

**DRAFT**  
**RIIA BOARD MEETING MINUTES**  
**October 15, 2012**

Charlotte Crain, Vice President, called the meeting to order at 7:05 PM. Board introductions were made and Roger Hanson from Treasure Island was introduced. Roger's presentation of his history and qualifications for project management services for our new bridge was placed first on the agenda.

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

**Members Attending:** Tom Straub, Mike Hirko, Jim McReynolds, Gene Barkin, Robert McCoy

**Roger Hanson:** An informal presentation including his Treasure Island bridge history, his business and technical background, his bridge replacement expertise and practical recommendations for our project were presented. Questions and discussion from Board members were part of the process. Some highlights of the presentation and discussion follow:

- Treasure Island's original plan three years ago for a committee to handle their bridge project was not workable. Roger ran for the Board and eventually became the Owner's Rep/Project Manager.
- Mason County was the governing body for the project
- He got other engineering firms involved early and used their expertise to modify and improve their plans.
- Roger passed around a summary of his background. He is founding member of an architectural firm, HHJ Architects, PLLC. His background includes 40 years experience, managing hundreds of construction projects. Financing and by-law experience are part of the package.
- Exeltech was selected as the contractor—In Roger's opinion, they were excellent, had extensive experience with US and WA regulatory agencies, WSDOT experience, understood importance of survey and right-of-way issues.
- At Treasure Island, many membership meetings were held. Their by-laws mandated 3 bids for contractors. Some bridge closures were necessary so a regular closure schedule was implemented. Used unit pricing used vs fixed pricing. Was involved in the permitting process, contractor selection process and funding. There were no contractor change orders.
- American Construction was the construction firm selected to construct the bridge. Roger believes bringing the construction firm on board early is important.
- Our Raft Island bridge has some unique challenges – no water under bridge at low tide, extensive use of barges problematic.
- Roger was asked to produce a proposal setting out how he would work with Raft Island, what the scope of his authority would be, how he would bring on a contractor and engineer and how he would charge for his services. We've had estimates from ABAM and Exeltech which will be scanned and forwarded to him by Dawn.

**Phase I issue:** Regarding the final report from Phase I by Geoff Baillie: we haven't seen it yet. Charlotte will contact Baillie and ask him what is still outstanding.

**Reaffirmation of approval of September Minutes:** Minutes of 9/18/12 have been previously approved by email and have been posted to the website.

**Member's Request to Address Board:** None  
**Request to Add Agenda Items:** None

**Treasurer's Report:** Reports were previous emailed to Board members. (Reports attached) Anne Scea went over highlights and there were no questions. Anne clarified that we paid \$31,000 liability insurance coverage in October and that \$22,000 of that was for the bridge. If we cancel the property damage insurance on the bridge at the end of the quarter (because we are building a new bridge) we can get part of the money back. However, the Board agreed to continue the insurance as there is still risk of damage in the interim.

**Investment Committee Report:** Mike Hirko passed out the latest portfolio status report (attached) for both funds. Mike reported that the committee discussed how to come up with the funds we need to have available to put with the financed bridge money. The recommendation is to liquidate stocks and bonds in our BRF portfolio to raise \$1.2M. This will go into our money market fund and the remainder will be reallocated similarly to present. The committee has discussed upside and downside of selling immediately vs holding – best to sell right away. RJ moved and Jud seconded that we accept the recommendation of the investment committee and sell the necessary securities tomorrow. The motion passed and Anne was instructed to proceed with the process.

**Manager's Report:** The Manager's report (attached) was emailed earlier to Board members. The report was reviewed and Jud remarked that during the first three months, 72 members have paid annual dues in full, 90 are making monthly payments on time and the rest are not up to date – some by small amounts, and the rest chronically non-payers.

Dave Paly initiated a discussion on a plan suggested by Shawn Hicks, an attorney, to collect from those who never pay. The attorney has offered to do research on the debtors to see if they have any equity in the parcels. If they have equity, we should foreclose: if not, we should try for a judgment with a civil suit. If we prevail, we could garner wages. The Board discussed. Perhaps we can do this search ourselves, Juanita could do it, or we could get a volunteer. RJ feels that foreclosure would be a problem: we don't want to actually own the property with all the problems that entails. Also, how would this plan work given our contract with a collection agency? Dave will find out and inform the others.

#### **Old Business/New Business**

- **Collections Policy:** Trish Burnett passed out flyers containing suggested revisions to the collections policy. These were reviewed briefly but members wanted more time to compare the old wording, currently on the website, with the new. The subject was tabled until next meeting -- Charlotte will forward current and revised wording to Board members so that changes can be discussed in depth by email.
- **By-law changes:** RJ said she reviewed all By-law and CC&R suggested changes with Dave and Juanita. She would like to put the suggested changes, which are currently in an email into "word" and will forward same to us when complete.
- **Latest on construction loan search:** Jim McReynolds briefly reviewed the latest loan proposal (expression of interest) from Sound Community Bank (copy attached). The order of our preferences seems to be: first NW Farm Credit Bureau (another week of due diligence to go), second Sound Bank (two weeks of due diligence ahead) and three American West Bank.

**Committee Reports:** No committee chairpersons were present so reports were tabled until next meeting.

**Newsletter:** It was decided to hold the Newsletter until we could include the final version of the new collections policy. We should be able to approve the changes by email.

With no further business, the meeting was adjourned at 9:45 PM.

Respectfully Submitted,  
Sarah Brown, Secretary