

## Executive Committee Minutes 10-2-2023

10am – 11:30am via Zoom

### **Roll call:**

President Ingwaldson called the meeting to order at 10am. Members present were President Ingwaldson, Vice President M Berni, Treasurer E Springer-Johannesen, Secretary P Paradise, Water Committee Chair K Evans

### **Navy Trestle Status – discussion on the Navy Trestle status**

The latest word is that the Navy will provide the work and funding for relocation of the water line. LLCC is waiting to get this commitment from the Navy in writing. LLCC should also meet with Mason County to determine legal status of the executed franchise agreement between Mason County and Lake Limerick. The franchise agreement provides access for LLCC to install and maintain utilities. A copy of the franchise agreement will be distributed to the executive committee for review and comment. A title report has been ordered to determine right of way ownership and easement status.

LLCC does not intend to perform the work under the trestle – rather that the Navy do the work under its contractor.

### **Ballot/Budget based on results & planting seeds for planning/process next round.**

A recommendation was made to publish a budget planning calendar to the membership. Publishing of the RCW's that provide the mandate for voting requirements should also be published with the notification. Membership is welcome to attend and participate in the budget process.

### **Regular bi-annual meeting in October afternoon of board meeting day? Chance for all committees to give updates, recruit, etc.**

President Ingwaldson requested input from the executive committee on the necessity and format of having the semi-annual membership meeting in October. The LLCC By-Laws require the Semi-annual October membership meeting. Providing information to the membership in a town hall format was recommended. Meeting is October 21<sup>st</sup> 1pm

### **Personnel –**

Washington State Minimum wage is increasing by 54 cents an hour. LLCC has a few minimum wage employees. In future budgets, when LLCC employees receive a cost of living increase, it will be determined by the Bureau of Office Management (consumer price index). LLCC will adopt a federal standard to be utilized for future cost of living increases. LLCC employees will receive a 5% cost of living increase under the 2023/2024 budget

A discussion on a developing a revised LLCC job description and position occurred. No revised position or job description was approved.

A question of who approves pay raises was discussed, non management position rates of pay and pay increases are determined and negotiated by the CAM.

LLCC is closer to hiring a full time book keeper. Negotiations with an applicant are ongoing.

#### **Legal –**

No new legal issues were presented. There are several ongoing compliance issues being reviewed by the LLCC Attorney.

A policy and procedure needs to be initiated for attorney access.

#### **Additional items**

Policy Manual – LLCC currently has no policy manual and/or written policies. It is recommended that LLCC work with the HR contractor to discuss development of a policy manual.

A request to add an agenda item to review the executive committee resolution at the next executive committee meeting was made. A line item will be added to the 10-16-2023 executive committee meeting agenda. Roles and Responsibilities of the executive committee will be discussed.

Seasonal Weir Board removal has begun.

Meeting adjourned at 11:26am

Minutes recorded by LLCC Secretary P Paradise