

LAKE LIMERICK COUNTRY CLUB BOARD OF DIRECTORS MINUTES September 19, 2015

The Meeting was called to Order by President Kelly Evans at 9:00 a.m.

Member Attending: 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.

APPROVAL OF MINUTES:

A motion was made by Penny Cory, seconded by Dick Sirokman and passed with no Nays as follows: To approve the Minutes of August 15, 2015 as written

FINANCIAL REPORT ~ Attached

A motion was made by Mark Franklin, seconded by Glen Bachman and passed with no Nays as follows: To approve the Financials for August 15, 2015 as presented.

GUESTS FROM THE FLOOR: Request to be added to the agenda Mary Lou Trautmann, Nominating Committee Steve Saylor, Comment on Architectural Motion Bruno Connelly, Litter

CONSENT AGENDA: (Committees motions, attached)

Architectural Committee Motion #4: Discussion regarding the Frank Foundation's plans to cut timber. The Committee would like to be proactive in their approach to this project. They would like to work with them on accessing their land as well as protecting trees in the LLCC Greenbelt. Sheila will research the easement files and determine if the access through lot 114 is a written or verbal agreement. Chris Johannesen has volunteered to be the representative for LLCC and the Architectural Committee on this project. Steve Saylor commented that Chris had covered his concerns regarding this motion.

A nomination was made by the Chair, Kelly Evans, to select Chris Johannesen as the representative for LLCC regarding the Frank Foundation Timber Cutting Project.

A Motion was made by Penny Cory and Seconded by John Rizzo to select Chris Johannesen as the representative for LLCC regarding the Frank Foundation Timber Cutting Project.

Inn Committee Motion #4: When planning for events please note which employees were contacted to assure the event can be held and that employees will be available.

Kelly also requested that all future motions from committees use the first and last names of those making and seconding motions.

A Motion was made by Dick Sirokman, seconded by Penny Cory 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.

OLD BUSINESS:

1. Dredging Status Update Report is attached.

The goal at this time is to have the bid packets out to bidders by Mid January.

- 2. Committee Resolutions, Ad-Hoc Committee Report, Esther
 The first draft of the Resolution changes are being sent to Committee Chairs along with at Summary Statement with explanations of the proposed changes.
- 3. Railroad Update Navy Team Report
 John Torkelson reported that they have met with the County who are currently looking into funds to assist with a
 sidewalk. It was also reported that the Navy wants a proposal that includes all entities involved prior to submittal.
 The Navy Team expects that it will take up to 2 years to get approval from the Navy. It was also stated that the
 Navy has no time limits as long as we are showing progress.

4. Code of Ethics - Tabled by President Kelly Evans

5. Street Signs

John Torkelson had a Power Point Presentation that was delayed due to computer issues. John presented his ideas without the Power Point presentation although the computer was finally able to read the thumb drive at the end of the presentation. John has submitted the following for the minutes:

"Need to have signs completed for the 50 year celebration.

Signs will be wood, routed via sand blasting. Blasting the text, not the background. Will continue to look into HDU options.

We will have seven signs, one at each entrance. Three sign supports structures will be used, same as what exists now but each sign will have the same shape, aspect ratio, color and text. Three sign sizes will be used depending on the support structure. Exact signs are TBD.

Each entrance sign will have the entrance name on it, the same as the street name."

The next meeting John will have more information regarding costs. This project will enhance Community Values and Pride.

6. Community Pride!

Mr. Connelly's inquiry about litter was answered with the following: If each person was to clean up the ditch in front of their house there would not be a problem! Mr. Connelly was informed that there was a Community Clean Up Day this summer and only 6 people showed up to help! Mr. Connelly stated he cleans up in his neighborhood when ever he gets an opportunity.

NEW BUSINESS

1. Determination of Division 5, Lot 22

Discussion was had regarding the options for this lot, being either to sell it at Sheriff's Sale or to take possession of the home and sell it.

A motion was made by Esther Springer-Johannesen, seconded by Glen Bachman and passed with no Nays as follows:

To approve a licensed and bonded Inspector to go through the home at Division 5, Lot 022 and report as to the condition prior to recording the deed, once satisfied there will be an email poll with the Board.

Both John Rizzo and John Torkelson have volunteered to go through the house with the inspector(s).

2. Hearing Committee Procedures Review

The Committee is made up of one representative from each Division. They investigate the case, meet with the Member who is appealing, and report their recommendations to the Board. At this time there is not a Standing Committee, but one has not been needed for quite some time.

3. Nominating Committee

Mary Lou Trautmann presented a suggested procedure list and new Declarations of Candidacy to help future Chairs through the process, the recommendations are as follows:

Nominating Committee if possible should be appointed before the end of September.

Set up a folder or box at the office for candidates to turn in their forms. The Nominating Committee would have easy access to forms since it is their responsibility to contact the candidates and take their pictures.

In regards to candidates resume's for the newsletter you might want to increase the words to 400.

Candidate's night needs to be held before the ballots are mailed out. This would give our members the opportunity to meet and listen to the candidates before they vote. The way it is set up now most everyone has already voted before candidate's night, thus it is not well attended.

Kelly asked the Board to consider nominations for the Nominating Committee Chair and to bring their nominees names to the next meeting.

OTHER BUSINESS

1. Manager's Report, attached

Security discussion was had regarding the Sheriff's Office vs Private Security for night time patrolling. Currently our Security Company is hired to patrol the area concentrating on patrolling our community streets, buildings and parks during the winter and doing park security in the summer assuring that members only are using our beaches.

The Sheriff's Department if hired will concentrate on areas and times as requested by LLCC they will not however patrol our private areas and buildings, but they do have the capability to issue tickets and can arrest people when warranted.

Discussion was had about splitting the time between the two and adding more street lights. No decision was made at this meeting.

2. Budgets

A motion was made by Dick Sirokman, seconded by John Rizzo and passed with no Nays as follows: To recommend a full blown audit to our Membership for vote on October 17, 2015

A motion was made by Esther Springer-Johannesen seconded by John Rizzo and passed with no Nays as follows: To add the Audit to the Operating Budget at an estimated cost of \$20,000 for presentation to the Membership for vote on October 17, 2015

A motion was made by Penny Cory, seconded by Glen Bachman and passed with two Nays from John Rizzo and John Torkelson as follows:

To approve a \$5.00 per month raise for Association Dues.

3. Committee Input: Kelly wants Committees to focus on current projects and is reallocating the responsibility of watching over projects to Committees who will watch over them daily while working directly with the General Manager.

CORRESPONDENCE ~ None

ANNOUNCEMENTS

September 19, Baby Shower

September 20, Poker Run

September 23, Ladies End of Season Luncheon

September 26, Seafood Scramble

September 30, October Fest

September 30, Kiwanas Dinner

October 3, Retirement Party

October 3, Golf Tournament

October 10, Fall Glow Ball

October 17, Next BOD Meeting

October 17, Semi Annual Meeting

October 24, Magpies Annual Bazaar

October 31, Kids Halloween Party

CLOSED SESSION ~ None

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 11:38 a.m.

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

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^{*****}This Fiscal Year To Date \$105,299.71 has been paid from 22 Legal Accounts

CONSENT AGENDA September 19, 2015

WATER COMMITTEE:

A motion was made by Mark Franklin, seconded by Brian Parnell and passed with on nays as follows: To approve the Minutes of August 8, 2015 as written

- 2. A motion was made by Mark Franklin, seconded by Don Bird and passed with on nays as follows:

 To present the Water Committee Approved Operating and Capital Budgets for FY 2015-2016 to the BOD for approval.
- 3. Authorization and allocation for reservoir repairs pulled from Manager's Report as follows: The tanks are scheduled for cleaning on Oct 1 and Oct 2. Either Steve or I (or both) will be onsite for the cleanings. If there are repairs that they recommend be done while they are onsite, are we authorized for them to do the repairs? Dollar amount?

A motion was made by Don Bird, seconded by Brian Parnell and passed with on nays as follows: Steve and Kelly are able to authorize repairs up to \$10,000.00 without prior approval from the Committee.

LAKE DAM COMMITTEE:

1. Approval of Previous Minutes: Linda moved approval, Debbie seconded, passed unanimously

GREENS COMMITTEE:

- 1. The **minutes were approved** after the following changes. The date was incorrect for the September meeting and the committee that was asked to pursue the issue that involves property lines with the Navy is a separate committee and not part of the Greens Committee.
- 2. Motion To Board: Approve minutes. Encourage office to encourage renting of available cart sheds.

INN COMMITTEE:

Approval of Minutes—Sharon Haworth moved for approval as corrected of the August Minutes. Nan Stricklin 2nd the motion. It passed unanimously.

2. 50th year celebration planning session—TAGS will do street banners for \$30 in a 3'x5' size; Mary Lou Trautmann spoke to her list of possible candidates for an Honorary Mayor and Grand Marshall for the LL Daze Parade and other festivities throughout the celebration year

<u>Motion</u>: Penny Cory moved that we set an Honorary Mayor position for the coming year's events. Sharon Haworth 2nd the motion and it passed unanimously.

- **3.** Monday Night Football 10/5/15--should we have an open lounge and include a potluck? Penny Cory so **moved**, Nan 2nd and the motion passed unanimously;
- **4.** Nan Stricklin asked that Dale be available when we open the Lounge early for Sunday Seahawk games that begin at 1:00—

Penny **moved** that we open the Lounge a ½ hour prior to kick-off on Sunday Seahawk games that begin mid-day (away games only). The motion was 2nd by Sharon Haworth and passed unanimously.

ARCHITECTURAL COMMITTEE:

- **1.** Approval of Minutes: Chris Johannesen **made a motion**, seconded by Samantha Franklin to accept the minutes of the August 8, 2015 meeting. Motion passed.
- **2. Motion to the Board:** Chris Johannesen made a motion, seconded by Samantha Franklin to recommend that the LLCC Board make contact with the Frank Family Trust or current owner on behalf of the property owners regarding the proposed clear cut in that area and that a representative of the Architecture Committee be involved. Motion Passed.

EXECUTIVE COMMITTEE: Scheduled for September 19, 2015 @ 8:30 a.m.

Updated: 18 September 2015

Ms. Shiela Hedlund, General Manager

ake Limerick Community Club

SUBJECT: Lake Limerick Dredging Construction Management Draft Scope of Work

Ms. Hedlund:

Per your request, please find a rough draft outline of Scope of Work (SOW) tasks anticipated needed for the Construction Management Phase of the above noted project.

- 1. CONTRACTOR SELECTION
- a. Bid document preparation: Task bidding items spreadsheet
- b. Construction contract preparation: Draft, coordinate legal review, insurance provisions
- c. RFP Administration: Bidders list solicitation, distribute RFP, manage any Addendums, Q and A management, site visit facilitation
- d. Facilitate review of proposals: Coordinate with client on scoring criteria. Produce short list of good value candidates if applicable, recommend apparent best value contractor
- e. Negotiation of terms with apparent best value contractor
- f. Execute contract
- 2. CONTRACTOR STEWARDSHIP
- a. Facilitate contractor coordination and mobilization needs.
- b. Pre-Construction Meeting
- c. Review of work areas and site setup requirements
- d. Spoils disposal site coordination
 - Communication and reporting plan / protocols: Contractor to CM, CM to LLCC, CM to agencies
- t. Permit compliance management and delegation of contractor responsibilities, CM responsibilities and coordinated tasks

 BMP implementation
- ☐ SWPP Plan
- ☐ Spill Response Plan
- ☐ Machinery storage and fuel handling
- \Box Water quality monitoring plan (CM) and adaptive management program to respond to compliance adjustment requirements
- g. Adaptive Management partnering facilitation with contractor, CM, LLCC and site conditions
- 3. PERMIT COMPLIANCE MONITORING AND REPORTING
- a. Spoils disposal site selection. Inspect, interview, negotiate, coordinate with LLCC if cost involved.
- b. Fish passage
- c. Aquatic weeds
- d. Turbidity: dredge area
- e. Turbidity: dewater area
- f. BMP Performance Monitoring: Curtains, Flocculent
- g. Suspended Sediment: Downstream of dam
- h. Mitigation Site: Riparian Shoreline Restoration Project Management
- □ Develop bid document, critical path, construction layout, facilitate implementation with LLCC. Inspect installation and provide contractor support / stewardship for successful outcome. Report to LLCC and agencies. This can be done in October 2015.

AGUA TIERRA LAND AND WATER SERVICES, INC. (Agua Tierra)..... A DESIGN – BUILD FIRM Since 1993 Rivers Streams Slopes Wetlands rine Shorelines Lakes Drainage Erosion Control

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- i. Public safety: boat traffic
- j. Dredge Boundaries: Upstream transition zones, no entry zones, head cut monitor.

4. PRIOR TO DREDGE OPERATIONS
a. Satisfy additional conditions of permits
The Dredge limits permanent stationing install per WDFW
☐ Site visit with WDFW and SIT solicited
□ Prepare water quality sampling protocol based on Squaxin Tribe metrics required as condition of SSDP per hearing examiner. Report to County.
☐ Base line sediment transect data collection
☐ Base line macro-invertebrate sampling
☐ Base line turbidity from boat traffic sampling: low lake level data collection, and late June and early July prior to dredging.
b. Finalize spoils disposal site and secure disclaimer signature by owner. Report to County.
5 OTHER ITEMS

- a. Phases of operation critical path: refine with contractor and LLCC rep
- b. Phase by phase execution details: refine with contractor and LLCC rep
- c. Restoration of dewatering area: grade, gravel, lawn and vegetation
- d. Project reporting and close out documentation
- e. Hours of operation
- f. Schedule management: with respect to fish window and weather
- g. Dredge zone (deep water extent) management
- h. Cost monitor

6. SUBSEQUENT YEAR MONITORING AND REPORTING

- a. Dredge zone transects: grade changes, head cut discussion and reporting per stationing.
- b. Macro-invertebrate populations: monitor change. Sample collection and send to lab. Lab work and results reporting. Revegetation site monitor

Respectfully, Christian Fromuth, M.Sc;C.E. Project Manager / Hydrologist

GENERAL MANAGER'S REPORT September 19, 2015

ADMINISTRATION:

The new Quick Books Company has been created. The new Quick Books Profit & Loss Reports are complete. The balance of the Balance Sheet is in progress although due to a "mini crash" we lost a week's worth of data unfortunately some of the data was from previous months so tracking these omissions may take some time.

- Cell phone Boosters for the Lounge/Restaurant have been installed
- Recycling Bin Request(s) from last meeting; the pro shop's recycling bin is now accessible to customers, Disposable
 Recycling bins have been purchased for events. They were used at the End of Summer Bash. A more permanent
 solution is in the works.
- Sheriff's Office, I spoke with Officer Osterhout who is in charge of the "overtime detail". He informed me that they no longer offer the Full Time Assigned Officers like at Timber Lakes and Cushman. The hourly rate is an average of \$52/hour depending on the rank of the officer who volunteers. LLCC can request the hours they are here and may also designate areas where problems are occurring, ie thefts, vandals, houses that have heavy traffic, etc..
- I watched a Webinar on 8/26/15 regarding the new EMV credit/debit card requirements. These new cards will have a "chip" that changes its dynamics each time the card is used, current magnetic strip cards keep the information static and more susceptible to fraud.

The new system goes into effect on October 1st. After this date Banks will not cover liability for fraud on non chipped cards, it will fall on the merchants! It is unfortunate that this information has only been released to vendors in the past couple of months!

At first notice I had Vince research new terminals that can range from \$149 - \$250 (+/-) Vince is still waiting on our POS Vendor Accupos to respond as to which terminals will be compatible with our system. Once this is determined LLCC will need to determine if we want to supply our customers with a "multiple use terminal" meaning they may use their cards with a signature, a pin number, or to use neither one. We may continue with our current system of Signature only, but we will put off those who choose to use a pin number only. I will report the costs of the multiple use systems once it is determined which units are compatible.

INN:

Banquets and Weddings, new additions ~ None

""AINTENANCE DEPARTMENT:

Completed

- √ Lake/Dam Projects ~ Installed Anglia pedestrian gate signs, Gathered lake water samples & mailed, Downloaded Loggers and distributed information
- √ Inn Projects ~ Installed new Inn pantry freezer fan, Replaced Inn fridge door gasket, Checked Inn steam table-referred to Lighthouse Elec. (no repairs done/replacing table), Arranged for LP cage to be delivered
- $\sqrt{}$ Café Projects ~ Adjusted Cafe cooler belt, Set up Cafe electrical work with Lighthouse Elec (hood/makeup air switch)
- $\sqrt{}$ Maintenance Projects \sim Cleaned vacuum filers, Installed new Inn network extender, Installed new shop network electric and consolidated equipment, Cleaned Snack Shack, Set up End of Summer Bash, , Painted more street sign post,

PRO SHOP/CAFÉ REPORT, (Hours September 7:00 a.m. 6:00 p.m. October 8:00 a.m. - 3:00 p.m.)

- The Greens Committee discussed Annual Trail Fees and the few golfers that buy one Annual Trail Fee but it is used by two people, it is transferred from cart to cart. It was stated that when both carts are on the course at the same time one purchases a Daily Trail Fee. This topic was intended to be decided prior to the budgeting process although it can wait as the golf annual forms are not due out until February/March of next year.
- Heather and Dennis is researching electronic tee sheet programs
- We are planning on posting a menu on #8 for ordering from the Cafe. Jason has a design that will include a calendar of events, menus and phone numbers this will be built this winter.
- Upcoming tournaments: September 26th Seafood Scramble, October 3rd Duggan Tourney, October 10th Glow Ball

GREENS REPORT

- The new leased equipment arrived on the 17th of this month.
- 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.

' 4KE DAM REPORT

Kimber Construction had started the bollard work at Banbury and it was brought to the attention of me via the Lake/Dam Committee that the project was done completely wrong. There is currently a Stop Work Order on all projects! The bollards are all placed incorrectly. I met with Jason the Project Manager for Kimber who claimed he only received the drawings that show they needed to be 3' apart, my comment to that was "even that is incorrect!" So

we are on hold with all projects until I can meet with Ken from Kimber Construction, he is out of town until Monday. Ken Martig has been contacted in regards to the Anglia project and will get with us next week.

Dredging Update – I have requested from Christian a SOW on the Dredging project thru completion, a SOW on the mitigation lot, and the bid packages. As of this writing (9/17/15 2:54 p.m.) I have not received a response.

JATER REPORT

- The fence @ Well #5 still needs to be moved/repaired this will also be done in house when the golf crew is done for the season they will assist with this project.
- 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.

The Goal List below and the updated each item:

Completed Items:

- ✓ Erica has completed the temperature and flow data for Cranberry Creek and Lake Limerick. Specifically looking at temperature records from upstream of Lake Limerick and downstream of the lake.
- ✓ Larry Duvall, has supplied the records of water level in the weir at the lake outlet.
- ✓ Erica will develop a short work plan for deploying temperature monitors into Cranberry Creek and Lake Limerick *Per Erica a plan was not developed (and most likely will not be at this time) but three additional temperature monitors have been installed to date.
- ✓ The temperature monitors were deployed
- ✓ Erica and her crew will make temperature spot checks at regular locations. Larry Duvall has been assisting with the monitoring during his regular maintenance routines.

Pending Items:

- ✓ 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

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

	SEPTEMBER 19, BABY SHOWER NOON START
	SEPTEMBER 19, GALBRAITH TOURNEY POSTPONED
	SEPTEMBER 23, LADIES GOLF END OF SEASON LUNCHEON 11:30 BAR 12:00 LUNCH
	SEPTEMBER 26, SEAFOOD SCRAMBLE 3:P.M. 36 PLAYERS
	SEPTEMBER 30 OCTOBER FEST
	SEPTEMBER 30, KIMANAS DINNER S BAR 6 DINNER
	OCTOBER, WEIR BOARDS LOWERED
	OCTOBER 3 VOCKE RETIREMENT PARTY 6.11 P M
	OCTOBER 3, DUGGAN TOURNEY 9:30 A.M. 40 PLAYERS
	OCTOBER 10, FALL GLOW BALL 5:P.M. 32 PLAYERS
	OCTOBER 17. SEMI ANNUAL MEETING 2:00 P M
	OCTOBER 24, MAGPIES ANNUAL BAZAAR
	OCTOBER 24, MAGPIES ANNUAL BAZAAR OCTOBER 31, KIDS HALLOWEEN PARTY – 5 – 7 P.M.
	NOVEMBER 21, THANKSGIVING DINNER
	DECEMBER 1, INN DECORATING
	DECEMBER 4, HARTSTEIN TRAVEL CLUB 5 BAR 6 DINNER
	DECEMBER 3, PRO SHOP OPEN HOUSE 4-7PM
	DECEMBER 8, SIMPSON LUCHEON 1:30 A.M.
	DECEMBER 11, EQUESTRIANS 5 BAR 6 DINNER
	DECEMBER 12, TOM & JERRY PARTY 5-7 PM
	ECEMBER 18, PUD XMAS PARTY 5:00 P.M
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	DECEMBER 31 NEW YEARS EVE PARTY