



HOMeward BOUND
COMMUNITY LAND TRUST

Board of Trustees Meeting

Wednesday April 24th, 2019, 5:30 PM – 7:30 PM

Windermere Real Estate

1220 Water Street, Port Townsend, WA

Call to Order

Lead: Regan

- Roll Call: Tobi, Paul, Kristina, Mark, Justine, Regan (remote), Blair
- GUESTS: Jesse Thomas
- Adoption of the Agenda – M/S/P
- Approval of Minutes – M/S/P

I. Old Business

- Look at 2019 Budget

II. Recap of Retreat Priorities

- Best communication and task sharing tool (1)
- Who are our members and how do we communicate? (1) Regan to discuss Salesforce
- Final Bids (1)
 - Scott (Zufelt Construction) - Tobi is in contact with
 - Need bids for utilities, need to work on who while the foundation is going in
 - Jesse, Tobi, Kristina will be doing specs next week so Tobi contacts another contractor
- Project Timeline (1)
- Finalize Building Plans (1)
- Waterline (1)
- Project manager (1)
 - Vickie Sontag expressed interest
 - **Mark** will call Malcolm to ask if he knows anyone
- ED fundraising /Opportunity Zone – (1) - PAUL is point person
- PA foreclosure (2-3)
- Rent vs Own and accompanying guidelines (2)
- Volunteer Labor on Upper floors – (2) - MARK is point person
- Summer Event (2)
- Land swap with church (3)
- Brick Fundraiser - (3)
- Website/Social Media- (3)
- Sequim and PA (3)
- Pete's property (3)
- Communications leads (Justine, Regan, etc.)

III. Updates on Cherry St

Lead: Jesse, Mark

1) Jesse Update:

- *Revision drawings have been turned into City – DONE*

- Basri needs to update his drawings for the contractor for locations - DONE
- Kevin's progress vs calendar -
 - Estimate of 23 hrs.
 - Jesse & Kevin meeting 4/24 to work on Site Plan
 - Will need to table question on parking & access because waiting for City's pre-app
- Need a list of to dos that can be easily checked off to make sure things aren't falling through.
- Plumber for sleeve –
 - Amy is covering what is happening with the sleeve
 - Still need plumber to review the drawings- are the clean-outs in right place?
 - Brother's - **Blair** will call, confirming sleeve locations & clean outs: there will be a drawing in the Drop Box
 - **Jesse** will send Blair drawing

2) Construction Phase 1 updates – Mark & Tobi & Blair

- Building needs to be stabilized – Nickel Bros will do

3) Block Grant

Tobi & Mark – Conference call update

- **Tobi & Belinda talked:** Regarding whether the City would be grantee for CDBG.
 - **Friday at 1pm** Cherry St. Committee will meet with Nora in upstairs conference room
- NEPA – may not be eligible because NEPA would not differentiate phases
- Belinda doesn't recommend going forward with Block grant.
- Project Summary – Paul
- LMI Benefit – Mark – Income limits -[Jefferson Cty Income](#) -
- Project Description – Paul
- Financial Review – Mark
- Need Statement – Paul
- Capacity Statement – Tobi
- Readiness/Feasibility Statement – Paul
- Results Statement - Mark
- 80-100% of the packet needs to be finished by May 8th
- NEPA review

IV. Misc

- **Roles assigned - Tobi**
- **Justine – Grant Seminar update**
 - **Justine** will collate and organize grant feedback.
- **Tobi, Mark, Justine – JCN Grant update**
- **Blair – Legacy Home**
 - Need an attorney
 - Mark will reach out to Allison to ask for a quote
 - **Tobi** will reach out to Sandy & Rhea to ask about ideas for legacy gifting
- Regan to teach Justine how to use Sales Force

- Newsletter: Justine and Regan will create, edit and publish
- **Mark** will look at letter for vacant piece of property
- **Mark & Blair** to work on setting Blair up on Sharepoint

NEXT BOARD MEETING: May 15th At Windermere