

Carlyon Beach Homeowner's Association Board Meeting

Tuesday, December 13, 2022

Minutes

Present : ~~Lisa Krupp (President)~~, Barbara Quick (VP, Parks & Recreation), ~~Dianne Bradford (Treasurer)~~, Kristina Ramsey (Secretary), Marv Harris (Roads, Stormwater & Wastewater), Stan Harris (Marina & Compliance), Steve Steinhour (HOA Manager), Bill Allen (Architecture)

- I. Call to Order 6:06pm
- II. Member Comments
 - a. Thanks to the board regarding the communication throughout the well process. Is there a way to be more prepared in the future?
 - i. We now have a water committee and an emergency preparedness committee that will meet soon to debrief regarding what went wrong and what went right and come up with contingency plans for the future.
 - b. Have we looked into GenSet (a type of generator) from the National Guard? They used to be able to provide those for communities like ours
 - i. We have looked into that, and it is a very good idea given our geographically isolated.
 - c. What specifically blew up? Was there a surge protector for this?
 - i. The submersible motor. We are looking into why it failed. It is possible that the transformer near the pump house failed as well.
 - d. Credit Card Fees: What is the cost for these?
 - i. We are charged based on whether the card is Low, Moderate or High risk. We did an average based on the amount of transactions we had in the last year and that is where the 4% comes from.
 - e. Did you look into a local bank to find out what they charge?
 - i. Yes, we spoke to First Citizens Bank who handles that part of our transactions, and they lowered our annual rates by about \$1500 a year, but compared to the \$17,000 we were charged for transaction fees, it was not much of a savings. We still accept cash and checks, which carry no fees. We are looking into a company called Express Pay to help us facilitate this. We initially wanted to roll this out in January, but it is looking like it will be delayed as the process is more cumbersome than we realized.
 - f. Going back to renting the generator, do we have to make sure the company we are renting it from is open? Or will they be on call 24/7?
 - i. They would be on call 24/7. We would sign up annually, and 24/7 if there is a power event where services would be required on that pump, they will come out and get the generator plugged in. We would have to pay initially for an electrician to come in and install a plug for the type of generator. The plus side to this is that CBHOA wouldn't have to house or maintain this generator and it can be used on an as needed basis.

MOTION 1: Kristina Ramsey moved to excuse Lisa Krupp and Dianne Bradford from today's meeting. Bill Allen seconded. Board approved 5/0.

III. Approval of Minutes for November 15, 2022

MOTION 2: Bill Allen moved to approve the minutes from the November 15th Board meeting. Marv Harris seconded. Board Approved 5/0

IV. Treasurer's Report – See attached report

- a. Due to repairs on Well 2, we are over budget in the General Fund for the year. We are hoping to recoup that with insurance proceeds or a claim through PSE. We are still behind on the sewer fund due to truck repairs and delinquent accounts.
- b. Is there a solution to the delinquent accounts?
 - i. We are working on calling the members and reconciling those accounts.
- c. There has been discussion about increasing the pump rates, is that due to these delinquent accounts?
 - i. It has gotten better since the collections/calls has been initiated, but we still have some significant outstanding debts. We do not have a full answer for that yet. We are working towards getting this caught up.

V. Manager's Report – See attached report

a. Water System Update

- i. The board would like to recognize Steve for everything he has done to lead us through this water crisis. This has been a high stress situation and Steve has handled it very well.
- ii. Current Situation Report
 1. Well #2 is now operational. We have followed up with the regulatory agencies who have all stated the water is satisfactory for all uses. Everything is back to normal. The telemetry system is in process.
- iii. Northwest Water System Proposal to Upgrade Documentation, etc.
 1. This proposal would get us up to date on our water system by providing a hydraulic analysis and an asset management plan that will include GIS Mapping and providing a digital document for our water system. This will help us gather funds in order to maintain and add to our water system and put us back into compliance. The total cost will be \$30,000 with an initial \$6,000 dollar deposit on the work. The latest schematics for the water system is from 2001 and is analog. This model will allow us to update our water system in real time as changes occur. The rate analysis will help us quantify how much water we are using so that when/if the time comes where we will need to charge for water, we will know how much to charge for water. There are updates to this document forthcoming, including a formal timeline.
 2. The board discussed tabling the motion for this meeting, once the updated version is available, the board will vote on it either via email or the next board meeting.

b. Roads and pumps truck updates

- i. We are continuing to salt brine the roads. This has been very successful when there has been some freezing cold weather.

- VI. Trustee Reports
 - a. President – absent, no report
 - b. Roads, Storm Water & Wastewater
 - i. We need to put up indicators by the speed bumps in case the roads need to be plowed. Steve indicated that would be completed.
 - ii. There are some major potholes on Lookout that will need to be filled in.
 - iii. Steve will put in a call to Gemini to come in and do some hot patches.
 - iv. There was some discussion regarding replacing the speedbumps with longer speedbumps. Steve will look into some pricing options for this.
 - c. Parks & Recreation
 - i. The Parks committee will meet again after the holiday to discuss events for the coming year.
 - d. Marina
 - i. Some lights on the main dock have been replaced. We will have to call an electrician to help put in some of the finger lights.
 - ii. We are talking to several different permitting vendors in order to obtain 5 year building permits to complete dock A and make other repairs. This process has been extensive and may cost up to \$40-45000 dollars.
 - e. Architecture
 - i. We do have a couple of homes in the process of being built and those builds are so far within compliance.
 - f. Compliance
 - i. We have an item to discuss in executive session.
- VII. New Business
 - a. Principal Insurance Coverage for Employees
 - i. We are looking to renew insurance coverage for employees which comes to \$10.78 increase for dental insurance. *

*Note: There was a mistake on the audio, originally, the board thought this was a \$10.78 per person increase, but it is a \$10.78 total increase.

MOTION 3: Marv Harris moved to approve the Principal Insurance Coverage for employees to \$10.78/person. Bill Allen seconded. Board approved 5/0

- VIII. Unfinished Business
 - a. Wanigan Repair
 - i. Our engineer submitted the plans to the county and now we need to wait for the county to process and stamp the plans and then we will schedule the build.

MOTION 4: Stan Harris moved to go executive session at 7:17pm. Kristina Ramsey seconded. Board approved 5/0

- IX. Executive Session

MOTION 5: Kristina Ramsey moved to adjourn the board meeting at 8:04pm. Barb Quick seconded. Board approved. 5/0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "K Ramsey". The signature is written in a cursive, flowing style with a large initial "K" and a long, sweeping tail.

Kristina Ramsey,

CBHA Secretary

Carlyon Beach Treasure's Report December 13, 2022

Operating Funds:

Balances as of December 13, 2022

General	\$303,851.30
Marina	\$113,759.58
Sewer	\$ 4,760.29
Total	\$422,371.17

DNR Security Deposits

Marina Lease	\$ 13,277.23
Sewer	\$ 1,511.64
Total	\$ 14,788.87
Petty Cash	\$ 92.66
Capital Funds Combined	\$474,753.67
Total Cash	\$912,006.37

General Fund

Budget Income	\$590,148.00
Total Income	\$548,108.62
Fiscal Expenses	-\$297,262.19

Marina Fund

Budgeted Income was	\$57,038.99
Total Income	\$55,836.83
Marina expenses	\$ 8383.07

Sewer Fund

Projected Budget	\$317,500.00
Total Income	132,529.00
Fiscal Expenses	135,455.16

Due to unexpected repairs to Well 1 and pump repair on Well 2. We are over budget in the General Fund. We are still operating at a loss on the sewer plant, because of truck maintenance and people behind on paying their pump outs.

Ops Manager Report
Board Meeting 12/13/2022

Water

- Well #2 pump motor estimate was approved NTE \$11K by board
 - Motor was ordered by Mike Brewer, American Pump and is expected for installation on Monday 12/12/2022
 - Well water will need to be tested for bacteria *before* introducing water back into the system.
 - Plan: As soon as motor is replaced and pump is reassembled, John will collect water samples and I will take samples to lab at Thurston County with request for immediate testing.
 - Insurance company contacted regarding insurance claim for failed motor.
 - Claim pending

Vehicles

- 2019 pump truck has chains installed and is ready for heavy weather.
 - West Coast Mobile Mechanics was called to inspect parking brake. Skyler reported air leak for parking brake

Staffing (For executive session only)

- Cooper, Cody update
 - Cody's attending physician's assistant has decided to keep him out of work for at least 7 more days. His next follow-up is Thursday 12/15.
 - Cody reports continued headaches.
 - I've spoken with physician's assistant to inquire about creating a light duty job description. She was amendable to that.
 - She stated that his pain is diminished, and he is improved since last Thursday
- L & I
 - I've spoken with L & I risk management rep, Jay Dowdy, and was referred to another rep, Jennifer Fitzgerald who can help via their "Stay at Work" program.
 - Stay at Work will help create light duty job description based on our needs/Cody's needs and for future claims.
 - Stay at Work program will reimburse employers up to 50% of what is paid to employees while they're on light duty
 - (In the future, we can send the physician light duty job description immediately. The goal being to keep a staff member at work and paid faster than simply staying home and bogging down L & I with additional claims.)

Roads

- Roads have been salted/sanded with spreader
- Roads have been treated with salt brine solution
- Will continue treating roads as time and weather permit