



**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
MINUTES
May 16, 2015**

The Meeting was called to order by President Kristopher Nelsen at 8:56 a.m.

ROLL CALL:

President Kristopher Nelsen, Vice President Kelly Evans, Treasurer Esther Springer-Johannesen, Secretary Penny Cory, Directors, Norm Bartoo, Mark Franklin, John Rizzo, John Torkelson, and Water Chair Phyllis Antonsen. Glen Bachman attended via conference call

II. APPROVAL OF MINUTES:

Board Minutes of April 18, 2015

A motion was made by John Rizzo, seconded by Penny Cory and passed with no nays as follows:
To approve the Minutes of April 18, 2015 as written

Election of Officers Minutes of April 18, 2015

A motion was made by Esther Springer-Johannesen, seconded by Mark Franklin and passed with no nays as follows:

To approve the Election of Officer Minutes of April 18, 2015 as written

III. FINANCIAL REPORT: (Attached)

Sheila was requested to bring an updated Dredging Project expense list to the next meeting.

Glen inquired about the final costs of the cart sheds. John noted that the electrical was in the original bid.

Full financials will be presented when the accounting transfer has been completed.

A motion was made by Penny Cory, seconded by Mark Franklin and passed with no nays as follows:
To accept the Financial Report for April 2015 as presented

IV. GUESTS FROM THE FLOOR: Request to be added to the agenda

Dave Sims is requesting the Board create a policy that includes "significant other" or "Domestic partner" as eligible for a member golf annual rate. The discussion of whether to change the by-laws to determine who is an owner was discussed. This matter is returning to the Greens Committee for recommendations to the Board as to whether this policy should be instituted and/or the by laws need to be changed. If it is a by law change it will have to go to a vote of the membership.

Due to the recent emails regarding vandalism Sharon Haworth presented some information regarding locking banks of mail boxes. The cost for these would be approximately \$100 per lot. The post office also stated that they will not do just sections, all members must agree or we can have none.

V. CONSENT AGENDA: (Committees motions, attached)

A motion was made by John Rizzo, seconded by Kelly Evans and passed with no nays as follows:

To Approve the Consent Agenda as presented and to include the approval of all Committee Minutes, in particular the Architectural Committee Minutes.

VI. OLD BUSINESS:

1. Dredging Status Update Report (See Manager's Report)

The Board would like to schedule an informational Town Meeting on July 18, 2015.

2. Committee Resolutions, Ad-Hoc Committee Meeting Schedule

Esther will chair the Ad Hoc Committee and the first meeting is tentatively scheduled for the last weekend in May.

3. Social Privilege Terminology/History

The intent of the Social Privilege for the golfers was to increase Inn business, we are now increasing our hours with a focus on the golfers.

Golf Social Privileges must still be reviewed by the Inn Committee per Washington State Liquor Laws.

The New Application has a line to accommodate the Inn Committee approval, Kristopher would like "spouse" changed to Domestic Partner.

A motion was made by Penny Cory, seconded by Esther Springer-Johannesen and passed with no nays as follows:

To leave the Golf Public Annual Social Privileges the same with their sponsorship being their membership purchase, reviewed by the Inn Committee, and should a problem occur at a later date it will be brought up for review.

4. Telecommunications for BOD Meetings

Kristopher asked each BOD member to state their opinion regarding telecommunications.

Comments ranged from how important it is to have face to face communications with fellow BOD and Members to denying this type of attendance leaves out a large section of people who could otherwise run for the Board.

It was determined that the by-laws article should be reviewed as it is ambiguous and maybe should be clarified due to new technologies. To change a By-Law (as stated above) it must go to the vote of the membership.

5. Railroad Update

Esther encourages everyone to walk the access road to the dam and see where the markers are, this area may need to continue with the lease agreement, to "move the road" could be quite costly, if even allowed.

John Torkelson will look into a bridge over the tracks where the current "dip" is now.

One question was posed regarding the estimates on page one, "how many of these expenses are one time?" John Torkelson would like to see the estimates broken out by each section of encroachment.

VII. NEW BUSINESS

1. Ethics Proposal

John Torkelson presented the Board with an ethics Resolution proposal. Kristopher tabled the issue until next meeting when all have had the chance to review the proposal.

2. Maintenance & Operations Manual – Approval

A motion was made by Esther Springer-Johannesen, seconded by John Rizzo and passed with no nays as follows:

To Approve the Dam Maintenance and Operations manual with the Leprechaun weir date being stated as "the first week in April" as approved by the Lake Dam Committee.

3. Division 4, Lots 203 & 204 for Sale offer of \$18,000.00.

An email poll to approve the offer of \$18,000.00 was conducted April 29, 2015 resulting in approval as follows:

- Five yeses from Kelly Evans, Esther Springer-Johannesen, Penny Cory, Norm Bartoo and Mark Franklin
- One yes from Glen contingent on buyer paying for septic inspection
- One Nay from John Torkelson
- One no response from John Rizzo.

4. New Committee Chairs for 2015-2016

A motion was made by Esther Springer-Johannesen, seconded by Penny Cory and passed with no nays as follows:

To accept the New Committee Chairs as appointed by President Kristopher Nelsen as follows:

- Architectural Committee – Norm Bartoo
- Greens Committee – Jerry Nokes
- Lake/Dam Committee – Glen Bachman
- Inn Committee – Paul Wagner
- Elections Committee – Gayle Wilcox

Positions still open for Nominating and Youth.

5. Emergency Phone List Update for "Extreme Facilities Emergency" contact(s)

Sheila's name and number will remain as the first contact second will be John Rizzo, and third Esther Springer-Johannesen

VII. OTHER BUSINESS

1. Manager's Report (Attached)

Jerry Nokes stated that the old café/pro shop chairs will be sold at the annual community garage sale.

2. Flow Chart – (Attached) No comments were made regarding this chart.

3. Corrected Phone List

Sheila asked all to let her know if their information was correct on the Phone List.

VIII.CORRESPONDENCE: None

IX.ANNOUNCEMENTS

May 16, Magpies Spring Event 11:00 a.m. today

May 21, Free Family Night Bingo 6:30 p.m.

May 23, Spring Glow Ball

June 9, Simpson Retiree Luncheon

June 10, Ladies Golf Shamrock Luncheon

June 13, Memorial Service for Bobby Brown and Linda Deboer 2:00 p.m.

June 18, Free Family Night Bingo 6:30 p.m.

June 20, Next BOD Meeting

June 20, Lake Limerick Open

June 21, Father's Day

June 27, Lake Dam Meeting (for July)

June 27, Wedding

June 27, Private Golf Tournament (Louderback)

July 4, Limerick Daze, Need Coordinator

X.MOTION TO CONVENE TO CLOSED SESSION: None

XIV.MOTION TO ADJOURN MEETING

A motion was made by Kelly Evans, seconded by Esther Springer-Johannesen and passed with no nays as follows:

To adjourn the meeting at 10:25 a.m.

These minutes have not been approved by the Board of Directors
Respectfully Submitted by: Sheila Hedlund

BOARD OF DIRECTORS MEETING

May 16, 2015

	Division/Lot #	Printed Name	Signature
1	3-84	Debra R Moore	<i>Debra R Moore</i>
2	2R-21	DAVE GILES	<i>Dave Giles</i>
3	2R-21	Marylou Troutmann	<i>Marylou Troutmann</i>
4	1-86	DONNA J MILLER	<i>Donna J Miller</i>
5	2-298	Sharon Haworth	<i>Sharon Haworth</i>
6	3-515	Rhonda Mayner	<i>Rhonda Mayner</i>
7	2-126	Steve Saylor	<i>Steve Saylor</i>
8	2-216	John R. Bolton	<i>John R. Bolton</i>
9	1-17	LINDA SMITH	<i>Linda Smith</i>
10	1-41	Karen Kohler	<i>Karen Kohler</i>
11	1-17	BRIAN SMITH	<i>Brian Smith</i>
12	2-70	TOM TAYLOR	<i>Tom Taylor</i>
13	2-124	CHRIS JOHANNESSEN	<i>Chris Johannesen</i>
14	2-113	DUD MORROW	<i>Dud Morrow</i>
15	1-153	WAGNER	<i>Wagner</i>
16	5-124	J MITT	<i>J Mitt</i>
17	2-150	JERRY NOKES	<i>Jerry Nokes</i>
18	2-160	Sheila NOKES	<i>Sheila Nokes</i>
19	1-41	Dave Kohler	<i>Dave B Kahl</i>
20			
21			
22			
23			
24			
25			

April-15 FINANCIAL RECAP				
	2015	2014		
Cash In Bank Admin	\$200,053.76	\$86,448.93		
Cash In Bank Water	\$175,296.47	\$172,454.30		
Reserves Admin	\$56,689.23	\$36,185.50		
Reserves Lake Mgmt	\$3,081.11	\$4,809.29		
Reserves Water	\$155,110.73	\$155,947.38		
Reserves Water Main Line	\$147,806.57	\$89,291.57		
Dredging Account	\$493,011.89	* \$161,145.66	* loan drawn down Jan 23, 2015	
Well#6 Reserves	\$23,141.50	\$ -		
	Apr-15	Apr-14	YTD	YTD vs Budget
Revenue Admin	\$84,830.50	\$80,166.00	\$578,100.16	\$579,474.58
Gross Revenue Sales	\$95,999.72	\$79,285.12	\$556,813.69	\$581,702.33
Net Income	\$180,830.22	\$159,451.12	\$1,134,913.85	\$1,161,176.92
Direct Costs	\$20,403.65	\$14,023.88	\$106,733.42	\$114,625.00
Gross Profit	\$160,426.57	\$145,427.24	\$1,028,180.43	\$1,046,551.92
Expenses	\$128,625.05	\$155,036.76	\$757,552.01	\$956,512.08
Operating Profit	\$31,801.52	\$(9,609.52)	\$270,628.42	\$90,039.83
Other Income/Expenses	\$(29.45)	\$4,060.94	\$68.06	\$15,166.67
Net Profit	\$31,772.07	\$(5,548.58)	\$270,696.48	\$105,206.50
Dredging Assessment	\$41,407.93	\$42,328.78	\$125,847.29	\$126,705.78
Net Profit including SA	\$73,180.00	\$36,780.20	\$396,543.77	\$231,912.28
GOLF	\$(12,954.15)	\$(21,078.79)	\$(70,147.75)	\$(88,083.33)
Café	\$(4,534.93)	\$(5,010.01)	\$(23,268.48)	\$(29,166.67)
Green	\$(2,742.20)	\$(10,620.17)	\$(31,443.63)	\$(42,000.00)
Pro Shop	\$(5,677.02)	\$(5,448.61)	\$(15,435.64)	\$(16,916.67)
INN	\$(8,766.21)	\$(9,541.07)	\$(69,542.06)	\$(52,091.67)
Total Receivables:	As of 4/30/15>	\$386,214.29		
Receivables over 90 Days:	As of 4/30/15>	\$226,521.11		
There are 52 Legal accounts for a total of:				
Total Legal Receivables:		\$224,641.60	58.17%	< of total receivables
Legal Receivables over 90 Days:		\$170,322.09	75.19%	< of 90 day receivables
*Top 5 Legal accounts = 30% of total Legal a/r		\$ 67,069.26		
*Top 10 Legal accounts =47% of total legal a/r		\$ 105,064.81		

*****This Fiscal Year To Date \$91,700.79 has been paid from 19 Legal Accounts

CONSENT AGENDA
May 16, 2015

WATER COMMITTEE:

Nominations were open for the position of Chairperson.

A motion was made by Don Bird and seconded by Brian Parnell to nominate Phyllis Antonsen for Chairperson:

Phyllis Antonsen was elected Chairperson by acclamation, it was passed unanimously

Nominations for the open position of Treasurer.

A motion was made by Don Bird and seconded by Brian Parnell to nominate Mark Franklin for Treasurer:

Mark Franklin was elected Treasurer by acclamation, it was passed unanimously

Nominations were open for the position of Secretary.

A motion was made by Mark Franklin and seconded by Ken Ayres to nominate Don Bird for Secretary:

Don Bird was elected Secretary by acclamation, it was passed unanimously

A Motion was made by Don Bird, seconded by Ken Ayres and passed with no Nays as follows:
To accept the Minutes of April 11,2015 as written

A Motion was made by Don Bird, seconded by Mark Franklin and passed with no Nays as follows:
To authorize an additional \$2,000 for Back Flo Pros to inspect water boxes for leaks

LAKE DAM COMMITTEE:

After discussion the **minutes were approved on a motion** by Glen Bachman, seconded by Tim Reber with the deletion of the word "rumored" from Dave Kohler's motion concerning reviewing the operations manuals for Lakes Limerick, Cranberry and Leprechaun.

Tim Reber **moved**, Debbie Moore seconding, passed unanimously: The operations manual should specify that the weir boards at lake Leprechaun be installed the first week of April each year

GREENS COMMITTEE:

The minutes were approved as written.

INN COMMITTEE:

Approval of Minutes: Rhonda moved to approve and Penny 2nd the motion. It passed unanimously

: Penny Cory moved and Sharon Morrow 2nd, that the Inn be repainted in its current colors. The motion passed unanimously.

ARCHITECTURAL COMMITTEE:

Approval of Minutes: Chris Johannesen moved to accept the minutes of the April 11, 2015 meeting, with the correction that Old Business Aparicio trailer removal date be changed from Oct 31, 2015 to Nov. 15, 2015, Norm Bartoo seconded with no nays.

EXECUTIVE COMMITTEE: Scheduled for May 16, 2015 @ 8:00 a.m. John Torkelson has requested time at this meeting

GENERAL MANAGER'S REPORT
May 16, 2015

ADMINISTRATION:

- The new Quick Books Company has been created. Project Progress, A/R is complete, Payroll is complete, bank accounts are still in the works once Payables and GL entries are completed the Bank accounts will balance and that transfer will be completed also. My Staff and I would like to thank everyone for their understanding as we continue to complete this very overwhelming project and still continue to accomplish our daily work. This is still in progress...
- LLCC has taken possession of Division 4, lot 202 ~ this lot is not on the Mason County Website. which means it is combined with another lot. The Attorney has succeeded in selling this to the bank that owns the other "half". I will update the final selling price and details at the June Meeting.

INN:

- Banquets and Weddings, new additions ~ June 20, Birthday Party, July 15, Class of 1950 Reunion, and December 18, the PUD Christmas Party. We are happy to have the PUD back, we hosted their parties for years they have been at the Casino the past few years and are now coming back to LLCC.
- The restaurant is getting busier as our Snow Birds are returning please encourage everyone you know to make Reservations.
- New Lounge 2:00 p.m. opening time begins May 22 for Memorial Day weekend.

MAINTENANCE DEPARTMENT:

- **Completed Projects:**
 - ✓Graded and painted parking areas around shop, replaced lock set at Pro Shop storage room, and made 5 new replacement street signs that were missing.
 - ✓Many of the projects done this month were for Lake/Dam, please see the list below.
- **Projects in the works:**
 - ✓Inn window bid came in at \$19,943. The work will be completed by the end of next week it has been postponed this week so as not to interrupt the Spring Fashion Show.
 - ✓Paint the Inn bid came in at \$8,800, this will follow the window replacements and will be accomplished in June.

PRO SHOP REPORT

- The Pro shop/Café hours for May are 7:00 a.m. – 6:00 p.m.
- We will be asking large tournaments to pay and work directly with the cart rental company
- The Marshal Time Sheets have been prepared for the summer and have been delivered to the Pro Shop. Two new marshals have been hired. During the interim of finding a new Pro, Jason will manage the Marshals. He had a meeting with them earlier this week to set standards and work times.
- The Pro Position and Job Description has been posted to our website, we have created a new page, "employment opportunities". This will also be available for use by our other departments when there are openings for positions.

CAFÉ REPORT

- The patio tables have been done by volunteers, thank you to those who worked on this project.
- The Café Chairs are showing their age Dave is researching new chairs or replacement parts. Dave has found chairs for \$21 each (must purchase over 50 to get this price). We have been discussing the disposal of the old chairs. I would like the Women's Golf Leagues to let us know if they have any ideas for this as I seem to recall that they donated quite a bit of the funds to purchase these chairs originally. When we replaced the Inn Restaurant Chairs the old ones were sold for \$5.00 each.

GREENS REPORT

- Jason and Joe are still researching a new lease agreement for carts and turf equipment. A few weeks ago Toro brought out a couple of rollers for demo purposes, they have these available for lease and have added that if we get our carts from them under the same lease we could save on the overall cost.
- Jason has met with an Architect regarding #7 and #8 greens. The cost to redo these is more than reasonable. The final design has not been submitted to date.
- Jason is investigating a new parking area around the backside of the maintenance fence Mason County has given a preliminary "ok". Permits will need to be submitted to accomplish this project.

LAKE DAM REPORT

- Kimber Construction has the permits for Banbury, the Island Projects, and Anglia Repairs in hand. Kimber has moved our projects back to **May 18th**
- Dredging Update, this is a copy of the email sent by our consultant Christian Fromuth:

- May 11 the permits were Submitted to County: SEPA, Shoreline, Mason Environmental Permit (with HMP)
- May 14: Date of first publication in newspaper
- June 24: Mason County Hearing date
- July 9: Anticipated decision / response from hearings examiner (typically 10 business days).
Response could be: approval, request for more information for examiner or in response to adverse testimony
- Grace identified the typical source of adverse testimony: surrounding landowners or tribe. We understand these parties to be in approval
- July 9: Start of Washington State Dept Ecology review and appeal period (one week to "receive" documents. 21 days statutory appeal period thereafter. Thus 28 days effectively).
- Rick Mraz at WDOE is lead. He knows the project. Has already offered all his comments and the comments of other agencies (the DMMP group also). Christian will be meeting with him in near term following submittal. Also with the DMMP group to help walk it through.
- July 9th Grace felt we will have a reasonably sure idea if we are in the clear. Good time to give contractor conditional selection and go ahead for a start schedule defined below.
- August 6th. Likely date of verbal approval from WDOE. All permits in hand by Aug 7th.
Contractor green light to start pumping.
- Completed Projects:
 - ✓Dam Maintenance and Operations Manual submitted to Lake Dam for Approval, awaiting BOD Approval prior to submittal
 - ✓Installed new sinks at Banbury and Olde Lyme Parks
 - ✓Repainted Tipperary Restrooms
 - ✓Installed new toilet at Anglia
 - ✓Installed Inn Swim Float buoy line
 - ✓Repainted Banbury Shed
 - ✓ Installed new staff gauge at the dam

WATER REPORT

- The fence @ Well #5 still needs to be moved/repaired this will also be done in house.
- Two valves need to be replaced and water will be out for a short time on St. Andrews and Shamrock.
- The Cross Connection Testing will begin May 18th and is scheduled to be completed by June 8th. Notice has been given on this months water bills and is on the reader board. Notices at the entrances will also be used.
- There has been some concern about "missing water" the wells are showing that we pumped more than we used. Our Staff has been doing some auditing the past few weeks to see if we could determine whether this is a software problem (the reading program not talking to the billing program correctly). But this week a large leak was discovered on Sleaford Road, this could have been the cause. Once the leak is repaired we will be able to determine if this was the problem.

LONG TERM PROJECT LIST:

- The project to accomplish the restoration of the pond #6 and to create a rain garden on the property across from #6 is in the works. Jason has a sub-committee from the Greens Committee he is working with.
- The cost of changing all of the lines, and hookups to stainless steel on the orange buoys will be investigated, once installed this **spring** they will not need to be done again.
- Maintenance Shop the lift installation project has been started this will be installed by our Maintenance Staff. Due to the configuration of the Lift and Shop some major rearranging will have to be done to accomplish the installation of the lift. The building changes have started by extending the "outside" storage area for storage of greens/maintenance equipment and supplies. The asphalt has been installed in the new equipment area. This project is on hold until a later date as there are many projects to accomplish prior to the spring and summer.
- The Geo Study for Leprechaun has begun the second samples have been taken.
- The temperature of the lake was discussed with members of the Squaxin Tribe in regards to the salmon habitat and how the warmth of the lake can be detrimental to them. Discussion on ideas of how to cool the lake water as it goes over the dam was productive. Erica has given us the following schedule as a common goal to determine possible solutions.

January- February 2015-

- ✓Erica will bring together all available temperature and flow data for Cranberry Creek and Lake Limerick.
Specifically looking for temperature records from upstream of Lake Limerick and downstream of the lake.

- ✓ Larry Duvall, will supply the records of water level in the weir at the lake outlet. COMPLETED.
- ✓ Ken Martig, will provide further information on cooling towers
- ✓ Erica will do some basic water and heat balance calculations to determine how much we can cool Cranberry Creek with a cooling tower versus a siphon.

March-April 2015

- ✓ Erica will develop a short work plan for deploying temperature monitors into Cranberry Creek and Lake Limerick. She will try to obtain enough monitors to do the work and will also include spot checks at regular locations. She will be distributing the plan to all of us when complete.

May 2015

- ✓ The temperature monitors will be deployed according to the work plan.

June-September 2015

- ✓ Erica and her crew will begin temperature spot checks at regular locations. Hopefully Larry Duvall and Joe Castelluccio, or someone who lives at Lake Limerick can incorporate some spot checks into their maintenance routines.

August 2015

- ✓ If needed, we will experiment with cooling the water at the dam outlet by some means, and we will measure downstream temperature and discharge in the creek over a period of days.

November 2015 or earlier

- ✓ Erica will complete a summary of our field work and distribute it.

- It was planned to have a new range and flat top unit for the Inn to be included in the F.Y. 15-16 Budget as new safety standards will have to be met by that time. Due to the condition of the current range and fryer it is important that we get the new equipment in as soon as possible. This was approved at the December BOD Meeting and will be accomplished **as funds are available.**
- Work with the Mason County Department of Public Works on sidewalks/walking paths, still have not received any further information. **Long Term**

**Executive
Committee**

**General
Manager**

**Board of
Directors**

Committees

Members

Department
Managers

Employees