To: Vestry

From: Sr. Warden

Date of meeting: September 21, 2021 **This meeting is in person**

Date of report: September 17, 2021

* **Restrictions due to COVID have not changed.** Masks are recommended, wafers, not bread, and no wine at this time. We have returned to the 8:45 am and 11am worship services. In the future we may be adding a Saturday late afternoon service as well.
* **Landscape Committee**: The Landscape Committee will have another Work Party on September 25th, 9 am to 2 pm, weather permitting. Planning for the Center Island is turning to the work beginning. Next steps are digging paths and filling with a small sized gravel!
* The recording of the **Bishop’s welcome of Rev. Tasy** is currently available on the St. M’s website.
* The C4H participants are being housed at Holy Cross and have a trailer set up in St. M’s parking lot for shower and laundry facilities. A **generator** to run the trailer for the month of September has been **donated by the generous folks at Equipment Share**. Big thanks to Francisco DeJesus who caused the donation to happen. Things seem to be going well.
* Curt and I had a conversation with The Rev. Dennis Tierney who is the **Diocesan Property Manager**. He spoke with us about best practice for managing short and long-term rentals. Even though we have the right to do leasing in St. Margaret’s name alone, we might want to opt for the choice to include the Diocese in our leasing agreements. He gave us copies of forms used in the Diocese as well as policies related to leasing. In the final part of the conversation, we brought up the issue of the HOA with Andrew’s Glen. He recommended we talk with Brian Grislock, the Vice Chancellor of the Diocese, who specializes in real estate law. I have made contact with him and we are in the process of scheduling a meeting to discuss the issue. Our Chancellor, Phil Kasin, will also be on that call.
* A **policy outlining the leasing process** used for short- and long-term rentals will not be brought to you in September. Connie Anderson has run into a crush at work and my life is super-busy just now. We hope to get together and complete this by the end of this month. My goal is to present it during our Retreat.
* **Curt and I have met with HVAC** specialist, Jeff Hughes, to begin process of sendingout an RFP to replace the three oldest units. There are two basic ways to approach this project. First, we can hire a mechanical engineering firm to guide us through the proposal and decision process. The other is design-build where we ask contractors to create solutions to our specs and then we choose. Since that meeting, Dick and Janet Moore’s daughter, Sarah, who is a mechanical engineer, has volunteered to help us assess our needs and offer her expertise. So that process is unfolding.
* **Celebrations Committee**: We have successfully said **goodbye to Linda, Warren and Marda** and we continue to **welcome Revy and Sandy**. Special thanks to Patti, Carolee, Jenny and John for organizing the welcome reception for the Tasys.
* **Thank you to Charlie and Sharon Gadzik** for their expertise and assistance in getting our candidates, an interview team and setting up interviews. And now we have hired an office administrator, Theresa Gabel. The interview committee was impressed with her wide range of skills, her energy and excellent communication style.
* The **Fellowship Committee** has begun a new activity to bring people together. They have done the paperwork for an **Adopt-A-Road** project with King County and you will be hearing more about how to be involved. There is a safety vest in your size!
* **Revise motion for distribution of the 100K gift**: Thank you for the email vote. There is a change for the distribution to the music fund. There is an excellent chance that this money will be spent on a completion of the organ so we will not be taking assessment from those funds because capital improvements are not assessed. So we will **distribute the full 1/3 to music**. We will amend the earlier motion next Tuesday to keep the record straight.
* We will approve the Rector’s Housing Resolution at the meeting. The document is attached for your review. We have no action but approval.
* This is the time of year that the new budget is begun. The typical process is that ministry leads submit their budgets to Vestry who then allocate funds and give the results to Finance. Since our usual flow has been disrupted for the past couple of years, we are adapting the typical process once again. Kris Peterson will be communicating with the heads of all the ministries, letting them know what their current budgeted amount is and then ask for their input about whether or not that is sufficient for their needs. If there are significant variances, Vestry will be asked to approve or not.
* It is time to have Vestry nominations in for next year. The candidates and their biographies are to be presented to the parish at least two weeks prior to the Annual Meeting Part 1.
* We need to determine what date will have the Annual Meeting. The most people will be present on St. Margaret’s Day, which could be either November 14th or November 21st .
* The cost of the Retreat at St. Andrew’s House in October is $120. I have only 1 dietary request for a non-dairy option. Let me know if there are others.
* **Celebration of New Ministry** is scheduled for October 7th. Postcards have been designed and are scheduled for mailing to arrive no later than September 28th.

Thanks to Daryl Storey for her terrific design and to Pat Wilshusen for her careful review of the mailing list for errors and omissions.

* To facilitate the EHA discussion you will want to have this information:
  1. A preliminary hearing took place on September 8th between the City of Bellevue Planning Department and Emerald Heights Academy.
  2. CUP—Certificate of Occupancy—St. M’s has a pre-school and kindergarten CUP. Our property would need to have a new designation to be eligible for K-8 education and that is what is at issue.
  3. Upgrading the CUP is the responsibility of the renter and the $10,000 fee is to be paid by EHA.
  4. There is letter spelling out the requirements for completing this process that will be send to EHA in a couple of weeks. (Their Board Vice Chair tells me that they were applying for a permit waiver originally, but at the meeting the City switched it to a CUP application.)
  5. Once the EHA board meets, they will determine how they want to proceed and the likely timing of switching occupancy, if they plan to go ahead.
  6. The CUP process is more rigorous and time-consuming than what they had first envisioned. Carolee outlined it nicely in her message to the Vestry. There will be public meeting, etc.
  7. EHA cannot make any commitment of our funds for this process. At the moment, they are waiting for the letter which they will share with us when they get it.
  8. There are issues that the church will be required to address—one that was noted was sidewalk repairs where the pavement is uneven due to tree roots. But there are no major exterior building issues that need to be changed. The full list of items will be laid out in the letter that is coming.
  9. I believe that we are not yet ready to make a determination for the future at this time. Vacating the lease is still considered an option. The school does need a new space no later than the end of the 21-22 school year. Here’s what I know:
     1. As things stand, we have them under contract with no specification for any payment until occupancy begins.
     2. The lease can be vacated by mutual consent of the Vestry and the Board of EHA.
     3. We are holding their deposit in the Vanguard Account.
     4. We have to balance the promise of a stable renter at approximately double the income of the previous pre-school with the fact that we might have no income from rental from them for up to a year.
     5. Their VP has suggested that they would want to extend their lease in order to make their costs for the CUP, which might be to our advantage as well.
     6. We have had zero inquiries about renting space in our building from any entities since EHA first began conversation with us.
     7. Our budget will be unlikely to balance without rental income.

Faithfully yours,

Judy Davis

Sr. Warden