

BHA Approved Notes for 4/11/2022

In attendance: Nicole Lockwood, Jeff Salazar, Michael DeFord, Jackie Ashley, Chris Hamilton, Nancy Brown, Joyce Herschberger, Nina Goodrich, & Bjorn Hartman. (& Joyce's Boyfriend)

1. **Come to Order** was called at 6:32 pm by Nicky Lockwood, President
2. **Meeting Minutes** from March 7, 22 Seconded by Nina Goodrich Approved without Correction.
3. **Treasurer's Report** from Mike DeFord, no bills paid for this month, balances shown on account- see the attached report. Mike & Nicky explained that there are too many people listed in the past as Banking Account Signers.
 - 3.a: To Be Removed from Banking Signer's List: Pam Troutman, Rich Thompson, Susan Lund, Nancy Brown, & Larry Seal. Nicky & Mike to ask the Bank for a list upon their return in order to further correct that issue moving forward for BHA.
 - 3.b: To be Added to the Bank Account as Signers: Nicole Lockwood, President & Michael DeFord, Treasurer. Motion Seconded by Chris Hamilton, Member at Large, & Approved by the Board as a Voice Vote.
4. **Environment Committee Update** from Joyce H & Nancy B: Notes to be added asap from Joyce.

4.a.: meeting with Ed Marson went very well- he presented the scope of volunteer work he approved to be accomplished at Burfoot Park, and the improvements for the Bathrooms, Trails & Bulkhead via a Federal Grant. Please see the Notes below from the **April 1, 2022, Meeting:**

Ed Marson (PARKS MAINTENANCE & OPERATIONS MANAGER, THURSTON COUNTY PARKS & TRAILS)

Nancy Brown

Jeff Salazar

Joyce Herschberger

INTRO: Boston Harbor Association members thanked Mr. Marson for their quick repair responses to downed trees and hazards on trails. Attendees agreed that the communication between Boston Harbor neighbors (Nancy Brown) and the Parks is working to the benefit of both BH and Parks.

NEW: New Bathroom building will begin construction in April near the play structure (New BR#1) . Existing bathroom will remain in service until new bathroom is complete. Demolition of existing bathroom will begin after BR#1 complete. Second new bathroom (BR#2) (located near site of existing bathroom) will begin after demolition of existing bathroom. Note: the bathroom updates are being done with funds \$ that are already appropriated.

Ed recognized that the trails need thorough capital improvement repair/replacement project. He relayed that a grant request for trail drainage, stairs, bridges improvement is being developed to request \$400K which will be matched by Thurston Co. for a total of \$800K to improve Burfoot Park. This grant is separate from the bathroom replacement project ongoing. Request will be submitted prior to April 30 and Ed stated that we have a very good chance of getting the grant since one criteria is having shoreline as a feature of the project. Note: The \$800,000 for the trails, stairs, and bridges/boardwalks is not yet appropriated but planned for 2023. .

NORTH STAIRS: Nancy B. walked the North Stairs with Ed after Jeff and Joyce left -- Ed acknowledged the repairs that need to be done and would be included in the grant-funded improvement.

VOLUNTEER WORK: Group discussed current state of drainage in park along trails. Ed explained that the maintenance crew is short personnel and Parks is having trouble keeping up with just mowing. Ed recognized that the drainage in the upper park area is in bad shape. He mentioned that the hilly, uneven terrain of the upper grassy area makes the park difficult to mow. Ed explained that the BHA and County collaboration to maintain Burfoot with volunteer efforts is welcome and appreciated. Ed explained that volunteer efforts must be cleared with him to ensure volunteer efforts are not encroaching on their union crews duties in Burfoot. He said that, generally, our effort to pull weeds, clean out drainage along trails, cut/pull ivy from fir trees, remove blackberry vines at the bulkhead and lay mulch on trails is ALL fine. Joyce mentioned that the Environment COmmittee will be meeting to define our plans for Burfoot volunteer efforts on April 14.

4.b: Meeting at Burfoot Park with Jason Casebolt, was well attended by Present & Past BHA Board Members: Joyce H, Nina G, Jackie A, Bjorn H, Chris H, & Jeff S.

5. Membership List: Discussion of History & Jackie Ashley, Nina Goodrich & Jeff Salazar will form a Sub Committee to delegate names on and refine the current list. **Date TBD- Jackie proposes Wed April 27th or sooner- response???** Goal to create solid list of neighborhood members for distributing information to our immediate neighborhood.

6. Fireworks Sponsorships- all Board Members were given an updated list and asked to contact the previous or new Sponsorships and have funds & provide high resolution Jpegs of their logos by 5/10/2022.

6. a: Bike Parade: Nina G to take the lead for the kid's Bike Parade this year. Need at least 3 volunteers to patrol the corners of the neighborhood for the parade.

6.b: Port O' Potties – Kate – also Board Members are encouraged to ask for donations to cover this specific cost. Lights needed inside the units.

6.c: Barge- John Wattles to provide Barge at less actual cost than previous years through the Squaxin Tribe Donation.

6.d: Board Voted to change the Deputies' Hours hired to 7 to 12 pm for the night of the event. Approved to support better health & safety.

6.e: Banner: at Least two Banners are needed per location display of logos was too small previously.

7. Garage Sale Date Set: August 6 & 7 Budget for Advertising to be \$50 Board Approved Bjorn H in charge of this event.

8. New Business: Board Agreed to provide something to distinguish Board Members & Volunteers from the Public- T*shirt, Visor, Hat, etc. at the July 3rd Fireworks Event. Stickers also discussed as a reward for donating.

Also Important New Business: Discussion about the current state of the website- thanks to Nancy Brown for all her hard work & efforts! An official proposal from Jeff Salazar to create an ownership

structure of our digital presence to follow. Email from Jeff received good support from Members, Please Read the Proposal Here:

Jeff Sierra Web Designs

www.jeffsierra.com
jsierra.ronin@gmail.com

BHA Website

11th April 2022

OVERVIEW

The Boston Harbor Community Association (BHA) website (www.bharbor.org) was established and maintained by Nancy Brown (current owner of the domain). This project will be focused on transferring ownership to an active board member (Jeff Salazar) to be maintained and updated on a hosting platform (SiteGround/Ionos) for community outreach needs. Using wordpress and a compatible theme for the project will help the transfer be successful.

GOALS

1. Transfer URL ownership to Jeff Sierra Web Designs (Jeff Salazar)
2. Enroll website to Elementor, JupiterX Theme (Artbee's)
3. Redesign of website and all associated pages
4. Schedule for outreach (emails, newsletter, post structure, etc)
5. Establishment of organizational email addresses
 - a. Suggest one for each board officer and one additional for the board at large
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Contact
6. Third party contact list migration (MailChimp, etc)

SPECIFICATIONS

It is important not to lose any of the work that has already been put into the existing website. All information will be backed up on a local server and migrated to the new site.

Special emphasis on email set up: Having these emails can help the board as members/positions change within the board. Each organizational email address will be configured to forward to a member's preferred email address.

Third Party outreach services will also be included with this transfer (MailChimp, etc) and will be maintained by active board members.

MILESTONES

Costs

As BHA is a non-profit organization, Jeff Sierra Web Designs (Salazar) will be conducting this project by donating/volunteering time and labor, waiving the hourly rate (\$40/hour).

There will be logistical costs associated with the transfer and maintenance of the website which will be the responsibility of the BHA board to approve and cover moving forward.

- Domain Registry: \$15/year
- SiteGround Hosting: \$47.88 for the first year, \$179.88 per year after
- JupiterX Theme: \$59 (one-time purchase)

- Elementor Editor: \$30/year
- Total Costs for BHA 2022: \$151.88
- Total Estimated Costs for BHA 2023 and beyond: \$224.88

Estimated Time Needs

This project would be completed in phases with a goal of completing the full transfer and design before July 2022. The first phase will be ownership transfer and major changes to the website design layout - migrating major aspects of existing information for the current site. The second phase would refine the individual pages and establish routes of outreach (organizational email addresses, newsletter, posts, etc). The third phase would focus on announcing the changes to active BHA members and education on payment pathways for membership dues and donations.

Vote to follow at the Next Board Meeting May 2, 2022.

9. Old Business: Mike D brought up the Community Potluck in September and requested that we revisit bringing this back. Discussion ensued about more sponsorships for that event.

10. Meeting Adjourned at 7:40pm, thank you for all for attending and continuing to make Boston Harbor the Most Beautiful Place on Earth to Live.

Respectfully Submitted,

Jackie Ashley, Secretary

4/11/22 and updated 4/18/22