

Discovery Bay Women's Club

Board Meeting Minutes

March 27, 2025

by Zoom

Call to Order: 10:00

Members Present: 40

Board Members Present: Judith Wright - President, Gillian Herbert - Vice-President, Kena Warrick - Secretary, Sam Blake - Treasurer, Kate Blagdon - Member-at-Large

Staff Present: Annie Haller and Sheryl Haller

President's Opening Statement: Judith Wright - It's good to have you here. Good to have such a good turnout. I want to remind you that this is a Board meeting and we are glad to have you here listening in. You have had an opportunity to participate in two Work Sessions and study the most interesting topic on the agenda today. The Board has not had an opportunity to discuss this issue yet and we would appreciate your not raising your hand to participate today unless you will be doing a committee report.

Secretary's Report: Kena Warrick

Motion to approve by Kate and seconded by Judith:

- Board of Director Meeting Minutes - February 27, 2025
- Work Session Minutes - March 20, 2025

Approved unanimously

On March 11, 2025 the Board voted to approve Intents to Convey and Transfer the Leases on Sites 13 and 14.

Treasurer's Report: Sam Blake Nothing new to report. In April we will have two CD's to reinvest.

Office Manager Report: Sheryl Haller for Annie. Sonia has been on her own a couple times now. She is going to take over as office manager on Monday, March 31. Until June, she will work on Monday, Tuesday, Wednesday and Fridays. Barb Gilger will substitute on Thursday in April and the first week of May and then Annie will work on the remaining Thursdays in May. Starting the first week of June Sonia will be on the Monday-Thursday schedule.

The change machine in the laundry room is being "persnickety" and some people have been short changed. The office has quarters, \$20 per roll.

Judith extended the Board and the Club's thanks to Annie and Sheryl for all of their contributions to Club and Park. They are retiring as of today.

Facilities Manager Report: Tanya Yada

I'm excited to share that we have a collaborative meet up scheduled in mid April for Cassie, the septic electrical specialist, and our septic manager, Shold. They will be on site to perform some flow tests and decide as a group what the best path forward is for our septic system.

A couple reminders for everyone:

- Please be careful not to use too much soap in our park washing machines, the speed queen washers are high efficiency and really don't need much detergent. One of our recent washer repairs was due to an "oversudsed" machine.
- Please spread the word that the women's lower restroom is safe and reopened and this is the best place to shower. There have been reports that some women may still be showering on the men's side.
- Facilities will be picking up a few machines from yearly tune ups and there will be 2 gas push mowers and 2 corded electric push mowers available for resident mowing on private lots. The mowers will be stowed behind lower restrooms and near the community tool shed on 1st in the plastic building, code 4250.

Committee / Task Force Reports: Chairs or Members who have a report for your committee/task force, please raise your Zoom hand at this time. (If your Zoom hand is not functioning, please raise your human hand.)

Finance - Michele Ransom: The finance report is included with these minutes. We are very close to being on budget. We have discussed how we can handle septic bills that aren't high enough to be paid for individually from reserves. Karen is working with the new bookkeeper and we should be on track to have our books in order very shortly.

Document Review - Jeri Solomon - Document Review has been busy working with the office and is thrilled to report that our directories and birthday lists are ready to be put up on the website as soon as Lynn is able.

New Business:

- RFA: Create a Volunteer Position for a Radclyffe Steward - Sherri Poindexter

Motion made by Kena, seconded by Kate to establish a position of kitchen steward to manage the inventory of the kitchen in Radclyffe. Unanimously approved.

Motion made by Kate and seconded by Sam to appoint Thea and Sheryl as the Kitchen Stewards in Radclyffe.

- RFA: Add a Washington State flag to our flag pole to be flown under the American flag – Gail Gardiner

Motion made by Gillian and seconded by Judith that we fly the Washington State flag below the American flag. Unanimously approved.

- Approval of new committee members for 2025-26: If anyone would still like to volunteer for a committee they may email Kena or the committee chairs once they are chosen. Once the Board has approved new members they may be voting members of the committees. Board liaisons will schedule the first meeting for the new committees where chairs will be chosen. Members of LARC, the Finance Committee, and Strategic Planning must be RV Members. All members are invited to be non-voting guests if they have not been approved as a committee member by the Board. Kena announced the names of all members who have volunteered so far to be committee members for 2025-26. See the attached list for the new approved committee roster.

Motion made by Gillian and seconded by Kate to approve the named new committee members for 2025-26. Unanimously approved.

Old Business:

RFA: Emergency food and supplies storage options – Sherri Poindexter

Judith: To think that a simple little RFA can have such repercussions! The two work sessions that have focused on this brought up quite a number of issues, beyond just buying a couple of containers. Kena and I have talked a bit about how this fits with work the Strategic Planning Committee is doing. Kena will summarize that for us now.

Board Members' Position Statements Regarding the RFA

Kena: (This is a summary of Kena's full statement that is attached to these minutes) There is correlation between the great work the Strategic Planning Committee has done thus far and how we may look at the decision in front of us today. The committee analyzed the feedback and data from the 2021 Vision Survey of the community prior to our reorganization. The data showed that there are three general values that are most important to us and our life here at DBR. The committee is calling these the Guiding Pillars and they are:

- *Community and Mutual Support*
- *Safety and Security*
- *Natural Environment, Beauty, Sustainability and Stewardship*

I would like to look at today's decision in light of how it can be informed by the community's voice and the values it has articulated. It is easy to see how *Safety and Security* are integral to the proposed plan to place a sturdy storage container to hold emergency supplies and food somewhere here in the park. The plan to gather and store items that may be used by our members exemplifies the Pillar of *Community and Mutual Support*. What I have struggled with is where at DBR can we store emergency items and in what type of container? Respecting the

Pillar of *Natural Environment and Beauty, Sustainability and Stewardship* and some other aspects of *Community and Mutual Support* leads me away from choosing to vote for placing a storage unit on the grounds around the Ramada. I understand the desire for convenience and accessibility of supplies in an emergency, but I think that placement of a shipping container or a shed in the most beautiful park-like area of DBR, between the orchard and Radclyffe, would disturb the beauty of that area and possibly make it a less desirable place for the community to gather and recreate. Our CC&Rs charge the board with caring for our land and protecting the appearance of our property. How DBR looks is not just a nice, aesthetic luxury. It redounds to the value of our collective financial investments in the park, it's a source of pride and it's a place to play, share meals and be entertained together. For some of us it is a balm in emotional darkness and for others, a literal spiritual sanctuary.

I would like to recommend that the Board just respond to the issue of a storage place for food and defer a decision about a container for other emergency supplies for later. In my view this would be phase one of a multi-part plan that would include another storage structure and also retrofitting the Ramada to strengthen its stability in the event of an earthquake.

My preferred place to store our emergency food would be in a well-built, insulated shed and I would like to see it placed near the existing safety shed by the laundry parking area because:

- That's a clear area away from trees and a prime spot for solar panels on the roof
- There is vehicle access from two directions in order to transport emergency items downhill
- Electricity is available for maintaining an appropriate environment within the shed
- It does not detract from the natural beauty of the living and playing areas in the park
- We are used to the appearance of sheds in our environment so it wouldn't look radically out of place
- There is motion activated lighting in that area at night for security

I look forward to hearing what the other board members have to say and to working with them to decide on a plan that can be implemented at least for emergency food storage now with a goal to address other preparedness issues in the near future.

Kate : I would like to express my deep gratitude and respect for the Strategic Planning committee for the amount of work they have done. They extrapolated a lot of information from the Vision Survey to define the three Pillars. I have to echo what Kena said in terms of where and what for emergency storage. I don't want to ruin the view from the Ramada. It is a sanctuary used for so many purposes. I'm in support of reinforcing the Ramada and making it stronger. I'm in support of placing storage up in the area near the Laundry room. I'm not 100% opposed to shipping containers but I can also support strong sturdy sheds. Sheds would be more aesthetically pleasing.

Sam- I agree with Kena and Kate with putting the structures up in the laundry- Radclyffe area. I'm on the fence between sheds and containers. I am in full support of storing food and supplies and first aid for our community in the event of an emergency.

We need a group of people who are really invested in making this happen. There has been so much research done but we may need more research with Jefferson County laws, electricity and ventilation and to make a plan that can be approved by the Board. I'm hoping that the

Board can approve five people who could work on this project and I would like to ask Penny Rand to join the group or to serve as a consultant. Her knowledge will be instrumental with this project. My concern is that we need people who are dedicated to making this happen to create a roadmap, to do the research, make the plan and raise the money. The more voices involved, the better our solution will be. There is more work that needs to be done, but hopefully we can approve a plan to go forward with this project.

Gillian – I am indebted to the Task Force for all of the diligent focus and research they have done to get us to this point. We have gained clarity about the possible locations and their significance and about the type of structures that would be options. I am so grateful to have had all of that guidance.

My preference is not to have a storage container in the park. I have yet to see a container in this world that looks attractive and don't want us to have the image of being a trailer park (as the bus driver refers to us) with containers. Sheds can look more appealing and blend in far better. I support Sam's idea. There needs to be a group to take this forward, get Board approval for plans and raise this money. I support the location, I support sheds and I would like to see this done. The Task Force has earned it.

We need to pay attention to the fact that over the years DBR has changed in the sense that there are probably more leaseholders that are full time residents than ever before. This is their home base. For those whom DBR is their full time residence they may need a more practical sense of what will keep them safe. I support that.

Judith: Thank you to the task force for a truly remarkable job in a really condensed time period. They came back with an excellent product. I like the concept of the Pillars from the Strategic Plan.

Our number one priority as a Board is keeping the Park open. That means our priority – the priority for all of us – is the septic system. If it were to fail entirely, we would be forced by the County to close until it was repaired. Getting that system in full working order is paramount. I bring that up because it will also be expensive. We don't have the full picture of the problems yet, so we don't have a price tag or a funding strategy. But it will be expensive. That's a topic for another meeting, but it's something to bear in mind today

The storage space cannot be at the Ramada. It is the heart of the community and we don't need to sacrifice that space. We can have both.

Sheds are the best way to go for the reasons others have shared. You cannot make a shipping container look good unless you make it look like a shed for a lot of money. It might be stronger if it were disguised as a shed but at this point I think we should go with a shed. I am impressed that there is an offer of donated sheds on the table, we are in a time crunch about accepting that offer. Based on that, I don't want to put matters off to another board meeting.

I support putting the sheds up in the area near the laundry room area. This should be an acceptance with the caveat that we do need the working group that Sam talked about. We

need people who are going to lead the work of making this happen. The Board and Facilities don't have that time, we are willing to assist and support. We need a group of people who will find the contractor, make a plan for electricity and insulation, all those things. It would be wonderful if Penny Rand could help with that. Someone who has been retrofitting houses for all those years must know something about these things.

We have a model for the storage group to go by with what happened with Eastland. That group did their own research, hired their own lawyers, raised the money and did all the work to purchase the land. Once we get the IRS approval, they will donate Eastland to DBWC. That's not an exact correlation because the Storage Group would have more involvement from the Board and their gift would belong to DBWC immediately.

I still have some "pissiness" about the way that this was "dropped" on us but we are dealing with it because we need to.

Board Discussion

Kate: I agree with a five person committee, I would love to have Penny Rand as a consultant, but I didn't hear about the long term maintenance of the sheds. I would like for the committee to make recommendations about that. How will the inventory be kept in place in a clean and orderly manner? This needs to be taken into consideration.

Judith: Future management, maintenance and decision making will need to be outlined. I want to make sure that we have a handle on everything that needs to be considered. The Board and the Storage Group should have these items dealt with before we start putting up sheds.

Kena: Two sheds have been ordered by benefactors. They must be delivered on April 1 if we are going to accept them. However, the order still may be cancelled. They would arrive on 4x8' skids. The pallet would be 29 inches tall and the pieces will be bundled and wrapped on the pallets. They will be delivered outside the gate. Tanya is willing to pull them into the park using her truck. The group who is donating the DYI sheds has previously researched insulation, electricity and roofing needs.

Gillian: Can we break decision making up into limited approvals? First to give permission for the sheds and later approve their construction? Where can they be stored? It does not make sense to hold up a motion.

Kate: Where would the pallets be stored once they are delivered? Would it be safe for them to be stored up where they will be ultimately built? Could they be covered and kept safe up there?

Kena: The benefactors requested that they be stored at the Ramada. It seems like most of us feel that this would not be advisable however.

Judith: Can we accept the sheds and postpone the delivery?

Deb Sabotta: Information on the sheds can be found at Costco.com. The final delivery date is April 1 it cannot be extended.

Judith: I think that we should have the sheds delivered.

Gillian: Can they be placed inside the fence or in one of the parking places in the office parking lot? It does not make sense to hold up the motion of delivering them.

Motion made by Gillian and seconded by Sam that the Board accept the donation of two sheds for storage of our emergency supplies, that will be delivered on April 1 and stored until they may be installed. Unanimously approved.

Judith: Expressed the board's thanks to the donors for this generous gift.

Motion made by Gillian and Sam seconded that the emergency storage sheds will be placed in the "upper meadow area" between the laundry and Radclyffe. Unanimously approved.

Motion made by Gillian that before any work is done with the installation of the sheds a Storage Group will deliver a plan to the board for approval. Unanimously approved.

Motion made by Kena and seconded by Kate that the Board establish a working group of five members, with two board liaisons, who will develop a plan and oversee the building of the sheds along with all projects associated with making them functional and other topics as needed.

Unanimously approved.

Gillian: Will DBR be responsible for the maintenance of these sheds.

Kena: If this is a gift, then the park would be responsible for the care of the building.

Judith: We will need to have some policy for how the emergency storage inventory is managed and who has access to the food and supplies. Would that be a DBR responsibility with possible appointments to other task forces or safety and CERT

Member Responses:

Karen Kittlehurst - The two safety groups in the park, the Safety Committee and CERT, could assist with ongoing management of the inventory and maintenance of these sheds.

Kate and JoIda - A suggestion for a place to put the pallets when they are delivered - There is space in the area in the laundry parking lot between the box van and the safety shed to put the pallets that will be delivered.

Motion to adjourn made by Kate and seconded by Gillian 11:17. Unanimously approved.

Minutes submitted by Kena Warrick, Secretary