

**WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING**

Monday, March 13, 2017, 7:00 PM
220 Nellen Ave
Marin Municipal Water District
Board Room
Corte Madera, CA 94925

MINUTES

Meeting was called to order at 7:04 pm by President Bob Newcomer

Board Attendees: Jan Gauthier, Wayne Koide, Gordy MacDermott, Bob Newcomer, Mark Northcross, Patti Schmidt, Olene Sparks

Board Members Absent: Pete Martin, Fran Rondeau

Others: Wayne Koide - Parliamentarian, Bonnie Jones – Secretary, Mark Northcross - Treasurer, Brenda Roberts – Buildings & Grounds

APPROVAL OF MINUTES

Minutes of February 13, 2017

Mark made a motion to approve which was seconded, unanimously approved.

PRESIDENT’S REPORT

Bruckner Consultants agreement in place – Bob signed agreement and is meeting with consultants tomorrow and will be taking them to the Inn.

Emig cabin progress – see B&G report (appended)

Donations Requests - None this month

TREASURER’S REPORT

Mark Northcross – see discussion under new business

OLD BUSINESS

Vote on Revision to Donation Policy - Wayne Koide.

Reviewed proposed language - discovered discrepancies from previous Board decisions. Marin County 5013C affiliation with Mt Tamalpais or a Marin County school. Discussion about the number of people to be included in award. Discussion about changes to language - room for two people or cabin for four people. Wayne will wordsmith language so that it is clear. Needs expiration date (one year). (Email vote on final language).

Once language is finalized, there will be a form on website, President can make the decision regarding requests in line with policy.

Barter - Wayne made a motion that the WPIA will no longer barter for payment to a contractor in lieu of payment to that contractor. There was consensus that this does not apply to musicians being supplied a room in exchange for playing at events or volunteers (i.e., PKB). Seconded, passed unanimously. Wayne will wordsmith language for policy manual and send to Board for review.

Status Report on water tank and related systems - Bonnie Jones (see attached). Bonnie will finalize report & draft a letter for Bob to send to MMWD.

NEW BUSINESS

Strategic Plan and Budget for 2017 - Bob Newcomer/Mark Northcross

Mark presented detailed proposed budget. Question about revenue estimate & contingencies. Overnight use fees off 15% in 2017. Generator may need to be replaced (new one \$20K). Bob asked if there are any unusual expenses (unanticipated) we should consider. Bob noted that root intrusion (foundation) needs to be addressed ASAP. Consensus is Board should be prudent regarding fund balance due to age of structure and unforeseen repairs that may need immediate attention. Discussion ensued about ADA expenses, deck replacement, roof repair in Members' Lounge, and Fire & Safety budget.

Mark will prepare a revised budget that incorporates the discussion and concerns. The revised budget will be voted on at the next board meeting.

COMMITTEE REPORT

Building & Grounds: Brenda Roberts – (see B&G report appended).

Communications/Website Committee: Jan Gauthier – Distributed a report regarding progress from this committee. Modify inn guest log-in to include a listing of the guest by name, and indicating whether WPIA member or non-member. Compile and report on this. Modify process for WPIA events to allow room and event registration payments to be submitted via our website's PayPal; expand the membership of this committee; adding more photographs to webpage.

Development Committee: Suzie Adams Koide no report

Election Committee: Chris Marcuse & Lin Johanson – no report

Event Committee: Gail Shahan & Lin Johanson – Jan distributed Events Calendar.

Fire & Safety: Pete Martin – no report

Garden Committee: Kathleen Kopp – no report

Heritage/History Committee: Fred Runner - no report

Historian: Fred Runner – no report

Housekeeping: Fran Rondeau/Bonnie Jones - no report

Membership: Gordy & Lynn Mac Dermott – Membership cap implementation will begin in March or April. 22 members did not renew. Gordy will send board members copies of the roster and contact lists.

All eligible member applicants listed below were considered for membership

Mary Muszynski of Emeryville sponsored by:
Jennifer Barclay & Ken Malvino

Carolyn Gregorian of San Anselmo sponsored by
Laura Childress & Brenda Roberts

Sara Lanham of Piedmont sponsored by
Jenny Koehler & Melanie Mociun

Gretchen Verner of Oakland sponsored by
Nita Winter & Jennifer Barclay

Olene made a motion to approve members which was seconded, and all new members were accepted unanimously.

Membership eligibility - PCB or clean-up. Hosts will need to leave spots open on crews for prospective members. Wayne will revise language in policy manual to reflect this requirement.

Mountain Organization Liaison: Olene Sparks – No report

Newsletter: Alison Bricker – no report

Old Timer's Liaison: Marilyn Skaff – no report

Pancake Breakfasts: Chris Marcuse/Lin Johanson – We now require prospective new WPIA members to work at least one PCB or cleaning crew to qualify. Need to alert PCB/Cleaning hosts to leave some slots open on their crews for such individuals.

Personnel: Lin Johanson – no report

Policy & Procedures: Wayne Koide –see Old Business for report.

Reservations: Rose Sullivan – System upgrade progress – various Board members reported on new system.

Work Parties: Jennifer Barclay -no report

Open Meeting was adjourned 9:07 pm.

Respectfully submitted,

Bonnie M. Jones

Policy Motions passed	
<i>Topic</i>	<i>Details</i>
Wayne made a motion that the WPIA will no longer barter for payment to a contractor in lieu of payment to that contractor.	There was consensus that this does not apply to musicians being supplied a room in exchange for playing at events or volunteers (i.e., PKB)

Tally of Donations of mid-week overnight accommodation - 2017	
Month voted	Organization
January	Kiddo
January	Half Moon Bay school

Building & Grounds Report
February 2017

Emig Cabin

Concrete driveway is complete. Sub to place the ADA markings on driveway will do so within the next couple of weeks. Refurbished Doug Fir is 90% complete on the inside of the cabin; clear coat for doors and windows has been purchased. Sample grate for back door to be delivered to me this week. Gutters and downspouts have been installed. Tile is complete and plumbing finish items are on order. Mirror (antique); coat hooks, robe hooks and bath accessories (TP holder, towel ring).

Water heater/boiler: Originally, we had planned to be able to shut off the hot water. Because the tankless hot water heater serves both the Innkeepers quarters and the cabin—my recommendation is that we not do this. The configuration to be able to just bypass the cabin is complicated and may possibly create problems in the future.

ADA Report

15 items are complete including such things as work table for kitchen, ADA picnic tables on deck; public bathroom accessories moved; front and members door kick plates.

16 items are In process: and many of those will be done within the next two weeks. Handle for kitchen Dutch door; finish front door work (threshold and block for manual door opener); slope of Innkeepers ramp repaired; risers repaired on steps. Have a sign lady who will assist me in getting all the right signs.

5 items still working to get subs up to review—plumbing; leg for kitchen sink; center island. Still working on getting a handrail person up to the Inn; plumber to determine what we can do with the kitchen sink.

(1) Item---sloping roof in parlor—don't have any idea what will do.

Members Lounge glass in windows: 2-3 window panes are broken. There is a total of 28 panes that are not old glass. Will meet MMWD in the morning to pick up old glass and will replace those pieces. Novato Glass will provide the glazier. Will ask work party people to help remove some of the old glazing so it will cut down on glazier's work.

Cabins: Dutch doors are all completed so that the tops open separately from the bottoms.

SUMMARY REPORT

TO: WPIA BOARD OF DIRECTORES
FROM: BONNIE M. JONES, P.E. BCEE
SUBJECT: SUMMARY OF EVALUATION OF WATER TANK & CHLORINATION SYSTEM
DATE: MARCH 12, 2107

A review of Action Items completed by MMWD staff & WPIA staff that were agreed upon on September 16, 2016

Action Items	Group Responsible	Status 2/27/2017
Send results for lead & copper testing	MMWD lab	Completed
Investigate options for insulating HM#2 tank – possibly with redwood staves	MMWD	No progress reported to date
Spring enhancement to maximize flow and minimize turbidity	MMWD	No progress reported to date
Raise the chlorination unit, provide for rain protection and install a basket filter upstream	MMWD	Chlorination unit has been raised and an enclosure has been installed. No upstream filtration system has been installed.
Establish a schedule to pick-up of waste salts from chlorinator servicing	MMWD	No information regarding pick-up of waste salts – current operation strategy does not generate waste salts
Install a “D” ring at the top of HM#2 for harness tie-off	MMWD	No progress reported to date
Provide revised schematic and mark valves for fire fighting access	MMWD in consultation with WPIA staff	Unclear – innkeeper reported that one valve is mismarked – any markings appeared to have washed off in rain.
New log sheet for the monitoring and recording of readings from HM#1 & #2	MMWD	WPIA staff generated a spreadsheet that is being reviewed & edited.

Review configuration of carbon filtration system	WPI staff	No progress to date – although discussion about a new shed to house filtration units is under discussion & replumbing of carbon system could be effected upon the completion of a new housing.
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Table 1. Daily Water Usage - 2016

2016 Daily Water Usage (based on reading the next day)	gal/day	100 cubic ft/day
Monday	231	0.308
Tuesday	299	0.400
Wednesday	339	0.453
Thursday	366	0.489
Friday	419	0.561
Saturday	523	0.699
Sunday	591	0.790

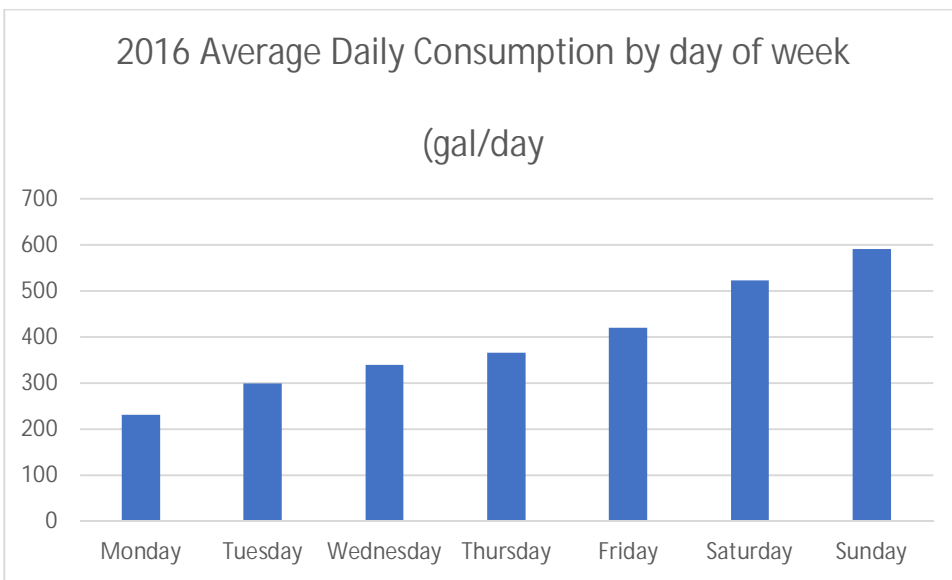


Figure 1. 2016 Average Daily Consumption by day of the week

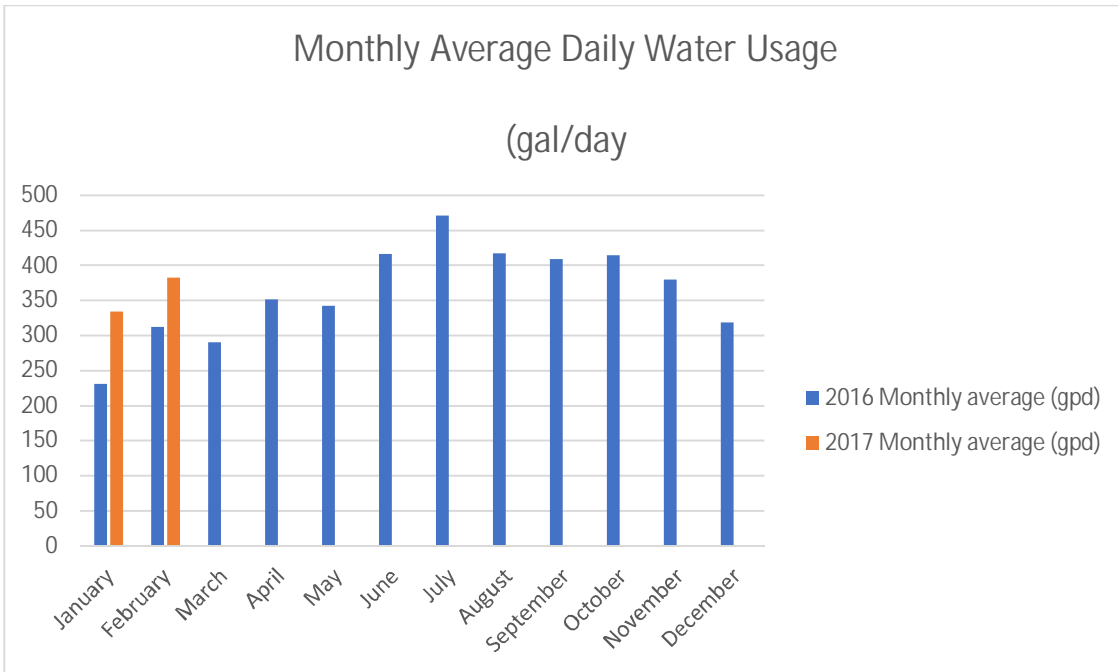


Figure 2. Comparison 2016 to 2017 (to date)

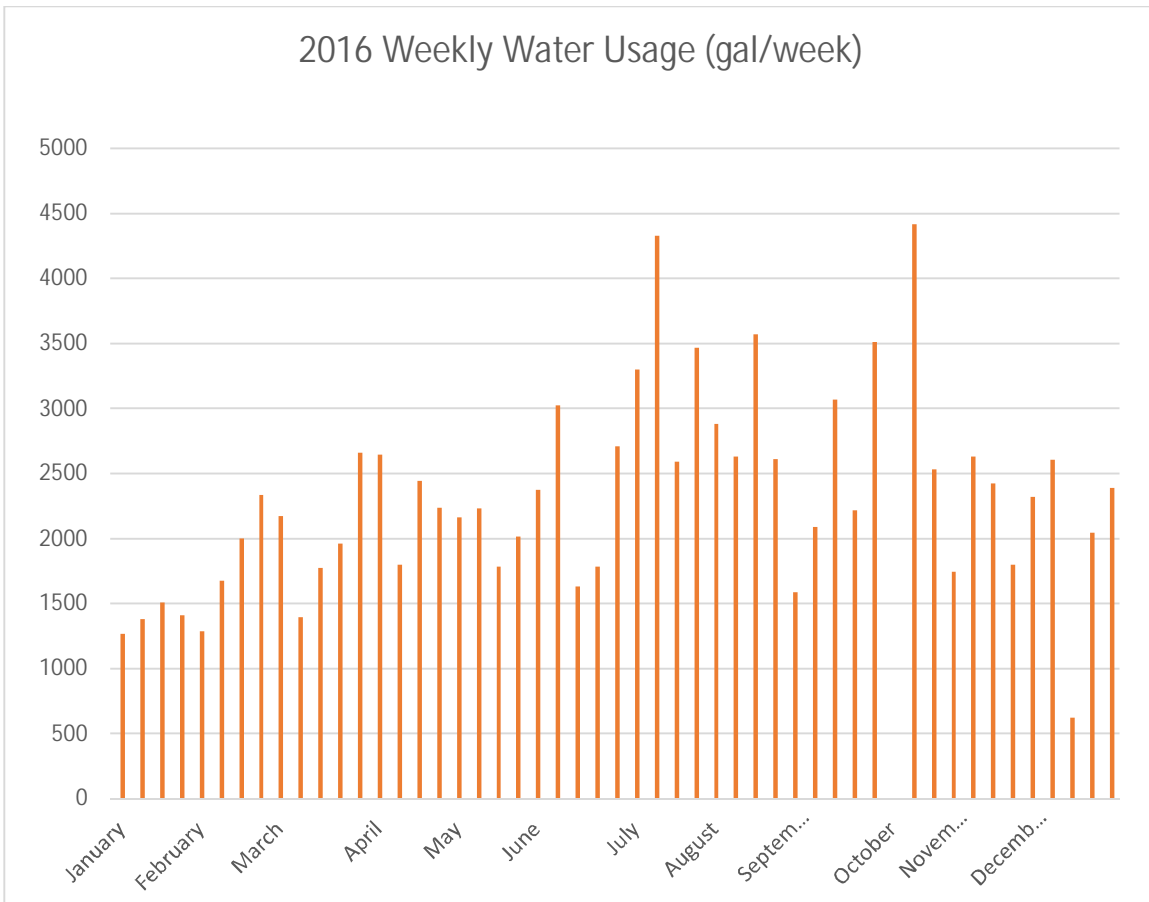


Figure 3. 2016 Weekly Water Usage

Summary of Recommendations for maintenance/servicing of filtration units and on-going successful operation of water system:

Recommendation	Group Responsible	Timeline	Notes
Develop procedures and manual for system operations. Rigorously test system for two months to determine if system can serve the WPI needs.	WPIA in consultation with MMWD	Testing April & May	Bonnie will work with Innkeepers weekly during testing period
Reconfigure Vitasalus System to meet design specifications – move pressure relief valve downstream of chlorination unit	MMWD	ASAP	Need confirmation from MMWD
Evaluate and install upstream filter and backwash.	MMWD	ASAP	Need to evaluate both headloss, system pressure for effective backwash and determine adequate filter size (i.e., mesh size to effectively remove fine turbidity)
Giardia filter service & maintenance schedule	WPIA	Next few months	Consult with MMWD about service providers
Carbon filter realignment	WPIA	Next few months	Plumb in such a way to provide for maximum flexibility of alignment – install port for testing water quality between filters to determine breakthrough.
Receive schedule of Water Quality	MMWD	ASAP	Receive from MMWD testing schedule & establish communication to

sampling & test results			receive testing results on a timely basis.
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