

## **FICRA BUILDING TRUST BOARD MEETING MINUTES**

**Thursday, February 10, 2022, 8:00PM**

**Board Attendees:** Howard Stapleton, President; Arlyn Lawrence, Vice-President; Hal Goodell, Treasurer; Craig McLaughlin, Director. Excused: Gina Olson, Secretary

**Additional Attendees:** Jim Braden, Committee Chair, Capital Projects and Maintenance Project Manager

The meeting was called to order at 8:14PM.

**PUBLIC COMMENTS** – There were no public comments.

**APPROVAL OF MINUTES** – Craig moved to approve the Minutes from the November, 2021 Trust Board Meeting, Arlyn seconded the motion which was approved unanimously.

### **TREASURER'S REPORT** - Hal Goodell

Trust Checking account: Jan 1 Balance: \$41,689.21, Jan 31 Balance: \$41,561.91

Trust Capital Checking: Jan 1 Balance: \$3,651.22, Jan 31 Balance: \$3,578.13

Trust Reserve Checking: Jan 1 Balance: \$319.98, Jan 31 Balance: 319.98

Trust Money Market: Jan 1 Balance: \$307,232.45, Jan 31 Balance: \$312,968.69

Trust Savings: Jan 1 Balance: \$524.52, Jan 31 Balance 575.54

Trust PayPal: Jan 1 Balance: \$453.10, Jan 31 Balance \$28.95

Hal presented a draft 2022 budget that incorporates the following:

- Santa 5K Run moved from FICRA
- Additional Sheriff patrols for Citizens' Patrol Program
- New rates paid from recurring rentals

Hal noted that insurance costs could increase by 6-8K based on preliminary estimates for insuring current Citizens' Patrol activities. There was some discussion about contracting for professional cleaning of the NCC on a regular schedule of once to twice per month. Hal will schedule a date to walk through the proposed budget line by line. A copy of the Draft 2022 Budget is being provided with the PDF version of these Minutes.

### **STANDING COMMITTEE REPORTS & ACTIONS**

**Nominating Committee** – The Nominating Committee is responsible for presenting a slate of nominees at the regular meeting (3/10/22) preceding the election meeting (4/14/22). Only Trust members shall be considered for election to the Board. The Nominating Committee shall have at least three members, only one of which shall be a Board member. Arlyn will accept the role of Chair of the Nominating Committee, Jim Braden volunteers to be on the Committee. Jim agrees to conduct the election meeting on 4/14/2022 since Arlyn will be gone. Candy Wawro

will publish election information in the newsletter. Information can also be provided on the bridge sign.

**Finance Committee** – Hal has been working with Craig on NCC Usage and Rates and they are close to finalizing information that will be presented to the Board.

### **Building & Grounds**

- Howard asked when the last capital expenditures report was distributed. Jim and Hal are currently working to update the report and will distribute it when completed.
- Arlyn noted that Wes King asked her about the proposed project to resurface (asphalt) the NCC parking areas. The project is on hold right now; it will require additional analysis and planning; including a determination of property boundaries and rights of way, potential permitting issues, and a review of alternatives (oil and gravel) that might be superior to asphalt.
- The owners of the property adjacent to the NCC (Keener) purchased 3 Leyland Cypress trees at a cost of \$800 based on agreement by a FICRA board member to reimburse them. Jim suggests the Keener's should be responsible for planting these.
- The three exterior lights on outside walls are not working; Jim is in communication with Penlight to identify LED lights that use less energy and re-use the solar sensors.

**Nature Center** – Work is going well. Jim recommends increasing the 2022 budget for the Center to \$500 to put in a bridge on the lower entranceway, which is currently marsh and an unstable log. Howard asked if we construct something does that increase our liability? Jim commented that it is potentially a consideration. Hal noted the proposed 2022 budget identifies \$250 for the Nature Center, so that would need to be updated.

**Citizens' Patrol** – We are waiting on insurance numbers to determine the way forward for this program.

### **UNFINISHED BUSINESS**

**Fox Island Bridge** – Howard noted that there are at least two community groups advocating positions on the bridge. The current Trust Board involvement is to encourage all parties to communicate with Island residents and keep them involved. Craig provided a brief overview of some of the efforts underway, including the question of whether the bridge should be County or State. There is no other comparable bridge in the state that is a county bridge. The state would have a stronger position for obtaining financing. The current options on the table would have a significant financial impact on Fox Island homeowners.

**NCC Usage and Rates Status** – Craig stated that we have the tools put together to analyze our costs and income to set the rates. We need to know what the market rates are for competing facilities; Craig has reached out to other entities for this information. The primary question we need to address is what is the break-even rate we need to charge.

There was some discussion on building improvements that could increase the rental potential for the NCC, including air conditioning, a PA system and internet service.

Howard provided an update on Comcast – we placed the service order with them on 9/27/2021, they completed a walk through of the building on 10/1/2022, and there is a route overview for the service completed on 5/27/2021 showing how service could be provisioned from existing infrastructure at the corner of 9<sup>th</sup> and Gway. Repeated requests for installation status have resulted in the standard response “The construction to deliver Comcast Business services is still underway”, with no other useful information or action. After more than 5 months, nothing has been done and Comcast is nonresponsive. Since they are a monopoly, there are no other viable options.

Aid conditioning would provide a significant improvement for summer usage. Jim noted that we already have some funds identified for this, there are potential rebates/credits from PenLight for energy efficient split air conditioning systems, and Craig believes we could look to major donors for a matching funds drive. **Craig made a motion that we move ahead to install air conditioning by summer, Arlyn seconded the motion, and it was unanimously approved.**

## **NEW BUSINESS**

**Pending NCC Use Requests** – Candy reported that French Toast would like to do some Summer Camps, Monday through Thursday, using all of the NCC rooms. Madeline Hunter has run these camps before with PenMet Parks. The Board needs to see a written proposal before responding.

**PenMet Parks Volunteer Day Clean-Up at DeMolay Sandspit “Bella Bella Beach”** – PenMet sent an Email to Craig requesting volunteers to help with a clean-up effort on 2/26/2022. This request comes on the heels of their refusal to consider our request to partner with them on a Park Host program. The feeling is that PenMet shows a lack of responsiveness or even a willingness to consider our concerns. In general, Craig has noticed the lack of maintenance of their properties on Fox Island. Craig suggests we ask for more information before responding.

**Herring Processing Plant** – A herring processing plant has been proposed for the small white concrete building near Zogs. A revised proposal is currently being reviewed by Pierce County. It would be worthwhile for Fox Island residents to voice their concerns to the Gig Harbor Peninsula Advisory Commission (PAC).

The Trust Board meeting was adjourned at 9:40PM.

Minutes submitted by Arlyn Lawrence and Howard Stapleton.

## **FICRA Building Trust Project Manager Update for February 10, 2022 Board meeting**

Board members, below is a quick update on several of the items on the agenda that you can read that will, hopefully, save time in the Board meeting. Feel free to write, or call, me with any questions ahead of the meeting.

Jim Braden, Project Manager, FICRA Building Trust

### **Standing Committee Reports & Actions:**

**Building & Grounds:** Major Projects: The Capital Expenditures report has active & proposed (mostly capital) projects with priorities indicated. The status of each project is indicated on the last column of the report.

**Nature Center:** Busy keeping foreign trees and shrubs out of the Center. Had some trees fall across paths – none too big for the Team to handle.

**Citizens' Patrol:** A few incidents including a home burglary. Crime in general is on the rise. We had Sheriff Deputy Nathan Betts speak on what we can do to stem the rising tide of crime in the Gig Harbor area. He was very complimentary on Fox Island crime prevention process and cited no additional actions we needed to take. Still working on properly describing the Citizens' Patrol and what they do to allow our insurance underwriters to include them. **Action:** The hiring of Sheriff Deputy for select extra patrols is stepped up to face the increasing crime rate in the area.

**Emergency Preparedness (EP):** We have yet to verify, for sure, the Cascadia Rising II event timing – supposedly in the Fall of 2022. We are planning a communication exercise for April 30 with other emergency communication teams in the Gig Harbor-Peninsula area. Building neighborhood teams is a primary objective at this time.

**Fox Island Amateur Radio Club (FIARC):** Continuing to build licensed radio operator participation. Have now filled the positions for Net Control. Working to increase island coverage for our Emergency Response radio system. The repeater is in service and is being used on the Sunday nets. A little more work is needed for that system to be considered 100% ready for Emergency Response use.

### **Unfinished Business:**

**Fox Island Bridge:** Derek Young is working to get a meeting set like we have done before for island residents to ask questions and for the County to learn where opinions trend. Jim and Craig have met with several Fox Island residents that are interested in helping work with the County on the bridge plan and financing. **Action:** Craig and Jim will be carrying that effort forward. It will be a protracted effort. FICRA may be the title of the communication link with the County due to past success of working together (EP, CP, road work, etc.).

**Park Hosting:** Craig has had extensive communication with PenMet staff. **Action:** Craig is looking into alternative means to provide the needed security for the Fishing Pier and Sandspit parks.

**FICRA Building Trust  
Draft 2022 Budget**

		2018 Actuals	2019 Actuals	2020 Actuals	2021 Actuals	2021	2022 Proposed
		Jan - Dec 20	Jan - Dec 20	Jan - Dec 20	Jan - Dec 21	Annual Budget	Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
	Advertisement Income Web (50%)	\$ 50.00					
	<b>Citizens Patrol Program Income</b>						
	Citizens Patrol Donations Inc	\$ 17,829.00	\$ 12,503.25	\$ 11,655.00	\$ 10,272.08	\$ 12,000.00	\$ 12,000.00
	<b>Total Citizens Patrol Program Income</b>	\$ 17,829.00	\$ 12,503.25	\$ 11,655.00	\$ 10,272.08	\$ 12,000.00	\$ 12,000.00
	<b>Donations Income</b>						
	Donations Income (Non-Event)	\$ 24,035.27	\$ 20,896.02	\$ 32,723.17	\$ 147,247.33	\$ 6,000.00	\$ 6,000.00
	Donatons Restricted				\$ 43,474.00	\$ 6,000.00	\$ 6,000.00
	Nature Center Donations	\$ 195.00	\$ 566.00	\$ 290.00	\$ 275.00	\$ -	\$ -
	PWP RTP Donations	\$ 8,070.00	\$ 11,408.38	\$ 14,300.00			
	Project Grants				\$ 30,000.00	\$ 47,500.00	\$ 34,000.00
	<b>Total Donations Income</b>	\$ 32,300.27	\$ 32,870.40	\$ 47,313.17	\$ 220,996.33	\$ 59,500.00	\$ 46,000.00
	<b>Emergency Planning Income</b>						
	Emergency Planning Donations	\$ 6,875.00	\$ 9,191.57	\$ 1,655.00	\$ 3,125.00	\$ 1,500.00	\$ 1,500.00
	<b>Total Emergency Planning Income</b>	\$ 6,875.00	\$ 9,191.57	\$ 1,655.00	\$ 3,125.00	\$ 1,500.00	\$ 1,500.00
	<b>Fund Raising Events Income</b>						
	Total Party with a Purpose Fundraiser	\$ 24,632.00	\$ 24,814.00	\$ 35,847.00			
	Total Santa 5K Run Income						\$ 7,700.00
	Total Plant Sale Income	\$ 2,588.33	\$ 2,769.00				
	Total Garage Sale Income	\$ 850.00					
	<b>FICRA Fair</b>						
	Sponsorship Income	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -		\$ 1,000.00
	Booth Sales Income	\$ 770.00	\$ 725.00	\$ 35.00	\$ 715.00	\$ -	\$ 750.00
	Booth Member Income	\$ (10.00)	\$ -	\$ -			
	Beer Income	\$ 460.00	\$ 945.00	\$ -	\$ 818.50		\$ 850.00
	Raffle Room/Bingo Income	\$ 1,943.05	\$ 489.00	\$ -			\$ 1,000.00
	Clothing	\$ 2,511.00	\$ 3,324.00	\$ 3,500.00	\$ 2,771.44	\$ 3,000.00	\$ 3,000.00
	<b>Total FICRA Fair</b>	\$ 6,674.05	\$ 6,483.00	\$ 3,535.00	\$ 4,304.94	\$ 3,000.00	\$ 6,600.00
	<b>Total Fund Raising Events Income</b>	\$ 34,744.38	\$ 34,906.00	\$ 39,382.00	\$ 4,304.94	\$ 3,000.00	\$ 14,300.00
	<b>Rental Income</b>						
	French Toast Theater						\$ 5,000.00
	PS Four Square Church				\$ 2,162.25		\$ 6,000.00
	Yoga Class		\$ 475.00	\$ 100.00	\$ -	\$ 200.00	\$ -
	Quilt Group	\$ 209.00	\$ 195.00	\$ 75.00	\$ -	\$ 100.00	\$ 200.00
	AA Income	\$ 1,020.00	\$ 1,020.00	\$ 865.00	\$ 752.50	\$ 500.00	\$ 1,020.00
	Art Group Income	\$ 450.00	\$ 550.00	\$ 100.00	\$ -	\$ 200.00	\$ 500.00
	Events Income	\$ 9,101.00	\$ 5,550.00	\$ 755.00	\$ 6,130.00	\$ 2,000.00	\$ 6,000.00
	Garage Income	\$ 3,050.00	\$ 3,825.00	\$ 4,450.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
	FICRA Usage Fee	\$ 7,000.00	\$ 3,500.00	\$ 3,500.00	\$ (3,500.00)	\$ 3,500.00	\$ 2,200.00
	<b>Total Rental Income</b>	\$ 20,830.00	\$ 15,115.00	\$ 9,845.00	\$ 9,744.75	\$ 10,700.00	\$ 25,120.00
	<b>Total Income</b>	\$ 112,628.65	\$ 104,586.22	\$ 109,850.17	\$ 248,443.10	\$ 86,700.00	\$ 98,920.00
	<b>Gross Profit</b>	\$ 112,628.65	\$ 104,586.22	\$ 109,850.17	\$ 248,443.10	\$ 86,700.00	\$ 98,920.00
	<b>Expense</b>						
	Advertisement Expense	\$ -	\$ -	\$ -			



**FICRA Building Trust  
Draft 2022 Budget**

		2018 Actuals	2019 Actuals	2020 Actuals	2021 Actuals	2021	2022 Proposed
		Jan - Dec 20	Jan - Dec 20	Jan - Dec 20	Jan - Dec 21	Annual Budget	Budget
<b>Other Facilities Maintenance</b>							
	Yardwork Expense	\$ 1,615.32	\$ 1,091.95	\$ 1,312.50	\$ 3,477.95	\$ 4,000.00	\$ 4,000.00
	Sportsfield Expense	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
	Playground Expense	\$ -	\$ 753.39	\$ -	\$ 828.60	\$ 750.00	\$ 750.00
	Nature Center Expense	\$ -	\$ 29.52	\$ -	\$ 75.96	\$ 250.00	\$ 250.00
	<b>Total Other Facilities Maintenance</b>	\$ 1,615.32	\$ 1,874.86	\$ 1,312.50	\$ 4,382.51	\$ 5,500.00	\$ 5,500.00
	Un-Budgeted Misc. Expense	\$ 282.61	\$ 525.16	\$ 100.00	\$ 1,765.37	\$ -	\$ -
<b>Rental Expense</b>							
	Contract Cleaning Expense	\$ 1,412.50	\$ 1,237.50	\$ 2,400.00	\$ 300.00	\$ 1,600.00	\$ 2,400.00
	Rental Coordinator Expense	\$ 2,271.81	\$ 850.00	\$ -	\$ 1,234.00	\$ 400.00	\$ 1,700.00
	<b>Total Rental Expense</b>	\$ 3,684.31	\$ 2,087.50	\$ 2,400.00	\$ 1,534.00	\$ 2,000.00	\$ 4,100.00
	Supplies Expense	\$ 631.02	\$ 290.43	\$ 65.96	\$ 487.92	\$ 400.00	\$ 500.00
	Property Taxes Expense	\$ 2,953.82	\$ 3,359.35	\$ 3,684.50	\$ 3,522.19	\$ 4,000.00	\$ 4,000.00
<b>Utilities Expense</b>							
	Electricity Expense	\$ 1,737.54	\$ 2,189.63	\$ 1,760.00	\$ 1,224.97	\$ 1,700.00	\$ 1,700.00
	Furnace Oil Expense	\$ 1,793.20	\$ 2,413.02	\$ 2,060.66	\$ 2,235.73	\$ 2,000.00	\$ 2,400.00
	Porta Potty Expense	\$ 711.00	\$ 996.00	\$ 910.00	\$ 1,261.00	\$ 1,000.00	\$ 1,300.00
	Water Expense	\$ 271.20	\$ 345.85	\$ 352.70	\$ 506.16	\$ 1,200.00	\$ 900.00
	Internet Expense	\$ -	\$ -	\$ -	\$ -	\$ 950.00	\$ 950.00
	<b>Total Utilities Expense</b>	\$ 4,512.94	\$ 5,944.50	\$ 5,083.36	\$ 5,227.86	\$ 6,850.00	\$ 7,250.00
	Web Expense	\$ 636.01	\$ 711.53	\$ 261.05	\$ 235.84	\$ 300.00	\$ 300.00
	Reserve Study Obligation	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 5,670.00	\$ 5,670.00	\$ 5,670.00
	<b>Total Expense</b>	\$ 63,810.71	\$ 63,905.15	\$ 72,402.70	\$ 53,562.30	\$ 59,568.00	\$ 67,660.00
	<b>Net Ordinary Income</b>	\$ 48,817.94	\$ 40,681.07	\$ 37,447.47	\$ 194,880.80	\$ 27,132.00	\$ 31,260.00
<b>Other Income/Expense</b>							
<b>Other Income</b>							
	Bank Interest Income	\$ 3.44	\$ 251.07	\$ 870.55	\$ 865.05	\$ -	\$ 840.00
	<b>Total Other Income</b>	\$ 3.44	\$ 251.07	\$ 870.55	\$ 865.05	\$ -	\$ 840.00
	<b>Net Other Income</b>	\$ 3.44	\$ 251.07	\$ 870.55	\$ 865.05	\$ -	\$ 840.00
<b>Net Income</b>		\$ 48,821.38	\$ 40,932.14	\$ 38,318.02	\$ 195,745.85	\$ 27,132.00	\$ 32,100.00