

MINUTES FOR PDAC WEEKLY MEETING ON FEBRUARY 13, 2024

ATTENDEES: Mary Ross, Dave Perry, Jesse Powell (LICA Board), Rodger Kessler, David Thorn, Lane Coury (note taker). Wayne Chaudière and Chris Immer not able to attend.

1) **ACTION** - approve PDAC meeting minutes from January 23, January 30, Feb 6. If no feedback is received, Lane will post current versions to website.

2) Grant status updated

- a) RCO progress report due on **February 29**. **ACTION: Lane, Mary, and Dave P** meet to go through process of entering the report in PRISM. Can edit milestones with new target dates at that time.
- b) LICA submits engagement plan(s) to RCO by **February 26**. KPFF is working on these.
- c) Current budget and invoicing. Compare planned to actual. **ACTION: Mary** followed up with Danielle. **Update 2/13:** Danielle is waiting for checks to be able to reimburse. Need to get final amount for legal fees invoiced to LICA. **ACTION: Lane, Mary, and Dave P** meet with Danielle on 2/19/24 to develop invoicing procedures.
- d) Loan fund status: \$15,000 will be deposited for the length of the project grant. \$10,000 will be available for shorter periods. A minimum of 60 days is recommended. **ACTION: Mary** forward promissory note to Jesse (*not sure if that is correct?*).

2) Communications with KPFF.

- a) Biweekly meetings are scheduled every other Monday from 11 to 12 starting on Feb 19th.
 - b) **Current milestones and due dates:** Lane updated spreadsheet used for planning, deliverables, and due dates in **one document** that all members can *access* but few can **edit**. Shared copy in LICA board report on 2/13/2024. *Spreadsheet will need owner after March.*
 - c) **Assessment of Beach Access site** – shared existing data with KPFF:
 - **ACTION – Dave P DONE:** Touched base with Roland Middleton at Public Works. Asked if road study has been done? **UPDATE 2/15** – yes, county conducted crosswalk and traffic study across from Post Office in 2021. See report on Google Drive > TASK – ENGINEERING ... > Pedestrian Safety and Parking folder.
 - **ACTION - Dave P** coordinating schedule for meeting with Roland Middleton and KPFF, etc. Tentative Feb 28 or 29.
 - See [notes from meeting with Roland Middleton on 3/2/2023](#). **Review w/ KPFF before Roland mtg.**
 - **ACTION – Lane DONE:** Rod Lamb forwarded topographic survey data files. Added to Google Drive.
 - **ACTION – Lane DONE:** Asked Rod if there is a survey with property lines, for low tide and uplands. Does there need to be a current study of the property to show property boundaries? Does KPFF do that? How is it paid for? Cc'd KPFF.
- ⇒ [Guidance from County Engineer's website](#) on finding property lines:
Property is bought and sold by deeds referencing a legal description... A new survey is provided by private land surveyors and costs from several hundred to several thousand dollars depending on parcel size/difficulty. Steps to get data:
- > Obtain a copy of the deed.
 - > Research existing maps and surveys at County Engineer office on Northwest Drive.
 - > Try and find or recover any existing corners of the property.
 - > Contact a Professional Land Surveyor for a survey.

- d) **Community Outreach** - Sharing Lummi Island outreach efforts and community feedback.
ACTION – Lane and Mary: DONE. Lane has re-worked PDAC’s record of community comments in Word. Mary and Lane met on 2/13/24 to consolidate. **ACTION – Lane** finish working on doc updates, then can share with PDAC and KPFF. After review by committee, will post to committee page on community website.
- e) **Sharing committee documents with KPFF: ACTION – Lane: DONE** Lane created a guide to existing files and sent to KPFF on 2/9/2024. Then committee can grant access.
ACTION – Lane and other: Schedule meeting with LICA tech support team soon. Folder/file owner should be LICA Google account. Committee can grant access to a single file, to a folder, or to all files.
Lane contact Rodger about organizing files.

3) Cultural Resources Study – Beach Store study as a historic building

- a) All current relevant documents currently on committee Google Drive. See TASK - CULTURAL RESOURCES > History - Beach Store and History – Old Ferry Dock.
- b) RCO Cultural Resources. **ACTION - Lane** called to ask (a) Letters sent to tribal nations – Lummi Nation and the Nooksack Tribe were notified by a simple form letter in September 2023. They can find grant details in PRISM’s publicly-accessible files. (2) Does RCO submit an EZ form to DAHP? No, not the whole form, by YES – RCO has informed DAHP so there is a project.
- c) 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. Follow up with DAHP – **ACTION:** ask Wayne help to figure out if LICA should file an EZ form.
- d) RCO Andrea – need to discuss history of the Beach Store building and its relationship to the dock.
ACTION: Owner(s) to be assigned. Schedule a conf call with Andrea. Tell her about LICA Board updates and introduce David Thorn.

4) Committee communications for next 30 days

a) ACTION NEEDED: Kick off PR campaign for Town Hall on March 11

- Add to Community Calendar
- Ask LICA web team to put announcement on website banner for OurLummiIsland.org
- Develop posters and distribute around the island
- Make announcement via Brown Betty now and include in Tome article for March (due on 2/20)
- Buy advertisement space on Islander e-sign
- Invite stakeholders: Parks & Rec, County Exec Office, all consultants, etc.

b) Prepped for LICA board mtg on Feb 13.

- **ACTION:** Lane created template and other documents to use for reports.
- **Update budget** – Go to worksheet **Actual Budget**. Edit 2nd row with correct info for “Last Updated By ...”. Save. Use **Print** and preview the results. Select **PDF > Save As PDF** and save that 2-page budget result with today’s date in the title.
- **Review key dates from the current schedule:** [Here is link to the current set of milestones from the committee’s planning spreadsheet](#). Include a snapshot in each board report link to PDF file.

c) March Tome article due Feb 20.

- **ACTION: Lane can help with for Feb, but need new owner soon.** Team should identify subcommittee to work on further improvements for the status report if time permits.
- **ACTION: Lane** Ask LICA Tech Team to create a shortcut for ongoing status report and for most current list of community comments (like the ones used for RFQs = g2.lica.us)

Copy table from previous minutes and update. This table reflects **current** actions only, not all previous tasks.

Outstanding Action/Related Task	Assigned Name(s)	Due Date
Go through process of entering RCO progress report in PRISM	Lane, Mary, Dave P	2/26
Work with Danielle to determine process for handling invoices	Mary, Lane, Dave P	2/19
Forward promissory note to Jesse	Mary	2/20
Schedule mtg with Roland Middleton, KPFF, and team. P&R?	Dave P	In progress
Ask P&R if property survey files exist	Lane	DONE 2/15
Consolidate community feedback to date, circulate for review	Lane	2/16
Sched time to meet with LICA tech team re: Google Drive	Lane and other	2/26
Coordinate transfer of knowledge about Google Drive mgmt.	Lane and Rodger	TBD
Figure out if LICA should submit an EZ form with DAHP	Wayne (?)	TBD
Schedule call with Andrea re: Beach Story study	TBD	TBD
Create template for files use to create board reports	Lane	DONE 2/15
Plan and kick off PR campaign for Town Hall on March 11	Also ask LICA board for volunteers	Discuss at 2/19 KPFF mtg
Work on article & status report for next Tome article (due 2/20)	Lane and others	2/19
Ask LICA Tech Team to create a shortcut for ongoing status report	Lane	2/19

~~~~~ LEAVE THESE AT THE BOTTOM OF THE AGENDA AND INCLUDE AS POSSIBLE/PRIORITIZED ~~~~~

#### **FUTURE TASKS TO BE SCHEDULED**

1. **Communications: Tome** - Tome articles and Newsletter content
  - a. 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?
  - b. Ask for dissenting opinions to publish in the Tome.
  - c. 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.
2. **Communications: 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).
3. **Communications: Brown Betty** - Brainstorm on best use of Brown Betty for immediate needs
4. **Committee Recruitment:** Consider separate meeting to start listing **skills needed** versus **skills available** within the committee.
5. **Committee Recruitment:** - 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.