

# WEST POINT INN ASSOCIATION

## BOARD OF DIRECTORS MEETING

Monday, January 8, 2018, 7:00 PM

220 Nellen Ave

Marin Municipal Water District

Board Room

Corte Madera, CA 94925

## AGENDA

Meeting was called to order at **7:02** pm by outgoing President Bob Newcomer

Board Attendees: Bonnie Jones, Wayne Koide, Bob Newcomer, Mark Northcross, Fran Rondeau, Patti Schmidt, Johanna Sistek, Gordy MacDermott

Board Members Absent: Olene Sparks

Others: Jim Parton - Secretary

### FIRST ORDER OF BUSINESS

- Election of President Nominate Wayne Koide. No other nominations. Move: Bob Newcomer; second: Fran Rondeau. All in favor. Wayne Koide elected.
- Turnover of meeting to new president
- Election of Vice President and Parliamentarian  
Vice President: Nominate Bonnie Jones. No other nominations. Move: Fran Rondeau; second: Patti Schmidt. All in favor. Bonnie Jones elected.  
Parliamentarian: Nominate Johanna Sistek. No other nominations. Move: Bob Newcomer; second: Mark Northcross. All in favor. Johanna Sistek elected.

### PETE MARTIN REPORT / FIRE & SAFETY COMMITTEE

New policy: Fire & Safety Committee must approve cutting of anything.

Three subcommittees established: Main lodge & outbuildings chair: Ed Poser. Vegetation Management chair: Ken Malvino; Landscaping chair: Keith Kawamura.

Discussion re cost for this year. There was unexpected chipping cost associated with brush clearing. Two days at \$1,600/day. Crew has in the past stayed at Inn to increase work hours (vs. travel hours). We should do that again for the Spring clearing. Had been planning 10 days, but have used 2 bcs unexpected chipping cost. Cost is \$1600/day. Budget prepped on assumed \$1,000/day cost. Wayne will negotiate a split / sharing of cost with MMWD. Previously MMWD paid for 1 day out of 5. They have done so, in the past. Question asked: Why are we being charged for travel time? Answer: Typical for contractors to charge.

PM believes 5 days would be adequate if budget doesn't allow the 8 we have remaining. Issue of conflict between WPI fire management plan vs MMWD plan. Should we be focusing on fire proofing the Inn since a wind driven fire would overrun defensible space? WPI is planning on fire hardening the building. The 200 foot space is for the "normal" wild land fire. WPI has achieved 200' radius in most areas. PM proposes clearing on upslope this year. Upslope origin of fire is relatively new phenomenon. Occurred in this year's wildfires. Discussion.  
PM leaves meeting at end of report.

#### FRED RUNNER –

- **HERITAGE NIGHT:** Current date is 100<sup>th</sup> anniversary of Titanic sinking. Trying to get friend who is Titanic expert [Ken Marschall – friend of a Titanic survivor, been to wreck, seen Dr. Dodge's cabin on the Titanic] to come. Still working on it. Discussion re possibility of moving the night if expert can't come.  
NOTE: In email exchanges following the meeting, the Board decided to place on the February meeting agenda the question of whether to pay Mr. Marschall a fee for his appearance at Heritage Night.
- **IMPROVEMENTS ON THE INN:** Try to use replacement parts that are, or appear, 1920 era.

#### APPROVAL OF MINUTES

- Minutes of November 13 Board Meeting: Motion to approve Mark Northcross; second: Gordy MacDermott. All in favor. Motion passed.

#### PRESIDENT'S REPORT

Welcome Bonnie and Johanna to Board.

- **Vision for 2018**  
We rarely talk about the prime reason to go to the Inn – the people. Need to develop future leaders and Board members - people qualified and willing to be mentored to move into Board in future. Discussion. Noted that maybe half the people at the annual meeting stated a specific interest. Sign up form was valuable in this regard. Should committee chairs invite all persons who expressed interest in their committee to Inn on a weekend and have a party/social? Committee chairs need to reach out.
- **WPIA lease extension approved December 21, 2017 by MMWD Watershed Committee.** Goes next on Consent Calendar for full MMWD board
- **Challenges/ Priorities**  
Weather is biggest challenge. Worry re red flag days and the effect on income from pancake breakfasts and reservations/stays because of very hot weather

#### TREASURER'S REPORT, Mark Northcross

The Inn lost about \$30,000 in 2017. This was a planned loss because the Board decided in 2016 to spend some of our reserves to fund ADA related improvements.

Overnight use fees are a little less in 2017 than in 2016 and 2015. They are higher than any year previous to 2015.

The Inn spent about \$250,000 combined on the Emig Cabin and other buildings and grounds work in 2017. About \$165,000 was funded from the Emig Trust.

For the budget for 2018, projecting an overall net 5% reduction in overnight use fees. Pancake breakfast revenues are held at the same level as 2017, which was less than 2016. General purpose donations were assumed to be 50% of 2017 donations for 2018.

This means that the Inn can expect a net profit of about \$35,000 before paying for Buildings and Grounds and other capital improvements to the Inn. Our current cash position is about \$185,000. We have targeted a cash position of about \$125,000 as our safe minimum, based on an operating

budget of about \$250,000. Consequently, the Inn could budget as much as \$95,000 in 2018 for projects.

However, the Treasurer recommends holding \$20,000 of the \$95,000 back for “surprises”, meaning emergency “fix it” projects that typically occur every year. This means that \$75,000 would be available for special projects.

Discussion.

## OLD BUSINESS

- Checkout Times re: WPI Reservations Policy Manual  
Background. Innkeepers are confused on checkout time. There are three different posted checkout times. Motion : Eliminate different 10:30 Saturday checkout time; new times: Tuesday – Sunday, 11:00; Monday, 9:00. Note already on website. Discussion. Move: Gordy; 2<sup>nd</sup>: Patti S. All in favor.
- Heater usage charge for Emig and Honeymoon cabins  
Background: Honeymoon cabin heater not working. Charge per day or per visit? Discussion. Motion: charge \$10/night, both cabins. Move: Johanna; second: Bonnie. All in favor.

## NEW BUSINESS

- Confirmation of Committee Chairs  
Chris Marcuse effective today = Policy & Procedures chairman.  
Motion: confirm all committee chairs with Marcuse change. Move: Bob; Second: Patti. All in favor.
- Delegating Generator Upgrade Project responsibilities  
Generator has been kicking on at night. Innkeepers complaining. Generator 10 years old. Battery pack is aged. Noisy. Refrigerators wearing out. 24 volt DC. Replace battery pack? Tesla battery pack cost is \$5,000. A new generator is \$5,000 plus. New refrigerators = ?? cost. Need to find members who will do the due diligence re generators, etc. Consider: a Generack generator = \$4,000. Key focus on any new generator/system is maximizing battery life as batteries are very expensive.  
Wiring has been looked at. Numerous problems identified. Need good electrician with off-grid expertise. Mark N will look for someone. Will also meet with Pat Williams and David Durr about this. Mark will take lead on report to Board.  
No formal motion necessary at this time. Agreed: Form subcommittee of Mark (Chair), Pat & David to investigate generator, battery, refrigerators, electrical contractor. Wayne will write Pat & David to advise them.

## COMMITTEE REPORTS

*Building & Grounds*: Urban Carmel & Mark Cavagnero – see also attached worklist

- Repair/replace generators, battery pack and refrigerators
- Remaining ADA tasks in the inn: installation of railings and pending fabrication. Tentatively scheduled for late February.
- In the process of recruiting additional members with construction or trades related experience and truck to help bring materials to the inn. Any luck? Yes – Bill Hoppin, interested in joining B&G committee, has a truck and has building skills. Not yet a member – has done one or two work parties (Urban Carmel recommendation).
- Status of water leak under Emig cabin west facing door—Brenda contacting AI for bid. Urban has a “simpler” fix. At minimum this would be an interim fix until a comprehensive fix is possible.

Urban Carmel to do list. [see WPI B&G file] Aware of generator and deck extension issue. Emig Cabin water leak on west-facing door. Question whether Urban “simple” fix will work. But decide to try simple solution for now while getting bid. Wayne will follow up.

- Deck extension and repair of the current deck. Al Hoffman has submitted an estimate for \$51,500.00 for what is shown on the plan that was approved by County of Marin. There are additional repairs needed on the current deck. These have not been estimated. Permit expires after one year.

Unsure when permit expires. May need to extend permit. Due to anticipate cost, defer project and start setting money aside to do this. Would Emig Trust contribute towards this?

Discussion: To defer action on this capital project for up to a year; assign someone to find out from Al cost of permit extension. Bob N will take lead on permit.

- Improve ventilation of generator shack No discussion.
- Work with MMWD and Fire & Safety Committee to identify fire risks at the Inn and develop a risk remediation plan for the Work Parties

*Communications/Website Committee:* Jan Gauthier

- Comments on reports created from SuperInn and the critique of them. No discussion.
- Are there any new forms or other efforts to improve the data quality pulled off of SuperInn. No discussion.
- Google maps incorrect routing to WPI Noted. No discussion.

*Development Committee:* Suzie Adams Koide

- Collected \$3,000 so far for Defensible Space fund raising. Other \$2000 anticipated with membership renewals.
- Any interest in selling WPI-related clothing items? – not a Development Committee area (Suzie). Suzie believes it is difficult to sell clothing at the Inn. Discussion. Consensus: no interest in pursuing clothing sales.

*Election Committee:* Chris Marcuse & Lin Johanson No report.

*Event Committee:* Gail Shahan/Fran Rondeau

- 2018 Events Calendar has been completed.
- 2018 Holiday Cookie Party / Christmas party needs to be decided (Dec 1, Dec 15)
- Crab Feed (Jan Gauthier) – when? Date is February 11. Not sold out.

*Fire & Safety:* Pete Martin. See notes, above.

- Status Keith Kawamura (WPI member) will help with planning “re-forestation” of the Inn. Anyone else identified?
- Working with Carl Sanders to coordinate our Maintenance Area planning and activity. Our plan is subordinate to the MMWD plan. Scope of work, and cost sharing will be negotiated annually with MMWD.
- Status of report to Risk Solutions Manager, at AIXGroup: Automatic Fire Suppression System Essential, Missing Design Data Placard, Service for the Fire Sprinkler System, Class K Fire Extinguisher Essential? Deborah Kessler of the Hanover group reports that she has been able to mark as complete both the recommendation for the *Automatic Fire Suppression System* and the *Service for the Sprinkler System*. Still pending is the Placard and the photo documenting the *Class K Fire Extinguisher* in the kitchen.
- I appreciate the explanation regarding the *Design Placard*. As soon as that is completed, please send along that pertinent information. The other missing information is regarding the kitchen

area. I will update our records with the invoice you have provided but must also ask for a photo of the installed fire extinguisher before we can consider the recommendation as complete.

*Garden Committee:* Kathleen Kopp No report.

*Heritage/History Committee/ Historian:* Fred Runner No report.

*Housekeeping:* Fran Rondeau/Bonnie Jones

- Murphy bed for Emig cabin – Ordered
- New lounge chairs, deck chairs and cushions (foam \$475) – 18 new chairs in the Inn. Fabric has been purchased for chairs in lounge. Bonnie and Nan are putting cushions together.
- Repainting of green WC doors on deck

*Water Tank/System:* Bonnie Jones

- Report on Dec 29 site visit by Balance Hydrologics  
Site visit to West fork of Fern Creek (source of West Point Inn water) with Barry Hecht and Eli Kerst (Balance Hydrologics). Took samples (2 gallons) for analysis by Marin Municipal Water District for sub-set of Title 22 constituents (Ca, Mg, Na, K, HCO<sub>3</sub>, CO<sub>3</sub> (if pH>8.3), SO<sub>4</sub>, Cl. Specific conductance and pH would also be appreciated, but are not absolutely vital (I will also be measuring SC with a hand meter and taking pH with test strips). PO<sub>4</sub> and NO<sub>3</sub> & NO<sub>2</sub>. Field estimate of flow.

Balance Hydrologics will prepare a revised proposal (scope of work) based on site conditions.

Key outcomes:

- Improvement of water quality re reducing turbidity
- Improvement of water flow during dry months to ensure reliability of water source for Inn.
- Development of plans for implementation of spring box improvements
- Addressing possible permit challenges
- Balance Hydrologics has proposed measuring actual spring flow and turbidity through the dry months so that they can assess the affectedness of any improvements. They had advised that the proposal will exceed the current approved limit of \$2000, although they will bill us at a non-profit rate and I may be able to do some of the field work to reduce the costs.

Bonnie's report: last spring \$2000 budgeted for spring. Barry has written up one proposal but we haven't seen it yet. Expect it will be more than \$2000. No improvement will be done this year. Need to fully understand the spring, over time, first. MMWD has committed to paying for the work. Issue re pre- or post-1914 water rights & possible claim to water by national parks. MMWD's rights. Also, water we use never leaves the watershed.

- Funding issues for spring enhancement R&D – historical perspective

*Membership:* Gordy & Lynn Mac Dermott. Report: Will give report in March.

- Status of membership renewal and the update information about their skill sets and volunteer opportunities
- Gordy out of country Feb 18. Gordy states that he has 2018 membership renewals covered and will report to board at the March meeting
- All Pancake Breakfast hosts covered for 2018
- Will not be voting on any new applicants until June or July.
- Changeover to the San Rafael Laundry is complete – Innkeepers are all onboard.

*Mountain Organization Liaison:* Olene Sparks. NO REPORT

- Status of the display in front of Inn & on the deck
- Marin Cyclists would like to coordinate with MCBC and WPIA on a Cross Marin bike path proposal that will be presented to the State Parks. Tom Boss at Marin Bike is asking to be invited to our next board meeting to present the proposal to move the Easy Grade Trail project forward in 2018. They are looking to gain the support of various Mt. Tam organizations. So far the Bay Area Ridge Trail is a big supporter, as it closes a user gap in the regional trail system. The Mountain Theater also supports the project, as they think it will encourage more people to ride their bikes to the venue. A potential benefit for the West Point Inn is a reduction of bike traffic here as a result of an alternative Rock Springs to Pan Toll route over Mt. Tam. Discussion: invite Marin Cyclists to make a presentation; decide WPI decision later.

*Newsletter:* Alison Bricker Fall December issue was released in December

- Alison has agreed to be the central point of contact for all brochures, cards, stationary, etc.

*Old Timer's Liaison:* Marilyn Skaff, No report.

*Pancake Breakfasts:* Lin Johanson/Gordy MacDermott Hosts set for all pancake breakfasts. Still selecting clean up hosts, but multiple volunteers.

*Personnel:* Lin Johnson/Fran Rondeau.

- Recruitment/training of new IKs No report.

*Policy & Procedures:* Chris Marcuse

- See Old Business re: checkout times for Reservations Policy Manual. See discussion, above.
- More flexibility in Red Flag reservation reimbursement, refunds if the inn has poor air quality (Introduction of issue only). No discussion.

*Reservations:* Rose Sullivan/ Jennifer Green. No report.

- Utilization reports
- Marketing plan for Emig cabin. No discussion.

*Work Parties:* Jennifer Barclay No report.

Motion: adjourn. Move: Bonnie; Second: Fran

Open Meeting was adjourned 9:04 pm.

On January 19, Wayne, with authority previously granted by the Board, approved the request of Rotary Club of Marin Evening for donation of one mid-week stay at the Inn for a Rotary fundraiser, subject to the restrictions stated in the WPIA Policy Manual as amended April, 2017 [Donation limited to one room in the Inn (maximum occupancy 2) or one cabin (maximum occupancy 4). Must be reserved within existing non-member reservation policy of a maximum of three months in advance. Grantee is either a Marin County 501c3 organization with an affiliation to the Mt. Tamalpais watershed or a Marin County school. Donation expires one year from the date of the auction or event in which the donation is awarded.]

This is #1 of 12 donations allowed per calendar year.

Respectfully submitted,

James Parton III