

MEETING AGENDA

City of Port Townsend
Community Health & Wellness Center
Kick-off Meeting
Opsis Project No. _____

Author: Jim Kalvelage

Meeting Date: February 10, 2023

Attendees: Steering Committee

Carrie Hite	Director Parks & Recreation Strategy
John Mauro	City Manager
Mark McCauley	County Administrator
Mike Glenn	CEO Jefferson Healthcare
Wendy Bart	Executive Director YMCA Olympic Peninsula
Peter Braden	Jefferson Aquatic Coalition - President
Linda Rosenbury	Superintendent PTSD
Eron Berg	Executive Director Port

Design Team

Jim Kalvelage	Opsis Architecture – Planner/Principal
Erica Dunn	Opsis Architecture – Project Manager
Chris Jones	Groundswell
Ken Ballard	Ballard*King
Morgan Shook	ECONorthwest
Ryan Nachreiner	Water Technology Inc.

Agenda:

8:30 – 8:40	Introductions – 10 min	
8:40 – 8:50	Project Vision & Goals – 10 min	John Mauro & Carrie Hite
8:50 – 9:00	Project Schedule Overview – 10 min	Erica Dunn
9:00 – 9:15	Project Guiding Principles Discussion – 15 min	Jim Kalvelage
9:15 – 9:45	Site Selection Discussion – 30 min	Jim Kalvelage & Chris Jones
	- Overview of Sites	
	- Evaluation Criteria	

- 9:45 – 10:15 **Space Program Discussion** – 30 min Jim Kalvelage & Ken Ballard
- Core Space Program Needs
 - ROM Cost Range Benchmarks
- 10:15 – 10:25 **Break** – 10 min
- 10:25 – 10:50 **Market Analysis** – 25 min Ken Ballard
- Opportunities / Challenges
 - Cost Recovery Goal
 - Operational Plan (YMCA or City)
- 10:50 – 11:20 **Financing Plan** – 30 min Morgan Shook
- Opportunities / Challenges
 - Define Service Area for MPD
 - ROM Tax Increase Target (Annual Cost / Taxpayer)
- 11:20 – 11:30 **Next Steps** – 10 min
- Wrap-up Comments
 - Workshop-2 Agenda (March 17)