

## PSA BOD MEETING MINUTES

Saturday May 13, 2023, 10AM

Location: The Hut

Officers and Board members in attendance (as per sign-in sheet): Velinda Brown, Will James, Susan Lord, Daniel McClough, Arlen Schwandt, and Maureen Allen. Jan Moon was excused from the meeting. She provided a proxy to Velinda to vote on her behalf.

Association members present (as per sign in sheet): Rob Koenig, Kevin Killinger, Forrest Strickland, Larry Koltz, Randy Lord, Sue & Gerald Swaser.

1. Velinda called the meeting to order at 10:06 a.m. She acknowledged the meeting was being recorded.
2. **Presidents Report:**
  - a. Velinda said the newsletter was emailed to members on 5/5/23. She said she sent hard copies via postal mail to those members without email addresses. She also included the Water Survey report to those members without email addresses.
  - b. Velinda reported we are seeking a Board/Treasurer replacement for Jan Moon who wants to retire.
  - c. She reminded us of the May 26-28<sup>th</sup> (Fri-Sunday) will be "Free Items" weekend. Community members can place serviceable and usable items at the curb, but the items can be taken at no cost. At the end of the weekend, all untaken items must be put away.
3. Sue Lord read the March 18, 2023, BOD minutes. Discussion was had about #vii of the minutes. Larry wants to remove the text: "The next Marina Committee meeting will be scheduled after Velinda receives the bids from the contractors. Larry questioned Velinda why she got bids without permission from the Board." And replace it with "Larry is aware Marine Floats Tacoma and Quigg Brothers Construction have been PSA BOD approved as Marina project contractors." Velinda said this discussion will be moved to the Marina Committee. A motion was made by Will to accept the 3-18-23 Board minutes with the correction noted. Dan seconded the motion. Motion carried (5 yay, 1 nay).
4. Old Business: none
5. New Business:
  - a. Vote on Kevin Killinger (bio provided) for Board Position (previously held by Dean Graves, term 2021-2023). She read his letter to the board about his request to serve on the PSA Board of Directors. Velinda made a motion to nominate Kevin Killinger to serve on the Board of Directors. Maureen seconded the motion. The motion carried, unanimously. Kevin was welcomed to the Board.
  - b. Add Brats and Beer Get together to 2023 Events Calendar: October
    1. Coordinator Tina Simms checking on availability with Mason Benson Community Center. There are several dates that Tina is considering and will select one in October soon.
6. Committee reports:
  - i. Finance: Chairman Jan Moon is not in attendance. She gave permission to Velinda to present her Finance report on her behalf.
    1. Velinda read the Finance Committee Report and said we have a new bookkeeper

named Ted Combs at Belfair Tax. He is experienced and willing to help PSA save money for monthly bookkeeping charges.

1. General checking: \$ 50,668.80
  2. General Savings: \$ 28,659.35
- ii. Other report highlights include: all annual dues payments were received as of May 10, 2023 and there are 5 double and 1 single slips left in the marina for rental.
  - iii. Velinda discussed the Proposed 2024 budget. She said the Finance Committee did a lot of research in putting together the budget. In addition, several committees were asked to submit budget items for 2024 to be taken into consideration during this process. There were several questions about line items. Velinda explained all.
  - iv. Recommendations from Finance Committee to PSA Board:
    1. Purchase "Gusto", \$52 per month: a payroll application (allows maximum 6 employees) or \$624.00 annually. (This should save us money on bookkeeping charges.)
    2. Purchase QuickBooks online (3 people have access) for \$59.50 per month or \$714.00 annually. (This should save us money on bookkeeping charges.)

Will made a motion to purchase the two new software applications. Maureen seconded. Motion carried.

- v. Automatically roll over CD's when mature.

A motion was made by Will to automatically re-invest the CD's and continue to do so until the Board decides to cash them out. Arlen seconded the motion. Motion carried.

- vi. Approval of the 2024 Budget.

A motion was made by Sue to accept the PSA proposed 2024 budget as presented. Mareen seconded, motion carried.

- vii. Next meeting: TBD

b. Governing documents (Chairman Larry Pazaski, co-chair Velinda):

1. Committee report:
  - a. The Committee is continuing to work on Short Term Rental application, processes, and definitions.
  - b. They are also revising the rules about dogs in both our community and park.
  - c. In addition, there are some changes to the landlord/tenant rules the committee has been revising.
2. Recommendations to the Board. None currently.
3. Next meeting: June 20, 6:30pm at Sue Lord's house

Member Forrest Strickland asked why we are going to allow short-term rentals (STR) in our Association. Discussion was had explaining that our attorney showed us case law in WA State that indicates the court sided with individuals who wish to use their property as STRs. As we have already had experience with STRs in our community, we felt we should put together rules, procedures, and an application for our members who have an STR property. Forrest also said he understands that Mason County has created a permitting process for STRs. The Board said we will investigate this revelation.

c. Facilities (chairman Dan McClough, co-chair Arlen Schwandt)

- i. Daniel provided a facilities report. Some highlights are: The snow-cone machine has been purchased and Merrisue sent a check to cover the cost. Wooden shelves are being built in the storage areas. All materials for this project have been donated. Pressure

washing was performed on the hut and sports court. The committee has verified there is power to the base of the flagpole and determined the dawn to dusk relay was bad. The horseshoe pit has been updated and cleaned up. We need to repair the ski dock in the winter. One flotation device has failed and the boards adjacent to the float need replacement. We have a quote for custom wind curtains for the windward side of the Hut. Shingles are missing from the hut roof, so we should add the cost to replace them to the 2024 budget.

- ii. Facilities update - refer to 2023 project list
- iii. Recommendations to the Board:
  - 1. Purchase aluminum ski dock ramp (replace heavy wood ramp)
    - a. This is a carryover request from the last Board meeting.
- iv. Velinda said the Cinco de Mayo fundraiser made \$268.00. She will reimburse the park fund for the cost of the plates and utensils used during the event.
  - 1. Velinda reported about the County permits for the launch.
  - 2. Tabitha sent a request, May 8, for an update to Corp of Engineers on piling issue. Corp responded that they would have information by May 12<sup>th</sup>, no response yet.
  - 3. Contracted with CG Engineering to provide construction drawings and they were received by Velinda. Kip will bring the drawings to the next Marina Committee meeting.
  - 4. Tabitha Simonetti will be preparing permits for Mason County as soon as construction drawings are completed.
  - 5. Research by facilities committee pending regarding Dock A cost share will be in conjunction with the new bids and replacement bids we will receive for the launch.
- v. There are no park fundraisers scheduled at this time.
  - 1. Park reserve balance: \$16,645.00
  - 2. CD: \$151,572.00
- vi. Next meeting: TBD. However, Dan will let the Board know when the next meeting will be scheduled.

d. Marina: (Acting Chairman Velinda Brown)

- i. Marina committee report:
  - 1. Tabitha sent a request, May 8, for an update to Corp of Engineers on piling issue. Corp responded that they would have information by May 12<sup>th</sup>, no response yet.
  - 2. County permit: CG Engineering provided construction drawings on 5/12/23.
  - 3. Tabitha Simonetti will be preparing permits for Mason County as soon as construction drawings are completed.
- ii. 2023 Projects update:
  - 1. Repair/replace dock boards as needed.
- iii. Marina Reserve balance is \$64,870.00.
- iv. Edward Jones CDs: \$150,536.00
- v. Recommendations to the BOD:
  - 1. Marina committee will be requesting new/updated bids from contractors for marina and launch project from the following:
    - a. Marine Floats
    - b. Quigg Brothers (launch)
    - c. Lakeshore Construction (site visit on Friday March 3<sup>rd</sup>) provided drawings
    - d. Shearer Construction (launch)
- vi. Fund raising events:

1. The Cinco de Mayo event was very successful. Up to 60 people attended. The event earned \$268.00.
2. July 3<sup>RD</sup>, BBQ, Fireworks
3. Labor Day celebrated on Sept 3<sup>rd</sup> (Solstice is scheduled)
4. FYI, there will be a Community Luau in August hosted by some members of our association.

vii. Next meeting: May 13, 2023, at the Hut

e. Public Relations/Membership (Chair Maureen Allen)

1. Sheriff's meeting report. Maureen reported that there were two Citizens Auxiliary Advisory Sheriff's Meetings since her last report. At each meeting was special Guest Barbara Hubbard who had been a volunteer at the Sheriff's department, but now holds a job with 29 duties since most volunteers and a paid employee quit from the Department. Sheriff Spurling is pleased with the new apparel cameras as they contain strong evidence against those who make claims regarding officer behavior. He claims the Mason County Criminal Justice system is in crisis mostly because of low wages. For example, the Public Defender's office is not staffed yet, because when candidates learn the low wage that is paid to the PD, the candidates decline the offer. The Sheriff is excited about the prospect of acquiring space at the former Belfair Fire Station where it can partially be used for mental health care professionals who can help with concerns in the jail population.
2. New owners: none reported.

f. Water: (Chairman and Vice-President, Will James/Co chairs /Larry Pazaski/Randy Lord)

- i. Committee report: William reported there are two property owners he contacted about their "overages" in water use. Will may need to turn off the water at one of the homeowners' property. He said we need to replace a seal for a water storage tank hatch to prevent contamination. He will contact NW Water to get this corrected. Finally, Will reported that the generator is working well with no problems noted.
- ii. 2022 Consumer Confidence Report (Water)
  1. Will be emailed to PSA2020 by Will.
  2. Will be postal mailed to others by Velinda.
- iii. Water checking/savings: \$63,451.00.
- iv. CDs: \$507,730.00.
- v. New board member Kevin Killinger will be added to the Water Committee.
- vi. Next meeting: TBD

g. Web Page Group (Susan Lord)

- i. Sue reported she consistently updates the google e-mail group and website monthly. She asked that committee chairs let her know of upcoming committee meetings so she can add them to the calendar and website's upcoming events page.

h. Block Watch (Sue Lord)

- i. Sue reported there were two incidents reported to her since her last report. A Jet-Ski and its trailer was stolen from a member and another member reported an individual drove up his long driveway and took pictures of his home.

7. Other matters that may properly come before the Board (each member is limited to approximately two

minutes) Members will notify BOD upon signing in that they wish to be heard:

Larry Koltz addressed the board and members. He said he was disappointed again by the proposed 2024 dues. He wondered if anyone had read the old "Reserve Fund Report"? He said we are not considering a reserve fund for the park for proper maintenance. He believes we should charge \$365.00 (a dollar per day) for dues so - as a starter - we can begin to have a decent reserve for the park. Velinda explained that this year, for the first time, we have a line-item for Park Reserves. She said it is for \$5,000.00 which is a good start to increasing the fund.

A motion to adjourn the meeting was made by Will. Maureen seconded; motion carried.  
The meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Susan M. Lord, Secretary