

**MINUTES**  
**Board of Directors**  
**Fort Worden Public Development Authority**  
**Wednesday, January 9, 2013**

**Regular Business Meeting:** 8:30 am – 11:00 am

**Location:** Cotton Building, 607 Water Street

**I. Call to Order:** 8:35 am

**II. Roll Call:** Cindy Finnie, Scott Wilson, Lela Hilton, Bill Brown, Ann Murphy, Gee Hecksher, Norm Tonina (phone). Also Rodger Schmitt, liaison with Parks Commission. Also Dave Robison, Executive Director.

**Public attending:** Kevin Alexander, Ron Kubec

**III. Public Comment:** None

**IV. Changes to the Agenda:** See below under “New Business”; Additions moved by Scott, seconded by Bill. Unanimous.

**IV. Consent Agenda:** No minutes available

**V. New Business:**

**A. Review of City Council Meeting Update**

**Dave Robison:** He clarified that he may have over-stated the PDA’s position regarding Discover Pass at Fort Worden Campus after PDA assumes management role. At the Council meeting, he said there would be no Discover Pass imposed there. However the Board has not taken a position on this yet. The board should discuss this and arrive at a position before a position is announced.

**Scott Wilson:** Board should take a position on this; discuss all the alternatives.

**Dave Robison:** Dave is working on an annual report to present to the Council at its 21<sup>st</sup> meeting. This will include a 2012 financial report, to be prepared by the City. Dave will add in finances received from the Friends including donations and other support.

**Bill Brown:** Board would like to receive a draft financial report before the next board meeting.

**Dave Robison:** I will send this out.

**B. Review of Board Candidates**

***Motion: Authorize four members of the Board to interview board member candidates and make a recommendation to the Mayor to nominate two candidates to the City Council to fill two board member vacancies***

**Cindy Finnie:** Interviews of candidates are set for today. We will make a recommendation to Mayor King; may go to City Council on Jan. 21

Dave Robison: This could be the executive committee that does interviews, with Mayor King, unless another board member wants to attend?

Scott Wilson: Amended to be four members: Cindy, Scott, Gee, Bill.

Dave Robison: We'll meet at 12:30 pm at City Hall, second floor conference room.

**Vote**: Unanimous

### **C. Discussion on Charter Amendments**

Dave discussed the rationale for postponing any charter amendments until the co-management agreement was approved. At that time, Dave said it would be appropriate for the Board to consider expanding board size and membership.

- **2013 Board Meeting Schedule**

Norm Tonina: Suggested the second Wednesday or Thursdays of the month?

Dave Robison: Thursdays are when the Washington State Parks Commission meets.

Cindy Finnie: Second Wednesdays, starting March. But February meeting will be Feb. 6. Then March 13, April 10, May 8, June 12, July 10, Aug. 14, Sept. 11, Oct. 9, Nov. 13, Dec. 11.

Motion to adopt the 2013 Board meeting Schedule: Moved by Gee, seconded by Ann,

**Vote**: unanimous

### **D. Development of Interlocal Agreement**

Dave Robison: Dave and Norm meet with Mike Sternback and Ed Girard regarding staff transition. Also working on timeline between now and June on what PDA must do. Discussed with Larry Fairleigh who we should see in State Parks. Eileen Frisch is no longer with the agency. Sternback is doing budget work, but he is also key to work on union/employee issues. Girard has direct oversight of Fort Worden. Management agreement and inter-local agreement are the same things. Staff would like to present a draft at the March meeting, followed by a public meeting in April in Port Townsend. Ideally, a complete draft will be ready for Commission in May. In June the Commission would take action.

Lela Hilton: How can Legislature impact this process?

Dave Robison: They may not fund State Parks with general fund support. If so, PDA may need to reconsider its management role.

Rodger Schmitt: If they don't fund State Parks at all, you may back off or you may want to take on the whole park.

Cindy Finnie: We should stay in front of our delegation, for now and for in the future.

Gee Hecksher: Should meet with Heritage Caucus; meets every week with Rep. Van De Wege.

Rodger Schmitt: The PDA should stay on top of Parks' legislative proposals.

Scott Wilson: The draft of the management plan is due very soon – March. Before you enter into specific discussions with WSP staff, Dave should get guidance from the Board on the key unresolved issues. These include governance model/management, maintenance staff division of duties and dispute resolution, Discover Pass application, threshold level at which State Parks administration has oversight over PDA decisions.

Cindy Finnie: We need to have some additional meetings, taking vacations into account. Board members should write out their thoughts, present them. We'll discuss at Executive Board meeting Jan. 14, 4 pm, probably City Hall or Cotton Building.

### **E. Legislative Strategy**

**Dave Robison:** We need to meet with our delegation on a frequent basis and should plan to spend a lot of time down there. We should get help from City and County elected officials.

**Rodger:** We must work together with WSP, on both State Parks issues and on PDA issues. It will be difficult down there this year.

### **New Business: Building 202 status and fundraising.**

**Dave Robison:** Talked with Deb Frazier; now conferencing every other Tuesday, 9 am. They have finished 50 percent design/development (design drawings); she'll send it to Dave. Deb indicated she wants to hold a design meeting at FW to bring people up to speed. They should have construction documents ready by June. State Parks (WSP) and Peninsula College (PC) discussing lease – tenure lease (50 year lease) then three-party lease between PDA, WSP, PC re who does what for operations.

**Dave Robison:** WSU considering a move to Cupola House. We will be looking into whether might benefit from moving to Fort Worden instead. Peninsula College is supportive. But might make sense to wait until 202 is completed.

**Lela Hilton:** WSU is spending too much money at Shold. Laura Lewis is interested in checking out Fort Worden. They could also bring NOSC, JEC. All prospective; discussion only.

**Dave Robison:** Re Fundraising: Still \$1 million gap. Hope to meet next week with PC and Michael Sullivan, expert in Historic Tax Credits. Deb is trying to find dates to meet. PC will not initiate construction until they have all money in hand. Tax credits can fill a portion of that; not all of it. Still need a clear meeting on fundraising campaign to fill the gap.

**Lela Hilton:** How will we fill the funding gap?

**Dave Robison:** Ideally it would be individual donors. Some private foundations; 6-9 month timeline. Federal funding is 6-12 month timeline. To be honest I don't know. Bill Brown has provided a lead; the Bernard Osher Foundation of San Francisco.

**Bill Brown:** Osher makes grants of up to \$1 million to life long learning centers.

**Gee Hecksher:** Knows someone from the Osher Foundation; will make an initial contact;

**Scott Wilson:** Dave is pulled in many directions for fundraising. We need an alternative plan to raise funds for 202.

**Cindy Finnie:** First nail down what can be anticipated from Historic Tax Credits. That's our nut.

**Dave Robison:** Getting different estimates on the cost of securing tax credits. Different experts need to be involved and they are high legal costs. One consultant thinks he can do a better job of selling tax credits.

**Lela Hilton:** Locally, the best way to raise money is for funds around named rooms, etc.

**Norm Tonina:** I think our first funding priority should be the management agreement.

**Scott Wilson:** We need a dual track, to do that and also get off the ground on fundraising for 202. It is our cornerstone project; we need to demonstrate our capability.

**Lela Hilton:** I will also work on 202; need to get it done to demonstrate we can and to kick-start the higher education center. I can help with grants, etc.

### **PDA involvement in lease discussions; Madrona lease as template**

Scott Wilson: Want to make sure that any language in a lease that is specific to a State Parks person or function is instead modified to note that that responsibility may shift to someone within the FWPCA.

Dave Robison: Those changes were made in the draft of the Madrona lease that I sent back.

#### **Discussion of management change at FW**

Cindy Finnie: Allison Alderman is gone as of Jan. 15.

Dave Robison: WSP will make interim park manager appointment later this month.

Rodger Schmitt: Our goal is to ensure we work with PDA to get a business manager type instead of Park Ranger type. Two vacancies: Allison and Steve Shively.

#### **VI. Director's Report**

Dave: For new board members, we should use a matrix which shows skill set that we have and can tell us what we need in new directors.

Discussion of what minimal amount of improvement we can do at Fort to improve the room rates to generate additional revenue. Bill Brown will check with Jill at FW to discuss.

#### **VII. Public Comment**

Ron Kubec: Keep the focus on the board continuing as a working board.

Kevin Alexander: A lot of things are coming together; good potential. Things are looking up. Good energy from Olympia, the partners, PDA, Parks.

Anne Murphy: Partners met; emphasis was to pick up our momentum, review the Partners MOU, hope to have a draft ready by February. Discussed 2013 work plan. Discussion of leases; parking issues.

Kevin: He and Tim Lawson will make every PDA meeting if possible. Kevin suggested doing a tour of all buildings; include PDA board, Ed Girard and Mike Sternback.

Anne: Need a consistent marketing plan for FW; market experiences instead of individual programs. Already the community is getting used to not having events at FW – they are now going to Maritime Center, Quimper Unitarian. It's going to take a lot of work to get them back to the Fort.....events have gone away.

#### **VIII. Adjourn: 11:20**