



Approved Board of Directors Meeting Minutes
Fort Worden Lifelong Learning Center Public Development Authority (FWPDA)
Tuesday, February 28, 2023 | 5:30 p.m.
Commons B + Zoom
fwpda.gov

Remote access:

<https://us06web.zoom.us/j/86588850508?pwd=Q0tjcXV2bDcwc2U2eUgzSWRzMmZCdz09>

Via dial-in:

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Webinar ID: 865 8885 0508

Passcode: 618578

Action Summary

- ❖ Motion to approve the consent agenda. **Unanimously approved.**
- ❖ Motion to accept the reports and instruct staff to focus on an alternative to 203 for workforce housing to house campus workers, in discussion with partners and hospitality. **Unanimously approved.**

Meeting Agenda

I. Call to order (5:30)

The meeting was called to order at 5:37 p.m.

II. Roll Call

PDA Board: Brad Mace, Celeste Tell, David King, Eva Weber, John Begley, Torie Brazitis

PDA Staff: David Timmons (executive Director), Becky Wagner, Jeannie McMacken, Meriden Vitale (clerk)

Liaisons: Libby Wennstrom, Rob Birman

III. Reports

David King suggested adding committee reports to future agendas.

A. Finance Reports

- a. Financial Analysis – Treasurer’s Report
 - i. Executive Director’s memo* (p. 4)
 - ii. Financial Status Report* (p. 6)

John Begley presented Financial Analysis report, with the goal of getting everyone to understand the PDA's current financial position and how to move forward with a sense of urgency. His report focused on the substantial debt burden, the deteriorating buildings and assets, and the fact that the PDA's current path is not sustainable.

- b. PDA Supplemental Info as of Feb. 22, 2023* (p. 20)
- c. Accounts Payable as of Feb. 22, 2023* (p. 21)
- d. Accounts Receivable as of Feb. 22, 2023* (p. 22)
- e. Budget to Actual Jan. 2023* (p. 23)
- f. Profit & Loss Jan. – Dec. 2022* (p. 24)
- g. Balance Sheet as of Dec 31, 2022* (p. 25)
- h. Status of Line of Credit

Becky Wagner reviewed AP and AR and discussion included outstanding invoices and getting accurate data for utility usage by partners. David King said they are working towards an agreed-upon common area maintenance fee.

The Profit & Loss format was updated to include budget vs. actual. She said that reimbursements lag, so this represents December bills that were reimbursed in January. She mentioned that Contract Professional Services represents Signal, and payment for the "Advance" meetings that were held in Sept. and Oct. 2022.

Wagner said the Balance Sheet was representative of last year, through Dec. 31, 2022.

Wagner said the line of credit was almost maxed out. David Timmons said most of that is reimbursable funds and repairs to Makers Square that were not covered by insurance.

Eva Weber gave an update on the ad hoc committee that is working on the strategic directions document from the Advances. She said by the next meeting they will have a new document to share.

B. Executive Director's Reports

- b. Update on Legislative Capital Ask
 - i. Executive Director's memo* (p.26)

David Timmons gave an update on the Stewardship Council meeting, which replaces the Partner Committee meetings; State Parks and PDA representatives are now included. He said they have discussed common area fees, by-laws, and an MOA that would make participation mandatory in Stewardship Council, so that it is a truly representative working group. David King said a report from the Stewardship Council will be on monthly agendas going forward.

- ii. Geothermal Infrastructure Community Project Info. Form 2023* (p. 27)

Timmons said they are still working on the geothermal heat exchange, which will require a series of wells be dug on campus. He said the central plan is to serve the entire campus. The PDA has applied for \$8 million for funding.

- iii. Workforce Housing Community Project Info. Form 2023* (p. 32)

Timmons said the PDA has applied for \$3 million for funding for this project and they have also

identified alternatives to 203 and the focus tonight is on the concept.

- iv. Fiber Backbone Community Project Info. Form 2023* (p. 37)

Timmons said this appears to be in the governor's budget over a two biennia period and that there is overlap with this project and the geothermal project.

IV. Public Comment

No public comment at this time.

V. Action Items

1. Consent Agenda

- a. Review the January 24, 2023 Meeting Minutes* (p. 42)
- b. Accounts Payable and Accounts Receivable* (p. 21, 22)

Proposed action: Approve the consent agenda.

John Begley made a motion to approve, Eva Weber seconded. **Unanimously approved.**

2. Workforce Housing Building 203 Feasibility Presentation

- i. Executive Director's memo* (p. 47)
- ii. Signal Architecture memo* (p. 48)
- iii. Building 203 Feasibility Report (available on website)

- a. Staff presentation
- b. Board clarifying questions
- c. Board discussion
- d. Board liaison comments

Mark Johnson, from Signal Architecture, gave a presentation about workforce housing feasibility, including the process and lessons learned from past campus building projects (presentation available in agenda packet on website). Discussion and questions included collaborating with hospitality, the federal requirements governing workforce housing at Fort Worden, funding sources, and alternative buildings.

Proposed action: ~~Motion to accept the reports and instruct staff to focus on the alternative use of Building 277 to house campus workers.~~ Motion to accept the reports and instruct staff to focus on an alternative to 203 for workforce housing to house campus workers, in discussion with partners and hospitality.

John Begley made a motion to approve, Eva Weber seconded. **Unanimously approved.**

Chair David King suggested postponing the following two agenda items due to time and the need to have more opportunity to review. The board agreed.

3. Executive Director Job Description

- i. Executive Director's memo* (p. 55)
- ii. Executive Director Job Description* (p. 56)
- e. Staff presentation
- f. Board clarifying questions

- g. Board discussion
- h. Board liaison comments

Proposed action: Motion to adopt the updated Job Description of the Executive Director as presented (or as amended).

4. Task Committee for by-laws

i. Executive Director's memo* (p. 63)

- a. Staff presentation
- b. Board clarifying questions
- c. Board discussion
- d. Board liaison comments

Proposed action: Motion to form a Board Task Force comprised of the following Board members (add names) to assist the administration in the codification of the City Code, PDA Charter and By-Laws and to report their recommendations to the full board by June 30th, 2023 for consideration and implementation.

VI. Public Comment

No public comment at this time.

VII. Next Board Meeting

Tuesday, March 28, 2023 at 5:30 p.m. BLDG 210 Commons B, Fort Worden

VIII. Adjourn

The meeting was adjourned at 7:51 p.m.

**Topic involves documents in agenda packet*