



**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
MINUTES
August 15, 2015**

I. ROLL CALL:

President Kelly Evans, Vice President John Rizzo, Treasurer Esther Springer-Johannesen, Secretary Penny Cory, Directors, Mark Franklin, Dick Sirokman, Norm Bartoo, Glen Bachman, John Torkelson, and Water Chair Phyllis Antonsen.

II. APPROVAL OF MINUTES:

Board Minutes of July 18, 2015

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

To approve the minutes of July 18, 2015 as written.

III. FINANCIAL REPORT:

Esther reviewed the recap and reported the budget packets will be out shortly. Esther is requesting that any BOD Member who has a request or an idea for capital items to please submit them to her as soon as possible. Esther would like to see new electrical for the Inn, a new work boat and entrance signs be a part of this budget.

A motion was made by Dick Sirokman, seconded by Glen Bachman and passed with no nays as follows:

To approve the Financial report for July 2015 as presented.

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

New Business Items requests:

1. Robbie Alberts, request for recycling bins at the Pro Shop and at events outside of the Snack Shack.
2. Kern Dolby, Animal Complaint Process
3. Kern Dolby, Dock pulled, Dredging Status
4. Kern Dolby, Misappropriated funds
5. Kern Dolby, Chef Position, hired by BOD or by GM, curious about interview process.
6. Charlene Haney, Dredging – Dock Removed
7. Neil Burkel, Boat Motor Stolen, additional security discussion

V. CONSENT AGENDA: (Committees motions, attached)

It was noted that the Board will take the Inn Motion regarding a Food & Beverage Manager Position "under advisement".

A Motion was made by Penny Cory, seconded by Mark Franklin and passed with no nays as follows:

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

VI. OLD BUSINESS:

1. Dredging Status Update Report

The Lake Dam sent a motion to the BOD recommending the postponement of the Dredging Project until next year. Discussion included the comments from those who moved their docks prior to notification of the issuing of permits, the possibility of Grants, research was done LLCC did not qualify as we are a "for profit" organization with the IRS. This information will be included in an article in the next Newsletter due out the first week in September.

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

To postpone the actual Dredging until 2016 and to continue with the preparation of the project throughout the next year.

2. Committee Resolutions, Ad-Hoc Committee Report, Esther will work with Dave Kohler to set up a meeting, possibly next weekend.

3. Railroad Update – Navy Team Establishment

The Committee will be meeting with the County soon (no set date at this time) to discuss safety issues and traffic information (if any available from the County) and to consider the option of a 30' sidewalk on St Andrews.

The Committee would also like to create an "Open Letter of Understanding" with the Navy.

VII. NEW BUSINESS

1. 401K Employer Contribution Rate Discussion, Mark Franklin

Mark informed the BOD that the employer portion of the 4501K is still at 1% he would like to see this raised. A Motion was made by Dick Sirokman, seconded by Penny Cory and passed with no nays as follows:

To increase the employer contribution portion of the 401 from 1% to 2% and to add an annual review into the budgeting process.

2. Robbie Alberts, Recycling bins at the Pro Shop and at the Snack Shack during events. The General Manager will contact the Mason County Garbage Company to see what our options are.

3. Kern Dolby, Animal Complaint Process. The process was explained by Secretary Penny Cory.

4. Kern Dolby, Misappropriated Funds. The status of this was discussed, charges have been filed against the employee and the State is now in charge of the case LLCC is out of the loop as we were reimbursed by our insurance company. With the help of forensic CPA's the office now has new procedures to prevent future problems.

5. Kern Dolby, Chef's Position, the question was about the interview process, is it done with BOD approval or does the GM have final say. Mr. Dolby was informed that our current Chef was promoted from within with approval of the Executive Committee and that no further conversation will be had regarding personnel.

6. Charlene Haney, Moved her dock due to the letter that was sent out not having a time line. Kelly stated the letter could have been clearer regarding the time line but that the letter did not indicate that anyone should move their dock(s) until further notice, the original letter was only to help LLCC schedule removal of docks with those who needed assistance.

7. Neil Burkel, requested additional security due to recent thefts including his boat motor. It was made clear that our current security company is only hired to patrol the beaches and Club properties, they do not have the authority to police the neighborhood. The General Manager will Contact Cushman, Timberlakes And the Sheriff's Office to determine costs of hiring an off duty officer for patrolling of the "neighborhoods" and to hopefully deter future thefts and vandalism.

VII. OTHER BUSINESS

1. Manager's Report, attached

2. Penny Cory introduced a request from our former Chef to receive payment for a 5 year plan he prepared due a request by an Inn Committee Member. The Plan will be returned to the Chef with a letter thanking him for his efforts. The Inn Committee will review their 5 year plan that is focused on improving the efficiency and service to our members, they will present this at the next BOD Meeting.

3. Brian Smith stated that due to the erosion of the Committee processes he hopes the Resolution Ad Hoc Committee and the BOD Retreat focuses on the purpose of the Committee structure(s).

4. Mary Lou Trautmann and Nan Stricklin have been working on guidelines for the Nominating Committee and would like to present these at the next BOD Meeting.

5. End of Summer Bash was set for August 29th last year by the Inn Committee. The "usual" time for this event is Labor Day weekend which is late this year but all volunteers have scheduled their time around the Labor Day weekend it is requested that the date be changed.

A motion was made by John Rizzo seconded by Dick Sirokman and passed with no Nays as follows:

To move the End of Summer Bash to Labor Day Weekend, Saturday September 5th

The notice will be posted on the Reader Board, Enews and we will ask the Pro Shop to distribute through their extensive email files as well.

6. Kelly reported that he checked with the Club Attorney and the Retreat scheduled for August 29th is allowable without being an open meeting however no action can be taken at this meeting. Any decisions made will be brought to and approved at the next Scheduled BOD Meeting. The focus of the retreat will be procedures, long term goals, committees, and how to be efficient and responsive to our membership.

VIII. CORRESPONDENCE: None

IX. ANNOUNCEMENTS

August 22, Golf Tournament, Private Party (Morning)
August 22, Golf Tournament, Private Party (Afternoon)
August 24, Week of Aeration on the Golf Course
August 29, End of Summer Bash
August 29, Golf Tournament, Private Party
September 8, Simpson Retiree Luncheon

September 8, Magpies Social
September 10, Men's Golf Banquet
September 16, Hartstein Island Ladies Luncheon
September 19, Next BOD Meeting
September 19, Seafood Scramble
September 20, Poker Run
September 23, Ladies End of Season Luncheon
September 23, Retirement Party
September 30, October Fest

X. CLOSED SESSION: None

XI.MOTION TO ADJOURN MEETING

A Motion was made by Dick Sirokman, seconded by Penny Cory and passed with no nays as follows:
To adjourn the meeting at 10:35 a.m.

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

Aug 15, 2015

<u>Name</u>	<u>Div</u> <u>Lot</u>
Sharon & Bill Hadsall	2-142
Laura Berlin	1-35
Jessamine Nitz	2-51
Donna J Miller	1-86
George Miller	1-87
Robbi Albutz	1-48
Steve Saylor	2-126
Jude Blowers	1-46
Dave Blowers	1-46
Alfred Burkhol	3-27
Dave Kohler	1-41
Karen Kohler	1-41.
Judi Smith	1-17
Brian J. Smith	1-17
Clara Robinson	1-15
Samuel Franklin	5-36
Mary Lou Trautman	2R-21
Jenny Woker	2-150
O-RICH HAMILTON	3-1
Kern Dolby	03-005
CHARLIE HANEY	3-697
TOM TAYLOR	2-70
Dave WAGNER	1-153
Rhonda Mayner	3-515
Nan Stricklin	2-36
CHRIS JOHANNESSEN	2-129
JIM NOTT	5-124

LAKE LIMERICK
COUNTRY CLUB, INC.

July-15

FINANCIAL RECAP

	2015	2014		
Cash In Bank Admin	\$ 58,228.18	\$ 28,024.37		
Cash In Bank Water	\$ 229,112.03	\$194,856.90		
Reserves Admin	\$ 81,271.52	\$45,537.78		
Reserves Lake Mgmt	\$4,409.29	\$6,427.42		
Reserves Water	\$154,124.42	\$156,644.48		
Reserves Water Main Line	\$170,866.57	\$106,666.57		
Dredging Account	\$ 560,741.82	* \$189,723.00	* loan drawn down Jan 23, 2015	
Well#6 Reserves	\$37,925.50	\$ -		
	Jul-15	Jul-14	YTD	YTD vs Budget
Revenue Admin	\$81,479.00	\$ 82,440.00	\$822,804.16	\$827,820.83
Gross Revenue Sales	\$124,190.71	\$112,538.17	\$900,392.22	\$831,003.33
Net Income	\$205,669.71	\$ 194,978.17	\$1,723,196.38	\$1,658,824.17
Direct Costs	\$ 33,035.70	\$ 25,207.96	\$185,458.92	\$163,750.00
Gross Profit	\$ 172,634.01	\$169,770.21	\$1,537,737.46	\$1,495,074.17
Expenses	\$128,640.28	\$ 137,287.36	\$1,131,714.06	\$1,366,445.83
Operating Profit	\$43,993.73	\$32,482.85	\$406,023.40	\$128,628.33
Other Income/Expenses	\$11,267.59	\$ 2,085.38	\$13,969.32	\$21,666.67
Net Profit	\$ 55,261.32	\$34,568.23	\$419,992.72	\$ 150,295.00
Dredging/Assessment	\$41,907.93	\$40,079.42	\$167,755.22	\$168,941.04
Net Profit including SA	\$97,169.25	\$74,647.65	\$587,747.94	\$319,236.04
GOLF	\$ (8,643.82)	\$ (7,309.84)	\$(93,320.80)	\$(125,833.33)
Café	\$ (2,556.66)	\$ (1,945.00)	\$(34,506.89)	\$(41,666.67)
Green	\$1,402.62	\$ (5,327.10)	\$(27,621.44)	\$(60,000.00)
Pro Shop	\$ (7,489.78)	\$ (37.74)	\$(31,192.47)	\$(24,166.67)
INN	\$ (10,318.67)	\$ (11,567.22)	\$(103,319.66)	\$(74,416.67)
Total Receivables:	As of 7/31/15>	\$ 443,860.04		
Receivables over 90 Days:	As of 7/31/15>	\$ 223,678.74		
There are 54 Legal accounts for a total of:				
Total Legal Receivables:		\$241,098.56	54.32%	< of total receivables
Legal Receivables over 90 Days:		\$198,169.73	88.60%	< of 90 day receivables
*Top 5 Legal accounts = 32% of total legal a/r		\$ 76,972.14		
*Top 10 Legal accounts = 47% of total legal a/r		\$114,417.33		

CONSENT AGENDA
August 15, 2015

WATER COMMITTEE:

A Motion was made by Don Bird, seconded by Mark Franklin and passed with no nays as follows:
To approve the minutes of July 11, 2015 as written

LAKE DAM COMMITTEE:

Approval of Previous Minutes: Debbie **moved** approval, Mike seconded, approved unanimously as presented

Kelly discussed the 37 Scope Of Work (SOW) tasks for project implementation identified by Christian including those supporting Contractor Selection, Contractor Stewardship during the project, Permit Compliance Monitoring and Reporting, Prior to Dredge Operations, Other (including developing a detailed schedule), and Subsequent Year Monitoring and Reporting. Kelly's bottom lines: there is a lot to try to accomplish before August 15th if the project is to move forward this year; even if the administrative tasks could be completed in the next two weeks, LLCC would be unlikely to get the best value contract if it winds up with only a limited number of contractors competitively bidding on the project or having to sole source the contract; the permit is good for two years, and can be administratively extended for a third year.

MOTION: Dave moved, Linda seconded the following: *"I move recommending that the BOD plan for the dredge project to be conducted in the July 15 –September 15, 2016 timeframe, and that the BOD further direct the GM and Lake Dam Committee to continue timely preparation of bid documents and solicitation of bids"*. Passed unanimously with Debbie Moore abstaining.

Debbie presented the materials distributed with the agenda. At Tim's request, \$5,000 previously included for a new water ski course was added back in to the 2015-16 budget proposal. **Motion:** Tim moved, and Brian seconded the following: *"I move that the BOD review/accept the Lake Dam budget proposal plan 2015/16"*. Passed unanimously

GREENS COMMITTEE:

The minutes of July 2015 were approved as written.

INN COMMITTEE:

Approval of July Minutes—**Motion:** Sharon Haworth moved, Deana Query 2nd, passed unanimously.

Food and Beverage Manager Recommendation for consideration by the LLCC Board of Directors. A Pros and Cons list was first developed by a subcommittee composed of Sharon Haworth, Rhonda Mayner and Paul Wagner. It was shared with the Inn Committee and is attached. Then a Recommendation was drafted and offered to the Inn Committee in the form of a motion.

Donna Miller **moved** that a recommendation to the LLCC Board be made to immediately to establish a committee made up of a minimum of two Board members, two members from the Inn Committee, and one member at large to determine the feasibility of employing a Food and Beverage Manager and based on those findings, either establish the position or identify a means to establish Best Practices in Inn operations. Rhonda Mayner 2nd the motion. It carried with one dissenting vote from Penny Cory.

ARCHITECTURAL COMMITTEE:

Approval of Minutes: Chris Johannesen made a **motion**, seconded by Samantha Franklin to accept the minutes of the July 11, 2015 meeting. Motion passed.

EXECUTIVE COMMITTEE: Scheduled for August 15, 2015 @ ____ a.m.

GENERAL MANAGER'S REPORT
August 15, 2015

ADMINISTRATION:

The new Quick Books Company has been created. The new Quick Books Profit & Loss Reports are complete through February as of this writing (8/13/15) I hope to report further progress at the BOD Meeting.

- Cell phone Boosters for the Lounge/Restaurant areas was approved at the last BOD Meeting. Research has been done and a booster that will accommodate "most carriers" will cost \$408.80. This project is in progress.

INN:

- Banquets and Weddings, new additions ~ August 15th Wedding and September 20th Poker Run.
The incident in our Kitchen on June 6th was a malfunction of the broiler. I have not yet been in touch with the Manufacturer now that I have the photos from the Fire District's Investigation
The Broiler is in storage until the hood system is in compliance, please see the attached quote/report attached

MAINTENANCE DEPARTMENT:

• **Completed**

Adjusted pulleys on Cafe exhaust and make up air fans to balance building
Installed lights on Inn dock and swim float to keep geese away (seems to be working)
Changed out Cafe toaster wall outlet
Sand and painted street signs for installation
Installed new Inn kitchen sump pump
Installed new Cafe hood filters
Assembled Pro Shop desks and installed
Attempted install of Anglia gate closure (no go--ordered "close gate behind you" signs)
Installed black rock at Anglia and Banbury launch ramps
Downloaded loggers and distributed information
Street signs are made
Met Erica 7/9/15 Dam/weir and logging familiarization
Replace drain pipe at Cafe
Installed Old Lyme stainless sink
Installed temperature controlled exhaust fan Inn ice room
Installed No diving/swimming signs at Log Toy and Tipperary
Made new Muirkirk signs
Hung new child's swing at Inn playground
Met Erica to take temperatures at Cranberry, Leprechaun and Limerick
Met with hood contractor to review scope of work for bids (Inn & Cafe)
Repaired Banbury dock
Repaired/replaced Inn bridge railing boards

• **Up coming projects**

Install new gate signs at Anglia pedestrian gate
Clean & sanitize ice machine
Seal make up air ducts-Cafe & Inn
Install gavel at Banbury to level Park Host RV pad
Install black rock at Leprechaun ditch/spillway area & Tipperary launch ramp
Install new buoys and anchors Limerick (**waiting on Shoreline specs & barge repair**)
Replace swim lines at Banbury & Logtoy
Install new log booms Anglia and Leprechaun
Repair Anglia/Dam fence
Clean dam spillway
Build greens mower room on back of shop
Install new street signs as needed
Repair dining room exterior door
Install roof safety lines
Install Inn sprinkler system
Rehab LLCC entry signs
Repair bus stop roof
Gravel Old Lyme
Install Shop Lift
Install stainless on Inn kitchen dishwasher wall (winter closing)

PRO SHOP/CAFÉ REPORT, (Hours June through August 7:00 a.m. 7:00 p.m.)

- Dennis Bates began work on August 1st, Welcome to Our Lake Limerick Team!
- Heather will also be asking for clarification from the Greens Committee regarding Annual Trail Fees. It seems there are a "few" golfers that buy one Annual Trail Fee but it is used by two people, it is transferred from cart to cart. This matter did not get discussion at this month's Greens Committee. (again)
- Heather and Dennis is researching electronic tee sheet programs

GREENS REPORT

- The final equipment lease has been signed, the new equipment is about 6 weeks out and the used equipment is about 4 weeks out.
- 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.
- The new parking area around the backside of the maintenance fence is progressing.
- Jason is scheduling Aeration of the Course the week of August 24th.

LAKE DAM REPORT

- Kimber Construction has the permits for Banbury, the Island Projects, and Anglia Repairs in hand. We are tentatively scheduled for the end of August.
- Dredging Update – See Motion from Lake/Dam Committee for discussion during the BOD Meeting. As a side note I am in complete agreement with Kelly and the Lake Dam Committee to postpone this project until next year.
- The Geo Study for Leprechaun has been completed, See Comments from the Lake/Dam Committee

WATER REPORT

- The fence @ Well #5 still needs to be moved/repared this will also be done in house as time permits.
- Two valves need to be replaced and water will be out for a short time on St. Andrews and Shamrock, this will be done as time allows, it is not an emergency repair.

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 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.

I met with Erica on Monday (the 13th) her report is attached, we reviewed the Goal List below and the updated each item:

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. COMPLETED
- ✓ 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, an email has been sent.
- ✓ 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. Pending

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. A plan was not developed (and most likely will not be at this time) but three additional temperature monitors have been installed to date.

May 2015

- ✓ The temperature monitors were deployed, COMPLETED

June-September 2015

- ✓ Erica and her crew will begin temperature spot checks at regular locations. Larry Duvall has been assisting with the monitoring during his regular maintenance routines.

August 2015 From this point on these items will most likely be done in 2016...

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

Work with the Mason County Department of Public Works on sidewalks/walking paths, still have not received any further information. **Long Term**

2015

AUGUST 15, NOKES TOURNAMENT
AUGUST 15, NIEMAN WEDDING
AUGUST 22, HREN TOURNEY
AUGUST 22, KASTONOFF TOURNEY
AUGUST 24, (WEEK OF) GOLF COURSE AERATION
AUGUST 29, ALBERTS TOURNEY
AUGUST 29, END OF SUMMER BASH
SEPTEMBER 8, MAGPIE SOCIAL
SEPTEMBER 8, SIMPSON RETIREES
SEPTEMBER 10, MEN'S GOLF BANQUET
SEPTEMBER 16, HARTSTENE LADIES CLUB LUNCHEON
SEPTEMBER 19, SEAFOOD SCRAMBLE
SEPTEMBER 20, POKER RUN
SEPTEMBER 23, LADIES GOLF END OF SEASON LUNCHEON
SEPTEMBER 23, VOCKE RETIREMENT PARTY
SEPTEMBER 30, OCTOBER FEST
OCTOBER, WEIR BOARDS LOWERED
OCTOBER 3, FALL GLOW BALL
OCTOBER 17, SEMI ANNUAL MEETING 2:00 P.M.
OCTOBER 24, MAGPIES BAZAAR
OCTOBER 31, KIDS HALLOWEEN PARTY – 5 – 7 P.M.
NOVEMBER 1, PARKS CLOSED
NOVEMBER 21, THANKSGIVING DINNER
DECEMBER 1, INN DECORATING
DECEMBER 4, HARTSTENE ISLAND TRAVEL CLUB
DECEMBER 5, PRO SHOP OPEN HOUSE 4-7PM
DECEMBER 8, SIMPSON RETIREES LUNCHEON
DECEMBER 11, EQUESTRIANS
DECEMBER 12, TOM & JERRY PARTY 5-7 PM
DECEMBER 18, PUD XMAS PARTY
DECEMBER 19 CHRISTMAS DINNER
DECEMBER 31 NEW YEARS EVE PARTY