

# MIDDLE CRAWFORD ROAD ASSOCIATION

BUILDING THE CRAWFORD ROAD COMMUNITY

## Meeting Minutes.

taken by: Max Foster

February 2019 Annual Board Meeting

### Call to Order by Mary Jacobson at 5:35 pm

Round Robin Introductions.

Thanks for coming.

### Approve 2018 Annual Meeting Minutes

- See **[Appendix I]**
- Motion to approve proposed.
- Motion to approve seconded.
- Motion to approved passed unanimously at 5:40 PM

### Treasurer's Report

- See **[Appendix II]**
- Treasurer's Report was read and reviewed.
- Highlighted special assessment on business community that paid for 50% of the asphaltting.
- No questions from membership.

### President's Report

- Review 2018 Goals
  - Gravel north section of Crawford: Complete.
    - Paid for by Betty Carlson
  - Lower Crawford Road Re-Paving
    - Complete.
  - Engage membership and collect dues:
    - Created a worksheet for dues assessment to make the dues consistent and fair.
    - We've achieved 100 percent participation in payment of dues.
    - All association members are now current or on a payment plan with two (2) exceptions.
      - Per our bylaws, we are assessing liens against the 2 members that have failed to reach a reasonable accommodation.
  - New Road:
    - Consensus has emerged that a new road of any kind must include provisions that:
      - Protect the unique feel of our community and;
      - Incorporates revisions that slow traffic and improve safety along Crawford.

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- The board reviewed all available documents and reorganized them in the process located all the public easement records for Crawford Road.

## 2019 Goals

- Emergency Preparedness
  - Ed Halloran spoke briefly.
    - Ed presented the valuable community resources available and an overview of the plan.
  - We will be scheduling a follow up meeting focused on this topic.
  - Follow up email coming soon.
  - Emergency Preparedness Fair coming up
    - Saturday - March 9<sup>th</sup>, 11am to 2pm
  - Email will start the process of completing an inventory of the community, selecting zone leaders, beginning training and acquisition of supplies.
- Bump revisions on the paved section of Crawford to slow traffic.
- Incorporate design features to slow traffic and improve longevity as we complete the rehabilitation of north Crawford with the communities input.
- Partner with Island County on study, design, engineering, and construction of the new road to the Airpark.

## 2019 Budget Approval

- The board recommends that we keep our dues at the current level.
- The board recommends the attached budget [**Appendix III**]
- Motion to approve was proposed.
- Motion to approve was seconded.
- Motion passed unanimously at 5:49 PM

## Election of Officers was proposed by Mary Jacobson at 5:56 PM

- Per our bylaws we will be adding two additional members to the board, for a total of five board members.
- Mary asked if anyone present would like to run for the board.
  - No one expressed interest.
- Proposed Board:
  - Mary Jacobson, President.
  - Tara Rudolph, Secretary.
  - Charlotte Duke – member at large
  - Eileen Jackson - member at large
  - Max Foster, Treasurer.

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- Motion to approve was proposed.
- Motion to approve was seconded.
- Motion passed unanimously at 5:56 PM.

## Bylaw Revision

- The chronology and evolution of the bylaws needs to be determined.
- The board is going to be scanning and reviewing old copies of the bylaws and posting the current version online with a recognizable chronology.
- Once the board determines which set of bylaws is the most recent and valid, we will be forming a working committee of volunteers to propose revisions and amendments.

## Emergency Preparedness

- Ed Halloran of the Lower Crawford Road Association - as well as a Port Commissioner - has invited the Middle Crawford Road Association to work with the City of Langley to create an emergency preparedness plan.
- The City has created an excellent framework for our review.
- Over 2019, we'll be scheduling meetings, selecting captains, pursuing training and collecting supplies.
- There's a whole meeting of material to cover, so we'll be scheduling one after this meeting.
- Community volunteers are the backbone of the first response to disasters. A little training here goes a long way, and it's a great way to build skills and get to know your neighbors!

## EMS Signs

- The completed forms were collected and will be submitted to the county.
- Our goal is to get 100 percent of the community into the system in 2019.
- If you complete your form at the meeting, we'll submit the form for you!

## Community Projects

- Repaint bump signs day
  - It was suggested that this become an art project.
- Eradicate Scotch Broom day
- Clear the edge day
- Community suggestions and concerns added to new business.

## Whidbey Airpark Access Project (WAAP)

- CERB grant agreement signed with the county.
  - To improve rural economies
- FCS selected as consultant for economic development study.
- FCS contract signed.
- Preliminary engineering through park section done as of Feb 1, revisions continue.

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- We get a voice. They're going to meet with us!
- We can control our road – how it looks, how wide it is, what traffic calming we use, and there are a LOT of great options. Carly will help. So will the great new County Engineer.
- Bump revisions and traffic calming. We talked about the various means we have at our disposal to slow traffic down and it was agreed by all that slowing the traffic was a top priority. We are especially concerned to get a handle on this as the county solidifies a plan to create a new road that has the distinct possibility of increasing the traffic on our road.
- The potential to incorporate design features that will slow traffic were discussed. These design features include chicanes, artwork, signage, speed humps, marking on the road itself, and many more.
- As mentioned before, the board is going to hold multiple meetings in the near future to collect as many ideas as we can to slow the traffic down.
- Mary Jacobson reported that the County has been very responsive so far to the unique qualities of our community. They have asked us to create our own identity so that the county will know how to meet this community's needs.
- It was stressed that we want and need everyone's input so look for emails, attend meetings, get on the website or make a phone call. Everyone's input matters!
- See "New Business" to get involved!!!

## Community Website

- <https://crawfordroad.org/>
- Section overview.
- Login overview.
- Max available after the meeting for technical support on website issues.
- RFQ – It's your site, what do you want from it?
  - Proposed additions:
    - Invasive species list (added 2019-02-28: Rolf and Max to add more)
    - Huckleberry Hill Farm Stand (added - webpage needed)
    - Contact Form (added 2019-02-28)
    - Emergency plan. (Meeting pending)

Motion to adjourn proposed, motion to adjourn seconded, and motion to adjourn approved: 6:43 PM.

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## New Business

- Garbage –
  - Garbage is a huge issue on the road – spent almost \$300 last year cleaning up.
  - Low Cost Garbage Cans as collection points proposed.
  - Upkeep was mentioned as a major concern.
  - In the meantime, we are working on setting up a Weed Control and Garbage Monthly Walk with Rolf as our mentor! Stay tuned!
  - More information coming in email!
  - Board will research and present alternatives.
- We will be setting up a committee and meeting schedule for the new road design!!!!
  - We will be announcing on the details in email.
  - March 13 at 4PM at the Roaming Radish!
- We will be setting up a monthly garbage walk / weed eradication event
  - Rolf is bringing his expertise.
  - R2 may bring the libations.
  - E-mail to follow.
- Proposal was offered to make a Bayview to Highway Crawford Road district was offered by the Lower Crawford Road District.
  - The Board will conduct follow up and present to membership.
- Proposal was brought up to make painting the bumps an art project.
  - The Board will conduct follow up and seek volunteers.

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## Appendix I: 2018 Annual Meeting Minutes

### MCRA Annual Meeting – February 25, 2018

#### Call to order by President Lisa Woods

A quorum was present.

**Approval of the Minutes** from May 2017. The Minutes were amended to include Eileen Jackson as an attendee and then approved. Bryan Stelling volunteered to clean up the edge of the road to allow for better drainage.

**Election of New Officers** All nominations were moved, seconded, and approved

Mary Jacobson – President, Eileen Jackson – Secretary, Charlotte Duke – Treasurer

#### President's Report - the goals for 2018

1. Continue to improve the gravel section of Crawford Road and implement a maintenance plan to protect the integrity of the road as we continue to improve it.
2. Clarify with the Crawford Road community how the construction of a new county road would best serve the diverse needs of our community. Create a plan and begin to implement that plan.
3. Work to engage an active membership which will include addressing the current dues and the way they are applied. We are also actively seeking new members.
4. Clean up our files and update all filing requirements with the county
5. Create a plan to repair/replace the asphalt section of Crawford Road

#### Old Business

- Treasurers Report was read by Charlotte and unanimously approved as written
- Lake Leo to the Airport project has been completed
- Guthrie – Doug Guthrie, a new property owner on Crawford, was introduced. He and his wife paid for regrading the section of gravel road just past the airport. Thank you, Doug and Kathleen.
- Asphalt Resurfacing – we did not resurface any of Crawford road in 2017. We did collect multiple bids and the cost will require a special assessment. We have formed a committee to pursue resurfacing this year
- The cut across the lower portion of Crawford is for a new resident who is building a home. The cut provided power to the project. When weather permits the new owners intend to lay one truck load of asphalt to cover the cut and some portion of the road to the south of the cut. Not exactly sure how far that will be.

#### Proposed Budget 2018 – approved unanimously

- Trimming of Greenery along the road – Craig Izett has offered to trim the greenery in lieu of hiring a contractor. He intends to complete this by the end of March. He asked for volunteers to help with flagging and spotting. There were several people who volunteered.
- The speed signs – the contractor has advised that to preserve our road the speed should not exceed 10 mph.
- Maintenance of Crawford – the budget does not address the cost for a repaving project. Craig Izett reported that we have seen two types of bids. One option is to recover the surface of the road with a thin layer of asphalt. This would be poured directly over the old layer. It was his opinion, and that of others in the room, that that option is no longer viable for our road because our road has been neglected for too long. The second option would grind our current road in to material that would serve as the base for a new asphalt application. This appears to be the best option given the condition of the road. BUT we are in the process of collecting info and bids and the committee will get back to us as to their recommendation. All the options will require a special assessment.

As part of the budget discussion questions were raised as to how the dues are derived. Specifically, how are commercial interests evaluated as to their impact vs noncommercial. Also, a question was asked about the possible need to raise the dues

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and whether special assessments can be levied when clear cuts or development occurs which puts unusual stress on the road. The board recognized the need for some analysis of this issue and has agreed to look in to it.

## **New Business – the county road project**

We are currently in a process of exploring how to proceed in partnering with the county to create a county road. Many issues need to be resolved. Nothing has been decided as of today. To further that discussion, we will have a special meeting March 18 at 2:30. Twenty people have expressed interest in attending this meeting. We will be sending out info in advance of that meeting to help facilitate a productive time.

**Where we are now** – in 2017, the Airport Access Road Project, which is the county's name for Crawford Road, was included in the County Transportation Plan for 2018-2023. Thanks to all that emailed, wrote, and called the county commissioners. Your efforts made a difference. Because we are included in this plan, we can apply for grants to assist in funding the project. The county so far has committed 1 million to the project. The total project cost is estimated to be around 6 million.

We also have two new potential partners. The Parks dept has agreed and approved a new access to Crawford across their property from Craw Road. This will also give the park access to the land they own, and they will develop a trail system. The second partner is a developer who has also granted access and agreed to participate in funding the project.

We have also received written promises from most of the property owners on Crawford Road to gift their current easement to the county. These gifts by our neighbors helped convince the county that we are serious about partnering with them to create a better road situation. And the gifts of easement improve our grant application chances.

## **What we need to work on in 2018**

- Work as a community to determine what is best solution for our needs. March 18 will meet to explore concerns. Please call Mary Jacobson if you cannot attend the meeting and would like to provide your input 206-579-2028
- Grant applications - we will be applying for two grants this year. The first application is the .09 grant that is a county funded grant for developing infrastructure for economic development. That application was written in cooperation with the county engineer, the economic development council and the MCRA. We will be asking for the funds to complete engineering and design. The second grant is a state grant - CURB - this grant is also for infrastructure that supports economic development in rural counties. The max this grant gives is 2 million. We have met with the administrators of this grant and they were very encouraging. We intend to apply for this grant once we have heard the results for the county grant. It is our hope that we will have this first phase completed by the end of the year.

## **New Business – North Crawford**

We are meeting with property owners along this section of Crawford to solicit their financial assistance in rehabbing the gravel road. We have a plan and bids. We are quite hopeful that this year we will be able to extend the improved section through the Big Dip. Thereafter the association will maintain the road with grading each year.

## **Formation of Committees**

- Emergency management – John Dewit gave a presentation regarding the FEMA emergency preparedness workshop that he attended. All interested parties – and there were many – will be contacted as to available dates to attend the workshop as a group.
- Contractor/maintenance review and planning – although he did not specifically agree to become the chairman of this group – Craig Izett will be spearheading the search for a solution to the asphalt issue. We hope to have resolution this year.
- Airport Access Project – a meeting on March 18 at 2:30. The location to be announced. The purpose of this meeting is to come to a consensus about the future of our road that best represents the entire community – the homeowners, businesses, walkers, patrons of the cafes and restaurants, employees etc. You will be receiving additional info regarding this meeting in order to make it a more productive time.

**Adjourn** meeting adjourned at 4:16

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## Appendix II: Treasurer's Report

### 2018 TREASURER'S REPORT

**Cash Balance 1-1-2018** **\$17,434.25**

#### Income

Membership Dues	\$16,230
Special Assessments of Businesses	\$23,500
Donation	\$500
subtotal income	\$40,230.00

#### Expenses

Road Paving	\$50,000
Insurance	\$1,964
Road Grading	\$2,174
Trash Cleanup	\$289
Office supplies PO Box	\$95
Edge Maintenance	\$185
subtotal expense	\$54,707.05

**Ending Balance 12-31-2018** **\$2,957.20**



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## Appendix III: 2019 Budget

### MIDDLE CRAWFORD ROAD ASSOCIATION 2019 OPERATING BUDGET

	<b><u>2019 Budget</u></b>	
<b><u>REVENUE</u></b>		
Regular Assessments	\$	12,000
<b><u>EXPENSES</u></b>		
Maintenance Grading	\$	5,000
Insurance	\$	1,900
Office Expense	\$	300
Improvements	\$	2,000
Deposit to Replacement Fund	\$	2,000
<b>Total Operating Expense</b>	\$	<b>11,200</b>
<b>REVENUE OVER EXPENSE</b>	\$	<b>\$ 800</b>