



Windermere

Port Townsend, WA 98368

September 4 2019, 5:30-7:30PM

I. Call to order:

Approval of Minutes from 7/30/19 and 8/20: M/S/P

Adoption of Agenda: M/S/P

Public Comment:

II. Old Business:

- Heather Dudley Nolette: Bond does allow us to hire a Project Manager to complete Cherry Street out of the loan money. Questions are how many hours and at what wage. Already have a good job description drafted by Mark.
 - 10 – 15 hours per week?
 - 8 months from permit completion = 32 weeks
 - \$30,000/32 weeks = \$937/week at 15 hours = \$62/hour
 - Terrapin's proposal has some numbers to look at
 - **Motion to Authorize Jesse, Tobi & Paul to work on a proposal for Heather, to be reviewed by the board - M/S/P**
- Phase Two permits – Terrapin's offer
 - Contract has been signed and delivered.
 - **Terrapin will give us 25% discount to support affordable housing!**

III. Prior meeting To-do's: Any updates?

Paul will ask Stinson to put us on the City Council agenda in a month.

- Oct 7th or 21 are the two options
- Tobi will ask for October 21st

IV. New Business:

- Summary of Meetings
 - Kristina & Justine: Conversation with Craft3 – see Justine's notes, emailed.
 - **Kristina, Tobi & Jesse to meet with Pastor Coe to present site plans.**
 - **Kristina** will initiate setting up meeting.
 - Bob Little: will be meeting with Terrapin, and Tobi will meet with him afterward.
- Coker Designs invoice – Forwarded to Board of Trustees
 - Jesse and Paul will reach out to Coker Designs to discuss.
- Jesses' updates:

- Drawings are uploaded on Sharepoint: Drawings for 1st floor are complete (by Terrapin). They are all ADA accessible Type B.
- SEPA progress: Canadian report found asbestos.
 - Need contractor advice on how to proceed. Need to do a new, USA inspection. Will do this before hiring a General Contractor. **Paul will ask Little for advice.**
- Mike: Melinda replied the site plan, stormwater, and raingarden drawings would be done on 15th. Need to get Mike onsite with Richard, Kristina, Jesse & Tobi to assess the situation, and if not we can consider hiring someone. **Kristina will reach out to set up a time. Jesse will get info to Paul, who will reach out to other potential civil engineers**

V. Final Business

- Upcoming meetings: Jesse, Tobi, Paul meeting on Sept 16th at 9am at the HB office to discuss a proposal for Heather.

Next Board Meeting: **Wednesday, Sept 18 at 5:30 – 7:30 at Windermere Office**