

Carlyon Beach Homeowner's Association Board Meeting

Tuesday, January 24, 2023

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), Bill Allen (Architecture); Steve Steinhour (HOA Manager)

NOTE: There was an error with the recorder causing the first part of the meeting to go unrecorded. Items I-IV were not recorded and only part of the Manager's report was recorded. Any notes in sections I-IV were taken by Lisa Krupp on the date of the meeting.

I. Call to Order

- a. The meeting was called to order with the flag salute at 6:03pm

MOTION 1: Dianne Bradford moved to excuse Kristina Ramsey from this meeting. Barb Quick seconded. Board approved 6/0/

II. Member Comments

- a. Don Welliever expressed his frustration with the neglect of the ecosystem on the peninsula and elsewhere. Salt on the roads, chlorine in the water, and leaking septic systems were some concerns he mentioned. Dianne agreed to get together with him to discuss possible actions.

III. Approval of Minutes for December 13, 2022 – Board

MOTION 2: Dianne Bradford moved to approve the minutes for the December 13th, 2022, board meeting with correction to motion 3 (removal of the word person from price). Barb Quick seconded. Board approved 6/0.

IV. Treasurer's Report (See attached report)

- a. Dianne identified the balances in each operating fund.

V. Manager's Report (See attached report)

- a. **Water system update – partially recorded**
 - i. **Telemetry Status Quo**
 - ii. **Update to RFQ from Northwest Water System (See new business)**
 - iii. **Northwest Water System MWS (See new business)**
- b. **Vehicles**
 - i. Discussion of upcoming maintenance needed
- c. **Admin**
 - i. The board discussed further investigation regarding utilizing ExpressPay for card transactions. Pam was on vacation and is now back, she will be looking into the questions from the board.
- d. **Marina**
 - i. Discussion of upcoming King Tides.

VI. Trustee Reports

- a. **President**

- i. Lisa explained the difference between a board workshop and a board meeting. Members are welcome to attend and participate in discussions. If a member wants a specific item addressed at a workshop, please notify the office ahead of time so that the time may be put on the agenda if appropriate. Otherwise, the topic may be brought up during member comments at the monthly Board Meeting.
- ii. Reminder that after hours emergencies should be brought to the attention of board members (cell phone numbers are on the website and posted on the bulletin board) rather than posting the situation on Nextdoor.
- iii. The Griffin fire chief walked through the office space downstairs and confirmed that it was ok to use and mentioned adding lighted Exit signs.

b. Roads and Storm Water

- i. No update

c. Parks & Recreation

- i. No update

d. Marina

- i. As Steve discussed earlier, we have had some king tides that caused some damage. There was no significant damage, however some of the lightpoles were disrupted. We were able to put some stainless steel strappings on to hold them better. However, many of the issues surrounding the marina is that a lot of things are old and worn out. For example, the pilings that are rotting.
- ii. An electrician came out this week to replace several of the lights and fix the plug ins
- iii. Permitting – We had permits in place to replace/repair docks for 10 years. However the scope of the work has taken a long time, and some of those permits are expiring. Stan reached out for a few bids from some engineers to rewrite permit applications. Stan reached out to Marine Floats NW who put in our main dock, and we received a formal bid for just shy of 23,500. That includes permitting to sunshine development, WDFW, DNR, USACOE and includes estimated costs for engineering.
 - 1. Did we contact DNR for permission for the repairs that were made?
 - a. Strapping the lights on doesn't meet the requirements for requesting permission from the state.
 - 2. What work needs to be done on the dock?
 - a. The gates are falling down and need to be replaced. ¾ of the docks have been replaced, we just need to get permitting for the last quarter. We need to add replacement of the pilings to this permitting process. It would be good to get permits for all potential repairs since the permits last 5 years.
 - 3. In reference to the Marine Floats bid: Can you explain what they need by the phrase anticipated permit cost? Also, under hourly billing rates they placed the phrase "other subcontracted activities" that will be charged at cost plus 15%, can you explain what that might mean?

- a. Any bid we are going to get for this type of work is going to be an estimate, as they cannot plan for every contingency.
- 4. Does this have to be done now considering how much we are going to need to spend on our water situation?
 - a. This would come from a totally different fund.
- 5. Have you gotten a letter from the state stating this needs to be done right away?
 - a. No, however, this does need to happen now. A dock is about ready to fall apart. This process will take 3-6 months to get done, and should something break in that time, we aren't going to be able to fix it without a permit.
- 6. Don't we have to get this done to renew our lease with DNR?
 - a. We are working on the lease with DNR, it expired last summer. They are going to come out and do a site visit next month, and they may give us some requirements in order to renew the lease, which may need to be added to this permitting process.
- 7. Did you talk with Sandi Allen about the work she did?
 - a. Sandi did put through the last permits, and the county sent them back to us and told us to hire a contractor to redo them.
- 8. What is the possibility we need another EIS?
 - a. The people I have spoken with haven't indicated we will need one.
- 9. My understanding was that Sandi had all the engineer drawings done for this already?
 - a. The drawings that were in the last permit were done six years ago from the last permit cycle and were done by Marine Floats. Marine floats did the permitting 10 years ago and completed the main dock. At this point in time, we are just getting the permits back in place. After we put the permits in place, we will put out bids for the contracting work.
 - i. Are we going to use the same configurations?
 - 1. That is my assumption. But I don't know.
 - b. There is a concern that we are spending money we have already spent once.
 - i. We don't have permits. We have to have permits to get it done.
 - c. What is the need for the consultants?
 - i. We are able to do this ourselves, however, it will be more beneficial to have people who have professional connections with the agencies we need sign offs from.
 - d. There are still TBD estimates on the bid and they want full payment, which is concerning.
 - i. I agree with you on the full payment. We typically don't do that. We can discuss that with Marine Floats.

- e. Earlier a lease was mentioned. What was that lease referring to?
 - i. Our lease for the use of the water.
 - f. Why hasn't it been renewed?
 - i. We sent the documentation to them and they didn't respond. Stan has been in contact with them over the last few months, and they are charging us for it, the lease just hasn't been signed. The paperwork is behind.
 - iv. The bottom line is we cannot continue the work on Dock A without permits. As we are looking into getting permits for those, we need to also consider getting permits for the pilings, since some of them are well beyond their life cycles. The money for the permits will come out of the Marina funds
- e. Architecture
 - i. We have received interest for buying the property that sits on the cliff out here. They asked several questions about compliance, and they may try to put through some proposals we will need to be aware of in the future.
- f. Compliance
 - i. We sent out some letters to several addresses in regards to maintenance violations. All the letters have been addressed.
 - 1. How does the compliance process work?
 - a. There are rules and regulations regarding the standards of the community. If those rules are violated, the homeowner is informed and fines may be levied. All the steps are in the rules and regulations.

VII. New Business

a. Northwest Water System Proposal

- i. We have put \$6000 down as a deposit on this proposal as approved by email. When that proposal was voted on, we were looking at spending \$30,000. There has been an addendum to the original proposal to add a pump. To get water to every lot, there will need to be some additional equipment added. This has increased the original bid by \$21,000. This plan will help us to update our water system. This proposal will cover capacity analysis, GIS mapping, Hydraulic analysis, small water system management plan, water rate analysis will be completed by August 31st 2023. The total is now estimated to be at \$51,000.
 - 1. Discussion regarding leaking pipes and whether or not the new system will increase the chances for leaking pipes throughout the system.
 - a. We cannot predict what pipes will be effected or if any will be effected. As of right now, when a leak is reported, it gets fixed. Part of this plan will allow us to add new meters that will help us keep track of where leaks may be.
 - 2. How many connections take us from a small water program to a small water plan?
 - a. We don't know the exact numbers at this time, but if we put in a connection on every owned vacant lot in the neighborhood,

that will put us over the limit for a small water program into a small water plan. The estimate is about 90 connections.

3. What is the urgency?
 - a. The urgency is there are homeowners that cannot build on their lots. And the other urgency is that we are out of compliance with the county and so there is a moratorium on new connections.
4. Depending on how the vendor wants to be paid, some of this may happen in the next fiscal year.

MOTION 3: Bill Allen moved to approve up to \$51, 000 for the scope of work described in the proposal from Northwest Water Systems to be paid from unrestricted capital fund. Stan Harris seconded. Board Approved 6/0.

MOTION 4: Stan Harris moved to approve the proposal presented by Marine Floats for \$23,500 subject to negotiating the payment plan beginning with 25% down to be paid by the Marina Fund. Bill Allen seconded. Board Approved 6/0.

MOTION 5: Barb Quick moved to enter executive session at 7:55pm. Bill Allen seconded. Board Approved 6/0.

MOTION 6: Dianne Bradford moved to return to open session at 8:38pm. Barb Quick seconded. Board Approved 6/0.

MOTION 7: Dianne Bradford moved to adjourn at 8:40pm. Barb Quick seconded. Board Approved 6/0.

Respectfully Submitted,



Kristina Ramsey,

CBHA Secretary

Ops Manager Report 1/24/2023

Water

- Telemetry-Status Quo
 - CSI expects the installation to begin no later than 1/31
- Updated RFQ from Northwest Water Systems was discussed in water committee meeting
 - Final decision pending regarding *pitless* well (pump underground) versus pump above ground well (as we have currently)
 - *Pitless* well may be less costly in the short term because it requires less building above ground
 - The CBHA water committee is debating pros/cons of each
- As discussed in the workshop, Northwest Water Systems (MWS) is preparing an amendment to the currently approved proposal
 - Increase in connections will require a more detailed Small Water Management Systems Plan (SWMSP)
 - The initial system survey indicates that we will need an additional pump station at the tower reservoir to increase water pressure (to accommodate any/all future connections)
 - These updated items will require sizeable increase in costs due to materials, labor, and added engineering hours. Rough estimate is \$24K beyond initial NWS proposal

Vehicles

- Maintenance issues (Continuous)
 - 2019 pump truck. Waiting for service on parking brake. Slow air leak.
 - Shop compressor has air leak. In need of a discharge tube.
 - Backhoe has hydraulic hose leaks.
 - **All items have been placed on service list with West Coast Mobile Mechanics**
 - Green Dodge truck is ready for retirement
 - Transmission is starting to fail among other problems.
 - Cost to replace would be high for vehicle at the end of its useful life
 - Ranger needs service
 - Brakes
 - Running rough

Admin

- Pam will investigate Xpress Pay items brought up in board workshop
 - Security measures, incidences of ID theft, possible remuneration in cases of ID theft, etc

Marina

- Expecting King Tides 1/23 through 1/25:
 - Jan 23 7:31AM 16.8
 - Jan 24 8:07AM 16.9
 - Jan 25 8:42AM 16.9
- John and Cody installed additional metal bands around light poles to secure against high tide damage

Carlyon Beach Treasure's Report January 24, 2023

Operating Funds:	Balances
General	\$275,507.11
Marina	\$113,963.29
Sewer	\$ 6,474.42
Total	\$395,944.82

DNR Security Deposits	
Marina Lease	\$ 13,283.93
Sewer	\$ 1,512.40
Total	\$ 14,796.33
Petty Cash	\$ 92.66
—————Total	\$ 14,888.99
Capital Funds Combined	\$482,152.11
Total Cash	\$892,985.92

General Fund	
Budget Income	\$590,148.00
Actual Income	\$550,358.09
Fiscal Expenses	\$352,506.80
Net Income	\$197,851.29

Marina Fund	
Budgeted Income was	\$57,038.99
Actual Income	\$45,598.38
Marina expenses	\$10,179.48

Sewer Fund	
Projected Budget	\$317,500.00
Actual Income	\$159,821.00
Fiscal Expenses	\$158,002.76
Net Income	\$1,818.24

I have only done totals as I did not receive the all the numbers.to complete this report.

Thank-you,

Dianne Bradford

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