

MINUTES FOR PDAC MONTHLY MEETING ON SEPTEMBER 26, 2023
8 AM to 7:45 AM

Attendees: Mary, Dave, and Lane (note taker)

1. Site Assessment:

Chris was ill and did not attend. Mary reports that David Nesbit volunteered to help with assessment – Chris, please call him at 360 393-9081.

2. Engineering Design and Public Outreach:

- a. Presented key points for discussion with KPFF re: Engineering and Outreach RFQ.
- b. Reviewed draft email to KPFF and agreed to final.
- c. Discussed need to include in our discussions with engineering firms that LICA has very limited volunteer resources/expertise. Be clear about limitations and specifically ask candidates to address their ability to support us. Not necessarily in the RFQ, but be sure to discuss this during interview.
- d. Decided to focus on streamlining the RFQ while including all key expectations. Agreed to use RFQs provided by Parks & Recreation as examples ([Consulting Engineering Services HVAC System Replacement](#) and [Stimpson Family Nature Preserve – Parking Revision](#)).
- e. Mary suggested contacting Roland Middleton to see if we can get the RFQ they must have prepared for the Lummi Island Level of Service Study. **Lane to follow up.**

3. Cultural Resources Survey:

- a. Draft RFQ has been sent to 3 potential consultants. Lane will follow up – only Drayton Archaeology has replied. (For details, committee members can refer to [Cultural Resources Study - Prep for RFQ](#) on Google Drive).
- b. Reviewed 9/29/23 email from Andrea Hood, RCO Grant Manager:
 - Confirmed that contract has not been signed. Lane told Andrea on a previous phone call that LICA will not be able to hire any consultants until the RCO agreement has been signed.
 - Discussed and finalized response to Andrea re: historic Beach Store building. Lane to send.
 - Agreed to research info on the historic relationship between a general store and a dock here in Puget Sound.

4. Marine Survey: Lane reported on recent discussions with WA State Dept of Fish and Wildlife (WDFW) and marine surveyors.

- a. WDFW explained that we can conduct a **pre-preliminary** eelgrass survey that is streamlined and can take place outside of June 1-Oct 1 weather window. (For details, committee members can refer to [Marine Surveys - Prep for RFQ](#) on Google Drive).
- b. Lane has discussed the estimated cost of a pre-preliminary survey with two potential surveyors.
 - **NOTES:** We are getting **estimated costs** now because we have decided not to distribute a final RFQ for any work on any tasks until we have a grant contract signed. When we have a contract, we will proceed with the procurement process and advertise the opportunity following our stated guidelines.
 - One surveyor responded with a slightly different total than their quote that we used for the grant application last year. The difference for a “pre-preliminary” vs “preliminary” survey would be **actual** hours we are billed for time spent on site. So the savings might be \$2-3K less than the original \$9K quote.
 - Awaiting quote from the other surveyor.

5. **Lease for the public dock site:** Lane reported on recent discussion with Ron Zimmerman, Dept of Natural Resources (DNR) regarding a lease agreement for the public dock site. (For details, committee members can refer to [Engineering and Outreach - Prep for RFQ](#) on Google Drive).
 - a. DNR explained that their decision about granting a lease would occur as the FINAL step after all other permits are granted.
 - b. However – DNR’s Habitat Stewardship person can come look at the site as an informal opportunity to keep them in the loop and let them know how we are proceeding.
 - c. ALSO – great suggestion to invite stakeholders like DNR and Tribal Nations to any of the pre-application meetings. This would include kicking off the Cultural Resources Study or any other public meetings we host. *ADD THIS TO OUR LIST OF INVITES*. And also send status updates.
 - d. DNR says there is an Easements Manager who could tell us about the lease that would have been signed for the original ferry dock. It is possible that the lease was transferred to the existing ferry dock.
 - e. Ron suggested that the most likely scenario is for DNR to agree to a no-fee lease if the dock is dedicated to 100% public use.

6. **Scheduling:** decided on committee meeting schedule through 2023.
 - a. Tentatively agreed to meet on first and third Tuesday mornings at 8 AM.
 - b. Need to get input from other committee members. Realistically, this means Chris Immer, Mary Ross, Dave Perry, and Lane Davis-Coury.

7. **Topics for Next Meeting:** Discuss next steps for public outreach/ volunteer recruitment.