

RIIA BOARD MEETING MINUTES

January 21, 2013

The meeting was called to order at 7:02 PM at All Saints Center on Raft Island by President, Rich Swenson. Board introductions were made.

Board Attending: Rich Swenson, President, Charlotte Crain, VP, Anne Scea, Treasurer, Sarah Brown, Secretary, Trustees: Trish Burnett, Mike Hirko, John Rosendahl, David Paly, RJ West,
Absent: Jud Morris, Trustee.

Members Attending: Tom Straub, Scott Wood, Doug VanDoren, Jim McReynolds, Visitor, Dawn Stanton

Approval of Minutes: Minutes of 11/19/12 regular board meeting were approved as read. Minutes of 1/3/13 Special Board meeting were also approved.

Request to Add Agenda Items: None

Roger Hansen Bridge Update:

Emergency Repair: Roger led the discussion of the Island's recent efforts to comply with the Fire Dept's requirement for a current bridge inspection by an Engineering firm to update our load rating so as to allow their fire trucks to cross. Exeltech, our selected Engineering firm, completed the inspection in two days (one less than proposed). Eleven pile caps (beams running the width of the bridge that support the concrete panels) are problematic with two needing immediate attention.

Our fix started early on Sunday morning, the 20th, with Island members ordering materials and providing labor to strengthen bridge Bent 44 and install barricades and stripes above bridge Bent 16. We met with Eric Watson and other Fire Dept officials to give them the results of our quick fix solution. With that and additional calculations, our bridge will meet their standards with some downgrading of the rating. For a while, barricades will be in place to prevent vehicles from driving over the weakest spot near the middle of the bridge.

Repair of Timber Caps at Multiple Locations: Roger produced a hand out of Exeltech's proposal and cost estimate for managing the repair of the 13 caps to bring our bridge up to specs and at the same time to increase our load capacity. This repair will also be a benefit to the bridge replacement project with its need for heavy trucks to carry construction materials. The total estimated cost of their work is \$17,672 and probable cost of the actual repairs would be \$25 thousand to \$50 thousand. The discussion continued:

- Money for these repairs has to come from our General Fund, not the Bridge Replacement Fund.
- John Rosenthal moved that we authorize up to \$75,000 for the temporary repair of the bridge, to include both engineering and repair, subject to Roger Hanson getting two competitive bids for the project. (Quigg Bros and Contech Engineered Solutions are likely bidders.)

- The motion was discussed. Anne Scea noted that we have sufficient funds in our Money Market acct but this would drain the fund.
- The motion was seconded and passed.

Bridge Replacement, etc: Roger continued the discussion with a progress report:

- Surveys will start on Thursday, the 23rd
- We need to get to know all of the adjacent property owners to better plan the best places to bring in construction equipment.
- Three more geotech borings will be done starting on February 1st.
- Further issues: We need to ascertain the current right of entry on the tide-flats; we need to know if we can extend the fish window; we will try to get Pierce County to agree to OK a fast fix for the temporary repair; waivers will be needed for the pile vibrating procedure.
- Rich Swenson called for a motion to approve the funding and repair for the Bent 44 repair referenced above – the amount is just under \$400.00. The motion was made, seconded and passed.
- RJ West of the Legal Committee asked if we have paperwork in regard to a title search from our loan procurement activities. Jim McReynolds said we do and he will get it together for her.

Member's request to address Board: Dawn Stanton, former resident and Board member, reported to the Board that she has bridge information and website back up files that she will deliver to us. Charlotte will review the materials. She will work with an Island volunteer, Gene Barkin, to update the website and they will set up a digital storage system for our important documents.

Treasurer's Report: Treasurer's reports (attached) which were emailed to Board members earlier were accepted. Anne Scea, Treasurer, briefly discussed the recent revised draft audit (dated 1/7/13). She said that the few recommendations made were reasonable except for a couple of findings which seemed to be misunderstandings of the auditor including our Vanguard investment sale and our lot split practices. A final audit will be forthcoming. Regarding a question of storage of our important documents such as the audit, RJ mentioned that the Washington State History Museum provides such a service.

Investment Committee Report: Mike Hirko presented highlights of the report (attached) and the committee's recommendation to reallocate the excess \$150,000 currently in the Money Market fund (to satisfy USDA's requirements back in October) back to the previous investment allocations. Recent deposits have resulted in the overage. There was a debate about maintaining our excess funds in long term investment accounts vs having a reserve account for unforeseen losses. John Rosendahl moved that we accept the committee's recommendation for the \$150,000. The motion was seconded and passed.

Manager's Report: December Manager's report (attached) had been emailed to Board members and was reviewed. There was a brief discussion of the collections report of delinquent accounts. Rich will ask Juanita Carbaugh, Island Mgr, to include in future reports the number of members who have paid annual dues in full. A **foreclosure discussion** began:

- The question is whether or not to initiate foreclosure against those members who

- have been in collections for over a year.
- Dave Paly said that an attorney in Jim Cushing's office who deals in such matters could do the legal work for \$4 to \$5 thousand.
- We may or may not prevail but the intension is to let the Island know we are serious about collecting what is owed and, in addition, the action will stop the clock on the member and start it on the mortgager.
- Rich will ask Juanita if we can get out of the pertinent collections contracts and will also discuss the downsides of foreclosure with her.
- Dave will get the status of each homeowner's situation and talk to the attorney.

Document Storage Plan: Charlotte reported that she will soon discuss the plan with Island volunteer, Gene Barkin.

Old Business: Committee Reports:

- **Parks and Recreation:** We really need a chairman. We will check with new residents, old residents, and try to find a volunteer. Regarding the fix needed on the South Beach ramp recently damaged by storm/high tides, some of the wood around the perimeter is rotten and/or damaged. We could fix ourselves. A list of materials is needed. Tom Straub will try to put something together.
- **Roads:** Scott Wood said estimates are underway for the Alder Road problem – one from the company which has provided our pothole patching in the past. He will email information to Bd members when received. The Alder Road fix would be to dig out and shore up the ditch with rip rap. Mike Hirko said the real problem is drainage and blocked drains. A permanent fix would require a hydraulics expert and would be expensive.
- **Security:** The Board previously decided to go back to stickers to identify Island-owned vehicles for parking purposes. Juanita has asked for a quote to produce. There was some discussion on sticker policy (how many for each family, etc) but it was decided that first we will ask Mike Neil, Security Chair, for his recommendation. Tabled until next meeting.
- **Budget:** We will need a Budget Committee Chair who is not on the Board. There were a couple of suggestions and we will follow up with those individuals.
- **Bridge Finance Committee:** Jim McReynolds, Finance Chair, will send out emails to the Board with the latest information on our loan status. He asked Anne to provide Treasurer's reports to the Farm Credit Bureau, our construction lender. The end of June is the next milestone.
- **Bridge Legal Committee:** RJ would like to table the CC&R and By-law discussion and vote to the next meeting. (See suggested changes in emails dated 11/17/12 and 12/27/12.)

New Business: There was a discussion about document retention and research and the following points were made: When an individual member's requests to the Island Manager require extra time for finding and producing documents, we can charge for Juanita's extra time. This was confirmed by our attorney, David Silver, of Barker-Martin. However, we need an Island policy for this type of research. RJ will send us her firm's policy as a guide. We should also have a policy on document retention.

There being no further business, the meeting was adjourned at 9:10 PM.

Respectfully submitted,
Sarah Brown, Secretary