

# Homeward Bound Community Land Trust

## Board of Trustees Meeting

Wednesday March 27th, 2019, 5:30 p.m. – 7:30 p.m.

### Windermere Real Estate

1220 Water Street, Port Townsend, WA

5:30-5:40 - Call to Order

Lead: Mark

- Welcome Guests
- Roll Call: Justine, Mark, Paul
  - GUESTS: Jesse Thomas, Owen Rowe, Richard Berg, Amy Dahlberg
- Adoption of the Agenda
- Approval of Minutes - Postponed
- Treasurers Report -
  - Will work on negotiating price - currently owe \$15,000 ish to Nickle Bros for unpaid cribbing fees- however we could have purchased the cribbing , so that's the basis for negotiation.

5:40 – 6:10 Old Business

Lead: Mark

- Agreement with City
  - Mark submitted to city with the lawyer's revisions.
- Check bylaws about whether one signatory is OK for checks - See Appendix A
  - This is something we should review about our bylaws later
- Post Office box is purchased, #1537. Keys held by Mark, Justine
- Justine to put photos on website
  - Still need photo from Steve, Justine
  - Justine and Regan will also edit bios to be shorter
- Received \$1000 from Schwab per request by Soozie & Dave Nichol - Thank You Sent
  - What are the details on this? Who sent it, what is it for? Is it Les Schwab, Charles Schwab?
- See if Blair Frances wants to be on the board
  - Paul will reach out to Blair
- Review website and indicate things you would like to be added/changed/etc.
- Give Jefferson Grant Requirements (\$1,000. Ask was for \$21,000)
  - Below in Blue is taken directly from the grant application and here is a link to the entire application:

- Description of Activities
- Currently Homeward Bound is finalizing the permit to begin construction of the apartment building on Cherry Street. The City of PT has invested deeply in this project, so our application is specific to funding the final stage of this project: development of an operating plan for the eight rental units. From this hire, we expect the following deliverables:
- Property operating plan including:
  - Application process through which rental applications will be created, distributed, collected, evaluated and addressed
  - Negotiating memorandum of agreement with partnering rental management agency
  - Developing data reporting system between Board and management agency
- Report showcasing impact of the Cherry Street project for future capital projects
- Work with the PR Committee to create plan for community outreach at application open
  - We estimate this contracted position to be 25 hours per week and it will continue for six months.
  - **We need a volunteer** to contact Siobhan to find out what the **reporting requirements** are for this grant. - Done. Reporting requirements are attached to the grant award.

6:10-6:20 Cherry Street Update

Lead: Mark

- General Update – Mark
  - Other names to approach for pro bono advice - Fred Kimball, Joe Campbell, Michael Colbert (retired), Pete Rob (retired), Malcolm Dorn, Tony (who?)
  - Jesse update on conversation with Kevin

Info from Richard & Amy:

- Things Amy does for City construction at Mountain View-- site visits, daily, photos daily, meeting minutes & agendas.
- Basically keeping good records. But that is the only job where that level of record keeping has been done, Richard not sure if that needs to be done for Cherry St. Unless the city wants it because it's public money.
- Need for a construction trailer? Mark says church is willing to open the church for meetings.

- Up to the contractor-- they'll need a daily office, all day every day in and out- seems like they would need a trailer. Unless they can run it from their office and not need that type of office work onsite.

More conversation:

- What needs to happen first? Jesse: Itemize all the things that need to happen to upgrade the building- need to decide how far we're going with the upgrades - and then work with budget and designer to make those decisions match. Need to know the scope of work before a permit is accomplished. There are two standards- one is the code, which is the city's standard. Then there's the Homeward Bound standard - ADA access, energy efficiency.
- Richard: the upper floors are existing building, lower floor is new building, and that will influence the level of city code that is required for each part of it.
- Keven's pre -app was put into the city in January. Pre app meeting happened a few weeks ago.
- Are there people who are competent in repairing plaster & lathe?
- What will happen with the sprinkler system?
- Need to scope the project into pieces in order to apply for the Block grant.
  - can't do anything under the designated block grant funds before the block grant is received.
  - strategy hinges on getting the block grant. Due June 5
- Richard and Amy will find out whether the city is going to arrange a Civil Engineer to address the water pressure in the building.
- We need to finish level of standards and get them to Kevin for his design so the design can be finished, so that we can go forward with bids on the rest of the building
- Have the soils been tested?
  - There was an NTI report but not sure how complete it is.
- Richard & Amy will look over things, give guidance, and t, and then only do the daily reports if the city finds it necessary
- Immediate next steps:
  - Construction still set to begin April 15
  - Meeting before the 15th Dave & Berg's firm
  - First site meeting on the 15<sup>th</sup>
  - **Richard** will find out whether the city *really* wants Berg's firm to do daily site visits, or that was just an assumption because it's required for some grants. Need to verify whether it's required. **Mark will ask Dave Peterson**
  - **Mark will follow up with Kevin on the utility conduits**
    - 8" sleeve for sewer
    - 4-6" sleeve for waterline
    - Electric will go above ground?
  - Meeting between Mark & Amy & who else? On **Monday, 2:30 @ Mountain View**
  - Mark will find out from Dave Sather about when to do the early April meeting
- **Mark will get Jesse on Sharepoint so that he can review documents**

- **Mark will follow up with Kevin about something he was supposed to do after the pre-construction meeting**
- Will need two separate sets of drawings for upstairs and downstairs....
- again, question of whether to have Sather do the whole contract- his familiarity with the project vs his lack of experience with apartments. What about contractors who did Quimper Village?

#### 6:20-7:00 New Business

- Mark looked at another office space that is larger and has a board room...
- Waiting to hear back from Malcolm about details on moving into his office space
- Block Grant – Due June 5<sup>th</sup> result back in Sept. Best chance for funds to continue.
  - 1. Project Summary
  - 2. LMI/Demographics
  - 3. Certifications
  - 4. Citizen Participation
  - 5. Other forms
  - 6. Work Plan/Budget
  - 7. Contact List
  - 8. Narrative
  - Attachments

**Belinda will be going down to Olympia to find out whether this project is in the scope of this grant. Table the conversation until the retreat.**

- President report: N/A

#### 7:00 – 7:20 Retreat Planning

- RETREAT is Saturday April 13<sup>th</sup> 10am-2pm
  - Where: Windermere Office
  - Goals: What are our priorities for the rest of the year and who can take on what? GET SPECIFIC about the what, who, and how of our strategic priorities : ED, Fundraising, Grants, Cherry St.
  - Agenda items
    - **SYSTEMS FOR ORGANIZING INFORMATION, like emails, so it doesn't get lost**
      - Fundraising goals and how we track them
      - Protocols and Priorities
    - Defining a set of standards for the housing Homeward Bound will create.
    - 2019 Budget
    - Bloc Grant - Update from Belinda on conversation with State. Can we go for this grant?
    - Planning a meeting with the neighbors at the Church
    - Consolidate & clean up Sharepoint documents
    - Stay on Sharepoint or switch to Google Drive?

- how would we deal with our email addresses that are now owned by Office 365
- could we use both? Outlook for email, G Drive for documents?

7:20-7:30 Wrap-up

**Next meeting is the retreat- there will be no meeting on April 10.**