

MEETING MINUTES FOR PDAC BI-WEEKLY MEETING ON NOVEMBER 14, 2023

8 to 9:20 AM via Zoom – meeting was recorded.

Minutes were reviewed by committee members and Lane made corrections/updates.

Attendees: Mary Ross, Chris Immer, Wayne Chaudière, Lane Davis-Coury (note taker). Dave and Rodger not able to attend. *Mary leaves town Nov 30 and returns 1st week of Jan. Lane leaves town Nov 15 and returns Dec 20th. Both are available for virtual meetings.*

1. Site Assessment/Dock Location Analysis

- a) Chris has been working on contacting people to help with this effort. Continues to make progress.

2. RCO Contract and Proposed Milestones

- a) Contract is signed ([link here](#))
- b) Discussed modified timeline and finalized our proposed dates ([link here](#)).
11/20/23 Lane sent email to Andrea at RCO with proposed modifications.

3. Procurement Process and Timeline

- a) Lane reviewed status with 3-4 responses expected from engineering firms (one response might be a prime team with two subcontractors)
- b) Timelines for advertising and project start: 1st ad Sunday, Nov 5. 2nd ad Monday, Nov 13. We can start conducting interviews BUT wait 14 days to Nov 27 for all responses to be submitted. 5-7 days later by Dec 3, interviews finished. By Dec 15, working on contract. January 5th - project begins.
 - 11/20 - Lane reached out to Parks & Recreation about helping with scoring responses and interviews. Asked them to put us on a tentative calendar for assistance.
 - *Committee - Is there anyone else who should be invited to participate in discussions?*
 - All committee members need to carve out time that week so we can meet as a solid group. Set up spreadsheet of availability blocks. Set up Google doc?
 - Mary and Lane talked to LICA Board members on 11/14 to issue open invite to participate.
- c) MUST START WORKING ON CONTRACT AGREEMENTS ASAP so we keep moving forward as soon as evaluations are complete.
 - 11/27 Lane will send contract sample to team including a relevant list of tasks extracted from the RFQ. After team review, Mary will forward it to Dannon, island lawyer, after she returns to town.

4. Engineering Design and Outreach Tasks

- a) Discussed meeting with neighbors starting in early December.
Lane found a project in PRISM where it states that: “Adjacent landowners are aware this proposed project is being submitted for grant funds and they have returned signed landowner acknowledgement forms.” This is one of [RCO’s requirements for Salmon Rehabilitation projects](#) (see page 91).
- b) Lane has suggested sending a letter to all property owners within ½ mile north and ½ mile south of proposed site (35+/- property owners, including Whatcom County and Public Works). [DRAFT map here](#). Decided not to publish the map link in Tome. Will talk with owners first and discuss sharing.
- c) 11/20 – Lane asked Parks & Rec about meeting with us in December to discuss neighbor outreach strategy.

5. Cultural Resources Study Tasks

- a) Wayne is looking at requirements for LICA to file paperwork directly with Dept of Architecture and Historic Preservation (DAHP). Will follow up. Lane will send him the maps we submitted to RCO.
 - 11/15 - Lane remembered that RCO Cultural Resources staff, Sarah, explained that because they are managing the grant, they will file paperwork with DAHP. Sarah also told me that RCO's filing would be followed by a letter to the Tribal Nations.
 - 11/15 Wayne also brought up a point about the Area of Potential Effect (APE). This should include staging in the water, such as for a construction barge. And upland staging during construction, such as using any County property or Beach Store parking lot (as examples). The APE that Lane submitted to RCO did not include these two areas.
- b) Committee needs to plan very soon for communications with Tribal Nations. We contact them by early December and invite them to any pre-planning and kick off meetings. Also include the [Suquamish Tribal Nation](#). They have been very active in consultations on regional over-the-water projects.

6. Marine Survey

- a) Garth Baldwin from Drayton Archaeology suggested another marine consultant, [Rockfish Permitting LLC](#). Lane reached out and they will submit a response to the RFQ.
- b) 11/20 Lane talked with Bryan from Marine Surveys & Assessments who had given us a quote for approx \$9,000 in Nov 2022. This is the budget we submitted to RCO for the grant, **BUT** it assumed we needed a full survey. In the RFQ, we corrected the requirement to a **pre-preliminary** level of data. I suggested that Bryan submit their best estimate and explain costs, even if it is above \$7,000.

7. Additional Topics of Discussion

- a) Agreed on schedule for committee meetings through January 2024. Meet **1st and 3rd Tuesdays** with additional sessions as needed.
11/16 – Lane provided updated schedule to the *Tome* for the calendar.
- b) Mary gave an update on short term loans to cover grant expenses.
 - Account has been set up for LICA bookkeeping to maintain separate funds.
 - Mary can start by putting in seed money – amount to be determined soon.
 - Mary is talking with Karl M, volunteer lawyer. He will help draft a promissory note contract.
 - Discussed idea of a series of short-term loans instead of putting money in for a full year. Here is one possible scenario for this plan using a revolving amount that would be repaid after 3 months.

SCENARIO A										FULL GRANT	ENG TOTAL	MAR TOTAL	HIS TOTAL
Project starts in January										\$ 103,000	\$ 90,000	\$ 7,000	\$ 6,000
Expenses are billed:													
	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
ALL Marine Survey			\$ 7,000										
ALL Cultural Resources			\$ 6,000										
#1 15%for ENG		\$ 13,500											
#2 15%for ENG				\$ 13,500									
#3 15%for ENG					\$ 13,500								
#4 15%for ENG						\$ 13,500							
#5 15%for ENG							\$ 13,500						
#6 15%for ENG								\$ 13,500					
#7 Final for ENG									\$ 9,000				
LICA Miscellaneous	\$ 450												
TOTAL INVOICED AMTS	\$ 450	\$ 13,500	\$ 13,000	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 9,000			\$ 103,450	
NEED \$ IN BANK		\$ 13,500	\$ 13,000	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 9,000				
PAYS \$5K IN		A, B, C	D, E, F	G, H, I	J, K, L	M, N, O	P, Q, R	S, T, U	V, W				
RCO REIMBURSES FOR				March	April	May	June	July	Aug	Sept	Oct		
LENDER GETS \$5K OUT				A, B, C	D, E, F	G, H, I	J, K, L	M, N, O	P, Q, R	S, T, U	V, W		
LOAN PERIOD				3 mos	3 mos	3 mos	3 mos	3 mos	3 mos	3 mos	3 mos		
	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
HOW THIS WORKS:	Break loan into "blocks" of \$5K. People sign up to loan 1 to 3 blocks for each month (lend \$5 to \$15K). Each loan is paid back within 3 mos.												
	A lender CAN leave their block invested over multiple periods.												