

DRAFT MINUTES
Fort Worden Public Development Authority Executive Committee
Meeting
24 February, 2014, Building 262, Fort Worden

I. Call to Order: Cindy Finnie called the meeting to order at 4:05 PM

II. Present: Cindy Finnie, Norm Tonina (by phone), Scott Wilson, Gee Heckscher, Dave Robison, Mike Deighton

III. Review of HVS scope of services:

- HVS proposal is expected tomorrow.

IV. Review Draft Board Agenda for February 26:

- Review of Coordinating Committee Candidates – five applications received: Linda Sullivan, Dominique Lord-Wood, Bailey Miller, Pinky Mingo and Lynne Kessler. Decision to be made by FWPDA and State Parks.
- Update on Marketing Plan contract/scope of work: Scope of work signed. HVS scope is being refined .
- Update on NoaNet Proposal: cost has decreased from \$150K to \$100K excluding campgrounds. State Parks can add campgrounds for approx \$25K thru FWPDA but at their expense. NoaNet has signed an interim agreement with Centrum which increases internet speed by a factor of 13.
- Review of draft management and staffing plan: discussion of plans and job descriptions with Scott and Mike volunteering to make soe changes. This needs to be adopted by the Board on Wednesday to fulfill a March 8 milestone.

V. Other updates:

- Ranger House #270: Gee noted that plans are revised and ready to go for permit, budget including an estimate for painting is just under \$29K, substantial demo was done Sunday by Mike and Gee, schedule has been prepared to start March 12 after Gee returns from vacation and subs will be notified of intent and schedule this week.
- Front desk relocation: still looking at ways to accomplish by May 1 or early summer; but may have to wait for the fall.
- Capital Improvement Plan: Bill Brown has updated Plan as of a meeting this morning. Deferred maintenance will be discussed at a meeting tomorrow with Ed Girard and the recently received State Parks Capital Improvement list will be discussed at a meeting Wednesday in Olympia. That meeting will include Dave, Bill Brown, Brian Hageman and Gee.

VI. Other Topics:

- Cindy noted that we need to be prepared to make a substantial general liability insurance payment on May 1.
- Gee noted that the Friends account for Building 270 needs to be funded and activated by March 12

VII. Meeting adjourned at 5:50