

Fern Forest Community Association

Special Board Meeting Minutes

Tuesday, February 15, 2011

5:41 PM-7:00 PM

Mountain View Elementary School Cafeteria

1. **Call to Order:** FFCA Treasurer Sharon Daun, who initiated the request for the Special Board Meeting, called the meeting to order at 5:41.
2. **Roll Call:** Board members present: Sharon Daun, Treasurer; Hannah Hedrick, Secretary; Paul Lackner; Owen Naniseni. Absent: Phillip Clemmer, President; Joel Thompson; Mikale Hudson, Vice-President. Community members: Mac Castillo and Terry Daun.
3. **Purpose of Special Board Meeting:** Sharon reported that the purpose of the Special Meeting, as stated in emails and posted notices, was to "consider actions and recommendations related to soliciting bids and awarding contracts for under \$1,000 for Fern Forest roadwork." Hannah stated that the call for and announcements of the meeting complied with the Bylaws section related to special meetings (ARTICLE IV, BOARD OF DIRECTORS, SECTION 5). Sharon asked if the four members present constituted a quorum, and Hannah cited ARTICLE IV, SECTION 7. Quorum: "A majority of the directors in office immediately before a meeting begins shall constitute a quorum to transact business. To be valid, any act or business must receive the approval of a majority of such quorum."
4. **Catalyst for the Special Board Meeting:** Sharon called for a Special Board Meeting in an email to all Board members immediately following the February 1 regular monthly FFCA Board meeting. She expressed concern that for the second month in a row, Steve Astel came to the meeting with a prepared proposal for mowing without the full Board's prior knowledge or general approval of a bid process for specific jobs. Sharon reminded attendees that about a year ago, Board members agreed that the Board would not accept bids without a process for competitive bidding. Sharon anticipated that the report of the Road Building and Maintenance Planning Committee would be presented at the February meeting and that the Board would develop a budget and a process for soliciting bids and awarding contracts before moving forward with specific aspects of the recommended plan. She therefore abstained when Steve presented a second mowing proposal. Hannah responded positively to Sharon's request for a Special Board Meeting, stating that she had second thoughts about approving Steve's "bid" in order to expedite roadside mowing. Hannah stated that an open bid solicitation and contract approval process was her primary election platform more than a year ago.
5. **Board and Community Member Perspectives**
Discussion centered around questions related to the process and dimensions of Steve Astel's contract, which Board members had not seen. Attendees discussed the numerous factors to be considered when estimating a job, some of which would require Board action. For example, **how wide should the shoulders be? How much work does the Board want done on corners? What work does the Board want done on sections of shoulders that can't be mowed? How much rock and obstruction removal should be done?**

Attendees also expressed a desire to be able to answer continuing questions from community members, including at recent Board meetings, about how FFCA workers are hired and if there have been any improvements over the practices of previous Boards.

A. All attendees agreed that a process for soliciting bids and awarding contracts is essential for all FFCA road work, including jobs for under \$1,000.

B. All attendees agreed that a general plan and budget should be developed to guide descriptions of specific tasks to be included in bid solicitations.

C. All attendees agreed that "respecting each other" is essential for a united and effective Board; therefore, no official Board actions were taken, although there was a quorum to do so.

6. Request Consideration of Recommendations at the Regular March 1 FFCA Board Meeting

Attendees at the February 15, 2011, Special FFCA Board Meeting ask that the FFCA Board consider the following ~~seven~~^{SIX}-step process for immediate use in soliciting bids and awarding contracts for mowing and clearing shoulders, fixing shoulders where they can't be mowed, mowing and clearing corners, and applying herbicide. Attendees further request that the Board consider the ~~seven~~^{SIX} steps to develop a process for soliciting bids and awarding contracts for all roads-related jobs under \$1,000.

- I. Plan: Include a breakdown, with timelines, of all anticipated roadwork jobs in the 2011 Road Building and Maintenance Plan, including jobs for under \$1,000.
- II. Budget: Assign tentative costs for labor and equipment for each job segment.
- III. Develop job descriptions with
 - (a) skills and other qualifications
 - (b) credentials or licensure, excise tax number
 - (c) equipment specifications
 - (d) timelines (including target dates for completion, evaluation, and payment)
 - (e) contact information for job supervisor
 - (f) process for submitting bids via email, postal mail, or delivery at the FFCA office one week before the monthly meeting at which the bids will be reviewed
- IV. Circulate job description(s) via monthly postings
 - (a) FFCAMRMA website
 - (b) Craig's list
 - (c) Fern Forest entrances
 - (d) Public bulletin board at Hirano's
 - (e) Cooper Center bulletin board
 - (f) Periodic general ads in Tribune Herald and Volcano Community Association newsletter referring job seekers to the FFCAMRMA website
- V. Circulate all bids to Board members with the agenda prior to the monthly meeting
- VI. Whole Board reviews bids, ranks candidates in case first choice is not available

7. **Adjournment:** The meeting adjourned at 7:00; the next regular FFCA Board meeting is March 1, 2011, 5:30, at the Mountain View Elementary School cafeteria.

Board Signatures

Date

Special Meeting

FEB 15, 2011

5:30pm

Morlatat hives

PAUL LACKNER

MACCASTILLO

Terry Dau

Owen Vans

Hannah Hedrick

Ashra Dan

5:41 Called by SD + HH To consider...

Quorum 4 out of 7

Catalyst was motions at Jan + Feb. Stine

As Lil came to meeting w a proposal w/o Board

prior knowledge of bid process or jobs

About a year ago Board agreed that we would

not just accept bids without proper soliciting

Need procedure for steps on a Board

Would like 3 step process

Mikala suggested Board have a month to consider

Recommend that

- 1. Plan Budget Specific jobs - skills

equipment

Owen - a lot of people questioning - they want to know

Seems like the new Board is just following

The old Board

Equip
skills
3. 10/11
2. 2/11
1. 1/11

decide

IV Review bids / what board

V ~~Board~~ for bid

VI - Supervision

VII ~~inspector~~ in the way

Timelines

To office delivery

Mowing, Herbicide

I Plan: 1. Captain

2. Other

II Budget -

3. 1-2 approaches

(2 bottom 5 up)

4. Fix shoulder where it can't be mowed

III Formal
Chair list
Website
2 entrances
Hivans
Trib Hazel
Timelines - Bid before meeting

~~Contract~~

Speed bump out for bid??

Dozer clean out corners

Herbicide - Telephone poles
Raspberry

Contract - Timelines, including completion, eval, + progress

Owen - respect each other -