

MINUTES
Fort Worden Public Development Authority Meeting (PDA)
26 February, 2014, Building 210 Company C, Fort Worden

I. Call to Order: Cindy Finnie called the meeting to order at 9:05 AM

II. Roll Call: Cindy Finnie, Bill Brown, Norm Tonina , Scott Wilson, Anne Murphy, Lela Hilton, Gee Heckscher, Dave Robison, Mike Deighton

Public: Janine Boire, Rob Birman, Jill DeCianne, George Randels, Ron Kubec, Herb Cook, Steve best, Lisa Werner

III. Public Comment: None

IV. Changes to Agenda: None

V. Consent Agenda:

A. Approval of Hospitality Committee Minutes, February 12, 2014

B. Approval of Board Minutes, January 29, 2014

C. Approval of Executive Committee Minutes, February 6, 2014

D. Approval of Executive Committee Minutes, February 24, 2014

Moved to approve – Gee, second - Anne. Motion carried unanimously

VI. Review of Transition Milestones

A. Review of Draft Coordinating Committee At- large Candidates - Five candidate letters of interest received and passed on to State Parks. Dave will be discussing nomination process with State Parks in Olympia today.

B. Review of Strategic Marketing Plan contract with Frause and recommendation by Marketing Subcommittee to also retain HVS for hospitality marketing service - Scott reviewed the plan and said that Frause had had their team here for two days last week to get familiar with the site and meet all the partners. Frause's hiring was previously authorized by the Board and HVS is to be hired specifically for Strategic Marketing as an on-call consultant to work with Mike.

Board Action: *“Authorize the Executive Director to approve and sign a scope of work and professional services contract with HVS to assist in the PDA’s Strategic Marketing Plan process with fees not to exceed \$15,000 without written approval”*

Moved to approve – Norm, second – Cindy. Motion carried unanimously

C. Review and discuss Draft Management and Staffing Plan -

- First class hospitality and friendly customer service is our prime management focus and will be emphasized to all employees.

- The best qualified applicant for each job opening will be selected. Existing State Parks staff will receive their lay-off notices on March 10 along with their options

within the State Parks system. They will have until March 17 to make their decision but in the meantime may apply for FWPDA positions.

- Jill indicated that remaining employees include 6 in Maintenance, 3 Rangers, Park Manager and Administrative Assistant and several Park Aides.
- The retirement benefits will include ability to participate the State Deferred Compensation Plan but 401K's are not permitted by public entities.
- Full time employment is considered 32 hours per week
- If hired by the PDA, existing State Parks employees will receive paid time off credit for their seniority
- An employee manual is under development
- Scott will make necessary minor revisions to the staff and management plan document
- Lela will begin to develop a list of core values to guide our efforts
- Dave will be requesting a letter from State Parks acknowledging the PDA's completion of its Transition Requirements

Board Action: *Recommend approval of the Management and Staffing Plan and direct the Executive Director to submit it to State Parks and authorize staff to initiate the hiring process as described within the Plan*

Moved to accept - Scott, second – Bill. Motion carried unanimously

D. Review of Personal Property inventory and Transfer - This is State Parks responsibility and they should have the initial list by March 8, 2014. It will include furnishings, five vehicles and small tools. Jill noted that many tons of metals and porcelain have been removed from buildings and recycled while numerous truckloads of trash have gone to the dump.

VII. NoaNet Broadband Plan Update:

The price for full campus coverage has dropped from \$150K to \$100K excluding the campgrounds. The system and scope are still being refined as well as how it will be paid for – with a donation or with a loan which would be substantially more expensive.

VIII. Committee Reports and Board discussion:

A. Executive Committee: Cindy Finnie - The Executive Committee will continue to meet every two weeks during the transition

B. Hospitality Committee: Cindy requested an update on Building 270. Gee noted that a Building Permit has been applied for, sub prices are in and the budget is just under \$30K including almost \$5K contingency. Gee will manage the job for the Friends of FW starting when he gets back from vacation on March 11 with completion scheduled prior to May 1.

C. Marketing Committee: Scott Wilson - Fort Worden appears to have disappeared from the State Parks website. It seems to be there but very hard to find. Dave will address this in Olympia with staff today.

D. Technology Committee: Dave will have a further update on this at the next meeting

E. Capital Projects Committee: previously covered

F. Other Reports: Anne and Lela are arranging a welcoming event for Mike Deighton on April 2 and they are trying to get the December Chamber Mixer at the Fort.

IX. Director's Report:

- First weekend in May after we take possession, we should plan to have an open house celebration
- New Discover Pass signage needs to be determined and in place by May 1 defining the required areas. The front gate will be locked open and a new gate installed at the beach to control after hours use. Scott suggested the use of the City's new sign design which has approval for use in historic areas.

X. Upcoming Meetings:

Executive Committee - March 13, 8:30 AM, Building 262

Hospitality Committee - TBD

Marketing Committee - TBD

Technology Committee - TBD

PDA Regular Board Meeting - March 19, 9:00 AM – 11:30 AM Commons

XI Public Comment: None

XII Adjourn: Meeting adjourned at 11:10 AM
attachments

continue to page 4 for

Attachments - Consent agenda items

Transition Requirements spreadsheet

Coordinating Committee At-large Member Selection Criteria Matrix

Frause Agreement and Scope of Work

HVS agreement – to be revised

Fort Worden PDA Management and Staffing Plan