



15245 SW 116th Avenue, King City, OR 97224 ♦ 503.639.6565 phone ♦ 503.639.8815 fax ♦ [www.mykcca.com](http://www.mykcca.com)

## Board of Directors Meeting Minutes

Tuesday, June 1, 2021

6:30 pm, Go To Webinar

### Under State & Federal Ordered COVID-19 Emergency

*PLEASE NOTE - DURING THE STATE ORDERED EMERGENCY, THE BOARD IS PROVIDING SUPPLEMENTARY DETAILED MINUTES. WHEN THE EMERGENCY ORDER IS LIFTED AND BOARD MEETINGS PROCEED UNDER NORMAL CONDITIONS, THE MINUTES WILL, ONCE AGAIN, INCLUDE ONLY ACTIONS TAKEN BY THE BOARD.*

**I. Call to Order** by Vice-President Laurie Petrie at 6:18p.m.

### II. Roll Call of Directors

A. Directors: Present: Cavasher, Petrie, Fuhrman, Delamater, Mills, Martinez;

Absent: Kuehl,

B. Administrator: Pam Rinehart

### III. Executive Session - [expected to finish about 6:20 pm] Legal matters

Cavasher took over the meeting upon arrival

**Motion:** Suspend the regular session to go into Executive Session to discuss legal and employee matters at 6:19pm. Moved by Fuhrman; Seconded by Martinez. Motion passed unanimously.

### Executive Session was adjourned at 6:29 p.m.

**Motion:** I move that the Board approve the updated proposal to repair the aquatic center locker rooms from \$200,000 to a not to exceed \$246,593.00 in accordance with the bid proposal dated May 25, 2021. Moved by Fuhrman; Seconded by Martinez. In Favor: Cavasher, Petrie, Delamater, Fuhrman, Martinez; Opposed Mills. Motion passed.

### Report:

This matter did not come before the Finance Committee, nor will there be discussion during the open board meeting because this matter is under litigation. We are able, however, to tell you that the Aquatic Center inspections over the last year and a half-found water intrusion issues related to the locker rooms mostly due to improper shower construction in all the locker rooms, pool equipment issues related to the dehumidifier and drain issues related to the locker room concrete floors and pool decks. The repairs will be done in two phases to minimize the impact to our reserve funds, as much as possible.



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Tonight's proposal includes phase one repairs but does not include the replacement of the water heater for the large pool as that equipment failure happened after the bid proposal dated May 25<sup>th</sup>.

Due to the nature of the water intrusion and pool heater issues, the aquatic center is not operational at this time.

#### IV. Secretary

A. Approval of Agenda for **06/01/2021**

**Motion:** Approve the Agenda of June 1, 2021, as presented. Moved by Fuhrman; Seconded by Martinez. Motion passed unanimously.

B. Approval of minutes of **05/11/2021** Board of Directors Meeting

**Motion:** Approve the minutes of the May 11, 2021, Board of Directors Meeting as presented. Moved by Fuhrman; Seconded by Petrie. In Favor: Cavasher, Petrie, Delamater, Mills, Fuhrman, Martinez; Motion passed unanimously.

C. Approval of minutes of **05/25/2021** Annual Members Meeting

**Motion:** Approve the minutes of the May 25, 2021, Members Meeting as presented. Moved by Fuhrman; Seconded by Martinez. Motion passed unanimously.

D. Approval of minutes of **05/26/2021** Emergency Reopening Meeting **Motion:** Approve the minutes of the May 26, 2021, Emergency Board of Directors Meeting as presented. Moved by Fuhrman; Seconded by Martinez. Motion passed unanimously.

#### V. President

A. Amendment proposal changes

B. Bylaw & CC&R proposed changes

#### VI. Election Committee

A. Election timeline Review

**Motion:** I move the Board accept the Election Committee's reported as given. Moved by Fuhrman; Seconded by Martinez. Motion passed unanimously. Ballots started mailing May 26<sup>th</sup> and voting can begin upon receipt. If you don't receive a ballot by June 8th, call 866-384-9978 or email to [help+KCCA@yeselections.com](mailto:help+KCCA@yeselections.com).

Ballots must be received by the vendor no later than June 21<sup>st</sup>. June 13<sup>th</sup> is

the suggested final date for members to mail their ballots to ensure ballots are received in time to be included in the final voting tally.

June 24<sup>th</sup> online voting will be closed at 2PM PST.

This agenda was posted on the KCCA website on 5/26/21 Page 2 of 3



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June 25<sup>th</sup> after 3PM PST election results will be announced.

As of this afternoon, 23 votes were cast.

## VII. House Committee Report

### A. Facilities control key card purchase

**Motion:** I move the Board authorize the administrator to purchase up to 500 amenity key cards from Innova NW, total cost not to exceed \$2,500; funds to be taken from the Reserve budget line item for key cards. Moved by Petrie; Seconded by Delamater. Motion passed unanimously.

## VIII. Board Actions

### A. Old Business

#### i. Code of Ethics/Conduct draft

**Motion:** I move the Board accept the Board of Directors Ethics/Code of Conduct as presented. Moved by Cavasher; Seconded by Petrie. Motion passed unanimously.

#### ii. Reopening Review

##### Outdoor pool

**Motion:** I move the Board open the outdoor activities restroom during the week, block off the showers, and close the restroom on the

weekends starting June 7th, due to staffing shortages. Moved by Fuhrman; Seconded by Mills. Motion passed unanimously.

**Motion:** I move the Board change the outdoor pool closing hour to 7PM to align with the Pro Shop closure hours to ensure the pool is appropriately locked down each night. Moved by Fuhrman; Seconded by Martinez. In Favor: Cavasher, Petrie, Mills, Fuhrman, Martinez; Opposed: Delamater. Motion passed.

### B. New Business

#### i. None

## IX. Board Director's Comments

Clubhouse was broken into last week. No entry made into the office as that has its own alarm system. Some things were rifled through. If anyone saw

anything or knows anything about this break-in please call the K.C. police department.

## **X. Adjournment of Board Meeting**

**Motion:** I move to adjourn the meeting at 8:21p.m. Moved by Cavasher; Seconded by Fuhrman. Motion passed unanimously.

This agenda was posted on the KCCA website on 5/26/21 Page 3 of 3