



Approved Board of Directors Work Session Minutes
Fort Worden Lifelong Learning Center Public Development Authority (FWPDA)
Tuesday, July 11, 2023 | 5:30 p.m.
Peninsula College Building 202 Room 204
fwpda.gov

Remote access:

<https://us06web.zoom.us/j/88178915486?pwd=MXZuVUNDcGc3ZnkzMG9mOXRETHRZz09>

Via dial-in:

+1 253 215 8782

Webinar ID: 881 7891 5486

Passcode: 344137

*9 to raise hand to speak

Meeting Agenda

I. Call to order (5:30)

The meeting was called to order at 5:41 p.m.

II. Roll Call

Board: Brad Mace, Celeste Tell, David King (Chair), Eva Weber, John Begley, Rodger Schmitt

Staff: Becky Wagner, Bri Mariani, Meriden Vitale (minute taker)

Liaisons: Libby Wennstrom (City of PT)

III. Discussion Topics

David King made a suggestion to table the discussion about the Executive Director's transition plan. John Begley agreed. The board noted that the PDA is in a different place now than it was when David Timmons started and that the future role the PDA plays at the Fort will determine the ED's job description. Eva Weber said that she and Brad Mace had been tasked with updating the ED job description and that their efforts would be better spent on determining the direction the PDA will take and then returning to the ED's job description. The board agreed and discussed how to move forward with the PDA's cash flow issue in the near-term and the longer-term vision of the PDA.

- a. Common Area Maintenance fees and cost sharing task force*

The board discussed the PDA and Partners' meeting that took place on July 6th. It was not a public meeting; the full board did not attend. Board members and liaisons were made aware, by email, that the meeting was scheduled even though they were not invited to attend.

The board reviewed the details of the leases, Class A and Class D, and how the PDA's reimbursement system currently works. David King said the taskforce that was created at the meeting will be looking for equitable ways to share costs and the ways that the PDA adds value to the fort.

b. MOA w/ City and State Parks to address DRAFT corrective action plan

King said there had been a meeting the prior Thursday between the PDA, State Parks, and the City of PT. He said they all agreed to work together to create a memorandum of agreement. Libby Wennstrom said she was working on a draft MOA and would return that to the PDA for review. Discussion also included formalizing dates that reports are due and facilities management procedures.

c. Update on financial status

i. Update on request for funding from parks*

Mariani reviewed pg. 23 of the packet, Budget to Actual w/ projections. She explained her calculations and how the report has changed. Board members asked questions about individual line items and the finance software used at the PDA. They also discussed the ED's role and salary and including it in the projections.

d. Executive Director Transition plan

The board agreed to defer discussion.

IV. Next Board Meeting

Tuesday, July 25, 2023 at 5:30 p.m. Fort Worden Commons B

V. Adjourn

The meeting was adjourned at 7:34 p.m.

**Topic involves documents in agenda packet*