

Lake Dam Committee Meeting Minutes
4February 2023

Call to Order - Meeting called to order at 9:34 AM.

Roll Call Committee Members: (P)=Present; (A)=Absent; (E)=Excused

Lou Jackson (P)	Deanne Landsverk (P)
Dennis Muretta (P)	Duane Landsverk (P)
Tim Reber (E)	Teddy Lovgren (P)
John McRoberts (P)	Dave Kohler (P)
Maureen Glenn (P)	Karen Kohler (P)
Steve Glenn (P)	Mandy Paradise (A)
Joel Gray (P)	Pat Paradise (P)
Brian Smith (P)	Linda Smith (P)
Jarred Foss (A)	Gary Wilson (P)
Erik Landsverk (A)	Hannah Landsverk (A)

Guests: John Ingemi 3-244, Kelly Wieland 1-7, Tamra Ingwaldson 5-128, Dan Bussler 5-92, Roger Milligan 3-44, , Janelle Lovgren 2-285, Marie Landsverk 3-98

Chairperson's Opening Comments: Teddy Lovgren

Teddy opened the meeting requesting a volunteer to take minutes for today's meeting.

Brian Smith volunteered to take minutes for this meeting.

Meeting Minutes approval

Deanne Landsverk moved, and Karen Kohler seconded to approve the January 7, 2023 meeting minutes; approve unanimously (Attachment 1)

Correspondence: None

Status of January Motions to the Board

Park host Approved; Fishing Derby Approved; Secretary Stipend Not Approved—Motion and reasons for denial of stipend discussed by Committee and BOD members present; consideration of motion by BOD in closed session questioned, workload of this and other committee secretaries considered, along with use of staff to record minutes.

MOTION: Dave Kohler moved that the BOD be requested to approve a small stipend to pay someone to do secretarial tasks for the Lake Dam Committee, Deanne Landsverk seconded, and the motion passed with one NAY and one ABSTENTION.

CAM Report: Roger

Roger statused his written report including WO Log items, schedule status and LD budget / actuals (Attachments 2, 3 & 4)

Parks Report: Maureen/Steve

Maureen/Steve reviewed their Parks Maintenance Report – Overall Parks look great considering this is winter and there are downed branches (Attachment 5)

Docks/Floats Permits: Teddy - No new applications.

Boat Registrations: Gary - No new boats.

LD Action Item List: Teddy

Reviewed and updated to incorporate status provided during meeting (Attachment 6)

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OLD BUSINESS:

Lake Leprechaun Clean Out Project: Steve/Maureen/Tim

LA Rpt/Recmd'n pending; Bathymetric survey needed -- Update in CAM report.

Park Host Status: Dave

MOTION: Dave Kohler made a motion, Joel seconded; to recommend accept Don and Anna (Sue) Davis as a new park host during the 2023 season subject to background check, in process. (See Motion to the Board).

Dave will send the Park Host Process document previously approved by the committee to the Office for filing and posting.

Dock/Floats Compliance: Teddy – no new actions

Lakes Long Term Health and Welfare: Brian —Minutes of last LTLH Team meetings sent to Committee. Two actions recommended:

- a) The LD Committee should request CAM Roger Milliman to set up a meeting between the LTLHT and Ken Martig. This meeting would focus on better defining the questions from the DSO and WDFW which must be answered, and to refine a scope of work limited to and capable of answering those questions. Budget for meeting not to exceed \$500. Roger agreed to do this during the CAM report.
- b) The LD Committee should ask CAM Roger Milliman to ask Lake Advocates to review the LTLHT product to date, suggest additional performance measures and actions (e.g. recovering the Bird Sanctuary), including interim steps, and meet virtually with the LTLHT to discuss their recommendations and feedback. Cost not exceed \$1500. The Committee agreed, reducing the NTE to \$1,000.

Long Term Vision for Parks / Restrooms: Dennis - 4 Park Restroom/storage bldg PARs—After much discussion, the Committee decided as follows (with Motions to the Board):

- a. Banbury Park Restroom Upgrade (\$15,000)-Brian Smith moved the Committee approve the Project Approval request (PAR) scope of work to proceed to bid, amending the PAR to remove references to staff possibly doing some or all of the work. Teddy Lovgren seconded and motion passed unanimously.
- b. Park Restroom and Outbuilding Reroof (\$18,650)—Dave Kohler moved the Committee approve the PAR as to scope to allow the project to proceed to competitive bid. Pat Paradise seconded and the motion passed unanimously.
- c. Park Restroom Door Locks Replacement (\$10, 280)—Dennis Muretta moved the Committee approve the PAR. Joel Gray seconded and the motion passed with one NAY.
- d. Banbury Park Restroom Door Replacement (\$1,182)— Dave Kohler moved the Committee approve the PAR, Seconded by Dennis Muretta, the motion passed unanimously.

Park Signs Revision – Dennis reported on sign revisions and repairs (Banbury) and agreed to work on placing the sign at the public boat launch.

MOTION: Deane Landsverk moved to adjourn the meeting at approximately 12:20 PM and table the remaining items to the March Meeting. Brian Smith seconded and the motion passed unanimously.

Lake Rules Changes Process:

Lake Advocates Estimates . Reserve Study Inputs

Video Conference Capability

Network Drive for Committee Use

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LD Projects

- Special Projects Manager Cranberry Creek Retention Pond(s) / Sediment Survey
- Bird Sanctuary Weed Control
- Cranberry Creek / King's Cove Bathymetric Survey
- Inn Island Bridge/Culvert Inn Island NE Section Repair
- Banbury Bathroom Upgrade
- Park Bathroom Door / Cypher Locks / Roofs
- Leprechaun Dredging
- Adopt-a-Park

NEW BUSINESS

Lake Level Subteam – Joel

Guest Input

Review of Commitments & Action Items:

Review of Motions to the Board:

See Below

Motion to Adjourn:

Meeting was adjourned at 12:20PM

Next Meeting – Saturday, 4 March 9:30AM via Zoom

Look Ahead:

Feb 18 - Board of Directors Meeting

March 4 - Lake Dam Committee Meeting

March 17 - Candidacy Applications for BoD and Water Board due

March 18 - Board of Directors Meeting

March 29 - Meet the Candidates Night @ 5pm

April 1 - Lake Dam Committee Meeting

April 15 - Board of Directors Meeting

Minutes respectfully submitted.

Brian Smith

Motions to the Board

Motion #1

LD Committee requests the BOD approve a financial stipend to pay for someone to perform secretarial tasks for the Lake-Dam Committee.

Justification: No one will volunteer to take over as Secretary; Committee workload; availability of LLCC staff to record minutes.

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Motion #2

LD Committee requests LLCC BOD approve Don and Sue Davis as a Park Host at Banbury Park for the 2023 Season subject to completion of background check.

Justification:

- Don and Sue have been vetted by LD Committee's Park Host POC, Dave Kohler
- LLCC CAM / Office have performed a successful background check.
- The Davis's have family within the LLCC community, and LD believes they will be a good addition to our community.

Motion #3

LD Committee requests the BOD approve the Banbury Park Restroom upgrade at a budget of \$15,000 as described/justified in the PAR (Attachment 7).

Motion #4

LD Committee requests the BOD approve the Park Restroom and Outbuilding Reroof at a budget of \$18,650 as described/justified in the PAR (Attachment 8).

Motion #5

LD Committee requests the BOD approve the Park Restroom Door Locks Replacement at a budget of \$10,280 as described/justified in the PAR (Attachment 9).

Motion #6

LD Committee requests the BOD approve the Banbury Park Restroom Door Replacement at a budget of \$1,182 as described/justified in the PAR (Attachment 10).

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Call to Order - Meeting called to order at 9:34 AM.

Roll Call Committee Members: (P)=Present; (A)=Absent; (E)=Excused

Lou Jackson (P)	Deanne Landsverk (P)
Dennis Muretta (P)	Duane Landsverk (P)
Tim Reber (E)	Teddy Lovgren (P)
John McRoberts (A)	Dave Kohler (P)
Maureen Glenn (P)	Karen Kohler (P)
Steve Glenn (P)	Mandy Paradise (A)
Joel Gray (P)	Pat Paradise (P)
Brian Smith (E)	Linda Smith (E)
Jarred Foss (P)	Gary Wilson (P)
Erik Landsverk (A)	Hannah Landsverk (P)

Guests: John Ingemi 3-244, Dan Bussler 5-92, Roger Milligan 3-44, Dean Dyson 2-200, Janelle Lovgren 2-285, Mike Berni 3-83, Marie Landsverk 3-98

Chairperson's Opening Comments: Teddy Lovgren

Teddy opened the meeting by thanking Joel for his service as Secretary and LD/CAM Work Order Liaison. He advised the committee that the positions are open and requested volunteers to fill the role moving forward. It was confirmed that meeting minutes are recorded on Zoom until the meeting minutes are formally accepted at the following committee meeting.

Meeting Minutes approval

Teddy moved to approve the 3 December meeting minutes. Dennis seconded. The committee voted to approve unanimously (Attachment 1 -- LD Meeting Minutes 3Dec2022 (Final)).

Correspondence:

Teddy advised LLCC had received Lake Advocates response to BoD questions regarding Reserve Study Estimates updates ; this correspondence was addressed as part of *Old Business* below.

No correspondence received from LLCC Members.

Status of November Motions to the Board

Both motions to the Board from last month's meeting (Stream Walk budget, BoD/CAM to establish relationship with Frank Foundation) were approved by the BOD.

CAM Report: Roger

Roger statused his written report (Attachment 2 -- LD CAM Report Jan 7, 2023) prior to the meeting and briefly addressed the attached LD budget / actuals (Attachment 3 -- Actual to Budget Lake Dam Nov 2022).

LD Committee approved the CAM's PAR to repair the gate access at Angelia Park, NTE \$1,500 (Attachment 10 -- PAR for Anglia Security Gates PAR 12.20.2022). Funding for this PAR was previously approved by the BOD as part of the 2022-2023 budget.

Parks Report: Maureen/Steve

Maureen and Steve reviewed their Parks Maintenance Report (Attachment 4 -- Park Maint. Rpt December 2022). Parks continue to look good considering the time of year. Goose poop remains an issue at the parks, especially at the Inn. Alder trees that fell at Lake Lep Park were cleaned up by Maintenance. Trees next to the park could be an issue in the future. Inn roof needs cleaning, but since

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the Inn is not within LD's purview, Maureen was requested to remove it from the Park Maintenance Report checklist.

Docks/Floats Permits: Teddy - No activity this reporting period.

Boat Registrations: Gary - No activity this reporting period.

LD Action Item List: Teddy

Teddy reviewed the Action Item List (Attachment 5 -- LD Action Item Status 6Jan2023 Rev 1 [updated to make current as a result of the 7 Jan meeting]).

Duane advised that he is still looking for a local Dam Engineer since his network of professional contacts were primarily large, corporate-focused and expensive.

Jarred advised he continues to develop an Adopt-a-Park Program. He has spoken with members about volunteering and will reach out to Mark Hendricks at the Pro-Shop re: framework of the Greens Committee Ambassador Program so there is continuity between committees and members wanting to volunteer.

John Ingemi advised that Dorothy Powter's Family agreed to defer to LLCC as to how the community would like to memorialize Dorothy for her many years of support to LLCC. Lou was not able to get any input from the Inn Committee re: Dorothy, but recommended LLCC develop one memorial to recognize all members that have gone before us.

Additional actions established during the meeting included:

- 1) Duane to provide a template to LLCC regarding establishing a "Book of Standards" for office personnel to begin developing for LLCC.
- 2) Roger will pursue Park Host hats and high-visibility vests to supplement the current lanyards used by the Park Hosts to identify themselves to members at the Parks.
- 3) Maureen will establish a shoreline plan for LD and Compliance Committees to use as an audit tool in order to begin reigning in the many violations observed (but not often reported) by members. Steve and Duane volunteered to assist.
- 4) Dennis will reconstitute the lake rules sub team to address the e-foil issue previously raised by the BOD
- 5) Dave to coordinate with Dennis regarding existing processes for LLCC rules changes and coordination with the community that would eliminate the need for an additional process developed by LD.

OLD BUSINESS:

Lake Leprechaun Clean Out Project: Steve/Maureen/Tim

No updates this reporting period. Roger still awaiting follow up from LA for a report.

Park Host Status: Dave

Dave made a motion to accept Dale Smith as a new park host during the 2023 season (See Motion to the Board Section of these Minutes).

Matt Jensen is expected to return as a Park Host at Angelia Park this season.

LD committee agreed to Dave's write up of a Park Host Coordinator process document. Dave will send the Job Aid to the Office for filing and posting on the LLCC website.

LD Committee desires strong/consistent Wi-fi access at the parks for Park Hosts. Teddy will add this need as an agenda item moving forward so LD does not lose sight of the need.

Dock/Floats Compliance: Teddy

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Roger stopped the installation of a boat lift at Div 1 Lot 29, pending application by the owner and approval by LLCC.

Lakes Long Term Health and Welfare: Brian

Teddy (on behalf of Brian) advised that the Lakes Long Term Health and Welfare sub team continues to meet and is drilling down to actionable items to support the overall objectives of the meeting. Brian provided the latest sub team meeting minutes to provide insight into the subteam's activities/status (Attachment 7 -- LTLH Team Mtg Minutes 20230103). Sub team looking to benchmark our lakes against other local lakes to see how they are addressing their lake health issues. Any LD member wishing to lead or attend a field trip on this issue is welcome to step up.

Long Term Vision for Parks / Restrooms: Dennis

Three PARs have been developed to address, park bathroom locks, door frames and roofing. Sub team will meet again to finalize prior to submitting to broader LD team for motion to the BOD.

Lake Rules Changes Process: Dennis

Dennis developed a change process for committee review (Attachment 8 -- Proposed Process for LD Document Revision and Attachment 8 -- Attachment 1 to Proposed Process for LD Documents Revision). Dave believed change process is already captured via other LLCC processes. Dave to provide these processes to Dennis for review and consideration to determine if an additional process is needed.

Lake Advocates Estimates . Reserve Study Inputs

LA provided feedback to specific BOD questions (Attachment 9 -- BOD Questions for Lake Advocates with LA's Response). In review by BOD to support BOD reserve study activities.

Video Conference Capability – No update this reporting period.

Network Drive for Committee Use -- No update this reporting period.

LD Projects – Teddy

- **Special Projects Manager – Roger**
Posting remains open, pending qualified candidates. John Ingemi to work with Teddy to update requisition (Job Specifications, Part Time, Salary adjustment? Etc.) to increase applicant responses.
- **Cranberry Creek Retention Pond(s)** - Awaiting proposal from LA.
- **Cranberry Creek Sediment Survey**
Lake Advocates to perform. Budget (NTE \$14K) approved by BOD based on last month's motion to approve.
- **Bird Sanctuary Weed Control**
Addressed as part of BOD queries to LA. Updated PAR expected to be needed to capture scope and cost.
- **Cranberry Creek / King's Cove Bathymetric Survey**
LD requested entire lake to be surveyed and to compare it to 2015 survey to assess sediment impact to Lake Limerick since the last lake dredge.
- **Inn Island Bridge/Culvert** - No update
- **Inn Island NE Section Repair**
Pat still awaiting feedback from Hanson Excavating to discuss project and better understand their bid from the 2017 timeframe.

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- **Banbury Bathroom Upgrade**
Remains in work. PAR to be developed once configuration is agreed.
- **Park Bathroom Door / Cypher Locks / Roofs**
Held for Long Term Vision of Parks / Restroom Sub Team feedback to the Committee. Dennis will call a final meeting with the Sub Team to finalize the PARs developed for these park improvements; then to be voted on during LD February meeting and sent to the BOD for approval.
- **Leprechaun Dredging**
LLCC continues to wait for a proposal from LA re: location of specific dredging and recommended type of dredging.
- **Adopt-a-Park – Jarred**
Jarred has begun developing a framework for this program. He will check with Mark Hendricks re: the Green's Committee Ambassador Program to use as a potential template for LD's volunteer sub team.

NEW BUSINESS

Lake Level – Joel

History as to how LLCC got to the current summertime high level was distributed to sub team members. A follow up meeting with the sub team members will be scheduled during January in order to report out at the LD Committee's February meeting.

Lake Dam Secretary Position – Teddy

The committee needs a secretary. A motion was made to allow for a stipend for the position in order to motivate interest in filling the position. (See Motions to the Board – below)

Work Order Status – Teddy

Teddy is looking for an LD member to volunteer to fill this position.

Fishing Derby – Dennis

Pat made a motion to approve the 2023 fishing derby Motion to the Board that Dennis developed (Attachment 11 -- BOD Request to conduct 2022 Derby). Dennis seconded it. The motion passed unanimously. (See Motions to the Board – below)

Dennis reached out to WDFW to request Lake Limerick be included in the WDFW Trout Derby this year. The request was forwarded to the WDFW biologists for their consideration. Stay tuned.

Lake Limerick Buoy Replacement Program -- Teddy

Teddy referenced the Roger's plan to replace 15 buoys a year for approximately \$120 per buoy (including anchors and tethers). There was some discussion re: volunteers painting the buoys as a cost saving measure, but it was ultimately agreed LD would defer to the CAM's approach. LD requested that the buoy specifications be added to the Book of Standards the LLCC Office is developing.

Guest Input - None

Review of Commitments & Action Items:

Action items were reviewed and new action items from today's meeting will be added to the spreadsheet by Teddy.

Review of Motions to the Board:

See Below

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Motion to Adjourn:

Meeting was adjourned at 12:13PM

Next Meeting – Saturday, 4 February 9:30AM via Zoom

Look Ahead:

Jan 21 Board of Directors Meeting

Feb 4 Lake Dam Committee Meeting

Feb 18 Board of Directors Meeting

Motions to the Board

Motion #1

LD Committee requests LLCC BOD approve Dale Smith as a Park Host at Log Toy Park for the 2023 Season (if former Log Toy Park Hosts return for 2023, Ms. Smith would be posted at Banbury Park).

Justification:

- Ms. Smith has been vetted by LD Committee's Park Host POC, Dave Kohler
- LLCC CAM / Office have performed a successful background check.
- Ms. Smith has family within the LLCC community, and LD believes she will be a good addition to our community

Motion #2

LD Committee requests the BOD approve a financial stipend for the LD Secretary position.

Justification:

Current secretary is stepping down

No current LD Committee member is willing to volunteer for this position

Estimated hours per month 8-10 hours to prepare for, attend and document the monthly meetings

Future LD Committee meetings will not be documented without a secretary

Motion #3

The Lake/Dam committee requests that the BOD authorize the 2023 fishing derby and expenditure of the associated FY2022/23 budget of \$7400. The derby will be held on April 24th this year (fourth Sat. of April which coincides with opening day of lowland lake fishing). Authorization will allow the Derby committee to address long lead issues associated with derby planning including obtaining derby permits. WDFW requires that we obtain permits for both conducting a derby and for purchasing and planting trout for the derby (and for Lake Leprechaun). The 2023 derby will be similar to our 2022 derby. Significant elements are: 1) Adult and Children's tickets at \$12 each 2) Fish Plant From Nisqually Fish Farm one week prior to derby 3) Ticket sales at the Pro Shop, DJ's Market (pending agreement with DJ's) and on-line (in-work) 4) Derby Prizes; 1st place @ \$100, 2nd place @ \$60, 3rd place @ \$40, 4th place @ \$20, 5th place @ \$10 for both adult and children's divisions. 5) Raffle Prize drawing at conclusion of awards pending community donations.

LD CAM Report

February 4, 2023

Parks

- Vegetation removal from park swim area shorelines and the Limerick dam shoreline will be this month.
- The Board approved Anglia gate PAR for installing programable keypads. Determining schedule with contractor Southgate Fence.

Dams

- Ken Martig provided a proposal to measure Leprechaun and Cranberry in/out flow and Limerick outflow for pump drawdown calculations compared with the butterfly valve 24 inch pipe. The DSO engineer requirements are only for measuring outflow. Meeting to be scheduled with LTLH sub-team and Ken to finalize SOW.

Lakes

Buoy replacements planned for this year

- 15 @\$120/unit = \$1800; R&M budgeted
- Plan to annually replace 15 buoys

Water testing plan

- To resume in April

Data level loggers

- Reports taken each week; creating line graphs in process for temperature and lake height

Lake Advocates

- Requested scope of work, cost, and schedules for 2 capital projects:
 1. Cranberry Creek soft sediment assessment for a June stream walk including the Cranberry Stormwater Detention Structure (SWDS). Quoted Nov 15 @\$12,700 (w/o SWDS). Proposal to be delivered first week of March.
 2. Bathymetric survey April/May for entire Lakes Limerick & Leprechaun; compare Limericks with the 2015 survey. Quoted Nov 15 \$18,000. Proposal to be delivered by Feb 11th weekend.
- Additional requests for future projects:
 1. Lake Leprechaun dredge will require a bathymetric survey to identify soft sediment locations to create a plan.
 2. Plan to mitigate/dredge the Bird Sanctuary based on the Limerick bathymetric survey.
- 2023 Aquatic plant plan lakes Limerick & Leprechaun
 1. Maps completed and now determining treatment plan with AquaTechnex.

Lake Limerick
BUDGET TO ACTUAL
Month Ended Dec 31, 2022

Variance	Lake Dam HOA Budget	Lake Dam HOA Actual		Lake Dam HOA Actual	Lake Dam HOA Budget	Variance	Lake Dam HOA Budget	25%
Revenue								
0	0	0	Total Revenue	0	0	0	0	
Cost of Goods Sold								
0	0	0	Total Cost of Goods Sold	0	0	0	0	
0	0	0	Gross Profit	0	0	0	0	
Operating Expenses								
\$ 745	\$ 1,173	\$ 1,918	Insurance Expense	\$ 4,149	\$ 2,717	\$ 1,432	\$ 9,674	43%
(2,000)	2,000	0	Lake Expense	7,308	6,500	808	83,600	9%
0	0	3,297	Licenses and Permits	3,992	0	3,992	3,700	108%
0	0	0	Parks Expense	124	0	124	12,550	1%
(950)	950	0	Repairs and Maintenance	0	2,850	(2,850)	16,800	0%
(100)	100	0	Small Tools and Equipment	0	300	(300)	1,200	0%
(100)	100	0	Supplies	0	300	(300)	1,200	0%
892	4,323	5,215	Total Operating Expenses	15,573	12,667	2,906	128,724	12%
(892)	(4,323)	(5,215)	Operating Income (Loss)	(15,573)	(12,667)	(2,906)	(128,724)	12%
Other Income								
(892)	(4,323)	(5,215)	Income (Loss) Before Income Taxes	(15,573)	(12,667)	(2,906)	(128,724)	12%

Rating Status Color Definitions: Behind Schedule Schedule Risk On Schedule Completed

Lakes, Dams and Parks Work Orders Log: 2 Feb 2023

Date	Priority (1,2,3)	Work Order Number	Task	Safety Issue (Y/N)	Assigned to	Due Date	Completion Date	Requestor/ Task POC	Project Status
6/20/2022	3	2022-16	Inspect Banbury boat ramp for tree root damage and advise LD committee re: recommended next steps.	N	Joel	TBD 11/30/22 11/1/22 7/8/2022		Roger Milliman	<p>02/02/23 -- No Change in status</p> <p>12/29/22 -- No Change in status</p> <p>12/16/22 -- No Change in Status.</p> <p>11/30/22 -- No Change in Status.</p> <p>11/3/22 -- ramp cut and graveled this week. Area to be asphalted once material is available. Availability is TBD.</p> <p>10/11/22 -- No Change. On schedule.</p> <p>9/29/22 -- On Plan. Tree removed, removal of root and re-asphalt to occur by end of November.</p> <p>9/15/22 -- On schedule.</p> <p>8/25/22 -- Inspection complete. Repair scheduled as a winter project. New ECD 11/30/22.</p> <p>7/21/22 -- Maintenance to dig up affected ramp, remove roots and blacktop over affected area. Winter project.</p> <p>6/23/22 -- Recent work by Maintenance in that area may have given the perception of a root / problem. Joel will inspect and update Roger this week.</p> <p>6/20/22 -- WO resulting from June LD Park Survey authored by Maureen and Steve Glenn.</p>
6/23/2022	3	2022-19	Update Dam Operations Manual to address DOE email dated 9 June 2022 regarding emergency drawn down at both Lake Limerick and Lake Leprechaun.	Y	Norm	TBD 3/31/23 11/15/22 9/30/2022		Roger Milliman	<p>02/02/23 -- Recommend 2 hr meeting with Ken Martig/LTLH subteam to scope SOW; Roger to coordinate.</p> <p>12/29/22 -- Proposal received from Ken Martig. CAM awaiting feedback from LD (requested feedback by 13 January). CAM to also coordinate final agreement with DSO to ensure it addresses DSO's concerns.</p> <p>12/16/22 -- Ken has yet to respond to proposal request. Roger to reach out to Ken again.</p> <p>11/30/22 -- Ken Martig has confirmed he needs to work on proposal. No ECD provided.</p> <p>11/3/22 -- LLCC awaiting proposal from Ken Martig. Inflows to be measured at Cranberry Creek, Leprechaun, and Bird Sanctuary.</p> <p>10/11/22 -- Video of butterfly valve test provided to DSO. Ken to provide proposal for in flow/out flow analysis to support modifying emergency Lake Limerick draw down process. New Due Date established.</p> <p>Status prior to October is archived</p>

Rating Status Color Definitions: Behind Schedule Schedule Risk On Schedule Completed

Lakes, Dams and Parks Work Orders Log: 2 Feb 2023

Date	Priority (1,2,3)	Work Order Number	Task	Safety Issue (Y/N)	Assigned to	Due Date	Completion Date	Requestor/ Task POC	Project Status
9/15/2022	3	2022-26	Cut back grasses in the lake at LLCC Parks swim area and dams' frontage.	N	Norm	2/28/23 1/31/23 12/31/2022		Deanne Landsverk	<p>02/02/23 -- Due to weather, ECD moved to end of February.</p> <p>12/29/22 -- Completion data updated.</p> <p>12/16/22 -- Work expected to be completed during January of park swim areas and dam lakeside frontage.</p> <p>11/30/23 -- Work to start once all weir boards are removed. ECD based on rainfall.</p> <p>11/3/22 -- Greens Crew to help Maintenance with this WO, dam face/frontage added to this WO. On Schedule.</p> <p>10/22/23 -- No change in status. Additional cut backs to be assessed after grasses removed from lakes in front of parks.</p> <p>9/15/22 -- New WO resulting from 1 Sept LD Meeting. Maintenance to remove vegetation that does not harm structural integrity of the shoreline.</p>
10/12/2022	2	2022-32	Angelia Park Gate Access repair	N	Roger	3/31/2023		Deanne Landsverk	<p>02/02/23 -- BoD approved PAR; scheduling is pending with availability of Southgate to install new equipment.</p> <p>12/29/22 -- PAR developed by CAM to request BOD approval of funding. Awaiting LD feedback to PAR write up as part of LD Committee Meeting on 7 January.</p> <p>12/16/22 -- No Change in status.</p> <p>11/30/22 -- Currently, South Sound is to install wireless keypads at Park and hard wired keypad at dam entrance. Based on conversation with Joel re: LD's desire to have all access to LLCC facilities be consistent (ie, prox cards vs keypad vs something else), CAM requests recommendation as to desired technology for access prior to continuing with proposal request.</p> <p>Status prior to 11/22 archived.</p>
11/5/2022	1	2022-34	Obtain proposal from LA for Creek Walk and detention structure and change order to perform a bathymetric survey of all of Lake Lim not just the traditionally problematic areas.	N	Roger	2/11/23 & 3/3/23 1/31/23 12/15/2022		Teddy Lovgren	<p>02/02/23 -- LA to submit Bathymetric Survey proposal by Feb 11th; Cranberry Crk Walk proposal by March 3rd.</p> <p>12/29/22 -- CAM followed up on 28 Dec with LA. Requested 2 separate proposals (Walk and Survey). Expanded scope of Walk to include detention structure sediment depth measurement.</p> <p>12/16/22 -- Followed up with LA on 12/5 to confirm new bid addresses entire lake and comparison to previous survey in ~2015. Roger also requested proposal for stream walk sediment assessment.</p> <p>11/30/23 -- proposal received from LA 11/16 and provided to LD for further direction.</p> <p>11/5/23 -- Action Item resulting from 11/5/22 LD Committee meeting..</p>

Lakes, Dams and Parks Work Orders Log: 2 Feb 2023

Date	Priority (1,2,3)	Work Order Number	Task	Safety Issue (Y/N)	Assigned to	Due Date	Completion Date	Requestor/ Task POC	Project Status
11/22/2022	1	2022-35	Develop a book of standards for LLCC	N	Roger	12/31/2022	12/29/2022	Deanne Landsverk	<p>02/02/23 -- Pending receipt of template from D. Landsverk - see LD action item list.</p> <p>12/29/22 -- Roger provided paint specs to Deanne. Carriane to begin capturing other LLCC Data/Specs in a Standards book. CAM requested whether Landsverks could provide an example/template of how best to develop a Standards Book.</p> <p>12/16/22 -- Inn exterior paint specs identified. Roger to send to Deanne for reference. LD repeated its request that LLCC office begin building a book of standards for all items needing periodic updates in order to reference specs more easily in the future.</p> <p>11/30/23 -- CAM concurs. Advised this is an action best-suited for the Arch. Committee. Joel to discuss with Sharon Hamilton (Architecture Committee). In the near term, CAM will provide LD with specs re: recent paint color used at Olde Lyme bathrooms (Paint Brand, Color #, Sheen, Grade etc) to support current BOM list for Park Subteam activity.</p> <p>11/22/23 -- Need common elements of LLCC assets (colors, materials, styling, etc)</p>
12/3/2022	3	2022-36	Request Lake Advocates Statement of Work for their recent \$18K proposal for a bathymetric survey of Lake Limerick +	N	Roger	1/1/2023		Ted Lovgren	<p>12/29/22 -- To be captured as part of WO 2022-34</p> <p>12/16/22 -- Requested from LA 12/5, not ecd.</p>
12/4/2022	1	2022-37	Secure benches at Log Toy	Y	Roger	3/31/23 1/2/2023		Maureen Glenn	<p>02/02/23 -- Benches in Shop for repair.</p> <p>12/29/22 -- No Change</p> <p>12/16/22 -- Winter action for Maintenance.</p>
12/29/2022	3	2022-38	Status Limerick Buoy Replacement Progress	N	Norm	5/31/2022		Roger Milliman	<p>02/02/23 -- Budget in place; plan is to replace 15 buoys annually.</p> <p>12/29/22 -- Not part of 2022-2023 budget. Roger to request Norm price out obtaining new anchors, tether lines and buoys with the expectation 10 of the approximate 55 buoys on Lake Limerick be replaced on a rotational basis.</p>

PARK MAINTENANCE MONTHLY REPORT

DATE
Snowing Jan 21 2023
Saturday

	YES/NO	Needs Attention
ANGLIA BEACH		
Garbage can(s) empty? (They are emptied Mon & Fri)	Yes	
Dog Station has poop bags available?	Yes	
Litter picked up?	Yes	
Restroom is cleaned and stocked? (Done Mon & Fri May1-Oct 31)	Locked	
Lawn mowed recently?	N/A	
Ground debris cleaned up? Lots of tree debris	No	X
All debris removed from spillway?	Yes	
Safety floats are above the water at the spillway?	Yes	
Notes:		
BANBURY PARK		
Garbage can(s) empty? (They are emptied Mon & Fri)	Yes	
Dog Station has poop bags available?	Yes	
Litter picked up?	Yes	
Restroom is cleaned and stocked? (Done Mon & Fri May1-Oct 31)	Locked	
Lawn mowed recently?	NA	
Ground debris cleaned up? Lots of tree debris	No	X
Notes:		
CLUBHOUSE/INN		
Garbage can(s) empty? (They are emptied Mon & Fri)	Yes	
Dog Station has poop bags available?	Yes	
Litter picked up?	Yes	
Lawn mowed recently?	N/A	
Ground debris cleaned up?	Yes	
Are pathways swept?	Yes	
Is the roof free of debris?	N/A	
Notes:		
Fair amount of goose poop		

		Needs
	YES/NO	Attention
LEPRECHAUN PARK		
Garbage can(s) empty? (They are emptied Mon & Fri)	Yes	
Dog Station has poop bags available?	Yes	
Litter picked up?	Yes	
Lawn mowed recently?	N/A	
Ground debris cleaned up?	Yes	
Debris removed from spillway?	Yes	
Notes:		
lots of tree debris (branches) along shoreline by dam from fallen tree		X
LOG TOY PARK	YES/NO	
Garbage can(s) empty? (They are emptied Mon & Fri)	Yes	
Dog Station has poop bags available?	Yes	
Litter picked up?	Yes	
Restroom is clean and stocked? (Done Mon and Fri May 1-Oct 31)	Locked	
Lawn mowed recently?	N/A	
Ground debris cleaned up?	No	X
Notes:		
OLDE LYME PARK	YES/NO	
Garbage can(s) empty? (They are emptied Mon & Fri)	Yes	
Dog Station has poop bags available?	Yes	
Litter picked up?	Yes	
Restroom is clean and stocked? (Done Mon and Fri May 1-Oct 31)	Locked	
Lawn mowed recently?	N/A	
Ground debris cleaned up?	Yes	
Notes:		
WAY TO TIPPERARY	YES/NO	
Garbage can(s) empty? (They are emptied Mon & Fri)	Yes	
Dog Station has poop bags available?	Yes	
Litter picked up?	Yes	
Restroom is clean and stocked? (Done Mon and Fri May 1-Oct 31)	Locked	
Lawn mowed recently?	N/A	
Ground debris cleaned up?	No	X
Notes:		

Lake/Dam Committee Action Item Status

As of: 4February2023

Commitments & Action Items	Date Assigned	Assigned To	Due Date	ECD / Status
Document Park Host Recruiting/Selection Process	7-May-22	Dave	Jan2023 LD Mtg	COMPLETE 27Nov2022 Draft sent to LD members for review/comment; rcvd comments incorp'd; final Draft sent out 12/31 for January2023 LD Mtg. LD approved process document that will be posted to the LLCC website.
Request Lake Advocates Ken Martig to perform inflow/outflow analysis of both Lakes & Cranberry Creek	9/1/2022 Revised 11/2022	Roger	TBD	Revised the Action item to include both lakes and Cranberry Creek and assigned to Ken Martig. 2Feb23 Meeting to be scheduled with Ken to refine scope.
Re-examine Lake Rules to ensure all safety, use, etc. requirements are clear for e-hydrofoil boards on Lake Limerick. Also define a process for coordinating rule changes with members prior to implementation.	1-Sep-22	Dennis	TBD	Action resulted from discussion of e-foil concerns raised during Sept 1st mtg. 1) Need to establish change process. 5Jan2023 change process (Draft) sent to LD Committee for review/comment. 7Jan2023 Dave to coordinate with Dennis regarding existing processes for LLCC rules changes and coordination 2) proposed revision to rules allowing e-foils drafted and under review by sub-committee
Inn Island Repair options/contractor quotes need to be assessed for feasibility	1-Sep-22	Pat	TBD	Pat will review the current contractor quotes and options; and provide his assessment to LD. Pat completed his review and recommended the shoreline be repaired with the granite block option. Hanson Excavating has not returned Pat's calls regarding their estimate - ECD for project update 1st Qtr 2023

Lake/Dam Committee Action Item Status

As of: 4February2023

Commitments & Action Items	Date Assigned	Assigned To	Due Date	ECD / Status
Need to identify a Dam/Lake engineer to replace Ken Martig. Duane to check with his contacts at Tacoma Power for recommendations.	1-Sep-22	Duane	TBD	<p>COMPLETE</p> <p>Ken is semi-retired, need succession plan; Ken has no recommendations. Duanne to re-engage with his professional contacts.</p> <p>7Jan2023 Recommendations rcvd were not located in the area (corporate focused and expensive); need to find a replacement located regionally.</p> <p>16Jan2023 local engineering companies identified: Golder Associates in Redmond N.G. Jacobson & Associates in Seattle GeoEngineers Inc in Redmond</p>
Park Signage to be revised to remove reference to Guests access to Lakes. Will also look at updates to the WDFW signage.	5-Nov-22	Dennis	TBD	30Jan2023 - Signs removed and delivered to sign maker for update. One sign damaged by vandals may be replaced
Duanne will compile a set of relevant regulatory documents related to shoreline vegetation removal, etc. and provide it to the Committee for reference	3-Dec-22	Duane	TBD	4Feb2023 Deanne to coordinate with Duane and send copy of document(s) to LD Committee
Jarred to put together an "Adopt a Park" volunteer group (similar to Greens Committee) to help with special projects associated with LLCC's lakes and parks and have LLCC members monitor the parks on a regular basis.	3-Dec-22	Jarred	TBD	Discussions with potential volunteers on-going. Jarred will coordinate with Mark Hendricks on framework of the Greens Committee Ambassador Program so there is continuity between committees and members wanting to volunteer

Lake/Dam Committee Action Item Status

As of: 4February2023

Commitments & Action Items	Date Assigned	Assigned To	Due Date	ECD / Status
Dorothy Powter memorial. Lou will work coordinate with the Inn Committee as to what we may recommend recognizing Dorothy, as she was on the Inn Committee for many years as well	3-Dec-22	Lou	TBD	CLOSED - Board to take over action 7Jan2023 John Ingemi advised that Dorothy Powter's Family agreed to defer to LLCC as to how the community would like to recognize Dorothy for her many years of support to LLCC. Lou wasn't able to engage with Inn Committee; will contact Paul Wagner. Recommendation: LLCC develop one memorial to recognize all members that have gone before us.
Request Lake Advocates to provide Report on the results of the Lake Leprechaun Survey. Report to address Dredging recommendations including locations, mechanical vs hydraulic, permit requirements, cost estimate, etc.	3-Dec-22	Roger	TBD	2Feb23 Lake Advocates recommends bathmetric survey for Leprechaun; will provide in conjunction with Limerick survey proposal due Feb 11th
Provide a template for Book of Standards; exterior/interior materials, finishes, colors, etc.	7-Jan-23	Duane	TBD	Template format preference is MS-Excel. LLCC Office personnel will develop the Book of Standards for LLCC facilities.
Roger to purchase hats and vests for Park Hosts; embrodered with LLCC Park Host logo. Supplements use of existing Lanyards.	7-Jan-23	Roger	TBD	Hats and vests to be worn by Park Hosts while on duty and/or while engaging with park users; re-inforces identity, purpose and visability
Establish Lake Limerick/Leprechaun Shoreline Plan- Guide for LD and Compliance Committees to use as an audit tool in order to begin reigning in the many violations observed (but not often reported) by members.	7-Jan-23	Maureen Duane	TBD	Steve and Duane Maureen to assist.

Lake/Dam Committee Action Item Status

As of: 4February2023

Commitments & Action Items	Date Assigned	Assigned To	Due Date	ECD / Status
Perform Shoreline audit in Spring 2023 for non-compliances; non-permitted boat lifts/docks/floats, unauthorized intrusions/constructions, e.g. beach retaining walls, fences, etc.	7-Jan-23	Lake-Dam	TBD	Placeholder for Spring/Summer LD Committee activity. Volunteers will be needed.
Set up meeting between LTLH Subteam and Ken Martig to refine scope of work to address DSO and WSWF Limerick Dam issues/concerns	4-Feb-23	Roger	TBD	Budget for meeting with Ken not to exceed \$500
Request Lake Advocates to review the LTLH product to date, suggest additional performance measures and actions (e.g. recovering the Bird Sanctuary), including interim steps. Virtual meeting to discuss LA recommendations and feedback with LTLH Subteam	4-Feb-23	Roger	TBD	Budget for this activity with Lake Advocates NTE \$1,000.

PROJECT APPROVAL REQUEST

BANBURY PARK RESTROOM UPGRADE

1. The person or persons and Committee proposing the project:

Lake Dam Committee Sponsor – Dennis Muretta

Lake Dam Committee Project POC – Duane Landsvert

CAM – Roger Milliman

2. The project's description/scope including:

a. Narrative description of the project.

This project will upgrade the Banbury park restroom and facilitate its use on a year around basis. Restroom upgrades include providing power, refinishing exterior and interior surfaces including insulation as well as installing a ceiling on existing rafters and adding interior heaters, lighting fixtures and fans. Reroofing and new doors and locks, installed on separate PAR's, will complete the upgrade effort. Banbury park will eventually serve as a model for all other park restrooms.

b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.

A recent survey indicated that our membership would like to see; 1) general improvements in the overall quality of all our park restrooms and 2) one park available for year around usage to accommodate winter park users and lakeside walkers. Currently, parks are closed in the winter months due to freezing concerns. This project will start to address these issues by upgrading the Banbury park restroom for year around use and provide a standard for future upgrades to all park restrooms.

c. Description, drawings and sketches as necessary to understand the project.

The following provides a narrative summary of key improvements to be made to the Banbury restroom. The general goal of this project is to clean and refinish all restroom interior and exterior surfaces, which includes placing insulation on interior restroom walls, and to install new heaters, lights and fans inside the restroom. The current restroom toilets and sinks, or those in LLCC reserve, will be used to control costs. These can be replaced at a later date if required.

Specific upgrade tasks are:

- 1) Route power from an adjacent power pole into both the men's and women's restrooms and terminate in individual fuse panels (60 amp).
- 2) Clean, seal and paint the entire exterior restroom surface (Colors per the LLCC book of standards are Urban Jungle (body color) and Superior bronze (trim color))
- 3) Install 2 inch thick rigid foam on all interior restroom surfaces (as insulation) followed by a layer of white RFP rigid plastic sheet.
- 4) Clean and reseal the restroom floor and apply metal base molding between the inside wall surface and the floor.
- 5) Install a restroom ceiling using particle board or plywood sheets. Include cutouts for roof skylights
- 5) Install the following suggested equipment in each restroom; a) wall heater (Broan Nutone 50 CFM Model BHFLED80 or equivalent with tamper proof thermostat) b) Overhead light/fan (Broan Model 678 with motion sensor) c) in-line hot water heater on each sink hot water line (RHEEM 3.5KW 120 Volt no-thermostatic tankless electric water heater) and d) new bathroom hardware (toilet paper dispenser (ASI0030), towel dispenser (Bobrick model B-262) and mirror (Bradley model 781-18 X 30 inch))

d. The approximate cost for the project, and the basis and assumptions for that cost estimate.

It is estimated that the **total cost of this project is \$15,000** as budgeted.

Non-labor cost is based on the following estimates:

- 1) Electrical supplies (panel box, wiring, misc.) @ \$250
- 2) Paint & Supplies (Sherman Williams Superpaint) @ \$250 (5 Gals @ \$50 ea.)
- 3) Ceiling panels (4 by 8 strand board 7/16) @ \$160 (8 sheets @ \$20 ea.)
- 4) Foam Insulation Panels (R-Tech 7.7 EPS Rigid Board) @ \$600 (16 sheets @ \$35 ea.)
- 5) FRP Wall Board (4 by 8 White @ 0.090) @ \$720 (16 panels @ \$45 ea)
- 6) Broan Wall Heater (Model BHFLED80) @ \$350 (2 units)
- 7) Broan Fan/Light Combo (Model 678) @ \$100 (2 units)
- 8) Rheem Water Heater @ \$400 (2 units)
- 9) Bathroom Hardware @ \$250 (2 sets)
- 10) Tax @ \$270
- 11) GRAND TOTAL @ \$3,350.00

Labor cost estimates assume a majority of labor effort will be accomplished by outside personnel.

- e. A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources.

It is recommended that this project be completed using outside contractors.

- f. An approximate schedule, including any time constraints regarding project activities or completion date.

It is recommended that the restroom upgrade be completed prior to the start of the 2023 summer season so it does not interfere with member usage of our parks, The goal is to complete this project prior to park opening for the 2023 summer season (end of April, 2023)

3. The budget status of the project

A line item in the 2022/2023 capital budget of \$15,000 for Banbury Park restroom upgrade was approved by the BOD.

4. Is it in a longer-range capital improvement plan? Is it a new idea outside the current year budget cycle?

Not Applicable

5. Additional considerations the Board may need to consider, including any foreseeable project risks or liabilities.

None

6. Proposed project manager.

Roger Milliman/Norm Glasco

7. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation.

This effort has been closely coordinated and approved by the LLCC CAM (Roger Milliman)

PROJECT APPROVAL REQUEST

PARK RESTROOM and OUTBUILDING REROOF

1. The person or persons and Committee proposing the project:

Lake Dam Committee Sponsor – Dennis Muretta
Lake Dam Committee Project POC – Duane Landsvert
CAM – Roger Milliman

2. The project's description/scope including:

a. Narrative description of the project.

This project will reroof all park restrooms and outbuildings including; Anglia Park, Banbury Park, Log Toy Park, Way to Tipperary Park and Olde Lyme Park.

b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.

Current composition roofing on existing park restrooms and outbuildings is nearing the end of its useful life. Some buildings are also showing leakage during heavy weather events. It is important that these buildings be reroofed to extend their useful life and maintain an aesthetic appearance within our community. Our plan is to replace existing composition roofing with metal roofing for increased life expectancy. The color of the metal roofing shall be Midnight Bronze based on color standards established for all community structures.

c. Drawings and sketches as necessary to understand the project.

Not Applicable

d. The approximate cost for the project, and the basis and assumptions for that cost estimate.

A bid from a local contractor of \$17,450 has been obtained for replacing all restroom and outbuilding roofs as follows;

Snaplock Metal Roofing Bid:

From: Brad Morris <brad.morris1963@gmail.com>

B&T Morris construction and roofing

Tipperary 1. Bathroom roof with 2 skylights. @ \$2,950.00

2. Shed roof @ \$625.00

Log Toy 1. Bathroom roof with 2 skylights @ \$2,950.00

	2. Shed roof @ \$850.00
Banbury	1. Bathroom roof no skylights @ \$2,700.00 (includes 23ft fascia)
	2. Shed roof @ \$600.00
Old Lyme.	1. Bathroom roof with 2 skylights @ \$2,950.00
Anglia	1. Bathroom roof with 2 skylights @ \$2,950.00
	2. Shed roof @ \$1000.00
Contingency	1. Plywood sht's, potential bid growth, misc.@ \$1,200

TOTAL COST @ \$18,650

Notes;

1) The contractor bid noted that plywood replacement was not included and would be \$70 per sheet labor and materials. We have added a contingency of \$1200 to the bid to cover unknowns including plywood replacement and other potential cost growth issues.

2) Roof replacement includes tear off existing layer of composition shingles, application of 30# synthetic felt paper, installation of 26ga Snaplock metal roofing and installation of low-e Western skylights. The bid also includes clean up and haul away of debris!

Thanks, Brad Morris 360 -791- 1201

- e. **A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources.**

It is recommended that the re-roofing of park restrooms and outbuildings be subcontracted to a local, experienced roofer

- f. **An approximate schedule, including any time constraints regarding project activities or completion date.**

It is recommended that reroofing be completed prior to the start of the 2023 summer season so it does not interfere with member usage of our parks, The goal is to complete reroofing prior to park opening for the 2023 summer season (end of April, 2023)

3. The budget status of the project k

A line item in the 2022/2023 capital budget for park reroofing was approved by the BOD. The approved budget was \$17,425 for this effort. The current

estimate is \$18,650 in that a contingency of \$1,200 was added to the estimate to cover unknowns.

- a. Is it in a longer-range capital improvement plan? Is it a new idea outside the current year budget cycle?

Not Applicable

4. Additional considerations the Board may need to consider, including any foreseeable project risks or liabilities.

None

5. Proposed project manager.

Roger Milliman/Norm Glasco

6. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation.

This effort has been closely coordinated and approved by the LLCC CAM (Roger Milliman)

PROJECT APPROVAL REQUEST

PARK RESTROOM DOOR LOCKS REPLACEMENT

1. The person or persons and Committee proposing the project:

Lake Dam Committee Sponsor – Dennis Muretta

Lake Dam Committee Project POC– Dennis Muretta

CAM – Roger Milliman

2. The project's description/scope including:

a. Narrative description of the project.

This project will procure and install new advanced door locks on all park restroom doors. This includes; Anglia Park, Banbury Park, Log Toy Park, Way to Tipperary Park and Olde Lyme Park.

b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.

The purpose of this project is to procure and install new locks on all park restroom doors. LLCC has experienced a continuing problem with park vandalism which generally occurs after dark. The vandalism includes broken restroom fixtures, spray painting of graffiti on inside/outside walls and defecation on floors/other. After review of best practices from local cities/communities, it has been determined that installing the proposed electronic door locks on all restrooms would improve overall park safety and reduce the level of vandalism being experienced. A recent member survey also showed that one of major concerns LLCC members have is with overall park security and vandalism control.

The proposed locks to be procured have a unique capability to auto-lock at set times in the evening and to auto-unlock in the mornings. In this way, restrooms cannot be accessed during periods the parks are closed. The locks also include a keypad for restroom entry during normal park hours. The locks are battery powered and have a port which allows connection of an iphone/ipad (or equivalent) to be plugged in and used to access entry records or adjust lock functions. It is also envisioned that during peak usage times, the keypad could be temporarily disabled to allow unimpeded member access. The high number of members using the park during these periods should discourage vandalism. External door locks do not currently exist on our park restrooms. Lower cost locks could be used in this application, but someone would be required to

manually lock doors in the evening and unlock them in the morning on a 24/7 basis. Installing these advanced locks is considered more a cost effective, reliable solution.

- c. Drawings and sketches as necessary to understand the project.

Not Applicable

- d. The approximate cost for the project, and the basis and assumptions for that cost estimate.

Discussions have been held with a lock manufacturer “GoKeyless” and a quote received from them for 10 lock sets. We have 5 park restrooms each with a woman’s and men’s access door for a total of 10 locks. The estimated cost for these locks is \$10,280.00 (see below). Also note that the estimate includes a yearly support commitment from GoKeyless at \$108 per year.

Bill To

 Attn: Dennis Muretta
 Lake Limerick Country Club
 790 East St Andrews Drive
 Shelton WA 98584
 United States

Ship To

 Attn: Dennis Muretta
 Lake Limerick Country Club
 790 East St Andrews Drive
 Shelton WA 98584
 United States

Date:

12/14/2022

Expires:

12/29/2022

Rep:

Karrick, Jason

Rep Email:
jason.karrick@gokeyless.com
Rep Phone:

937-247-9327 x 1024

Ship Via:

UPS® Ground

Quantity	Item	Rate	Amount	Tax Amount	Gross Amount
10	DL280026D Alarm Lock - SKU: DL2800/26D Trilogy Lockset - Weatherproof - 2 3/4" Satin Chrome	\$785.67	\$7,856.70	\$651.13	\$8,507.83
1	AL-PCI2U AL-PCI2U PCI with USB interface cable for serial and USB connection includes DL-Windows software	\$178.66	\$178.66	\$14.80	\$193.46
1	98002 - GoKeyless Shield 3 Year Extended Protection Plan - Product Replacement - Extended Return Policy - Price Protection	\$1,178.40	\$1,178.40	\$97.66	\$1,276.06
1	GKST1 GK Support (Tier 1) - GoKeyless Support encompasses two hours of virtual support per year renewed annually.	\$100.00	\$100.00	\$8.29	\$108.29
				Subtotal	\$9,313.76
				Discount	(\$232.84)
				Shipping	\$327.69
				Tax	\$799.73
				Total	\$10,208.34

Thank you for the opportunity to earn your business!

We are dedicated to providing you with the best solution and take pride in our legendary service. Please let us know if there is anything we can do to assist you.

1 of 1

- e. A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources.

The locks should be procured from GoKeyless and installed by LLCC maintenance.

- f. An approximate schedule, including any time constraints regarding project activities or completion date.

The goal is to procure and install locks by the opening of the 2023 park season. (end of April, 2023)

3. The budget status of the project

- a. Has a Committee, and/or the Board, already included the project in the current year's budget?

A line item in the 2022/2023 capital budget for park restroom locks and steel doors was approved by the BOD. The approved budget was \$12,000 and. This budget item was separated into two PAR's, one for Locks and one for Doors (assumed \$10,000 for locks and \$2,000 for doors). Note the locks could be installed in either existing or new doors.

- b. Is it in a longer-range capital improvement plan? Is it a new idea outside the current year budget cycle?

Not Applicable

4. Additional factors the Board may need to consider, including any foreseeable project risks or liabilities.

There is continuing discussion of LLCC transitioning to a "Point of Sale" system which would track and manage both member expenditures and access to various community facilities. For facility access tracking, this typically requires locks that use "prox" cards versus keypads. This plan proposes installing locks with keypad access as a lower cost option than "prox" cards. An estimate for Electronic locks (10) with a "prox" card reader (versus keypad) from GoKeyless was \$16,641 versus "keycard" access of \$10,280. The cost of "prox card" access must also factor in the cost of procuring the "prox" cards themselves and managing their distribution to all community members. Lastly, a hardware/software system would be required as a hub for the POS system and all subsystems, including electronic locks on various facilities, must be compatible with this hub. Hence there is no guarantee that purchasing "prox" card locks now would work with the eventual POS system.

5. Proposed project manager.

Roger Milliman/Norm Glasco

6. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation.

This effort has been closely coordinated with Roger Milliman

PROJECT APPROVAL REQUEST

BANBURY PARK RESTROOM DOOR REPLACEMENT

1. The person or persons and Committee proposing the project:

Lake Dam Committee Sponsor – Dennis Muretta

Lake Dam Committee Project POC – Pat Paradise

CAM – Roger Milliman

2. The project's description/scope including:

a. Narrative description of the project.

This project will replace exterior doors on the LLCC Banbury park restroom. This restroom is being upgraded as a model for all others and the L/D committee decided to defer replacing other restroom doors until Banbury upgrades were completed

b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.
Current park restroom doors are wood construction, well-worn and often difficult to open and close due to warpage and swelling. L/D has proposed a plan to replace all existing restroom doors with steel doors to improve usability of the restrooms, provide added security and safety and enhance overall building appearance. Steel doors are very stable, durable and provide some resistance to forced entry.

It was decided that the first step in the process of replacing doors on all park restrooms would be to replace doors at Banbury park. This would allow us to understand if any unique installation issues exist with our concrete block structures.

Recommended products (Lowes Catalogue)

1. American Building Supply pre-hung steel doors (32 inch by 80 inch) with welded steel frames –Unfinished, Primed, Fire Rated Pre-Hung Single, Left Hand In-swing @ \$375 (wtax)

2. Brinks heavy duty commercial grade closers @ \$121 (wtax)

3. Door Handle Backplate (front and rear) @ \$75 (wtax)

c. Drawings and sketches as necessary to understand the project.

Not Applicable

d. The approximate cost for the project, and the basis and assumptions for that cost estimate.

As noted above, total cost of procuring doors and closers would be as follows:

1. Two doors @ \$375 each equals \$750 wtax
2. Two closers @ \$121 each equals \$242 (wtax)
3. Steel Backplate @ \$75 each equals \$150 (wtax)
4. Contingency for misc/unknowns at \$40 (~10%)

TOTAL COST @ \$1,182

Note: this assumes LLCC maintenance installation of all doors and closers. If an outside contractor is hired to do the installation, it is estimated that an additional \$500 per door or \$1,000 total would be required.

- e. A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources.

It is recommended that installation of the doors be accomplished by LLCC maintenance personal. An outside contractor could be tasked with door installation if LLCC maintenance desires, but project funding would need to be increased to cover the added labor expense.

- f. An approximate schedule, including any time constraints regarding project activities or completion date.

It is recommended that door installation be completed prior to the start of the 2023 summer season so it does not interfere with member usage of our parks,

3. The budget status of the project

- a. Has a Committee, and/or the Board, already included the project in the current year's budget?

A line item in the 2022/2023 capital budget for park restroom locks and steel doors was approved by the BOD. The approved budget was \$12,000 for both 10 doors and 10 locks. This line item was separated into two separate PAR's, one for doors at \$2,000 and one for locks at \$10,000. The door cost reflects replacing only the Banbury restroom doors (see item 4)

- b. Is it in a longer-range capital improvement plan? Is it a new idea or outside the current year budget cycle?

Not Applicable

4. Additional considerations the Board may need to consider, including any foreseeable project risks or liabilities.

The original plan was to replace all restroom doors at all parks with steel doors. The L/D decided to downsize this plan to replacing only the Banbury restroom doors for two reasons; 1) we were unsure if there would be any unique challenges in door replacement considering the restroom structure is cement block. Replacing just one

set of doors would provide learning experience before embarking on all park restrooms and 2) replacing just two doors better fit the budget allocation (see item 2). Replacing all doors would require an additional \$6,000. When Banbury door replacement is complete, Lake Dam will consider requesting added funds for door replacement at all other parks.

This task may qualify for reserve funding?

5. Proposed project manager.

Roger Milliman/Norm Glasco

6. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation.

This effort has been closely coordinated with Roger Milliman