

MINUTES
Fort Worden Public Development Authority Meeting (PDA)
6 November, 2013, Building 210 Company B, Fort Worden

I. Call to Order: Cindy Finnie called the meeting to order at 8:31 AM

II. Roll Call: Bill James, Bill Brown, Cindy Finnie, Norm Tonina, Lela Hilton, Gee Heckscher, Dave Robison, Rodger Schmitt (State Parks Commission)

Public: Kevin Alexander, Herb Cook, Rob Birman, Rochelle Prather, Jill DeCianne, Brian Hageman, Janine Boire, Erin Fristad, Tim Lawson, Ron Kubec, Lisa Werner, Jake Beattie (partial with Dr Engle),

III. Public Comment: None

IV. Changes to Agenda: None

V. Consent Agenda: Meeting minutes of October 9: Motion to accept – Gee, second Bill James, motion carried

VI. Presentation by Dr. David Engle, Port Townsend Superintendent of Schools

- Dr Engle described his vision for an education plan that focuses on the maritime influences of the area. Over a period of five years he envisions all students being afforded hands-on experience with all things maritime so that when they graduate they will be comfortable in and around the water that is so much a part of their local experience. Hands-on experiences, in this case with boats and the water, have been shown to generate creative energy, interest and attention and reduce discipline problems and absenteeism. This leads to good working skills in other environments.
- This program will work with the NWMC as a fund-raising partner to supplement the dearth of state funding. In addition, the school district will look for ways to partner with the Fort Worden LLLC to help with community intervention to increase the effectiveness of our public schools.
- Bill James queried the Ask – Jake stated that a campaign for \$750K over 5 years would equal \$150K per year or \$125 per student per year.
- David Engle noted that he has talked to Oracle and they look for evidence of local commitment.
- Cindy queried how the PDA can participate – David replied that he would welcome new programs

VII. Job Descriptions and Draft Org Chart:

- Draft Org Chart – Dave noted that all the listed positions with the exception of the Executive Director are funded in the draft budget. It has been determined that the

breadth of skills required will be more than one person can be expected to have. The ED position needs to be funded.

- Rob asked about funding – Cindy indicated that the hospitality operation should at least break even and that the ED would be responsible for generating capital funds. Dave is working on the operational budget – that should not depend on grants. Looking at new programs to generate more income. Brian provided a comparison of current staff with projected. In the first year, full 24 hour coverage may not be necessary but there will always be someone on call.
- The proposed job descriptions for Executive Director and Hospitality Manager were briefly discussed.

Board Action: *The Board approves the job descriptions and authorizes staff to advertise the Hospitality General Manager position pending execution of the Master Lease. Moved Bill James, second Bill Brown – motion carried unanimously*

VIII. Building 202 Update:

- Dave noted that the project is in for permit and is scheduled to start construction in the spring. The PDA has not been involved in the design process but is expected to help fill the funding gap by securing Federal Historic Preservation Tax Credits. Bill Brown and Gee are reviewing the drawings for design and budget so that the project will be a success.
- Bill Brown indicated that the project looks to be on track
- Gee reviewed the status of the documents. He has reviewed the drawings and met with the architect and Alex McMurry from State Parks relative to potential tax credit issues. In addition other coordination issues were discussed as well as the oil-fired domestic hot water system which is expensive initially as well as to maintain and operate. He is working with Brian Goldstein to review the mechanical system for efficiency.
- Dave noted that we have been working with Artifacts Consulting to prepare the Part 1 and 2 tax credit applications. We have a favorable proposal of not-to-exceed \$10K from them and since they are on the city's contractor list we can use them without going to bid. The project schedule requires this process to start now since all funding must be in place before construction can begin. The City's \$500K funding will be coming thru the PDA and can be used to fund this effort. Gee is providing historical documentation to Artifacts.
- Dave then noted that he is working with Wishneff Associates, a legal firm in Washington, DC that specializes in securing tax credits. The work on a percentage of the tax credits generated and since the PDA is trying to identify the investor locally and up front, a favorable rate is being sought. We will need to work with State Parks regarding the temporary transfer of title.

- Rob asked about impact on 203 during the summer when they use it extensively. Gee noted that the site is tight and will require a plan and coordination.
- Cindy noted that this tax credit process should be a template for future projects.

Board Action: *Authorize the Director to sign professional services contracts with Artifacts Consulting and Wishneff Associates pending review and approval by legal counsel.* Moved bill Brown, second Lela – motion carried unanimously

IX. Master Lease Update:

- Dave noted that it has taken 3 months to get through the NPS and RCO reviews. A conference call on Friday resulted in new exhibits which are considered non-material. On Tuesday, an underlying tidelands lease effective thru 2034 came to light resulting in a new Article 24. This poses a potential liability for the PDA in case of a pier failure during a catastrophic event. Dave recommended we proceed and work to make a later amendment as holding off to remedy would cost at least a month's delay in signing the lease.
- The Master lease signing ceremony is scheduled for 3 PM on Friday November 8 in the Commons. Brian Hageman will introduce the proceeding followed by remarks by Rodger Schmitt and Don Hoch. Cindy Finnie and Don Hoch will sign the document. First Federal will make an announcement and Bon Appetit will provide refreshments.

X. Review of Transition requirements/Schedule

Hospitality Committee Report:

- Bill James noted that setting up a new hospitality system is extremely complex. They are working on rates and the revenue stream to fund the operation. Dave Cindy and Bill are working to focus the efforts.

Marketing Committee Meeting report:

- Herb presented in Scott's absence. The committee is meeting every two weeks and making progress. Dave will prepare an RFP for a consultant and it is anticipated that LTAC funds may be available to pay for this. The City manager will be proposing to Council that \$50K of LTAC funds be earmarked for Fort Worden and Downtown marketing. Key words that are emerging are: "Campus at Fort Worden" and "explore, discover, engage" – there needs to be different branding for different target markets.
- The first marketing ad has been purchased in the Seattle Bridal Resource Guide (printing of 12,000) which is distributed at the Seattle Bridal Show. This, thru Jill, is being funded by the Friends of Fort Worden in the amount of \$800. Rochelle will be the initial point of contact and will pass on to Jill.

- ☒ Kevin noted that we should get something up on the website right now. Jill noted that photographs are available for this. Lela volunteered to write an update for the website. Dave cautioned not to oversell at this point.

Technology Committee Report:

- ☒ Dave noted that they are not holding formal meetings yet. A proposal for internet service is expected from NoaNet in the next few weeks and that FWPDA serving as an ISP is being explored.
- ☒ The technical aspects of the new reservation system are being worked on as well as an integrated website with the Partners.
- ☒ Dave is looking forward to moving his office to the Fort at the beginning of the year.

Capital Projects Committee Report:

- ☒ Bill Brown reported that the State is conducting the personal property inventory with a goal of having the buildings cleared out by early 2014. The Partners and PDA need to weigh in on the items that the State will surplus to recover items that can be used. Alex McMurry has identified historically significant items to be saved.
- ☒ The committee is working to identify projects for Ron Kubec to assist with and the committee is meeting every week.
- ☒ The committee is working on maintenance issues with Russ Hendricks, kitchen issues with Rochelle and the two ranger houses with Brian Hageman.
- ☒ Building 202 is being followed closely as noted above.
- ☒ Gee noted that Bill has been creating campus maps for each utility and Bill indicated that it appears that the utilities are in better shape than we thought
- ☒ Dave has been working with Honeywell on participating in a program to fund building heating controls as a major energy and cost saving program.

The existing underground utility plans are under review so that we have some idea of what we are inheriting.

XI. Director's Report – nothing additional

XII. Upcoming Meetings

Hospitality Committee Meetings: 2nd and 4th Wednesdays from 3-5 PM

Marketing Committee Meetings: Friday November 15th from 3-5 PM

Technology Committee Meetings: as needed/TBD

PDA Regular Board Meeting: December 11, 0830 am – 1100 am, Commons 210

XIII. Public Comment: None

XIV. Adjourn: –10:40 am moved – Norm, second - Lela, motion carried

Attachments - Board meeting minutes per item **V above**

Job descriptions per **VII above**

Professional services contracts per **VIII above**