

DRAFT OUTLINE MINUTES
Fort Worden Public Development Authority

Date: December 7, 2011

Time: 8:30 a.m.

Location: Fort Worden--Building 204

Scribe: Robison

Attendees: Scott Wilson, Anne Murphy, Lela Hilton, Bill Brown, Gee Heckscher, Norm Tonina

Absent: Tim Caldwell, Cindy Finnie, Ted Springstead

Chair: Cindy Finnie

Staff: Kate Burke, Dave Robison, Rick Sepler,

Public: Gary Cummins, Ron Kubec, Erin Fristad,

Topic	Recommendation/Action	Follow-up (if needed)
III. Approval of Agenda:	Approved by consensus	
IV. Approval of Minutes:	Approved, Nov. 9 and Nov. 18 minutes	
V. Action Items		
A. Motion to Approve Res. 2011-03, establishing board committees	<p>The Board proposed the following amendments:</p> <p>Section 1:</p> <ul style="list-style-type: none"> • Committees only act on behalf of the Board when so directed by the Board. • Quorum of all committees is 50 percent of the members plus one, and all members may vote on committee matters. • Initial standing committees selected and appointed by board vote. • Future appointments confirmed by the PDA Chair. • Section 2: Treasurer is a member, but not necessarily the chair, of the Operations Committee. <p>Motion passed unanimously.</p>	
B. Move to Authorize Board Chair to Appoint Members to Standing Committees	After reviewing the proposed slate of committee members, the Board unanimously passed the motion for committee appointments.	
C. Execute Agreement with Friends of Fort Worden for funding of Building 202 Project	<p>Rick Sepler presented a proposal to pass though \$20K in funding from the Friends to the PDA to be used to support the capital renovation of Building 202. Some of the funding could be used for an expanded architectural scope of services for the basement of 202.</p> <p>The Board unanimously authorized for an agreement to be prepared and signed by the Chair.</p>	Staff to prepare agreement for the Chair's approval and signature.

<p>VI. Committee Reports (None)</p> <p>VII. New Business</p> <p>A. City/PDA Agreement</p> <p>B. PDA Introductions</p> <p>C. Legislative Update</p> <p>VIII. Park Manager's Report</p>	<p>All Committees were asked to meet before the Jan. 4, 2012 meeting</p> <p>Draft of City/PDA Operating Agreement. A draft was to be presented to the Board at the Dec. 19 meeting, then to be taken up in detail at the Jan. 4, 2012 meeting.</p> <ul style="list-style-type: none"> • Members invited to Friends of Fort Worden reception on Jan. 27, 2012. • Members invited to FW Coast Artillery Museum reception Dec. 20, 5 pm. • Kate will arrange a full day of briefings on site by a variety of FW partners taking up the afternoon of Jan. 4, 2012 following the board meeting. • Discussed bringing a Partner in at the beginning of each PDA Board meeting. • Communications Committee charged with putting out introductory information, such as “Who we are”, points of broad agreement, initiate an online calendar. <p>Proposed legislation will be discussed at the Dec. 19th meeting</p> <p>Kate discussed State Parks¹ initiative to reduce budget by \$11 million, which includes 160 layoff notices, to be in place by mid-January. Goal is to keep parks open to promote the Discovery Pass. Seniority and bumping rights issues discussed; Fort Worden has no immediate layoffs but bumping rights could impact personnel. State Parks goal is partnerships, entrepreneurial projects, producing revenue, marketing. Kate said that personnel costs are FW¹'s largest expense, but after that 80 percent funds go to utilities: \$1.3 million of \$1.5 million.</p>	
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IX. Executive Director's Report	Dave discussed Building 202 project, upcoming meeting with Peninsula College. Role of the School of Woodworking is on the table, as is whether the PDA will have a formal role in the design work. Still at least a \$500,000 funding gap in the project, which has \$4.5 million earmarked. This does not include fixtures, furnishings and equipment. Need discussion on how to raise this money. The PDA was set up to be a working board, not a fundraising board. Bill and Gee, Capital Committee, said pre-design work may underestimate the costs of exterior shell renovation and other historical preservation work so firmer estimates are needed. Regarding PDA's operating budget, PDA has \$20,000 (from Friends) of which \$6,000 is already due for attorney expenses. Funds will probably last to the end of January. Dave is looking for grants and donors for operating expenses.	
X. Public Comment	The Board heard from assembled members of Fort Worden staff, who sought some work on future job security and also advised on possible fundraising options, such as pavers for Building 202. Brief discussion of PDA's ability to bond.	
XI. Next meeting:	Friday, December 19, 2011 at 8:30 a.m. Building 204 Fort Worden State Park	
XII. Adjourn	Meeting was adjourned at 10:40 a.m.	