

RIIA BOARD MEETING MINUTES

June 17, 2013

The meeting was called to order at 7:04 PM at All Saints Center on Raft Island by President, Rich Swenson. All Board members were present.

Board Attending: Rich Swenson, President, Charlotte Crain, VP, Anne Scea, Treasurer, Sarah Brown, Secretary, Trustees: Jud Morris, David Paly, John Rosendahl and Trish Burnett.

Absent: Trustees RJ West and Mike Hirko

Members Attending: Jim McReynolds

Approval of Minutes: Minutes for the April 15, 2013 Board meeting and June 6, 2013 Special meeting were approved and will be posted on the website. Sarah Brown, Secretary, will circulate drafts of minutes of the May 20, 2013 annual meeting and September 27, 2012 Special meeting to Board members for approval before posting on the website.

Treasurer's Report: Regarding the Annual Meeting: Anne Scea, Treasurer, will circulate the 2013-14 budget which was approved at the annual meeting, along with the 2012-13 budget so that we may evaluate the changes made for the upcoming fiscal year. (Last year's budget was not handed out at the annual meeting.)

Treasurer's reports as of June 14, 2013 (attached) were emailed to Board members prior to the meeting. Anne discussed the reports. In regard to the Budget vs. Actuals report, some dollar amounts in the capital fund needed to be adjusted. With regard to Phase II expenses, expected dollar amounts will be increasing in coming months to include taxes, bank charges, etc. Anne announced that she opened a Chase checking account specifically for the Bridge fund so that it will be easier to keep track of the funds in the future. Anne said that annual audit costs were already included in the budget and asked that we retain the same CPA firm to do this year's audit. She noted that we will need to inform the Island that we are over budget but can do so in the next newsletter.

Jim McReynolds, Bridge Finance Chair, said that we will need \$43,000 for the balance of the down payment for the construction loan. We have secured an extension. He recommended we have a meeting with the lender, NW Farm Credit Bureau, to lay out our plans and said we will soon need a concrete date for the Island vote to proceed.

Manager's Report: Rich led a discussion of the Manager's report by Juanita Carbaugh, Island Mgr, (attached). Juanita asked the Board to decide whether to pursue a judgment for back dues against lot owners who were formerly in a bankruptcy which has now been voluntarily dismissed. Rich will ask our attorney about this and get an update on others we named at

previous meetings for possible legal action.

There was a discussion about parking passes – what should we charge for additional stickers? A motion was made, seconded and passed that we limit the number of parking stickers to two per family with the option to buy up to two additional stickers for replaced cars, lost tickets or other valid reasons at \$5.00 a ticket.

There was discussion about the wording in the collections policy which will go out to each member along with their annual bill. It was decided that the wording in question would be discussed with Juanita and that a decision would be made by email vote.

Delinquent Accounts: Rich read the revised policy about voting and delinquent accounts. A letter containing this language will go out to lot owners whose dues are not current instead of the annual ballot that will be mailed to all others.

Committee Reports: No committee reports were presented as the Chairs were not present.

Parks and Recreation: A complaint has been received that youngsters have been skateboarding on the tennis court. We will investigate to determine if there is damage.

Bridge Update: Rich led a discussion of the bridge project based on a status report by Roger Hansen, emailed today, June 17th. The report included a copy of the ad for “Letter of Interest” which will run in the Daily Journal of Commerce and an 18 page bid package. At this time we are waiting for completion of a review by the USDA to the 75% bid package. According to Roger, USDA has some concerns. We should have 100% documents by July 15th. The bid package will be available on June 27th. Bids will be opened at 2:00 on July 23rd. The requirement for contractors is a hard 100% bid number. The question to be answered this evening is - When should we schedule a Phase III vote by the Island? Anne reminded us that NW Farm Credit, our construction lender, will be floating a bond which requires a certain amount of time. Also, we need to notify the Island by mail 10 days prior to the vote meeting and allow 2 days mail time. Dave made a motion that we pay the balance of the down payment of the construction loan (approximately \$43,000) to NW Farm Bureau, sign the contract and schedule an Island membership meeting tentatively for August 5th. We should have a definite number for the cost to each lot owner by that date. Rich will talk to Roger and confirm by email, a definite date for the membership meeting. The motion passed.

A motion was made by Judd Morris that we change the method of levying assessments for the new bridge from a flat rate to a rate that is prorated and based on the county’s property tax appraisals for each property on the Island. The motion died for lack of a second. The subject has been dealt with during previous meetings.

New Business: There will be branch cutting along the roads during July. We’ll send out

emails with the details

There being no further business, the meeting was adjourned.

Respectfully submitted,

Sarah Brown,

The following is a progress summary of significant milestone events and activities that the team has accomplished in the last 30 days.

Pierce County

Sepa – In progress. Purchase and sale agreement has been approved and sent to P.C. as requested.

Shorelines permit completed

- Waiting for Sepa approval

Deviation request for bridge width has been approved

Deviation request for highway vertical curve [has been](#) approved

Corp Of Engineers

Have everything requested, review should be complete.

Puget Sound Energy

Meetings with PSE concerning the relocation of gas line and associated costs. RIIA goal to incorporate some of the work costs into bridge contractors scope of work: cost estimate in progress.

Penn Light

Meeting concerning the relocation of power and associated costs: Cost estimate in progress.

Century Link and Comcast

Meetings to establish price for relocation of lines.

Department of Agriculture

75% Contract documents have been submitted to D.O.A. for review. ([Draft Documents](#))

Request to advertise for building and bid project has been approved by D.O.A (6/17/13)

Exceltec – Contract Documents

Plans and Specifications are progressing and will be 75% Complete by 6/27/13.

Geo Tech is complete and incorporated into bridge design.

Draft bid package has been completed and sent to D.O.A.

Schedule:

Advertise for bid proposals week of 6/17/13.

Release 75% bid documents 6/27/13 for bid.

Pre bid mandatory meeting 10:00 AM 7/9/13 at site.

Bid opening 2:00 PM 7/23/13.

Contractors selection

- Review bids 7/24/13 through 8/1/13.

Select Contractor and give authorization to proceed (order steel piles) 8/6/13.

Contract Award 8/10/13.

In water work complete 1/15/14.

Project complete 7/1/14.

Ad for Letter of Interest for Daily Journal of Commerce

June 17, 2013

KNK

Raft Island Bridge Replacement Project

The Raft Island Improvement Association (RIIA) is seeking letters of interest (e-mail) from potential contractors interested in bidding on the construction phase for the Raft Island Bridge Replacement project. The letter of interest (e-mail) should indicate, at a minimum, the name(s) of the interested party or parties and a statement of general qualifications for over water concrete bridge construction, and in particular, recent experience with construction of Washington State Department of Transportation (WSDOT) bridge projects and construction of marine environment bridge projects. The letter of interest (e-mail) must be received at the address below no later than close of business June 27, 2013.

Letters of interest (e-mail) should be directed to:

Roger Hansen

Owners Representative

roger@hhandj.com

Raft Island Improvement Association

The project is located on Raft Island Road, about three tenth of a mile North of Kopachuck Drive NW in Pierce County, Washington. The existing bridge crosses the inlet channel between the mainland and the island, from an area southwest of the town of Rosedale on the mainland to Raft Island. The Raft Island Bridge serves as the only access for residents of Raft Island from the mainland. Access to the island throughout construction of the new bridge must be maintained, except for periodic shut down periods set forth in the Bid Package.

The existing timber bridge to be removed has two 10 foot wide lanes and is 788 feet long with 47 – 17 foot long spans and 1 – 23 foot long span of precast prestressed concrete channel girders supported by treated timber pile bents. The bridge is currently posted, for both reduced load and reduced speed. At high tide, the water is 10 to 20 feet deep under the 23 foot span. At low tides the entire bridge above the mud line is exposed and accessible.

The new replacement concrete bridge to be constructed will be 757 feet long with 11 spans of precast prestressed concrete girders supported by steel pipe piles filled with reinforced concrete. The bridge will have a 5 inch cast in place reinforced concrete topping slab and curb and steel bridge railings.