

CRCC REGULAR BOARD MEETING MINUTES Draft

Saturday, February 11, 2023

2:00 pm

Inspire Church & Zoom

- Meeting called to order by Pam Robinson, President at 2:00 PM
- Board members present: Pam Robinson, President; Martin Metz, Secretary
 - Board member excused: Aimee Sissom, more info to follow later in meeting
 - Staff Present: Sarah Fierbaugh, Transitional Manager; John McCutcheon, Relief Caretaker; Tammy Caldwell, as Recording Secretary
 - Members Present: 21 (sign in sheet attached)
- Approval of Minutes:
 - Pam Robinson motioned to approve the minutes from the Nov. 2022 meeting. Martin Metz second. All in Favor 2-0. Nov 2022 Meeting Minutes are approved
 - Pam Robinson motioned to approve the minutes from the Special Board meeting January 7, 2023. Martin Metz second. All in Favor 2-0. Jan 7, 2023 Special Board Meeting Minutes approved

● OLD BUSINESS/REPORTS

State of the Park by Sarah Fierbaugh (See attachment B for transcript)

- John Brooks and Tammy Caldwell have agreed to return to their Staff positions
- Board and Sarah discussed and all agreed that her temporary employment will be helpful
- Kim Frazier and Marty Parker resigned from the Board of Directors
- Martin Metz and Pam Robinson remain, Aimee Sissom status to be discussed later
- In the last month, Park Business has been going well, Facility is in good shape.
- John Brooks is very capable.
- John McCutcheon is a natural, agreed to more hours, trained by Ron Ange
- Sarah F last day at Choms. Now she is focussing on fair and adequate employment on behalf of Cascade River Park and management of CRP
- Next week hoping to have approved job desc. and job posted for Site Manager
- Rough Estimate of adding Site Manager, Employee raises, possible Health benefits will raise dues up \$250.
- Staff reporting hierarchy: Staff report to Site Manager, Site Manager reports to Board. Needs to be examined by the board and board makes final decisions regarding changing policy. Board makes decisions in recorded meetings, SM returns approvals and progress to Staff. Streamlines communication and clear understanding of responsibilities and goals
- Job postings should be circulated 6 weeks and include salary range among others in accordance with WA State law
- Associa is managing the business of the park organized and professionally. Typical growing pains
- Town Square is the right kind of management software

- Associa. The cost is high but they have cut costs for bookkeeping, processing fees, and office time. Estimated cost being \$5,000 more than previous years for those services.
- Board needs to consider all factors when making the decision to keep Associa or not. If the Board chooses to stop Associa, costs for staff will increase.
- Also, Associa has received misinformation from the beginning. If keeping, will need to provide correct and complete information. For example, Bridge replacement has been done outside of the budget, not sure why. It's important to be honest with your accountant. Still working on figuring this out. May need to consider a special assessment.
- Plan to research legal requirements. Hope to establish onboarding procedure to educate and transition new board members
- Board and Members need to have computer literacy, explore resources for training. Confusion over password and flow of info could be mitigated by proactive learning of programs. Staff can help but not teach computer basics.
- Three month timeline as established at the last meeting is reasonable and achievable. In another month, Sarah F. will be able to outline a strategic plan to help business move forward confidently for longevity of CRP.

Caretaker, Water, Office Report: by Sarah Fierbaugh as Site Manager

- In the future, the Site Manager will give the staff reports
- The Dempsey Dump Truck is operational and ready for the next weather event.
- Division 1 water leak repair should be complete next week when the part comes in
- Road maintenance, filling potholes, a big job this time of year
- Water Testing results are good, no coliforms present
- Meter readings are caught up.
- Tammy Caldwell is the Office Manager, not Secretary or Clerk, she has been putting in extra hours and is very close to being caught up from being sick and her time off.

Question from Don Skakie: When is the third well going to be online?

Sarah Fierbaugh answered: explained the corrosion Control System.

DOH deadline is March 2024. Also waiting on a couple backordered fittings.

- Pam Robinson thanked Sarah Fierbaugh for her invaluable assistance and all of the support she is providing to the board.

Questions from Anne Murphy: Re: Financials

- July and August 2022, there is a charge for Pool Supplies for \$270.50.
 - Sarah Fierbaugh answered that perhaps it is because the chlorine for the water system comes from Northwest Hot Springs which is a pool supply store.
- September expense category 6600 amount \$6100. What is it for?
 - No answer, will table it until the next meeting to get answer

- Move in and Out costs \$200, what for?
 - Will table it until it can be answered.

NEW BUSINESS-

- **Resignations:** Aimee Sissom is resigning contingent on finishing up pending tasks with the insurance company and banks. It is important to her that she finish the tasks with the banks and insurance company. She wishes everyone well and is at home resting.
- Aimee is also resigning from the Beautification Committee. She has paid a portion of the money spent on plants. Many died but the survivors are at her house. She will return the materials and any plants that she has that can be used by the next Beautification committee.
- **Appointment of a new Board member.** The Board is working with the Nominating Committee for additional checks and balances of new board members. The Nominating Committee has referred Zac Lamont to the board.
- Pam Robinson Made a motion to appoint Zac Lamont to fill a seat on the Board. Second by Martin Metz. All in favor 2-0 **Zac Lamont is the newest Board member.**
- Zac was unable to attend this meeting because his grandfather is turning 80, he was a previous Caretaker, referred to and highly recommended by multiple members and the Nominating Committee.
- **Park Mentor.** Ron Ange has been very helpful and is very knowledgeable. Pam Robinson motioned to appoint Ron Ange as Park Mentor. Second by Martin Metz. All in favor 2-0. Ron Ange is now the Park Mentor.
- **Updating Bank signers:** Pam Robinson motioned to add Zac Lamont and Pam Robinson as signers on the Bank of America and Pacific Premier bank accounts and remove Aimee Sissom as a signer on those accounts. Second by Martin Metz. All in favor 2-0 Motion passed to add Pam Robinson and Zac Lamont as signers on B of A and Pacific Premier bank accounts.
- The Secretary of State site has been updated to add Pam Robinson, Martin Metz as Directors. To be added are Zac Lamont as Director and remove Aimee Sissom.
- Lot Modification Committee: We need volunteers for the Lot Mod Committee
- **Mission Statement Committee:** David Mireault would like to head the committee. He is looking for members to volunteer on this committee for the purpose of writing a mission statement for the park starting with a survey of the membership.
 - David Mireault spoke about receiving info from the survey of members taken 6 years ago that created the Guiding Principles. David asked the board to agree to a timeline of 60 days. He wants the board to allow a survey to go out as quickly as possible.
 - Martin Metz motioned to allow David Mireault to head the Committee who will write the Mission Statement for CRCC and agree to his request. Second by Pam Robinson. All in favor 2-0. Motion passed.

Volunteer Coordinator: Kathy Roehm is the Volunteer Coordinator. Anyone who wants to volunteer can email boardofdirectors@cascaderiverpark.com or office@cascaderiverpark.com. You can also contact Kathy Roehm. She has packets for volunteers.

Membership Comments: Reminder to state your name, Div, and Lot#

- Anne Murphy Div 1 Lot 216: It was decided that we would donate \$100 to the church for the use of the space for meetings but I don't see it in the financials. Why Not?
 - Sarah Fierbaugh answered that it seems to be another one of the transactions done outside of the budget like the bridges. Sarah will investigate and if it turns out that she is not able, then an expert will be hired. Perhaps Bev Templin can be hired to do the Park audit that is done annually. The Board needs to find an accountant for Taxes also
 - Don Skakie explained that some answers can not be found in the paperwork or the books. He said that he is willing, and 3 other previous board members are also willing to answer questions. Just send him/them an email.
- Member on Zoom Susie: Having trouble with getting a refund from Associa. Wants transparency with Park Employees. Martin Metz responded that we need more information to identify such as last name division and lot
- Don Skakie, Div 3 Lot 102 explained that when he first started on the board he was asked where the flowers were planted in the park and learned that Aimee did not plant around the park for members to enjoy so he decided she needed to pay the money back. She agreed to pay \$100 per month. It was brought to his attention that the previous board did not budget for meetings so when the board went back to monthly meetings, he figured that Aimee could make retribution by paying the money back via donations to the church and that would cover the donation for use of the space for meetings.
- Anne Murphy asked if members get to vote on keeping Associa or not because they will be raising our assessments by at least 3% and it seems that they are not doing anything for us or they don't know what they are doing?
 - Sarah Fierbaugh explained that Associa is doing a lot for us and that they are only as good as the information that we give them. Associa is our Accountant, our Bookkeeper, Bill Sender, and Bill payer. They were not given all of the information that they need.
 - Tammy Caldwell explained that when Don Skakie became President, he insisted on doing things his way. Originally the B of A account was supposed to be closed as part of the transition to Associa but it was kept open and Don Skakie used it to cover things such as the bridges and other transactions that he was directly involved in. Associa was not aware of the transactions handled through the B of A Account.

- Anne Murphy asked if we stay with Associa, will meetings go back to quarterly? She also asked about writing a letter.
 - Sarah F. explained that we can have meetings whenever we want. The Board and Sarah have a meeting with Associa next week to go over some of these things, re-evaluate what services they provide and what they could be doing. Sarah said that members can communicate via email, through the website, mail a letter, or drop off a letter at the office in the box outside.
 - Don Skakie talked about the board prior to not budgeting for meetings. He stated that he, Don, did not make decisions alone and that the board as a whole made these decisions.
- Don Skakie asked if Zac would be the Secretary.
 - Pam Robinson stated that Zac Lamont would be Treasurer.
- Anne Murphy corrected Sarah saying that for many years the Accountants did attend Board meetings
- Jeff Crapper D3 L49,59 on Zoom explained that Associa could provide Board Training, Audit policies, and they helped make our Lot Modification process legal. Associa took over July 1, the lawsuit was filed July 5. Due to the litigation, they are unable to do some of the policy revisions.
- Norma Sherin D2 L26,27 asked about the Site Manager and if they would replace Associa or if they would be in the office?
 - Sarah F said that all options should be considered. Ideally the Site Manager would be onsite. We still need to figure out where
- Ron Sherin D2 L26,27 asked about the previous decision to get rid of Associa.
 - Don Skakie said that the decision was made at the Dec. meeting but the letter has not yet been sent. The deadline is March 31.
- Norma Sherin asked if Sarah was going to be doing a cost comparison for keeping Associa or not and with the Site Manager, etc..?
 - Sarah F. stated that she will be doing a cost benefit analysis
- Anne Murphy stated that since Associa knew 4 days into the contract that they could not perform all of the tasks that they were supposed to, that it would have been nice that they cut down the cost.
- David Fierbaugh D1 L181 stated that Associa did not choose to not do these tasks, that this organization told them not to do them and that the current situation is because of this organization and not because of Associa. We can not break the contract because we could not hold things together.
- Marsha Shaw D1 L101 stated that she feels like the members have lost all rights that annual meetings don't mean anything. She feels that members just pay dues.
 - Sarah F. said that members have only ever been able to vote on 2 things: who serves on the board and whether or not the proposed budget passes. She said that if members do feel that way, we should do something to fix that.
 - Pam Robinson talked about her goal to represent the members and wants to know what members want and not just dictate. She said that she is

always willing to hear what members want. The most good for the most people.

- **Adjourn Meeting:** Pam Robinson adjourned meeting at 3:20 pm.

**The next Board Meeting is scheduled for March 11, 2023 at 2 PM,
Inspire Church in Marblemount and Zoom.**