

**MINUTES**  
**Fort Worden Public Development Authority**  
**17 December 2012, Cotton Building**

**Call to Order:** Scott Wilson called meeting to order at 12:15

**Roll Call:** Bill Brown, Scott Wilson, Anne Murphy, Norm Tonina, Dave Robison

**Public Attending:** Buzz Hofford, Rochelle Prather, Rick Zajicek, Ron Kubec, Kevin Alexander, Albert Chiswell

**Public Comment:** None.

**Update from Bon Appetit:** Buzz Hofford and Rochelle Prather

Rebranded 10 years go around sustainability –

- triple bottom line – people, planet, profit
- Connections – with each other in a great environment, trying to connect people to their food
- Contract ends on December 2014
- Need 50 people a day for breakfast, lunch, and dinner to be profitable
- Not currently a FW Partner
- Division of Compass Group

Been at the Fort for 5 years; great customer experience overall

Relationship with FW has gone downhill since Kate left – mismanagement, sales plummeting, sales reservation piece broken, poor communication

- Discover Pass
- Checking people into units with no heat
- Have sales people and maintenance people but no one focused on customer experience
- Has always been an issue and worse over the last 10 minutes

Opportunities enormous but worried about 12 months – drop-off of business will result in an even bigger challenge for PDA as it tried to ramp the business;

Bon Appetit will follow up with a list of items accumulating as deferred maintenance

**Lunch Discussion:** State Park Commission meeting

- Commission authorized the Director to negotiate a management agreement with the PDA
- Map has been changed to reflect a smaller campus boundary (i.e., 90 acres)
- The Commission suggested a little more flexibility in terms of reference back to 2008 business pla

- The Commission acknowledged that we will collectively spend more money over the next couple of years, but wants the PDA to prove we can decrease net losses by end of 4<sup>th</sup> year looking forward (2018)
- Commission meeting went about as well as anyone thought it could—very positive feedback from members.

### **Capital Facilities Planning**

- Dave, Bill and Gee presented Powerpoint that they gave to Commission
- Commission members were impressed with the Capital Plan prepared by Bill and Gee
- They discussed 7 year priorities
- Presented the Campus for Creative Development scope prepared by Miller | Hull
- Project timeline: 2013 priorities
  - New reservation system
  - Broadband coverage
  - Building 202 funding – \$1.2mm gap today
  - New maintenance funding

### **Charter Amendments**

- Expanded charter to include partnering with State Parks and call out the purpose as entering into a co-management committee
- Future identification of Board members
  - Proposal to leverage PDA board chair, PDA Exec Director, FW park manager or designee, member of Partners group, FW Advisory Committee chair, Mayor. Board discussed process and had questions around how broadly to open consideration. Discussion ensued and decision deferred until future governance approach sorted out.
  - New candidates will be interviewed on Jan 9 immediately following board meeting
  - Jan 7 – Council Meeting briefing on Business Plan, Capital projects plan, SP commission meeting update, Jan 21- Annual report and Board Member appointments
  - Annual Report to council once a year, includes financial statements –

### **Fundraising**

- ArtsPlace LOI – over 2000 letters of inquiry. PDA made the first cut but process is very competitive. \$500K potential award
- Mobilization (June – December funding) – \$300 + \$250 reserve fund

- Couple of proposals out to two different family foundations for \$250K (not very competitive)
- Operational funding (immediate need now)
- \$25K operational pledge for April

**Adjourned:** 2:35

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