

DRAFT MINUTES
Fort Worden Public Development Authority Executive Committee
Meeting
13 March, 2014, Building 262, Fort Worden

I. Call to Order: Cindy Finnie called the meeting to order at 8:32 AM

II. Present: Cindy Finnie, Norm Tonina (by phone), Scott Wilson, Gee Heckscher, Dave Robison, Mike Deighton. Also Jill DeCianne, Rick Zajicek, Kevin Alexander

III. Review of NoaNet Draft Pro Forma:

- Norm walked us through three scenarios showing a base case and two upgrades that would allow wireless access in rooms and special access packages. The upgrades would generate more income for the PDA. Taxes were included but tech support, admin and possible financing costs were not.
- Partner rates may increase somewhat but the incremental value to them will be in much greater speed and better wi-fi access for their clients.
- A possible equipment loan from 1st Federal is being investigated. The time line for implementing is important as Atrio will need the advanced broadband capability.

IV. Review of Progress on Draft Operational Budget:

- Jill reviewed the budget documents that she and Rick have spent many hours developing. These included a budget summary with back-up sheets for revenue and expenses, a draft chart of accounts and a schedule of employee positions, salaries and benefits.
- All future PDA contracts and concession agreements must be competitively bid. At present these include Bon Appetit and PT Hospitality which both expire within a year. These can be extended for one year at a time on three occasions if desired or operationally advantageous.
- Dave requested that the employee schedule/budget be revised to tie to the Org Chart.

V. Review of the Hiring and Selection Process:

- Mike indicated that the position notices requesting letters of interest were posted on-line as of Wednesday – Kevin confirmed. The notices were separately sent to existing Parks staff.
- Letters of interest will be accepted thru March 31 at which point reviews will begin to start developing a short list for interviews. Offers are expected to be made in mid April with staff managing the process and making the final decisions.
- Dave indicated that personnel policies and an employee manual would be reviewed at the April meeting.

VI. Updates:

- The recommendation for the fifth member of the Coordinating Committee is to be Lynne Kessler.
- Dave, Mike and Scott spent Wednesday in Seattle meeting with Frause and had a very productive meeting.
- **Motion:** The HVS agreement was reviewed for consulting services in the amount of \$15,000. Motion to authorize Dave to sign the agreement was made by Gee and seconded by Cindy. Approved unanimously.
- **Motion:** The Atrio reservation system will be on a three year subscription at \$9900 per year. Motion to authorize Dave to sign the agreement was made by Scott and seconded by Gee. Approved unanimously.
- Ranger House 245 – Gee noted that there appears to be less work inside – lots of carpet and paint but kitchen is in pretty good shape and bath needs some minor improvements. Exterior paint is worse than 270. Gee will work on a scope and budget so we can look for funding.
- Ranger House 270 – Gee noted that construction is under way with a \$30 K budget, which is sponsored by the Firends
- Front desk relocation to Commons – Dave noted that Bob Little is looking at it and will try to stay within a \$25K budget.
- Capital improvement plan – Dave noted that when he and Bill Brown went down to Olympia, all their recommendations and priorities were accepted by State Parks and they have requested \$25M for the next biennium. Major projects are the new maintenance building and \$6M for Building 225.

VII. Financial report:

Dave shared a financial snapshot that showed funding in the investment, checking and LTAC accounts about equal to anticipated expenditures over the next two months.

VIII. May 1 Opening Day Celebration:

The opening on May 1 is being planned

IX. Adjourned at 10:15