

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, September 9, 2019, 7:00 PM

Marin Municipal Water District

Board Room

220 Nellen Ave

Corte Madera, CA 94925

FINAL MINUTES

Meeting called to order at 7:02 pm by President Chris Marcuse

Board Attendees: Bonnie Jones, Don Keeley, Wayne Koide, Bob Newcomer, Mark Northcross, Patti Schmidt

Board Members Absent: Jim Parton, Johanna Sistek

Others present: Jean Jefferies – Secretary
Ross Asselstine, Pete Martin, Nate Lee

APPROVAL OF MINUTES

- Minutes of August 12 Board Meeting
Motion to approve minutes: Bonnie; second: Wayne; All in Favor

PRESIDENT'S REPORT

- Innkeepers Meeting
 - discussed opinions regarding WIBs; some think they are easier but rowdier/others feel it's easier since oftentimes there is less conflict (kitchen duties especially).
 - new innkeeper desktop computer is being used and the setup is 'a work in progress'; transferring files from the old computer to the new is not yet complete; \$400 saved by going to a desktop vs. a laptop; a former innkeeper may come up to help with this transition.
 - some guests are asking to rent pillowcases (vs whole sheet set), innkeepers sometimes breakup a sheet set to offer a pillow case for \$5; makes sense to buy extra pillow cases to avoid breaking up sets.
 - Recology- innkeepers asking for a smaller dumpster with more frequent pick-ups; Mark reports the Recology expenses are way up vs. last year; he will have the bookkeeper make sure the WPI has not been overbilled and clean up the recordkeeping; Mark will then request cost information if WPI switches to more frequent pick-ups.
 - roofing over the events closet leaks; Ross will inspect all aspects of the inn roofing to determine repair needs during the week the deck construction is underway.
- Electrical System
 - Pavel (Humbolt Electric) visit to the inn- he was not happy- due to the appliances being used (microwave, freezer, refrigerators, toaster oven, fans)- power demand is maxed out; more panels will likely need to be added. Also discussed building a sound wall around the generator.
 - chart listing monthly responsibilities/needs to maintain equipment (generator, etc) must be adhered to; master panel instructions/computer operation of the system needs to be dealt with by experienced individual/s only. Can these monthly tasks be done at the monthly work party?
 - discuss with Pavel: the microwave draws too much power-switch out microwave/replace with toaster oven? Reassess connected loads vs the design system.

-Leete Generators, Santa Rosa (generator maintenance contractor) is the only company willing to travel to the WPI.

- Approved Donations: St. Anselm School, Good Shepherd Lutheran School, Tamalpais Valley Elementary School

TREASURER'S REPORT, Mark Northcross

- Cash position staying strong; overnight use fees a little off
- Overnight use fees trailing record year 2018 by only \$6.8K
- Expenses: need to sort through the "rubbish" category expense; huge discrepancy vs LY
 - Insurance expense increase +\$8K vs. LY
 - B/G expenses are light TY, however Board just approved \$20K for deck/Toby improvements

OLD BUSINESS

- Freezer Issue
 - Johanna sent a follow-up letter to Dvorson's; they have until September 21st to respond
- Meet w/MMWD (09/23) re: Spring Box/Lease- Chris, Bonnie, Wayne
- WIB Metrics
 - May 1st until September 30th 2019 vs 2020;
 - Bonnie has collected data from 2019 from Jennifer to establish the baseline
 - overnight fees/revenue generated will be compared
 - *see attached- proposed WIB evaluation criteria

NEW BUSINESS

- SuperInn Replacement
 - Technology committee chair Nate Lee is researching new options/software for the reservation system. He has contacted 6 companies to set-up demos and answer questions.
 - Necessary to have new software in place by the end of October as SuperInn will be shut down.
 - Nate will reach out to Jennifer (reservationist) so she can partner with Nate to review demos/select replacement software
 - September 23rd is the deadline to select new reservation software time can be factored in to process the paperwork and migrate prior history/information to the new system.

COMMITTEE REPORTS

Buildings & Grounds: Ross Asselstine & Urban Carmel

**See attached report/proposal- "Main Deck Waterproofing Replacement, Toby Floor Repairs"

Motion to Approve \$20K for B/G committee to repair the south deck and possibly the Toby floor:

Mark; second: Bob; All in Favor

Communications/Website Committee: Jan Gauthier

Development Committee: Suzie Adams Koide

Election Committee: Chris Marcuse & Lin Johanson

CANDIDATES: Nancy Fox, Nate Lee & Pete Martin

Event Committee: Gail Shahan/Fran Rondeau

Fire & Safety: Pete Martin

-Pete met with Carl Sanders (MMWD watershed manager); Carl stated MMWD will take care of the vegetation clearance along the road & WPIA is responsible for everything within the horseshoe.

-The fire department made a number of recommendations:

4-6 trees up against the buildings that may need to be removed; Pete will get someone up to the Inn to evaluate what needs to come down and how much it will cost. Pete & Scott Halstead will do a walk-around to identify which trees/plants need to be taken out; they will tie red flagging tape around what needs to be removed. This should be ready by the October work party. Pete will work up a plan with projected expenses.

-B/G has met with Fire/Safety and the team will formulate a report within a month summarizing an action plan that sorts into 3 types of risks and mitigation- internal building, external building, and within the horseshoe.

Garden Committee: Kathleen Kopp

Heritage/History Committee/ Historian: Fred Runner

- Heritage Nights: April 24 & 25

Fred cannot take the lead role but he is willing to consult and others will help out

Housekeeping: Fran Rondeau/Bonnie Jones

Oftentimes an innkeeper will rent out just a pillowcase which breaks up the sheet set and does not make it back to the set; purchase separate packs of pillowcases to rent at \$5 each?

Water Tank/System: Bonnie Jones

Membership: Gordy & Lynn MacDermott

- Kelly Henderson of San Francisco Sponsored by: Chris Marcuse, George Reid & Jean Jefferies
- Liz Spilsbury of San Rafael Sponsored by: Marty Blum, Don Keeley & Colleen Williams
- Patricia Sweeney of San Francisco Sponsored by: Jean Jefferies, Chris Marcuse & Ken Malvino

Motion to approve applicants to the wait list: Wayne; second: Patti; All in Favor

Mountain Organization Liaison: Olene Sparks

Newsletter: Alison Bricker

Old Timer's Liaison: Marilyn Skaff

Pancake Breakfasts: Lin Johanson/Gordy MacDermott

Personnel: Lin Johnson/Fran Rondeau

Policy & Procedures: Wayne Koide

Reservations: Jennifer Greene

Technology: Nate Lee

Work Parties: Don Keeley

EXECUTIVE SESSION

Fire insurance discussion

Open Meeting was adjourned at 9:09pm; Move: Mark; Second: Wayne; All in Favor

Respectfully Submitted,

Jean Jefferies

Secretary

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. Anselms School
September 2019	Good Shepherd Lutheran School
September 2019	Tam Valley Elementary School

INTEROFFICE MEMORANDUM

TO: WPIA BOARD

FROM: BONNIE M. JONES

SUBJECT: PROPOSED CRITERIA TO EVALUATION WHOLE INN BOOKING
POLICY CHANGES

DATE: SEPTEMBER 6, 2019

Fellow Board members, please review the Goals and proposed Criteria to evaluate the effectiveness of the one-year policy change to meet these goals. Also attached is the data for Saturday nights for May 1 – September 30, 2019 that will be used to compare the data from 2020. Please note I used the booking information from Jennifer Greene as it was more consistent than the log sheets gathered by the Innkeepers.

Goals

- 1.. Increase member access to the Inn on Saturday nights
 - 2.. Increase usage of the Emig cabin by the disabled community
- Ensure that these changes do not adversely affect overnight use

Proposed Evaluation Criteria

- Track the number of members that booked overnight use of the Inn on Saturday nights - period of evaluation May 1- September 30 - compare 2019 to 2020 – this will require a little digging through records for 2019 (see companion graphs using booking data only).
- Track usage of Emig cabin by the disabled community during same evaluation period – according to Innkeepers there has been no use of the Emig cabin on Saturday nights by persons with disabilities.
- Compare overnight fee use fees January - September 2019 vs 2020.
- Member survey to be conducted in September 2020. I propose:
 - survey WP participants (Members only), PKB volunteers (Members only), (2) email survey of a subset (10%) of Members (randomly chosen).

Present the criteria at the Membership meeting in October 2019 & then the results in October 2020

- the decision of the Board whether to continue with the policy. To accomplish this the Board will need to gather all information at the beginning of October 2020 & make a decision at the October 2020 Board meeting for presentation at the October 2020 Members' meeting.

West Point Inn

To: WPI Board

From: Ross Asselstine

Date: Sept 9, 2019

RE: Main Deck Waterproofing Replacement, Toby Floor Repairs

As we are all aware the main deck has suffered from significant water infiltration that then leaks into the storage area below. The Toby cabin has unknown issues that result in a very soft floor in the back portion of the main room.

I was able to remove a section of the decking near the front door last week to better understand the specifics of what has failed and what is required. In short, like many things at the Inn, the work in place has both numerous layers of projects as well as was an unskilled or naïve effort.

The deck has many problems under the surface: some dry rot, poor or incomplete water-proofing, poor or no flashing, etc. etc. The full range of issues hidden from view is all but completely unpredictable. For this reason I suggest that the work cannot be retained by a fixed price bid. The Toby cabin is not suited to investigation and must be simultaneously opened up for investigations and then repaired.

I recommend that a cost-plus contract be used with fixed labor rates and the materials be reimbursed. A WPI member: Evo Gregorian, owns a construction company, Structural Integrity, and I have been in discussions with him about the work required. As he is a committed and supportive WPI member, he has offered to do the work on straight labor rates. This offer is well suited to a small to mid-range project such as this. The main issues we have discussed are as follows:

- A. The intent is to remove and re-use the existing redwood decking and install it over a new waterproofing system that is both installed correctly as well as raised a few inches. Raising the deck in the main sections not near the front door will result in it being at the same height at the front door (ADA requirement) and a uniform surface all the way around to the open deck. I.e. the small beveled ramp transition near the front stairs will no longer be there.
- B. We think the work will take about a week and he has booked his crews for the week of Sept 30 to Oct 4th.
- C. We cannot predict if both projects can be completed and as such, the main deck will be the priority for the week. If the Toby work cannot be conducted, it will be pushed to another date to be determined.
- D. I will be at the inn all week to help make decisions as the demolition reveals what specific work may be required to rebuild the deck and floor.
- E. He has offered his supervision of the work for free. In the event that he switches to using tools, he would not charge his normal supervision rate of \$110, but only that of a foreman at \$80/hr.
- F. His rates for his crew are \$80/hr for the foreman and \$65/hr for each of three carpenters.
- G. Materials will likely be purchased either by Evo or myself, depending on circumstances.

I do not expect there will be significant overtime and hence the budget for labor would be \$14,200 for the week if Evo has a tool belt on all week (unlikely). I've not done a full take-off of materials, but guess that it will not exceed \$5,000. *(includes Toby repair)*

I request that the Board authorize the finalization of a contract with Structural Integrity for a "Not to Exceed, Time and Materials" value of \$19,200.00. I suggest that by this authorization of the Board, a finalized contract could be executed by Chris Marcuse later this month.