>Approval of Minutes:</b>                                                                                                                                                                | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                            |
| <ul style="list-style-type: none"> <li>• Overview of PDA Operations and Guidelines under State Law</li> <br/> <li>• Review of PDA Charter and By-laws and Resolution No. 11-001</li> </ul> | <p>John Watts, City Attorney, reviewed the authorization for PDAs under state law. He reviewed how board members are subject to the Open Public Meetings Act and public record requirements. John discussed email protocols and how and when a committee meeting is required to provide public notice. He also reviewed the City's Code of Ethics.</p> <p>Dave Robison reviewed the PDA Charter and By-laws, which included a discussion on board members' roles and responsibilities. The Board reviewed Resolution No. 11-001, which would adopt by-laws, officers, authorize a bank account to be established and approve a newspaper of record. The following officers were nominated:</p> <ul style="list-style-type: none"> <li>• Cindy Finnie, Chair</li> <li>• Scott Wilson, Vice-Chair</li> <li>• Ted Springstead, Treasurer</li> <li>• Norm Tonina, Secretary</li> </ul> <p>Lela Hilton made a motion to approve Resolution No. 11-001. Anne Murphy seconded the motion. Scott Wilson recused himself from the vote. Resolution passed unanimously.</p> | <p>Board members were directed to review the Code of Ethics and return a signed statement to the city.</p> |

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| <ul style="list-style-type: none"> <li>Review of Board Member Roles and Responsibilities</li> </ul>   | <p>The Board reviewed a draft proposal for Standing Committees and staffing for the PDA, which included reviewing a job description for the executive director position.</p>                                                                                                                                                                                                                                                                                                                                                                                                             | <p>After Board discussion, staff was directed to revise the standing committees proposal and to prepare a scope of work for the executive director</p> |
| <ul style="list-style-type: none"> <li>Review Next Steps</li> <li>Schedule Retreat Meeting</li> </ul> | <p>Dave Robison reviewed some of the upcoming priorities that the Board will address in the coming meetings, including reviewing draft legislation to address lease issues that may be proposed during the Legislative session. Kate and Dave provided an update to Building 202 and discussed the need for preparing agreements with Peninsula College and the City to transfer \$500K to Peninsula College for the Building 202 capital project.</p> <p>The Board scheduled a longer “retreat” special meeting for Nov. 18, from 8:30 to noon, which would include a walking tour.</p> | <p>Board members were requested to review the plan documents in tabs 5&amp;6 of their notebooks.</p>                                                   |
| <p><b>General Public Comment</b></p>                                                                  | <p>Rodger Schmitt gave an update on the budget challenges facing State Parks and noted that a Commission meeting was going to be held on Nov. 17 at Cama Beach State Park. Rodger suggested that Dave Robison attend the meeting and give the Commission an update on the PDA.</p>                                                                                                                                                                                                                                                                                                       |                                                                                                                                                        |
| <p><b>Next meeting:</b></p>                                                                           | <p>Friday, November 18, 2011 at 8:30 a.m.<br/>Building 204<br/>Fort Worden State Park</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                        |
| <p><b>Adjourn</b></p>                                                                                 | <p>Meeting was adjourned at 10:40 a.m.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                        |