

## MINUTES FOR PDAC WEEKLY MEETING ON JANUARY 16, 2024

*Meeting was recorded. Minutes were approved Jan 23, 2024*

**ATTENDEES:** Mary Ross, Chris Immer, Dave Perry, Rodger Kessler, Lane Coury (note taker). Dave Thorn (new committee member) gave a brief intro and signed off. Not able to attend: Wayne Chaudière.

### 1) **REVIEW AND APPROVE** meeting minutes from Jan 9, 2024

**ACTION:** Lane to send Jan 9<sup>th</sup> minutes for CAREFUL review and approval at next mtg. **DONE** on 1/17/2024.

### 2) **DISCUSS** recordings of PDAC meetings and sharing video playback

- With a few exceptions, PDAC has been making meeting minutes AND Zoom recordings available on the community website –committee should discuss and decide whether to continue with this practice.
- **NOTE:** PDAC is not governed by Washington Open Public Meetings Act (OPMA) or Public Records Act (PRA). *Resources to help PDAC understand full OPMA requirements: Municipal Research and Services Center (MRSC) guide [PRA Practice Tips Checklist](#) and [OPMA training video](#) from WA Assoc of Cities.*
- Members discussed pros and cons of sharing recordings on YouTube/OurLummiIsland.org. **Input:** LICA board does record their meetings. Recording files are stored in a file accessible only by board members and web managers. Town Hall and General Membership meetings are recorded on Zoom if hybrid, then posted on Community You Tube site for view by anyone.
- **DECISION:** Committee agreed to record meetings and store them on PDAC's Google Drive. PDAC can make them available on request. Minutes will continue to be linked to PDAC's committee page.

### 2) **REVIEW** status for grant after input and go-ahead vote from LICA board

- Legal consult for contracts with KPFF and Drayton Archaeology.
  - Mary and Dave P have met with lawyer selected by LICA, Phil Buri. Meeting was recorded. Lawyer confirmed that there are no risk-free contracts. The concern about personal liability is valid, but personal suits are rare. LICA's non-profit status and its insurance should be sufficient protection.
  - It would be very expensive to conduct a full negotiation of contracts where the lawyer does most of the work. The committee plans to get a complete draft ready for review and minimal hourly costs.
  - Mary reports that she has agreement with a volunteer island lawyer to help write a promissory note based on a template provided by the paid lawyer. This should streamline the process/cost.
  - Another volunteer lawyer has offered to review the contract before sending to the paid lawyer.
  - Mary has talked with LICA board members, and they feel that most of their concerns have been addressed. PDAC will keep the LICA board informed on grant progress, but milestone-by-milestone board approval will not be required.
  - Discussed reasons that grant might be terminated based on environmental or historic findings. Also talked about useful clauses from Whatcom County contract template for case where RCO funding is cut ([link to original template document on Google Drive](#) – page 3 lists three scenarios for which the contract might be terminated).
  - **ACTION:** Mary is sending the paid lawyer paperwork outlining committee needs. Request template for a promissory note on Jan 16.
  - **ACTION:** Lane set up a template for keeping track of legal discussion.
  - Mary and Dave met with KPFF on Jan 12. Requested visit by engineers ASAP to collect info about the site. Asked for on-site kick off to come look at Access Beach and Beach Café in person.
  - **ACTION:** From KPFF – Dave send email asking for Appendix B. **DONE** Jan 16<sup>th</sup> and received.
  - **ACTION:** Engage with Parks & Recreation in the next week to bring them up to speed. Ask them to consider meeting with KPFF on site. Also engage Public Works. **WHO needs to be determined.**

- Estimate of start date/kick off meeting with KPFF.
  - Lawyer anticipates wrapping up contracts with the next 10 days (Jan 26).
  - KPFF is working on dates

### 3) **DISCUSS** PDAC status and list of members moving forward with the feasibility study

- Member changes and plans for transition. List actions required.
  - Dave Thorn will join committee as liaison to LICA board (assuming results of election). But his level time commitment and role(s) need to be discussed.
  - Lane – clarified role during transition to serve as consulting member. Review in context of PDAC needs at end of February.
    - **ACTION:** Lane schedule tutorials on PRISM and record sessions for playback.
    - **ACTION:** PDAC should schedule a date/time to meet with LICA Treasurer, Danielle, and discuss steps for managing invoices.
    - **ACTION:** Lane set up communications log templates. Provide tutorial on what has been created so far.
    - **ACTION (new since Jan 16 meeting):** Lane start creating guidelines to help PDAC members manage files. Refer to [Best Practices folder](#) on Google Drive.
- **MOVE TO JAN 23:** Review members communications with the community as committee versus as private citizen.
- **MOVE TO JAN 23:** Consider separate meeting to start listing skills *needed* versus skills *available* within the committee.
- **MOVE TO JAN 23:** Brainstorm about best ways to solicit help from the community moving forward. List actions required. Ask KPFF for guidance on this at kick-off meeting.

### 4) **DISCUSS** recordkeeping

**Resource** = MSRC page for all resources and specifically to topic on [Public Records Act](#).

Focus today on PDAC meetings and need for appropriate level of documentation.

Two tools = AGENDAS (for *planning* meetings) and MINUTES (for meeting decisions and action items).

#### a) **DISCUSS** recordkeeping – focus on **AGENDAS**

- Best practices/value for meeting agendas: **action items that require a vote**; plan meeting time carefully; becomes running dialog to capture thoughts on decisions during the week between meetings; stay focused on what needs to be done and who is doing what. Becomes PDAC’s record for **planned** progress for this week.

#### b) **DISCUSS** recordkeeping – focus on **MINUTES**

- Assign person to keep minutes for this meeting. *One person cannot keep track of everything!* All members share responsibility for keeping notes with decision points, votes, actions, etc.
- Becomes PDAC’s public record for **actual** progress on the project.
- Key steps/tips:
  - Start with AGENDA and save as MINUTES file.
  - Include names of attendees - PDAC members and guests. Review minutes from last meeting and finalize/approve before moving on.
  - For each topic: capture **decisions** (with some details as needed – but rely on Zoom recording for back-and-forth discussion) and **actions** with who/when.
  - Before adjourning: Review actions with deadlines; assign responsibilities; review topics and move outstanding items to next meeting or schedule time for follow up.

- c) **PLAN TIME** to discuss other recordkeeping
  - Project task list with timelines. Lane pointed out that the **Checklist and Actions** spreadsheet started in May 2023 when LICA was awarded the grant.
  - **Communications logs with RCO, consultants, stakeholders (Parks & Rec), LICA board, legal advisors (paid and volunteer), etc.** Lane provide links for samples.
  - Ask KPFF and Parks & Rec what other documents to keep.
  - Decide **Access Rights** to docs in Google Drive. Owner should be committee member with primary responsibility. Committee can grant access to a single file, to a folder, or to all files. **\*Opening a file on Google Drive should be done carefully by editors who understand risks of online editing.**
  - **ACTIONS:** Lane conduct tutorial on managing shared files.
  
- 5) **DISCUSS** project budget – planned versus actual
  - a) Look at budget spreadsheet currently maintained by Lane. [Link to folder containing Excel master with multiple worksheets](#) – **strongly advise limiting edit rights to the master file.** [Link to PDF budget summary as of 2024-01-14](#) for anyone to review without accessing the master file.
  - b) Agree on how to manage committee members discussion of budget with others.
  - c) ACTION: Add actual budget spreadsheet to PDAC monthly LICA board report, and status of the loan account with invoiced vs reimbursed.
  
- 6) **REVIEW** current milestones and due dates for deliverables
  - a) Lane review spreadsheets and Word docs currently used for planning.
  - b) Share ideas for maintaining a HIGH LEVEL, shareable **project timeline in one document** that all members can access (ONLY 1 or 2 EDITORS).
    - **ACTION:** LANE create ONE worksheet and include all KEY milestones, including deliverables to RCO and progress reports.
  - c) Talk to KPFF about this at kick off meeting.
  
- 7) **PLAN** communications for next month (added after Agenda was distributed, but did not have time to discuss)
  - a) **\* TOME ARTICLE** -- is due to editors on **January 23** for publication in early February.
 

**ACTION:** Lane sketch out several topics to cover in Tome article. Schedule interim meeting to develop content and prepare for PDAC members to review. Consider seeking input from LICA board for Tome articles. PDAC speaks for the board and may want to check in to be sure message is consistent.
  - b) **COMMUNITY CALENDAR** – should be updated asap with dates for town hall meetings, based on kick off date.
 

**ACTION:** No one was assigned to this task.
  - c) **DOCK NEWSLETTER** - Alan has uploaded a list of 80 subscribers that are available for the newsletter. This data can be used to distribute a newsletter using MailChimp. Consider adding emails for all other stakeholders and off-island contacts.

**Point of view to keep in mind**

Bringing on the new ferry in the next 4 to 5 years will require planning and participation on the part of islanders to minimize disruption. The dock study is a great proving ground for how LICA could play a positive and effective role in making that transition successful.