

MINUTES FOR PDAC WEEKLY MEETING ON JANUARY 23, 2024

ALSO – note the Update sections for actions taken since Jan 23.

ATTENDEES: Mary Ross, Chris Immer, Dave Perry, Wayne Chaudière, Rodger Kessler, Dave Thorn, Lane Coury (note taker).

- 1) **REVIEW** and approve PDAC meeting minutes from January 9, 2024. **DONE.** Lane will post to website.
 - a) Summarize decisions from last meeting on recording PDAC meetings and sharing video playback.
DECISION: wait until contracts are signed and re-visit the original decisions.
 - b) Look at AGENDA for today's meeting – make additions/changes. **DONE**

- 2) **REVIEW** status for grant contracts
 - a) Legal consult and progress of contracts with KPFF and Drayton Archaeology.
 - Mary explained that KPFF has draft with most recent changes. If they approve, Mary will send contract to Phil Buri, paid attorney.
UPDATE: See below for notes from phone call with KPFF on Jan 23, 2024.
 - Mary has capped time at 2 hours of legal fees and will not include paid work on a promissory note. A simple promissory note is expected to be sufficient. A volunteer lawyer is helping draft this.
 - Lane added an explicit statement in the contracts summarizing reimbursable expenses such as travel. Provided links to RCO's guidelines and forms.
 - Asked about committee members available to attend kick off. **IF** it is as early as Friday the 26th – Mary and Dave Perry available; Chris, Rodger and Wayne may be available.
UPDATE: Kelly will check with KPFF team and provide a selection of target dates/times. See notes from meeting on Jan 23rd with Kelly at KPFF, starting on [page 3](#).
 - **ACTION:** end of day 1/24/24 - Lane will update key details in Drayton's contract, but not planning to include all of the scenarios for the termination of the contract. Their scope of work is very short term (approx one month). SET BILLING DATE: 1st of the month (stagger with KPFF's for the 20th). **DONE** 1/25/24.
 - b) Update on revolving loan fund.
 - **Reminder:** Grant requires that LICA pay invoiced expenses, then seek reimbursement from RCO. Average turnaround is 30 days. Mary talked with Bill Sager and LICA board is clear on this process.
 - Current approximate projection for loans to the revolving fund = \$20,000.
 - The committee is reaching out to islanders interested in providing short-term, interest-free loans to bridge the gap. Mary will add request to Tome article for March.
 - **ACTION:** Committee will work with Treasurer on entering requests for reimbursement. Date to be coordinated after contracts are signed.

- 3) **CONTINUE TO DISCUSS** PDAC member roles moving forward with the feasibility study
 - a) Lane: Updated team on actions taken to transitioning role to that of consultant to PDAC.
 - b) **MOVE TO 1/30/24:** **Review PDAC member responsibilities** - Clarify member communications with the community as committee versus as private citizen. **Suggested guidelines** – in November 2021, Alan Krum provided [these guidelines for non-profit advisory committees](#). This is a good time to review these.
 - c) **MOVE TO 1/30/24:** Consider separate meeting to start listing **skills needed** versus **skills available** within the committee.
 - Biggest gap will be the computer and organization skills to manage the extensive file repository. Rodger to ponder ...
ACTION: Lane will contact Rodger later this week to discuss.

- d) **MOVE TO 1/30/24: Recruiting PDAC members** - 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. LICA MEETING ON JAN 24th is a good opportunity. Mary will make a pitch about PDAC skills requested.

4) **DISCUSS** plans for addressing the Beach Store Café as a historic building

- a) Lane and Wayne review current status, existing documentation, and ideas for next steps. (Review committee email from Lane on Jan 20).

Assign **ACTIONS** for this week. Cultural resources next steps

- **RCO Cultural Resources - Lane** call to ask (a) Has been letter sent to tribal nations? If so – which nations and can we get a copy? (2) Has RCO submitted an EZ form to DAHP? (by 1/26/24)
- **RCO Andrea** – need to discuss history of the Beach Store building and its relationship to the dock. Ask if we can provide a narrative. We do not expect store to be within the area of potential effect. Point out the conducting an extensive study doubles the budget for the Cultural Resources Study. **ACTION:** Owner(s) to be assigned. Schedule a conf call with Andrea as soon as contract with KPFF is signed. Tell her about LICA Board updates and introduce Dave Thorn.
- **DAHP** – Rob Whitlam is the main man for asking and he will respond to the EZ (HPO). Wait to contact him until after talking with RCO.
- **Drayton Archaeology** - For the contract, we added a statement about limitations of the scope if there are any findings. DAHP has an entire process built in to their requirements.

5) **REVIEW** current milestones and due dates for deliverables

- a) Lane review spreadsheets and Word docs currently used for planning. This is probably the best tool to maintain a project timeline **in one document** that all members can *access* but few can **edit**.
- b) Talk to KPFF about this at kick off meeting. Also spell out expectations for KPFF contribution to focus groups, for example, and what do they expect from the committee.

- c) **ACTION: Mary** will check days for which Town Meetings are planned - be sure that venue is available, and days are a good fit. Also see item 7b.

6) **AGREE ON** recordkeeping

- a) Reminder on AGENDAS and MINUTES
- AGENDAS: plan meeting time carefully; stay focused on what needs to be done and who does what.
 - MINUTES: For each topic: capture **decisions** 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.**

- b) **MOVE TO 1/30/24: Communications logs** with RCO, consultants, stakeholders, etc. Lane demonstrate and provide links for samples.

c) **ACTIONS:**

- **Lane and Rodger meet later this week.** Discuss access rights to docs in Google Drive.
- **Schedule meeting with LICA tech support after contract is signed.** Folder/file owner can be LICA Google account – then Committee can grant access to a single file, to a folder, or to all files.
Opening a file on Google Drive should ONLY be done carefully by editors who understand online editing.

7) **PLAN** communications for next 30 days

- a) **TOME ARTICLE** -- is due on **January 23** for publication on February 2.

- Lane presented idea for a status report that summarizes key steps in getting LICA to its current stage. The status report is intended for multiple audiences so that the committee does not create

duplicate documentation. Think of this as a running commentary that is updated each month and made available to the community, county agencies, other stakeholders such as legislators, etc.

- Rodger suggested re-work of a full status report to provide a more appealing and shorter doc that people will be more likely to read.
- **DECISION TO REVISIT:** Very good point – and this will definitely be the goal when the consultants start working with PDAC to prepare PR materials. But the committee probably still needs to maintain a record of full status because this is the historic record for committee actions. Let's see if other committee members can focus on crafting a better document to share in the next Tome article (due Feb 20 for March 3rd Tome). In the meantime, with limited committee resources to write reports - Lane will add a "Short Story" as prelude and try to enhance the visual appeal.
- **ACTION:** Lane and Mary meet about this on Jan 23.
Update on Outcome: We put a placeholder link in the Tome article submission (deadline of Jan 23). In the next few days, Lane can try to improve readability of the document and send for review.

b) **Tome articles and Newsletter content** - Ideas for future

- Write an article in which one or more committee members present their viewpoints. Why is this project important to them. What do they need/want from the community?
- Ask for dissenting opinions to publish in the Tome.
- When letter to property owners is ready, talk about that in the Tome. Remind everyone how the study will solicit and incorporate input from ALL interested parties.

c) **Community Calendar:** Lane deleted Jan 31st placeholder for Kick-Off Town Meeting. Calendar should be updated asap with dates for town hall meetings (Wed 3/6, Mon, 5/13, Tues, 9/3, based on kick off date Jan 26). [See Ferndale School Calendar](#). School Spring Break is April 1 through 5. **Ferry Committee Town Hall – will be scheduled for late March or early April date TBD.**

ACTION: Mary will review community meeting dates when KPFF kick-off is scheduled.

d) **MOVE TO 1/30/24: Dock Newsletter** - Alan has uploaded a list of 80 subscribers. This data can be used to distribute a newsletter using MailChimp. Consider adding emails for all other stakeholders and off-island contacts. Good example shared from Drayton Archaeology newsletter (see recent email).

e) **MOVE TO 1/30/24: Brainstorm on best use of Brown Betty for immediate needs**

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**UPDATE:** Notes from Zoom Meeting with KPFF on Jan 23, 2024 at 3:15 PM

**Attendees:** KPFF - Kelly Lassoing, Project Manager. PDAC – Mary Ross, Dave Perry, and Lane Davis-Coury. Zoom meeting was not recorded.

Committee explained that it is more important to LICA right now to conduct a virtual kick off and get the schedule firmed up for moving forward as outlined in proposed dates.

Asked Kelly to explain what is included in the "**KPFF Site Investigation Memo**" currently due on March 5. *Kelly says it will include a review of available information – docs from Parks & Rec, from Public Works if available, from Whatcom County tax assessor, etc. A preliminary traffic assessment would be included.*

**ACTION – needs owner:** Committee should touch base with Roland Middleton at Public Works. Let him know about project status. Ask him if Public Works has documentation on the site – have they done a road study, etc.

Asked Kelly who will/should attend kick off.

*LICA group. KPFF attendees = Kelly, Andy (Principal), Ed (Engineer) + Kris Burkhart (Kelly's assistant – will take notes) and Chris C from Confluence. Not inviting Parks & Rec yet until we have more sense of schedule.*

Asked what LICA attendees should have prepared ahead of time for a successful meeting.

*One idea is to upload useful files to KPFF's SharePoint account. We can look at sharing folders/files from LICA Google Docs with KPFF. Any other requirements for agencies to attend, when to loop them in.*

Can we use LICA Zoom for the kick-off (and other meetings)? Can we/should we record meetings?

*KPFF's Kris B will work on minutes from the meeting and share those with everyone. This becomes our public record to share. Recording is not necessary.*

Mary confirms that lawyer is ready to review the contract. Asks for estimate of kick-off date?

*KPFF not seeing any issues with the contract – will send replacement for newest rates to incorporate in Exhibit B-1. Kelly will send several suggested dates based on her team's availability. Then PDAC can select.*

*KPFF invoice date is typically from the 18<sup>th</sup> to 20<sup>th</sup> of the month. KPFF first invoice would be in March. LICA will change Drayton at 1<sup>st</sup> of month.*

Mary asked about the process for signing the contract – because LICA does not have access to an online signature app.

*Kelly can sign a PDF of the contract and send it to LICA. Then LICA can make a PDF of that fully signed doc and send to Kelly.*

Next steps after kick-off.

*Bring Drayton into the discussion as soon as practical. LICA contact other stakeholders to invite them to discussions and to make sure they know schedule for Town Meetings.*

Mary explained new board membership and expected addition of David Thorn as liaison (at LICA meeting on Jan 25<sup>th</sup> ). David Thorn will be authorized by LICA to sign off on contract changes.

*OK with Kelly.*