

SECTION 4 – Coordinating Committee

4.1 Creation: The operations and management of the campus shall be guided by a Coordinating Committee of four members. The four members include two representatives from the PDA and two representatives from State Parks. The two PDA representatives include the Campus Manager and a PDA Board member to be elected by the PDA Board on an annual basis. The PDA board member representative shall not be a staff or a board member of any Partner organization. The two State Parks representatives include the Fort Worden Park Manager and the State Parks Assistant Director or his/her designee.

4.2 Authority: The Coordinating Committee will serve as a forum for communication between the parties and local stakeholders, the development of financial and policy recommendations to the PDA Board and the Director and as a body to ensure that the scope and intent of the management agreement between the parties is being fully and efficiently implemented.

4.3 Responsibilities: The Coordinating Committee has the responsibility to:

1. recommend changes to Fort Worden State Park plans or policies adopted by the Commission.
2. recommend and forward legislative initiatives to the Director that affect Fort Worden State Park.
3. review and recommend the annual work plan submitted by the Operations Committee to the PDA Board and the Director
4. recommend an operating budget and capital projects list to the PDA Board and the Director.
5. provide advice on capital proposals that are under consideration by the PDA
6. recommend capital improvement and major maintenance priorities and allocation of funds from the Capital Reserve fund to the PDA Board.
7. monitor and evaluate on an annual basis compliance with this agreement.
8. address and seek resolution of disputes or other issues from the Operations Committee or other affected Fort Worden stakeholders

4.4 Voting: At those times when a vote is required to make a decision all members are voting members. A quorum of three members is required for a meeting and a simple majority rules.

4.5 Meetings: Meetings shall be set on a quarterly basis or may be called as needed by either the PDA Chairperson or the Director or designee.

4.6 **Operations Committee:** The Operations Committee is considered a staff working group and shall be comprised of the Park Manager, Campus Manager, one representative from the Partners Group as appointed by the Partners Group.

4.6.1 **Responsibilities:** The Operations Committee is responsible for coordination of day to day operations, maintenance and property management issues on the campus under the terms and conditions of the management agreement. Specifically, the Coordinating Committee shall work in a collaborative manner to:

- (a) monitor day-to-day compliance with the management agreement.
- (b) coordinate operations and maintenance duties
- (c) recommend an annual work plan for facility maintenance and repair for both parties to the Coordinating Committee
- (d) prioritize and recommend capital facility improvements and major maintenance needs to Coordinating Committee.
- (e) seek resolution of any grievances or tenant/visitor disputes affecting day-to-day operations

4.6.2 **Decision Making:** Consensus based; where mutual consent cannot be reached, the unresolved issue goes to the Coordinating Committee for resolution.

4.6.3 **Meetings:** Bi-weekly or as needed.

4.7 **Dispute Resolution Process:** In those cases where the Coordinating Committee is unable to resolve a disagreement or dispute between the parties the issue shall be resolved as per the dispute resolution provisions found in Section XXX of this management agreement.