



**HOMeward BOUND**  
COMMUNITY LAND TRUST

**Board of Trustees Meeting**

Wednesday May 15th, 2019, 5:30 PM – 7:30 PM

**Windermere Real Estate**

1220 Water Street, Port Townsend, WA

**Call to  
Order**

Lead:

Mark

- Roll Call: Mark, Tobi, Kristina, Paul, Justine
- GUESTS: Jesse Thomas
- Adoption of the Agenda - M/S/P
- Approval of Minutes - M/S/P

**I. Old**

**Business**

Lead: Mark

- Final Bids (1)
  - Scott (Zufelt Construction) - willing to do Systems *Designs*
  - 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
    - Need to check on whether design needs to be complete to submit for permits
      - Mechanicals and Sprinkler need to be deferred – Lance says yes can be.
      - Will be much easier to do once specs are in: 1-2 wks.
      - Will need a contractor on contract to apply for permits
- Project manager (1)
  - Not sure how to fund one
- Volunteer Labor on Upper floors – (2) - MARK is point person – need to contact Labor and Industry – need someone to volunteer to do this – we also might need to purchase a separate policy to cover medical, depending upon what L&I has to say.
  - Need someone to research on L&I

**II. Updates on Cherry**

**St**

Lead: Jesse,

**Mark**

1) Jesse Update:

- Review proposed **waterline** location for approval - ready
- Update on **construction progress/issues**
- **Project manager** opportunities
  - **PAUL** will set up a meeting with Bob Little – Tobi, Paul, Mark, Jesse will meet with Little

- Board review of scope/phases/schedule of the Cherry Street project.
- Define PUD and when & how it begins and reasons why it is required.
- Cherry Street site plan 1<sup>st</sup> phase and 2<sup>nd</sup> phase // contingent on approvals from **city**, and **church**.
- Documents to create or approve (between HB with city or church)
- Building one foot smaller than assumed – Coker Design taking 6” off each side.

## 2) City meetings update

- Cherry St. Committee met with Nora: No firm commitments. General support. Peterson will be funded through the City’s \$25,000, not sure how much.
  - Talked with Amy & Richard: will do flow chart from now to end of project.
  - Richard cannot be the Architect if Amy is Project Manager- conflict of interest.

## III. Misc

- **Mark & Blair to work on setting Blair up on Sharepoint** - Done

## IV. New Business

- Amy Howard invite to board meeting to discuss board development
  - Tobi will invite Amy to next Board meeting. Her in-kind donation is \$250/hr
- Housing Solutions Network
  - Specific ask: We need a board Treasurer
- Need 2 volunteers to start PR Planning process
  - Next news announcement of Cherry Street progress in the paper?
  - Need to update the City Councilors:
    - **Mark, Kristina, Justine** to meet with Stinson, Adams, Speser & Faber
  - Office space: M/S/P - we will take the office!
    - Ask insurance company if their insurance will cover an office
    - **JUSTINE** will send out the lease PDF and then we can sign it.

## Financial

- Financial update – Bank account \$15,095.32 (as of 5/9/19). Funds remaining from City \$549,768 minus outstanding bills (Nickel Brothers \$31,000, \$5,000 Coker Design, \$8,000 Century Link (**question on CL because no signatures on email attachment**) leaving approx. \$506,000 in our account with the City. Assume \$200,000 for foundation leaves approx.. \$300,000 to finish the project.
- Need volunteer to research Chapter 84.36 RCW – Property Tax Exemption
  - Can we ask Kate Dean about this?
  - **MARK** will contact Timmons
- Undeveloped PA property – Developer bought neighboring lot and will likely put in utilities.
- Executive Director
  - When do we begin soliciting ED funds?
  - Need a new Cherry Street proforma to do so

## Grants

- **Need volunteers to research following grants**
  - Call other CLT’s
  - Grant Research

- Belinda Graham
  - Tobi & her talked, she's working on a grant. She's actively looking for grants for us.

V. Closing business:

Jesse Thomas to join the Homeward Bound Board! M/P/S!

**NEXT MEETING: Wednesday, MAY 29<sup>TH</sup> 5:30-7:30PM AT WINDERMERE**