

WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING

Monday, November 11, 2019, 7:00 PM
Marin Municipal Water District
Board Room

220 Nellen Ave
Corte Madera, CA 94925

FINAL MINUTES

Meeting called to order at **7:00** pm by President Chris Marcuse

Board Attendees: Bonnie Jones, Wayne Koide, Bob Newcomer, Mark Northcross, Jim Parton, Johanna Sistek, Patti Schmidt

Board Members Absent: Don Keeley

Others present: Jean Jefferies – Secretary
Pete Martin
Crystal Yezman & Shaun Horne (MMWD)

APPROVAL OF MINUTES

- Minutes of October 14th Board Meeting
Motion to approve minutes: Jim; Second: Wayne; All in Favor
- Minutes of October 20th Members Meeting
Motion to approve minutes: Bob; Second: Bonnie; All in Favor

PRESIDENT’S REPORT

- Meeting w/Aloha Electric
 - local source available to service the generator
 - should be able to achieve 90-95% remotely once the connection is made to the internet; would only charge for maintenance site visits
 - securing the batteries; they will bolt batteries to cement
 - may enter into a service contract soon
 - Aloha Electric is reviewing the manuals that came with the system and will streamline instructions for the innkeepers
- Fire Hardening Meeting w/Tree Company
 - Bob from Bob's Firesafe Team, Inc. along with Chris, Scott, Ross & Urban did a site assessment, identifying problem areas, made key fire mitigation recommendations, developed an action plan (16 action items) and budget.
 - work will consist of removing dead/dying trees and vegetation, trimming/topping off limbs within the horseshoe plus removing 5-6 trees near the water tank
 - Proposed budget to complete work- \$4400

Motion to approve \$4400 budget for tree/vegetation removal & management: Johanna;
Second: Patti; All in Favor

- Meeting w/Marin Project Coordination re: Water Sourcing
 - see attached notes from meeting with Marin Project Coordination Committee
 - Bonnie is reaching out to the California State Parks (CSP) to determine the water source for the East Peak operations; she will also investigate what impact changes in water sourcing might cause to our operating permit.
 - George (member/hydrogeologist) will set up a site visit with a representative from Fisch Brothers Drilling to examine possible work locations.
 - Crystal shared that MMWD has done well studies on the mountain to potentially locate constrained aquifers; although the results were not encouraging they can share the data with George Reid.
 - discussion focused on option #3: Vertical boring/production well, in addition to, repairing the spring box (raise side wall/solves turbidity issue); Crystal said MMWD will take care of raising the spring box side wall.
- Innkeepers' Meeting
 - Chris reiterated the inn is under a "no burn" order until further notice and have experienced some rain (no matter how cold it gets).
 - there was an issue this past weekend with a member who has a disabled placard who wanted to come in Friday, leave Saturday to get her friend's things- i.e., wanted in/out privileges. Chris spoke with this member to explain the policy. Then, a cigarette butt was found in the garbage in the room of one of her friends (this member booked the room). Board agreed to issue a "warning" to this member and document this occurrence.
 - the one innkeeper who is the first aid/ CPR instructor certified wasn't able to put together a program form so each individual innkeeper is taking care of their own first aid/CPR renewal and will be reimbursed (around \$40-\$50 per innkeeper).
 - refund request; a member had a 3 night WIB during red flag event; 2 of the 3 nights were cancelled and this member received a refund for 2 nights. However, member is asking for a refund for all 3 nights. Chris will ask Jennifer if this member called to cancel the third night and if so, then board agrees to refund half the WIB nightly fee of \$350.
 - only one complaint regarding new reservation system; requesting the ability to speak by phone to reservationist.
- Donation to the Discovery School
Chris approved donation

TREASURER'S REPORT, Mark Northcross

- Cash position down due to \$55K spent for deck & stairway repairs; October overnight use fees low due to red flag days and power outages (lowest overnight use fees in 10 years).
- How much is being spent on capital projects and how many red flag days occur during the month of October is what determines how we do from year to year.
- pancake breakfasts annually generate \$25K net revenue; during 3 of the last 5 years the October PCBs have been cancelled due to red flag days.
- Mark tracked the operating expense categories insurance, propane and rubbish over the last 5 years: insurance has more than doubled (due to fire insurance), propane cost has doubled (propane price increase, new generator/refrigerators drawing more load, in addition to running the generator a lot more); Recology (rubbish) payment errors over the last two years still need to be corrected.

-someone made a reservation with wampum that was canceled due to red flag; this person is asking for a cash refund. The board agreed the refund can only be in wampum once it is determined if the wampum was sent in (policy states you pay in wampum in person when you show up the day of reservation).

-Mark will check to see if the minimum wage is scheduled to increase January 1st.

OLD BUSINESS

- Deck & Stair Repair
-project is complete; refer to last month's October minutes for complete report
- Fire Hardening "White Paper"
-Refer to Nov 8, 2019 Fire Prevention & Fire Hardening Report
-Major Headings with Associated Work- Category 1 & Category 2 have been fulfilled
-Pete/Fire & Safety will be looking at the 200 feet defensible space and who will be paying (MMWD); there will be a defensible space plan submitted to Christy Neill for approval; WPIA and MMWD will follow the plan once it is approved.
-Work expected to be completed by Spring 2020
- Heritage Nights - April 24th & 25th, 2020
-Fran and group are working on this 2-night event.
-April 24th appetizers will be served and some committee members dressed in period costumes will mingle with attendees; April 25th a formal dinner with Fred Runner speaking is planned.
-goal is to 'break event'.
- Phoenix Lake cabin- Chrystal & Shaun were interested in input after Johanna & Don's visit; the board emphasized they would be willing to advise any group that decides to take on this project. It is not feasible for the WPIA to take the lead in such a large scale project as there are so many important, pressing and important ongoing projects in the works. It was suggested they connect with a local school (Branson) who might be interested in the project for outdoor education uses.

NEW BUSINESS

- Innkeepers- Executive Session
- ADA During Red Flags
-Safety outweighs all other considerations when a Red Flag warning is in place
- Bike Racks
-discussion, no need at this time
- Music on the Porch
-Ross will discuss during January meeting

COMMITTEE REPORTS

Buildings & Grounds: Ross Asselstine & Urban Carmel

Communications/Website Committee: Jan Gauthier

Development Committee: Suzie Adams Koide

- Gordy starting to formulate fundraising letter to members
- 2020 fundraising need- climate change adaptation for the WPI: water is getting more volatile, fires are getting worse, we need money to help the inn adapt.
- donations year-to-date \$13-14K
- there is a member who offered \$5-10K depending what the project is

Election Committee: Chris Marcuse & Lin Johanson

Event Committee: **Gail Shahan/Fran Rondeau – Chairs & Officers’ Holiday Party, 12/9/19 at Whipper Snapper – RSVP by 12/1/19 to Gail**

Fire & Safety: Pete Martin

Garden Committee: Kathleen Kopp

Heritage/History Committee/ Historian: Fred Runner

Housekeeping: Fran Rondeau/Bonnie Jones

Water Tank/System: Bonnie Jones

***Membership:* Gordy & Lynn MacDermott**

-Julia Turner & Aram Price of San Francisco, Sponsored by: Don Keeley, Sally Jourdin & Kathy Harris

- Gregory Wilker of Mill Valley, Sponsored by: Don Keeley, Cindy Shaw & Mark Northcross
 - Peter Karlen of Mill Valley, Sponsored by: Chris Marcuse, Don Keeley & Lin Johanson
 - David Winslow of San Francisco, Sponsored by: Leon Rishnw, Donald DeLave & Rye Jorgensen
- Motion to approve applicants to the wait list:** Wayne; Second: Mark; All in Favor

Mountain Organization Liaison: Olene Sparks

***Newsletter:* Alison Bricker – December newsletter deadline, 11/18**

Old Timer’s Liaison: Marilyn Skaff

Pancake Breakfasts: Lin Johanson/Gordy MacDermott

Personnel: Lin Johnson/Fran Rondeau

Policy & Procedures: Wayne Koide

Reservations: Jennifer Greene

- There were a few growing pains with the new reservation system but the overall opinion is the software is user friendly

Technology: Nate Lee

Work Parties: Don Keeley

EXECUTIVE SESSION- 8:38pm

Open meeting was adjourned at 9:03pm; Move: Johanna; Second: Patti; All in Favor

Respectfully submitted,

Jean Jefferies
Secretary

Policy Motions passed this meeting	
<i>Topic</i>	<i>Details</i>
Vegetation Management	Approved \$4400 budget for tree/vegetation removal and management; Bob's Fire Safe Team, Inc. will perform the work.

Tally of Donations of mid-week overnight accommodation- calendar year 2019	
<i>Month voted</i>	<i>Organization</i>
May 2019	Point Bonita YMCA
May 2019	All One Ocean
September 2019	St. Anselm School
September 2019	Good Shepherd Lutheran School
September 2019	Tam Valley Elementary School
November 2019	The Discovery School

West Point Inn Association

To: Bonnie Jones, George Reid
From: Chris Marcuse
CC:
Date: November 7, 2019
Re: Notes from Meeting with Marin Project Coordination Committee

Comments:

Meeting began with Bonnie providing an historical overview of the Inn and its water source.

Bonnie then provided an overview of the four options for increased water production currently under consideration by WPIA:

1. Installation of an improved spring box.
2. Horizontal boring in the area of the existing spring box.
3. Vertical boring/production well.
4. Connecting with existing (state or MMWD) water pipes.

After summaries, representative from US Army Corps of Engineers (ACE) stated they would only be involved if we proceeded with Option 1. She stated this would fall under Section 404 (unknown what code) regarding fill discharges. However, ACE strongly discouraged going with Option 1.

Reps from California Department of Fish & Wildlife (CDWF) and the Regional Water Quality Control Board (RWQCB) stated they would be involved if we proceeded with Options 1 or 2. They stated their interest would be if the work causes changes to the creek that would impact fish downstream. CDWF said that proceeding with 1 or 2 might trigger restrictions on drawing from the creek during the summer months due to the effect on fish.

CDWF further stated that the Inn is probably covered by being grandfathered in with pre-1914 water rights to the creek. However, any work that impacts the creek would negate that protection and cause the Inn to have to follow current standards.

The group also said that water quality regulators (possibly Department of Health or regional agency) might require a new permit if we proceed with Option 1. The group **strongly** encouraged going with Options 3 or 4.

Next steps:

1. Bonnie will continue attempting to contact California State Parks (CSP) to determine the water source for their East Peak operations.
2. Bonnie will also investigate what impact changes in water sourcing might cause to our operating permit.

3. George will set up a site visit with a representative from Fisch Brothers Drilling to examine possible work locations.
4. Bonnie will reach out to Maureen Parton, to see if we can find a political “champion” on the Marin County Board of Supervisors.