

DRAFT OUTLINE MINUTES
Fort Worden Public Development Authority
BUSINESS MEETING

Date: February 1, 2012 **Time:** 8:30 a.m. **Location:** Fort Worden--Building 204 **Scribe:** Robison

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

Absent: None

Chair: Cindy Finnie

Staff: Dave Robison, Rick Sepler, Kate Burke

Public: Ron Kubec, Rick Zajicek, Rodger Schmitt, Alfred Chiswell, Gary Cummins, Kevin Alexander, Charlie Bermant, Carla Main, Tim Lawson, Lisa Werner

Topic	Recommendation/Action	Follow-up (if needed)
III. Approval of Agenda:	Approved by consensus	
IV. Consent Agenda/ Approval of Minutes:	Anne Murphy made a motion to approve the minutes as amended; Bill Brown seconded. Minutes were approved for the following meetings: <ul style="list-style-type: none"> • Jan. 4, 2012 • Jan. 11, 2012 • Jan. 18, 2012 • Jan. 25, 2012 	
V. Action Items	A. The Board unanimously approved a motion by Scott Wilson, and seconded by Norm Tonina to approve a MOU, as amended, between Peninsula College and the PDA supporting joint programming, fundraising and capital projects. B. The Board unanimously approved a motion made by Tim Caldwell and seconded by Ted Springstead to authorize the Board Chair to execute an Agreement, as amended, that details the conditions and terms for transfer of \$500K to Peninsula College for the Building 202 project.	

<p>VI. New Business</p> <p>A. Review 2011 Base Budget</p> <p>B. Building 202/ Woodworking School Proposal</p>	<p>Rick Zajicek and Kate Burke presented preliminary numbers from an analysis of 2011 financials. They are pretty confident that the revenue for 2011 was \$1.92 million, with an operating deficit of \$695K. Rick reiterated that this is a draft document. It tries to convert a biennium budget system for SP to an annual ledger budget; needs to be considered work in progress. Nothing shown as specific intervention has been endorsed by PDA, but is placeholder so we can explore it. It was pointed out that the \$700k gap that is not going to be filled by the general fund whether it is State Parks or the PDA</p> <p>Tim Lawson made a presentation on the Port Townsend School of Woodworking and how it could potentially help on the exterior renovation of Building 202.</p>	<p>Next step: Use this as baseline to move this forward to 2012. Raw data, plug it in, do budget comparison.</p>
<p>VII. Committee Reports</p>	<p>A. Executive: Dave Robison handed-out and reviewed the three options proposal.</p> <p>B. Operations: None as business plan financials were discussed under new business.</p> <p>C. Communications: Scott Wilson reviewed the three-page Committee work plan.</p> <p>D. Capital Projects: Bill Brown gave an update on the Building 202 design committee meeting.</p>	
<p>VIII. Park Manager's Report</p>	<p>None.</p>	
<p>IX. Executive Director's Report</p>	<p>None. Dave had to leave for Olympia</p>	
<p>X. Public Comment</p>	<p>None.</p>	

<p>XI. Next Meeting</p> <p>XII. Adjourn</p>	<p>The Board approved holding a special Meeting on Feb. 10 to discuss outcomes from the State Parks Commission meeting to be held on Feb. 9th.</p> <p>10:30 am</p>	
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