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BOARD OF DIRECTORS WORK SESSION MINUTES

Tuesday, December 9, 2025

5:30 PM at KCCA Clubhouse Banquet Room

Call to Order:

President Cherie Gilmore-Forczak called the meeting to order at 5:31 p.m. and led the pledge of allegiance to the flag.

Roll Call of Directors:

Present for the meeting were Cherie Gilmore-Forczak, President; Rob Peters, Vice President; Megan Rutz, Treasurer; Cheryl Wong, Director; Cindi McCullough, Director; and Teri Sunell, Director.

New Business:

- a. 2026 Reserve Study
Treasurer Megan Rutz provided highlights and callouts for the 2026 Draft Reserve Study. Director Sunell noted that the woodshop and equipment aren't included. Treasurer Rutz noted the Budget and Finance Committee will do some investigation for future studies.
- b. Admin Software
Administrator Curiel presented to the board three different options for community management platforms that would replace the Microsoft Access database which is no longer supported and no longer meets the needs of KCCA. There are many long-term benefits to using a management platform, but the main focus for KCCA initially will be to streamline communication with the community. Administrator Curiel answered questions regarding timeline, cost, support and training for the board.
- c. 2012 Resolutions
Administrator Curiel presented to the Board a list of the 2012 Resolutions with assigned resolutions for each director to review in 2026 and present recommended actions to clean up our resolutions. Director McCullough suggested utilizing Washington County records as an additional resource as the Board works through this process and Susan Howell is also doing some good work to locate, scan and make searchable board minutes, which will help the board with documenting the corrected/effective resolutions.
- d. Pool Operations RFIs & OHA Steps



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President Gilmore-Forczak noted that Director McCullough has been asked and is assisting the Administrator and Board President with tasks related to the Aquatics Center reopening, including Request for Information (RFI) for facility maintenance needs and the process with Oregon Health Authority (OHA) for licensing. Director McCullough reported that recent activity and meetings with Washington County and OHA have been very productive. She is working now on the details of the RFI to send out to vendors.

OLD BUSINESS:

- a. May 13, 2025- Board Meeting Minutes Amendment
Administrator Curiel discussed with the Board the actions needed, as discussed in the November Board Meeting, the need to take action on rescinding Resolution 2012-401 – Annual Budgeting Schedule and Resolution 2012-310 – Committees Serving the Board of Directors that were rescinded at the May 13, 2025 Board meeting, but did not make it into the minutes.

PRESIDENT:

No remarks from the President

ADJOURNMENT:

Director McCullough motioned to adjourn the meeting; motion seconded by Director Peters and passed unanimously (6-0.) Meeting adjourned at 6:00 p.m.