

DRAFT MINUTES
Fort Worden Public Development Authority Executive Committee
Meeting
6 December, 2013, Building 262, Fort Worden

I. Call to Order: Cindy Finnie called the meeting to order at 10:30 AM

II. Present: Cindy Finnie, Norm Tonina , Scott Wilson, Gee Heckscher, Dave Robison,

III. Review of draft December 11 PDA Board Agenda:

- Scott Wilson to chair meeting, Tim or Erin could make a Partner presentation to kick off the meeting.
- Transition milestones: Start-up funding requirement(\$300K) has been exceeded –of which \$81K is by Board; funding of capital facilities plan and financial plan in process
- Atrio reservation system being finalized – reviewed proposal. It is an upgrade of the existing system and needs to be up and running by February 2014. Costs: set-up = \$32K, initial fee of \$7K with subsequent fees of \$2K every 3 months. Our staff will need to be trained.
- 2014 Board meetings scheduled per draft agenda for Board approval. Times changed to 9:00 – 11:30

IV. Update on Hospitality Manager search: Dave has received six applications so far. Salary will be competitive for the area and depend on experience and qualifications. Norm volunteered to review and rate the proposals. Finalists will likely be discussed in executive session and voted on in open Board session.

V. May 1 to December 31, 2014 Operational Budget

- Accommodation rates still being researched
- Employee benefit packages being researched. Kristen Manwaring is working on helath benefitsl insurance package
- Salary survey has been done. Ads will note that salaries will be competitive within the area and based on experience
- Quickbooks account is being set up. Will be a Premier model set up for up for at least five users

VI. Executive Committee meeting schedule:

- December 19, January 9 and 23, February 6 and 24 (24 at 4PM), March 13 and 24 (24 at 4PM), April 3 and 17

VII. Building 202 Update:

- Gee noted that he has been working with Artifacts on the Investment Tax Credit application. Also that he has been doing his own review of issues and costs to ensure that this first project is a prime example for all succeeding tax credit projects. Review of the drawings and estimate has identified duplications, missing items and possible transfers. Tax credit issues result in both savings and added costs but overall the increase to the budget is in the range of \$100K.
- Dave noted that he is working with Wishneff Associates, a legal firm in Washington, DC that specializes in securing tax credits. Jerry Johnson is reviewing Wishneff's proposal. He noted that an escrow account will be set up with the City for the City's \$500K contribution to the project by the end of the year. Funds will not be transferred to Peninsula College until they receive bids, among other criteria.

VIII. Administration:

- Dave noted that we are looking at Liability insurance in the amount of \$10M and \$2M for personal property loss with a high deductible.
- We need to be prepared for annual audits
- We need to have our policies and procedures adopted and in place as soon as possible. Dave is working with existing models from other PDAs/organizations.
- Any volunteers we use will be required to go thru background checks.
- Norm noted that recent review of income for 2013 by Jill and Rick is showing a shortfall of \$250 - \$300K from projections. This appears to be a result of decrease in the use of accommodations and conference meeting rooms—some of it may be tied to not returning phone messages or emails, and dissatisfaction with existing services. Gee and Cindy met on Wednesday with representatives of one nonprofit organization— they had a 15th Anniversary celebration where FW was the only local venue that could handle their numbers. There was specific lack of communication and preparation by Parks so that they ended up not having all the rooms in the Commons and had to cut back their list; restrooms and furniture were seen to be dirty; the AV setup was a problem and there was no one to fix problems during the event. Bon Appetit also fell somewhat short on communication but in the end tried to solve the problems. Dave indicated that he would work with State Parks to help address these issues as we begin our transition to operations.

X. Other

Dave will be reporting progress to the Commission on January 22. Unknown at this time if there will be any action required by the Commission.

Meeting adjourned at 12:30