

**CRCC BOARD OF DIRECTORS MEETING MINUTES  
APRIL 13, 2024 2PM – ONLINE AND CRCC OFFICE**

**CALL TO ORDER** : Meeting called to order by Michael Rodriguez, Vice-President at 2:05 PM

**ATTENDANCE:**

- Board Present : Michael Rodriguez (Vice-President), Martin Metz (Secretary), David Mireault.
- Staff Present : Pixie Evans (onsite park manager), John McKucheon and Mir (caretakers)
- Members present : 12 members online and 13 in person (see sign in sheet attached)

**MINUTES OF LAST MEETING :**

Motion to approve by Michael, second by Martin, all in favor 3-0

**NOMINATION:**

Following the resignation of Bill Roehm and Ken Jobe, the board seats 2 and 3 are vacant. Those two seats are also the two ones open for election in June.

- Motion to appoint Paul Tews as Board member for Seat 2 to fill the gap until the election in June : motion made by Michael, second by Martin. Yeah : Michael and David, Neah : Martin. Motion passed 2-1
- Motion to appoint Bret Cornelius as Board member for Seat 3 to fill the gap until the election in June : motion made by Michael, second by Martin. Yeah : Michael and David, Neah : Martin. Motion passed 2-1

Comment by Michael : “Two more members offered to join the Board. The Board is looking forward to reach out to them and make sure to get them involved”

Comment by Martin : “I vote Neah but I have nothing negative to say about neither Paul nor Bret”

**VICE PRESIDENT ADDRESS (MICHAEL)**

Meeting duration : the Board is setting a target to limit the meeting to 90min. It probably won't happen today but that will be our goal each time.

Associa : As previously shared with the membership, the Board as communicated to Associa its intention not to let the contract renew automatically on June 30<sup>th</sup>. As we have hired an onsite park manager since the contract was signed, Associa understands the situation and will propose a new contract for about half the price.

**TREASURER REPORT (MARTIN)**

Financials : most recent have been posted on TwSquare

Taxes : not filed because the Board was unable to provide some required documents

Bank signer: Martin is still not a signer but is working on it. We need a second signer (motion was made in March to have Bill signer but he resigned since then)

- Michael Rodriguez moves that all previous signers be removed from bank accounts and that Martin Metz and Michael Rodriguez be added as signers to all bank accounts. David Mireault seconds the motion. Motion passed unanimously, all in favor, 3-0.

Delinquent account : please pay your balance, this is your last chance as the Board is going to proceed with collection.

Budget committee : exceptional hard work, they went line by line for over a 5 hour meeting and a lot was accomplished.

Reserve Study : will be ordered

**FIREWISE/VERT (DAVID MIREAULT)**

Great progress around the restroom in Division 1. That area is good example of how a clean healthy firewise forest should look like.

Next clean-up is March 20<sup>th</sup>. Email David Mireault or Michael Rosenbaugh to join the movement! DNR visit went well. 32 members asked for their lots to be assessed and received a report from DNR with recommendation.

Mini Grant of \$750 are available for each lot. Reach out [firewise@cascaderiverpark.com](mailto:firewise@cascaderiverpark.com) to get the contact info.

In case of evacuation the forest road just opposite our main gate on Cascade River Road is a good candidate. Need final confirmation from DNR and ok from the logging company.

**WATER REPORT (DAVID MIREAULT)**

The numbers are dramatic. We pumped 1.3 million gallons of water over the past 2 months. That's 21,000 gallons/day on average. With maybe a maximum of 50 people in the Park during this time, that about 420 gallons/member/day.

It's the Park priority to maintain our water system and we have a legal responsibility to stop the leaks.

All members, please report if you see a puddle in front of your lot, especially if you see one after a couple of dry days.

East Cascade Road of Division is the first target where we are isolating leaks. It's at the bottom of the slope where the water comes from the concrete water tank with high pressure.

After we isolated the leaks and patch them the way we can (phase 1), we'll move to phase 2.

Phase 2 is about getting bids to replace sections of the main lines. It will take time.

As we locate areas leaking and start defining the scope of work for line replacement the membership will receive updates.

James Brockway : why is our paid staff not fixing the leaks?

David Mireault : because it's complicated, it's not a quick patch and the caretakers don't have the necessary training.

### **PARK MANAGER (PIXIE EVANS)**

See attachment at the end for the report read by Pixie

Office hours :

Angela : Tue-Wed-Thu 11am to 3pm

Nicole : Sat 11am to 3pm

Caretakers :

John MacKucheon is back from his winter leave of absence. He is full time with Will. Mir is on call and will mostly work on water issues when necessary.

Brat Ferris, water specialist has reported that coliform and county water report are ok  
All water testing are done in accordance with health department and government standard

### **BUDGET COMMITTEE (CHAIR DON SKAKIE)**

See report attached at the end

### **WRAPPING UP**

David Mireault : we're in a difficult situation as we are discovering more and more leaks in our water system. It's a challenge; the water system is old and failing.

**Q&A**

Christine : previous staff were also handed a bad deal. What's different this time?

David Mireault : we're not blaming the staff. The water system has just not been maintained the way it should have been. We're paying now the price for having delayed the maintenance. The Board needs to define the scope of work and report to the membership.

**NEXT MEETING** : Saturday, May 11<sup>th</sup> at 2pm at the Marblemount Community Hall

**MEETING ADJOURNED** : by Michael Rodriguez, President at 5:50 PM (total length 3hrs 45min)

**MINUTES PREPARED BY** : MICHAEL RODRIGUEZ (VICE PRESIDENT)

**DATE AND SIGN WHEN APPROVED** :

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DAVID MIREAULT – SECRETARY

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PAUL TEWS - PRESIDENT

Attachments:

1. Sign in Sheet
2. Onsite Park Manager Report
3. Budget Committee Report

**ATTENDANCE IN PERSON** :

Sign-in sheet missing

**ATTENDANCE ONLINE** :

David Fierbaugh, Jean Imus, Destry Wood, David Skrinde, Susan Griffith, Christine Minney, Stephen Bighaus, Ken Adams, Susan Griffith, Joy Cory, Ron Sherin, Domonique Calhoun

## Budget Narrative

-Budget meeting notes.

4000

- determine the correct number of lots. 444 per Associa Plus 2 half lots. There are no half lots.

**The Budget Committee recommends the Board review the MML by lot number minus the number of Park owned lots to determine the actual number of lots.**

4004- determine the actual number of lot owners. 330?/332?-per Associa.

**The Budget Committee recommends the Board review the MML by name to determine the actual number of owners**

Proposed #4006 Easement Income

Division 4 Easement fees are not a separate line item.

According to Martin, there are three lots in Division 4 paying **\$131.73, \$131.73 and \$132.47** respectively for a total of **\$395.93**.

What are the other six lots in Division 4 paying per lot?

SEATTLE CITY LIGHT OWNS 2 OF THOSE LOTS

The Associa draft shows **9 lots@\$50 each totaling \$450.00**.

**The Budget Committee recommends the Board review the MML and Accounts Receivables to determine the actual amounts owing and paid.**

5000-General Administrative

-Combines:

Processing fees

Newsletters

Business and Communications

Related postage

Bank charges

-Associa Budget notes average expenses of \$1,000 due to delinquency letters.

2023-2024 -How many letters were actually sent out and at what cost?

Based on the current delinquencies, how many letters are expected to be needed to be sent in FY 2024-2025?

Looking at the current delinquencies, how many more notices need to be sent out and at what cost?

What other action needs to be taken to collect? Liens? Foreclosures?

What are the costs to be budgeted for filing/attorneys?

**The Budget Committee recommends these items be restored as individual line items in the interest of transparency to the members.**

Proposed #5001-Monthly board meeting space rental

**ACTUAL-\$1200** year at Inspire Church w/internet using Park equipment and facilitator-The Budget Committee recommends a Board member as facilitator.

5003 Annual meeting

Cost-\$200 at Inspire Church as above.

-Pixie? Community Center

The Budget Committee recommends **\$200** for Inspire Church.

5020-

- In the budget zoom meeting with Jessica, she asked Pixie if items under 5020 **\$200** and 5035 **\$500** were paid or not as Jessica did not have that information. Pixie said she would look into it.

-What entities are these paid to and how is the fee calculated for fiscal year 2024-2025?

-Have they been paid?

-How? Did the Park pay or did Associa pay?

**The Budget Committee recommends the Board contacts payees to determine status.**

5027- Labor Day BBQ **\$500**

The budget amount for this event has always been \$500 as “seed money” to purchase food/plates/utensils/decorations/childrens prizes. Park solicits Silent Auction items from members willing to donate. The \$500 is returned to the budget with the excess donated to the fire department or some other worthy cause reported to the membership. Associa’s draft budget has the amount at \$615.49.

The Budget Committee recommends **\$500 as is traditional, not the increase to the \$615.49** for this event budgeted by Associa.

-Is this money still in the office safe?

Why?

How much is it?

5030-Fixed expenses

Rentals-**\$2304**

Port a potties only?

\$2304 year round?

\$1152 6 months?

**The Budget Committee recommends the Board examine the long term feasibility and cost of adding restrooms in Divisions 2&3, check with the port-a-potty vendor on ACTUAL cost for FY 2023-2024 and budget \$2304 as a placeholder until the final cost is determined.**

5040-Burn permit **\$160**

- is this an annual fee or a monthly fee?

-Associa Budget shows monthly.

**The Budget Committee recommends the Board determine the actual cost and budget budget \$160 as a placeholder until the final cost is determined.**

5045-Septic Services **\$450**

Should be \$450 a year or more-Associa has it at \$0

Needs to be separate from port-a-potties for transparency to members.

The Budget Committee recommends the Board determine the actual cost and **budget \$450 as a placeholder until the actual cost is determined.**

Administrative

5075- Meeting room rental-**\$1200**

-Inspire Church- 12 Board meetings per year-**\$1200 ACTUAL COST.**

**-Amount agreed to in a phone call with pastor Josh McLaughlin on 4/12/24. He will confirm by email on 4/15/24.**

5090-Office supplies-**\$1500**

**-\$1500 per Associa and last year ACTUAL of 1464.49.**

5105-Reserve study-**\$3000**

-In FY 2024-2025, a site visit will be required to update the Study. In the Zoom meeting it was agreed with Jessica that the figure should be \$2200, but with the water system work being considered, the Budget Committee advises it would be cautious to budget **\$3000 and if the final cost was less, it could be adjusted to cash carry over for FY 2025-2026** or the water system work if needed there.

5110-Park Computer-**\$0**

It was reported that the Park Computers are up to date and sufficient for FY 2024-2025 and that line item is budgeted for **\$0.**

**However, there is an uncashed check in the amount of \$1444 made out to Tammy Caldwell.** It is said that all outstanding financial matters regarding Tammy have been settled, so **the Budget Committee recommends that a stop payment be ordered on the uncashed check.**

5115 Park Website Maintenance-**\$350**

A conversation with the Park Webmaster indicated her fee is \$98 per month, but only as needed. It is likely that the \$350 budgeted by Associa may be sufficient for website maintenance and Zoom account charges.

Payroll and Benefits

5300- Park Caretaker Salary-\$56160

- is set at \$27 per hour for a 40 hour week. However, it is said that John Mccutcheon and Mir Agol are job sharing. It is also noted that Mir Agol has been being paid \$25 an hour for a 40 hour week.

**If they are job sharing, a 2000 hour work year comes to \$54000 rather than the \$50000 in the Associa draft budget.** And also if they are not working the full FY year, vacation pay would not be due either employee.

**The Budget Committee recommends that the Board resolve the issue of job sharing, and the \$2 per hour pay differential, but suggests using the \$54000 figure for this budget line item.**

**NOTE: Additionally, 80 additional hours should also be budgeted to account for the Assistant Caretakers vacation time off for an additional \$2160 for a total budgeted amount of \$56160.**

5302- Assistant Caretaker Salary-\$50000

(Will) is reported by Martin Metz to be \$24 per hour for a 40 hour week PLUS 2 weeks vacation as a full time employee for a total of \$49920. Given the **Associa budget figure is \$50000 and there may be some overtime, the Budget Committee agrees that amount to be appropriate.**

Note: the job description in the budget draft will need to be updated as it is not an accurate description of duties.

5304- "Office Staff"-\$20800

**The Budget Committee recommends that the Board change the title of this category from "Office Manager" to "Office staff" and that office hours be changed to Thursday thru Monday from 11am-3pm to better serve the members. Although this position is shared by several individuals, it is essentially a one person job for 20 hours a week, or 1040 hours per year. \$20 per hour for this/these part time positions with no vacation is thought to be appropriate by the Budget Committee, so the amount budgeted is recommended to be \$20800.**

5306-"Park Manager" \$55000

**The Budget committee recommends that this line title be changed from "Manager/Assistant Manager" to "Park Manager". This position manages the work of 2 Caretakers daily and 1 part time office worker 4 days a week and essentially sets their own work hour schedule.**

A Google search of "HOA Manager Salary in Washington state (screenshot attached) indicates the average starting wage for this position to be \$45093 per year, the midrange salary to be \$57058 per year, and the salary for "Top Earners" ( those holding advanced degrees in Property Management, certifications,etc to be \$73546 per year.



**The Budget Committee suggests that the appropriate salary for this position, including vacation, should be \$55000 per year.**

Associa has this position budgeted for \$72,000. It is also noted that after the cancellation of the automatic renewal of the Associa contract, the total for their remaining services is going to be in the range of \$48000 in support of the Park for **a combined total between Associa and the Park Manager totaling \$103000 per year.**

5318- Water Quality Manager-\$4442- See Professional Services 7005

The Park Water Quality Manager is Brad Ferris of waterworks Northwest LLC. In a phone conversation on 4/12/2024 and as detailed in a follow up email forwarded to the board, Brad's 1 time per month visits will cost \$4432 (ACTUAL) in FY 2024-2025.

**The Budget Committee recommends that the duties listed in the Associa draft budget under category 5302 be combined as they are a redundant expense that is not required by the state according to Brad.**

5320-Caretaker Training-\$1000

The Budget Committee agrees that the \$1000 budgeted by Associa is likely appropriate.

5322-Standby Caretaker Salary-\$3680

With John, Mir and Will as our Staff Caretakers, there may be a temptation to eliminate this budget category. However, In our Edge of Wilderness Community, we can never know when an unforeseen labor need may arise. The Associa draft budget calls for \$3000. **The Budget Committee recommends the amount of \$3680 as more appropriate.**

5335 Admin Travel-\$650

The budgeted amount was \$650 and projected to be \$271 in 2024.

**The Budget Committee recommends that the Board keep the figure at \$650 for FY 2024-2025.**

5340-Payroll taxes-\$33000

The Associa amount budgeted based on current year actuals is \$33000.

Not knowing what budget the Board and members actually approve, **the Budget Committee agrees that figure is likely appropriate.**

6315- Employee Uniform Allowance-\$2000

This line item is for items particular to working employees that will likely wear out on an ongoing basis such as ear defenders, safety vests, work gloves and boots particular the the employees work and safety. The Associa draft budgeted amount is \$2500. **The Budget Committee recommends the amount be \$2000.**

5400 Insurance premiums.-\$15000

The total Associa draft budget amount for all Park insurance policies is **\$15000**. This includes insurance on all Park vehicles operated by employees, insurance on all Park common area property, general liability umbrella coverage, board insurance, in essence all park insurance for the common good. Insurance for any individual member(s) or their private property and liability is NOT included.

**The Budget Committee recommend that all policies be reviewed and updated by the Board as necessary as to coverage and cost before approving a final figure for this category.**

6005- Propane-**\$5500**

\*All propane expenses including actual propane, tanks, have been combined under one category. This was done because the invoicing from Vandergott Propane was not detailed as to location and amounts delivered to each point of usage. Associa has budgeted the amount of \$5500. **The Budget Committee recommends discussion and review with Vandergott Propane regarding more detailed invoicing in the future.**

6035-Trash service-Waste Management

Associa has budgeted **\$6000**.

**The Budget Committee recommends exploration of any competitive bids that may serve our area. (Republic)**

6050-Park Internet and Phone

Associa has budgeted **\$5000**.

**The Budget Committee agrees.**

6060-Diesel fuel

Associa has budgeted **\$10000**.

**The Budget Committee agrees.**

6065-Water-General Maintenance-**\$100000**

Associa has budgeted \$16500.

**The Budget Committee recommends budgeting \$100000 on the advice of Board Member David Mirault due to the current leak situation.**

**NOTE: Repair of said leaks will drastically reduce water expenses for pumping, pump fuel and maintenance and treatment.**

6505-Roads Maintenance-**\$15000**

All Road General ledger amounts combined- Surface Materials, Culverts, Bridges, Gates, Grading and Ditching.

Associa has budgeted \$14686.20.

**The Budget Committee suggests budgeting \$15000.**

**Note: Upon completion of the installation of the Boulder Creek bridge this summer, several truckloads of gravel currently in service as approaches to the temporary bridge**

**will become available and have already been paid for.**

6600-General Maintenance and Repair-**\$35000**

All "Service Equip", "Park Facilities & Maint", and Playground Maint.

Associa budgeted **\$35000.**

**The Budget Committee agrees.**

Professional Services-

7000-Audit and Tax Services

Associa budgeted \$3200. **The Budget committee recommends \$4100.**

7005 Certified Water Manager Services

**See 5318- Correct placement in final budget.**

7020-Legal Services

Per Associa Draft **\$12500**

**The Budget Committee agrees.**

7040-Associa

Per Michael Rodrigues **\$57600**

7050- SmartWebs-**\$5650**

The Budget Committee recommends contracting for one year at a cost of **\$5650**

It is expected that this system will streamline the work of the caretakers in real time regarding water meter reading, Park work, payroll and other things as well as reduce the workload on the Park Manager and Office in documentation of same.

9000-Federal Income tax

Per Associa-**\$500**

9015-Property/Real Estate taxes

Per Associa-**\$3250**

Other Expenses

9105 Reserve Contributions Expense-**\$34825.00**

**The Budget Committee recommends a modest increase in the Reserve Contributions based on Table 2-2 in the last Reserve Study. Not making this change now will improve the Reserves by \$1M above the break even point over the next 20-25 years while NOT increasing the contributions will result in a deficit below the break even point by \$1M**

over that same period, a difference of \$2M.

This increase amounts to approximately \$8.62 per lot in FY 2024-2025.

Associa Draft Budget Reserve Contribution Amount-----\$31705.00

**Budget Committee Draft Budget Reserve Contribution Amount-\$34825.00**

**CRCC Budget Committee Total budget \$548,221.00**

**Associa Total Budget \$531,634.00**

**Difference \$ 16587.00**

Board Meeting Saturday April 13, 2024

Staff Report

Pixie Evans

Site Manager CRCC

To The membership of CRCC,

Good afternoon,

Thank you for joining the Board Meeting today and participating as the Membership of the park. As it is important that you are an active part of the happenings in the park and the involvement in the Board Meetings are a way to be informed.

First, our new office staff has started Angela Nevin and Nicole McFarlane. They both are part-time, Angela- Tuesday, Wednesday, Thursday. Nicole Saturdays. 11am-3pm. They are still learning, as there is a lot to learn. But they are doing a great job. It has not been an easy start, recently the passwords have been changed from an external source and verify to other numbers other than current employees or Board Members. This has made it difficult to use our accounts easily. And we have had to work around these problems. This has mainly been the accounts that are not Microsoft, but older accounts the park that has made it difficult for the use of Mail Chimp, the use of Zoom and Google. As of now, we have been able to remedy this problem. We shouldn't have problems going forward. Both Angela and Nicole are processing Gate cards, gate keys and vendor codes. Lot modifications, Welcome packets, park questions, files, copying for the park, meter reports, incident report copies. Answer phones and calling back for member and vendors access, sending documents to the management company. Maintain and secure park documents. Answering questions for many. Posting notices, copying notices, and supporting BOD in there copying etc and more. Please introduce yourselves to them when you have time.

The caretakers -John McCutcheon is back from his break in Florida, he tells me he enjoyed himself. The nice weather was great for his relaxation. But he is glad to be back and has already been working. Mir covered for John while he was gone. They were able to job share and it worked for both, now Mir will go back to his summer activities. We will see him around the park, he is already continuing his drum circle. You may see Mir working with David, as David has asked him to assist when he needs him for the water project.

Now Will and John M will be working through the busy season and the park is covered 7 days a week. They will be doing rounds twice a day as usual. Work on the roads, the trimming, mowing of the park's grounds. They monitor the water and do maintenance of the park equipment and vehicles. And much more. They are happy to answer questions from the membership.

## **Items to know,**

The garbage cans will be moved again to the park like we did last year. There will be no garbage can at the office. We will have two cans, like we did last year. This will happen the first week of May.

The honey bucket will be added the first week in May for the camping lots.

The monthly cleanup day is Next Saturday April 20<sup>th</sup>. I want to Thank the volunteers for their efforts over the past few months at cleanup days. And the members that have cleaned up their lots, it is looking good. Don't forget to send in your volunteer hours for Firewise.

## **The water**

First, since Tammy left. With the assistance of our water specialist, I have done the coliform samples each month and brought them down to be evaluated. We are in compliance, and we have no notifications from the county that says different. Brad our water specialist has confirmed that they have everything necessary.

With the assistance of our water specialist, I have completed and sent in our monthly disinfection reports to the county. That included, the Annual WFI report that is required.

The caretakers are doing all the required testing and logs necessary for compliance. They give them to me each month so I can report to the county.

The meter reading has been done by the caretakers each month and given to me. I create the meter reading report. The meter reading assists us on if anyone has leaks on their property. So, we may notify the member they may have a problem on their property with a leak. We notify them and document that we have notified them on their leak. The property owners also notify us if they know they a leak. Any leaks on property's are not the issue for this water leak. A reminder to property owners to notify us if you have a leak after you turn on your water this season. If you have a leak fix it and keep your water off if you have one until you fix it.

Several weeks ago, we were getting readings from our concrete tank that we were using more water than normal. At that time, the caretakers began looking for water at the surface that could be the location. We had a few areas of suspicion. We repaired a few of these areas. But they did not fix the problem. The caretakers were pumping, to keep up with the loss. Will would start the pump and Ken was shutting off in the middle of the night. I was monitoring tanks throughout the night and Ken would as well. Michael suggested, David get involved since he was a plumber and had a background in water systems. I had already spoke to a leak detection company, Isaac from Action Leak. I asked him to come and give us a bid. I found there were only a few of companies like him in the state with his type of machinery. He did come and give us a bid. It was a few thousand dollars for him to come and look for the leaks. Once I got his bid I sent it to the board. David contacted him and told me that he wasn't the person we wanted to do the work. He didn't have enough insurance and wasn't qualified. I did not pursue him after that conversation. The board decided that David could assist the caretakers in isolating areas in the park to see if wee could find the leak. This was done and the leak. We determined it was in Division one. My caretakers were working hard and were tired it was weeks on this situation

with little results. So unsure with why some days we lost 2.5 ft other days 7.5 ft. From there Michael and Board decided it made sense that we get bids, David had vendors he could get bids from. He did that and the Board approved the work forward. David can update the membership on what has happened with the work the last few days.

I want to say, I Thank you to the membership for being patient and understanding for the safety precautions that were added and the periodic shut offs. Especially the people on Mt. Loop they were affected the most.

From there, the Board has the information on the leak repairs from the last few days.

Because there is a lot to go over today, I am going to stop here. And if anyone has any questions for me feel free to contact me at [manager@cascaderiverpark.com](mailto:manager@cascaderiverpark.com) or at questions for the office at [office@cascaderiverpark.com](mailto:office@cascaderiverpark.com).

All the Best,

Pixie Evans

Site Manager

CRCC