

## R.I.I.A. BOARD MEETING

March 21, 2022 7:00

ZOOM Electronic Meeting, Raft Island

Board Members Present: Hurley, Crain, West, Scea, Hirko, Rees, Weiss, Fort, Phillips

Board Members Absent: Figueira,

Members Present: Jeff Davis #236, Jim Cushing #244, Erick Wolf #229, Betsy Grava #104, Andy Flood #97, Katherine Walsh #111, Barbara Daelman #234

Request to Add Agenda Items: none

Member's Request to Address Board: none

Approval of minutes: approval of February minutes - approved

### Treasurer's Report – Proposed Budget

	<b>2022 Budget</b>	<b>2022 Actual YTD 3/9/22</b>	<b>2022 Difference</b>	<b>Proposed 2023 Budget</b>
Income				
Dues	\$443,520	\$332,639	\$(110,881)	\$443,520
Operating				
Audit/Acctg	\$3,200	\$3,200	\$-	\$3,200
Bank Charges	\$-	\$-	\$-	\$-
Bad Debts	\$-	\$112	\$112	\$-
Federal Income Tax	\$3,400	\$5,400	\$2,000	\$6,000

Grounds & Parks Mowing	\$13,750	\$10,222	\$(3,528)	\$14,100
Legal Fees	\$3,000	\$2,192	\$(808)	\$2,500
Liability Insurance	\$10,000	\$10,940	\$940	\$12,000
Manager	\$11,160	\$7,440	\$(3,720)	\$11,160
Miscellaneous	\$750	\$1,597	\$847	\$500
Office Supplies	\$500	\$191	\$(309)	\$500
Postage	\$1,000	\$63	\$(937)	\$500
Reserve Study	\$-	\$-	\$-	\$2,750
Utilities	\$6,000	\$2,973	\$(3,027)	\$4,500
Total Operating Expenses	\$52,760	\$44,330	\$(8,430)	\$57,710
Bridge				
Inspection/Consultation	\$-		\$-	\$3,200
Insurance	\$23,000	\$21,710	\$(1,290)	\$23,000
Loan Payments			\$-	
Principal & Interest	\$295,734	\$295,734	\$-	\$295,734
Reserve	\$29,592	\$29,592	\$-	\$29,592
Maintenance/Repair	\$5,500	\$5,284	\$(216)	\$2,500
Total Bridge Expense	\$353,826	\$352,320	\$(1,506)	\$354,026
Roads				
Brush Cutting/Tree Trimming	\$9,000	\$13,461	\$4,461	\$5,000
Maintenance	\$7,000	\$4,631	\$(2,369)	\$51,000
Traffic/Security	\$5,000	\$5,364	\$364	\$4,000
Total Roads Expense	\$21,000	\$23,456	\$2,456	\$60,000
Capital				
Dock/Pilings/Ramp	\$5,000	\$199	\$(4,801)	\$500
North Beach	\$1,000	\$638	\$(362)	\$1,000
South Beach	\$5,000	\$28,586	\$23,586	\$2,000
Tennis Court	\$3,000	\$266	\$(2,734)	\$1,000
Total Capial Expense	\$14,000	\$29,689	\$15,689	\$4,500
Total Yearly Expenses	\$441,586	\$449,795	\$8,209	\$476,236
Net Gain/Loss	\$1,934	\$(117,156)	\$(119,090)	\$(32,716)

- Over on tree trimming – because of damage to rented equipment

- For the coming year, took tree trimming budget down to \$5000
- Lowered dock repair budget to \$500 for last few things to complete.

Scea suggests tabling the budget until we get numbers from Jeff on ditch and road work. [Jeff has numbers and will forward to the board for inclusion in the minutes]

- Tennis court repair is going to have to be a separate vote, depending on when we get bids back on the tennis courts.

Estimated tax payment per the CPA for the FYE 6-30-2022. The payment will come out of the account on 3/14 for \$2,000.00

## Manager's Report –

### Delinquencies:

- Sprague Lot #73 \$11,007.50. Lien and judgment filed. Notice of potential lawsuit sent on January 7<sup>th</sup>, 2022. Mail not being accepted at address. Matt Hurley to post/hand deliver letter regarding debt to Sprague house.
- Sylvain #15917 Lot #86 \$5,079.05 and #15988 Lot #164 \$5,068.20. Lien filed, both accounts are at Attorneys, No response to 30 Day Notices. Manager recommends instigating a Lawsuit and is awaiting Board approval. No one has gone to talk to her and she doesn't answer email.

Crain is willing to go talk to Sylvain. It's less expensive to have her do a payment plan.

- West asks why RIIA doesn't foreclose on Sprague, who has not paid twice as long as Sylvain hasn't paid and owes twice as much.

- **-> Rees moves that we begin legal action against Sprague #73 and Sylvain lots #86 & #164. Hirko seconds. 6 for; West and Fort vote against; Crain abstains.**
- There is an option to back down if either Sprague or Sylvain take some action.
- Schultz #15886 Lot #54 & #15915 Lot #83 – Paying as agreed on payment plan
- Reimbursement for Charlotte Crain - Monthly Zoom Meetings \$16.17
- Reimbursement for Matt Hurley- Brush Cutting \$97.90
- Reimbursement for Matt Hurley- South Beach \$15.35
- Reimbursement for Matt Hurley- Road Maintenance \$600.00
- Reimbursement for Matt Hurley- Brush Cutting \$1,100.00
- Reimbursement for Matt Hurley- South Beach \$15.67
- Reimbursement for Matt Hurley- Tennis Court \$1,300.00
- Reimbursement for Matt Hurley- Road Maintenance \$23.96
- Reimbursement for Matt Hurley- Road Maintenance \$53.40
- Reimbursement for Matt Hurley- Tennis Court \$115.00
- Deposit owner David Present payment of \$2,000 to offset Tennis Court Expenses
- Renewed CatchAll contract for bridge drain system: The Old Fee was \$1,100+\$125disposal/ton o New Fee is

\$1,300+\$175disposal/ton

## **Administrative**

- Blast email to owners regarding: o Found iPod o Seeking Boardmembers o Board Meeting Reminder o Spring Newsletter
- Back billed appropriate owners for Legal Fees
- Requested Reserve Study renewal, forwarded to Hurley
- David Walsh has volunteered for the Board
- Jim Cushing has volunteered for the Board

## **Old Business:**

- Re-galvanizing the bridge – Scea said Swenson reached out to bridge builder who said we can do it ourselves. Scruff it up with steel wool and paint with galvanized paint (\$165/gallon). Scea is building this into the budget.
- South Beach - Davis report on repairs to the South Beach and where the pipes and drains are located, after the slide repair.
  - o The pipe from the vault empties down at the water.
  - o There's an asphalt berm downhill from the utility boxes which funnels water down to the catch basins.
  - o The ditch north of Raft Island drive, was cleaned out, reshaped and meshed from Richardson's drive to the corner, where it goes under to the road and comes out below the walking path through the triangle between Madrona and Raft Island Dr.
- Trees:

- Tree on South Beach felled from Hager property – Hurley says volunteers will eventually get rid of it. Hurley did not talk to the Hager's about their responsibility to remove the tree, but he will.

### New Business:

- Drainage repairs and costs: **See attached document**
  - Problem under road to Larkins #11: 12-inch and 4-inch pipes drained into 6-inch pipe, which eventually goes to a 12-inch pipe which goes out Larkin's bulkhead. Put a cleanout vault in the 12 inch, routed the 4-inch pipe into the vault and 6-inch pipe comes out of the vault. Vault is located in Larkin's driveway. They're going to run a camera through the 6-inch pipe to determine its condition and whether there are any other pipes going into it. RIIA needs to have a yearly maintenance plan to clean out the vault. The water is very clear that is draining off the hill. About \$6200 to RIIA (Area 1A on Davis' submission.
  - #8 is covering the cost to redo the drain coming under his retaining walls and driveway. (Area 2) \$13425
  - Then need to handle the water coming down the hill from (charlottes/gene's) (Area 3)
  - Next portion is Richardson's driveway back to Gato's driveway. The plan is to to rebuild the shoulder, retrench and reshape the ditch on the Northside of Raft Island Dr.
  - going to map out where the water runs under the road and out into the sound and put a plan together to clean out and maintain those pipes. Hirko says that Jim Justice did this before. Hirko gave it to Scott Wood and Davis has that information.
  - Water is flowing down Madrona onto 102 and flooding their drain field. Water from Madrona needs to be routed into the ditch on the South side of Park.

- Need to document and create an easement policy, maintenance and clean outs. Larkin's daughter is an attorney who is going to work on the easement language at no cost to RIIA [N.B. a couple of weeks after the meeting it was revealed that no one had actually spoken to Larkin's daughter.]
  - Area 1B is working well.
- Scea stated we need to be mindful as we approve projects, that the board approved the estimate for THAT project. If the cost comes in under the estimate, doesn't mean you can spend that money on another project unless it has already been approved by the board. Does Davis have estimates for the work? What work can be put off?
- Davis:
- Area 3 \$16,500
  - Area 5 \$10,700
  - Area 6 \$17,300
  - Area 1B \$13,425 next year
  - Area 4 \$2250 next year
  - Paving work \$4500
- Scea:
- \$6200 spent to remedy Area 1A wasn't in budget for this year and the project was not approved by the Board. The work that's been done is eating the reserves.
  - South Beach work should also have been approved before it was done.
- Davis: needs money approved for Areas 3, 5 & 6 & paving. Total cost of everything that needs to be done, including Larkin work, \$55,275.

-Scea: we need to vote on the budget tonight to get it out to the membership in time for the annual meeting and this proposal will blow the budget in a big way.

-Hurley asks about the reserve for the bridge, and whether, instead of funding the bridge reserve, we could use that money to fund this project.

-Scea: we should not use the bridge money.

-Hirko: we're over on the USDA reserve and Hurley wants to use that.

-Scea: even though the USDA account is high this year, who knows about the future and recommends we not touch the bridge money

- RIIA has \$100,000 in money market and \$213,000 in the General Fund. Which isn't a lot if we already have \$55,000 that we want to spend.
- We should have a year of spending in the operating fund. We are low on that. We have that money for projects like this, but we've been spending too much on other things that have not been approved.
- Just because we come in under estimates doesn't mean that money can be used on other things that haven't been approved by the board.

-Flood asks if these projects need to be done this year or can they be spread over the next few years.

-Davis has identified what needs to be done now to keep the road from getting worse, and there is much more to look at.

-Crain: we're caught by work that needs to be done and the money we don't have. How much of the work he's looking at now can be deferred to next year?

-Davis: part of it is that the contractor is here and the drainage water needs to be handled.

-Crain: can the work between Richardson and Gatto be done next year?

-Davis: if it's deferred the road will need more repairs.

Hurley takes the blame for approving the Larkin project without Board approval.



-Scea – can they do area 5 & 6 next summer in the next fiscal year

-Davis – estimates do not include camera scoping.

-Crain – we need numbers for next year, so we can approve the budget for next year.

-Davis – \$19,550 for Area 3 and camera diagnosis, plus \$55000 for next fiscal year.

-Scea: board is authorizing these particular projects and if they come in under estimates that doesn't mean there is more money to spend on other unapproved projects.

- Over budget money for this year comes out of our money market account and the money for next year will also have to come out of our money market because it puts us \$32000 underwater.

**->Crain moves to approve up to \$23000 for urgent necessary drainage problems to be rectified in areas marked 1A and Area 3 in Jeff Davis' submission. (attached) Seconded by Phillips. Approved.**

**-> Scea moves to approve the budget with these additions: Road maintenance budget for next year needs to be changed from \$15000 to \$51000. \$5000 for brush cutting needs to be cut, bridge inspection changed to \$3200. Unanimously approved.**

- Drainage repairs and costs



Puget Sound Development  
POB 44668  
Tacoma, WA 98446

January 17, 2022

<b>Customer</b>	<b>Raft Island Improvement Assoc.</b>
<b>Address:</b>	<b>C/O Community Solutions POB 364 Gig Harbor, WA 98335</b>
<b>Project Name:</b>	<b>Storm water drainage mitigation (includes culverts, ditch and collection basin work)</b>
<b>Contact: Matt Hurley</b>	<b>Phone No. 253-984-6175</b>

#### **Objective**

Raft Island Improvement Association has requested that Puget Sound Development to design and execute plans to mitigate several areas for drainage failures on the island. The plan shall provide methods to manage surface water drainage.

#### **Scope of Work**

We hereby proposed scope of work to perform includes field design, labor, equipment and material necessary for the completion repairs addressing the following scope of work

Repair work to be performed in (6) areas on the island, one in which will be residences responsibility (noted in task below)

Contractor to locates existing underground services of all areas to be worked 48 hours prior to work beginning

#### **Area 1 (priority)**

Scope of work includes the following tasks

- Visually inspection of existing culver/piping from catch basing to opening in concrete culvert located in landscape area across road.
- Dig up and inspect culvert pipe in landscape area next to fence. Seems to be collapsed or damaged
- Identified and implement required repairs
- Install new concrete inspection basin intercepting 6"-8" culvert/pipe and 4" surface road drain

pipe in landscape area

- Note: Do not replace plants in landscape area
- Clean out ditch in two areas (~40 feet and ~50 feet)

#### **Area 2** (residence responsibility)

- Install new catch basin next to driveway
- Connect catch basin to existing culvert
- Install pipe from culvert to existing pipe
- Fill with rock

#### **Area 3**

- Install yard Catch Basin next to roadway which will collect water and route to catch basin next to drive way
- Install Catch Basin next to driveway
- Extend 4" PVC pipe from catch basin through ditch area to catch basin next to driveway
- Reshape ditch
- Install rock in ditch
- Approximate distance ~60 feet

#### **Area 4**

- Clean out ditch Approximate distance 15 feet
- Reshape ditch
- Install rock

#### **Area 5**

- Install Catch basin next to drive way. Reshape hill and move retaining rock to reduce hill slide
- Clean out ditch
- Reshape ditch
- Install rock
- Ditch is approximate 80 feet

#### **Area 6** (Resident shall be partially responsible for work)

- Objective is to create 2 foot solid shoulder on ditch side of road
- Requires re-shape and re-slope ditch for appropriate drainage
- Future, the owner would like to build a garage on top of hill therefore plan for a driveway going up hillside, may require culvert be installed where drive would be installed
- This will require cutting the hillside back 5-10 feet
  - Re-slope re-shape hill side
  - relocate dirt back to flat area
- Reshape and slope ditch
- Install Catch basin
- Install rock in ditch
- Ditch is approximately 160 feet

## Total Cost

Section	Owner	Total Cost	Comments
Area 1A	RIIA	\$6,225.00	FY22 Completed
Area 1B	RIIA	\$13,425.00	FY25
Area 2	Owner	\$7,050.00	FY22 Owner responsibility Complete
Area 3	RIIA	\$16,550.00	FY22 special funding Immediate
Area 4	RIAA	\$2,250.00	FY25
Area 5	RIIA	\$10,700.00	FY23 Budget
Area 6	RIIA	\$17,300.00	FY23 Budget
Paving Work	RIIA	\$4,500.00	FY23 Budget
Area 7	RIIA	\$16,000.00	FY23 Budget
Camera/TV	RIIA	\$2,000.00	FY23 Budget
Total Cost		FY22: \$23K Special Funding Projects FY23 Budget: \$51K FY24: FY25:	







- Area 4**
- Clean out ditch  
Approximate distance 25 feet
  - Reshape ditch



## Committee Reports

1. Security – workers building a house had stuff stolen from their cars
2. Parks and Recreation – landscapers did some cleaning up at tennis court;
  - Tennis court repairs: Everyone is really busy and Weiss hasn't been successful getting bids. It might not happen this year, we might just have to pressure wash and make do for this year. Weiss contacted 6 asphalt companies and only 2 responded. Penmet parks uses a national company that will only do a minimum of 4 courts. The bad areas will have to be sawed out, compacted and refilled, sealed and repainted. Fence companies – one came out and gave an estimate of \$5600 just for the mesh fencing not poles or labor, etc. They are busy putting up business fencing. The other companies have not responded to his inquiries. His estimate for total repairs of tennis court will probably be about \$25,000. Chain link is hard to come by now. The bad cracks aren't on the playing surface, they're around the outside and near the poles.

Crain asks if we could do a temporary tape for pickle-ball courts. Weiss says we can.

Meeting adjourned at 9:00

Respectfully submitted,

RJ West

