



Minutes (draft) – Saturday, January 20, 2024

Meeting ID: 84678827434 Passcode: 960756

- 1. Roll Call: President** – T. Ingwaldson, **Vice President** – M. Berni, **Secretary** – P. Paradise, **Treasurer** – E. Springer-Johannesen; **Directors:** J. Ingemi, S. Saylor, M. Robinson, M. Paradise, D. Dyson, K. Evans (**Ex Officio**)

President Ingwaldson called the January BOD meeting to order at 9:01am. Secretary P Paradise called roll and all above referenced members were present.

- 2. Community Input/Comments (10 minutes):** *This time is allocated for community members to speak on issues. The board will listen only, and no questions will be answered. Issues raised may be added to next month's agenda, (if the member so requests).*

A community member requested an update on the progress of developing a community survey on open area uses.

A community member requested that the bod provide more information at the next board meeting regarding the scope and deliverables of a proposed board training and development consultant.

A community member requested that a previous agenda item be added back onto future agendas, the agenda item to provide a shared network drive for LLCC board and committee uses (ie; secure document sharing and storage)

- 3. Approval of Minutes:**

Action: Motion to approve the Minutes from the Board of Director's Meeting of December 16, 2023

A motion was made by D Dyson, seconded by J Ingemi, and passed with no nays to approve the minutes from the Board of Directors Meeting of December 16, 2023

- 4. Financial Report – E. Springer-Johannesen**

- Current Financials
- Audit Status
- Payment Plans: How many accounts? How many in compliance?

Action: Motion to accept Treasurer's report

A motion was made by J Ingemi, seconded by M Paradise, and passed with no nays to accept the 01-20-2024 treasurers report as presented.

A financial review was provided by Treasurer E Springer-Johannesen. (see bod meeting packet for detailed financial information). A balance sheet for the association was presented. The end of year 2023 financial information was shared, but it is not finalized yet. Audit preparation is ongoing with llcc office



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staff working with the auditor to provide required documents. A face-to-face meeting with the auditor will occur next week to review status. Liens and foreclosures are being filed for members 90 days behind in dues and water bills and not utilizing a payment plan.

5. President's Report: T. Ingwaldson

President Ingwaldson provided a brief report (see attached for complete details)

A hiring committee has been created, and they along with the board, have reviewed the job description for the LLCC General Manager and it has been posted. LLCC HRPNW Consultant will provide initial candidate screening, and candidate interviews will be conducted by the hiring committee. The 3 final candidates will interview with the board and the board will provide feedback to the hiring committee, who will make a final recommendation to the board. The Board will make the final hiring decision.

A request for proposal to provide board training and development was advertised and 3 vendors responded. A recommendation to enter into an agreement with Glick Davis and Associates will be discussed.

Washington Guard Services will continue to provide security patrols for llcc. An agreement extension addendum will be executed.

President Ingwaldson has been meeting with committee chairs and llcc staff during the interim period and until new management has been hired.

New pro shop flooring installation is being completed along with a new serving shelf in the Inn Kitchen.

6. Operations Update – T. Ingwaldson or C. Smith

C Smith provided an operations update covering the following ongoing tasks;

The Inn and Lounge re-opened 01-17-24 after an annual closing for deep cleaning. The proshop received new flooring, interior painting, as well as a deep cleaning. C Smith thanked staff and volunteers for their support and hard work to make this happen.

Board and committee email addresses are being resent and staff, committees, and board members are requested to utilize official email addresses in place of sending personal emails for llcc correspondence. Committee members are requested to contact C Smith and not directly contact employees by personal cell phone.

A community member asked if llcc members would get an opportunity to meet with the 3 General Manager candidates prior to a hiring decision being made. Hiring committee and BOD will discuss this as a possibility.

7. Water Report: K. Evans

Water Chair K Evans provided a brief report (see attached for complete details). All wells are operating properly except for well #2. Well #2 upgrades have been completed and the water manager continues to flush and sanitize on a weekly basis. The water system pressure dropped during the recent cold spell, it was a combination of failed wifi and freezing temperatures.



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Coast Controls (a llcc water system controls vendor) will investigate possible causes and solutions.

LLCC water manager is creating a list of un-finished projects and will provide completion dates for them.

Feasibility study PAR" s include an elevated water storage tank, scada upgrades (water system controls), and replacing aging well source meters with new digital meters. Feasibility PAR's will be presented to the board over the next 3 months.

Proposed contractors for both the well analysis and the elevated water storage tank participated in the January water committee meeting and were helpful in answering questions and defining scope of work.

A PAR for a feasibility study an elevated storage tank will be presented to the board in February.

A review of the "one time forgiveness" policy is ongoing.

The final draft of the water system plan and the emergency response plan as edited by NWS have been provided to the BOD and the Washington Department of Health for review. The Health Department has 90 days to review, with a submission date of December 14th, 2023. Draft will be returned by the health department with any review comments.

Three of twelve approved water system testing stations have been installed, completion will occur when the weather improves.

Navy Trestle seismic upgrade: a scheduled outage for the installation of a temporary water main was installed on January 10th. The outage was completed in 5 hours and no issues were expected. LLCC water department provided notifications to members. Traffic disturbances to date have not been as severe as once expected and are currently not an issue. The trestle work is expected to be completed by June of 2024.

The Navy has rejected the easement request from LLCC based on the method of the survey llcc provided to the Navy. K Evans will determine the next steps in meeting the Navy's survey requirements.

Two positions will be open on the water committee at the next election cycle.

A board member requested that a tab be created onto the LLCC Web page specifically for the water system.

8. Old Business

a. Bylaws & Declarations Committee Resolution Update – J. Ingemi

J Ingemi reported on the committee status, the committee met in January and there were multiple power outages that disrupted the meeting. A list of members' suggested changes is being maintained for review and comment.

b. Navy Trestle Update - K. Evans

Information presented during water committee chair comments.

c. Security Services – D. Dyson



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D Dyson reported on the Washington Guard Service agreement. An addendum to the existing agreement will be discussed in closed session.

Additional surveillance cameras may be part of a solution toward providing more security within llcc.

d. Compliance Update - J. Ingemi

J Ingemi updated the board of directors on the status of a new modular residence that will be placed on a site that had an older and rundown mobile removed from it. 3 additional new homes have also been approved.

e. Nominations/Elections of Board Members - M. Berni

M Berni commented that the board of directors will have 3 positions and the water committee will have 2 positions open for elections in April

f. Hearing Update - M. Berni

M Berni updated the board on the status of a member requested hearing involving an oversize vessel being requested for permitted approval on the lake. A special review process is required, including board approval to authorize an oversize vessel. There are limited exceptions for vessels that can be applied for. Neither the required lake dam committee or the board authorization was conducted for permitting this specific vessel, however, a llcc employee did grant a permit to the owner. The hearing concluded with a request to contact the llcc attorney to determine if an exception could be made in this case or if it set a precedent that would provide for any member to permit an oversize vessel.

A motion was made by M Berni, seconded by J Ingemi, and passed with 8 yays and 1 nay to NOT approve the special oversize vessel permit application. The vessel will not be permitted by Lake Limerick to be used on the lake.

M Berni requested that he be able to work with the member to seek possible solutions other than allowing the member to use the vessel on the lake.

9. New Business

a. Emergency Management - D. Dyson

D Dyson reported that he met with Mason Counties Emergency Management System and learned that Mason County is in the process of updating their emergency management equipment for Mason County. LLCC may have an opportunity to partner with Mason County and North Mason Fire District to better notify residents. D Dyson will provide updates.

b. Motions to the Board from Committees, including The Architecture Register and the Compliance Register – P. Paradise

See attached "motions to the board" as a part of the meeting minutes.



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c. Power Point Scope of Work from Glick Davis Associates -M. Paradise & M. Berni

T Ingwaldson discussed the premise behind the idea of board training and evaluation. Setting standards for how the board operates, how the board interacts with staff and committees. M Berni and M Paradise assisted with developing the scope of work for request for proposal from vendors.

A motion was made by P Paradise, seconded by J Ingemi, and the voting was deferred to a future meeting to hire Glick Davis & Associates to provide board development and training consulting for a fee not to exceed \$15,000.00

A community member asked for more information on the selection process that was used for the hiring agreement with HRPNW Consulting. Information on vendor selection and scope will be made available.

d. Boat Fee Proposal/Discussion – E. Springer-Johannesen

A boat registration fee was proposed for discussion. The proposal was distributed for review and comment. The proposal will be on February agenda for further discussion. Lake/Dam Committee has received a copy of the proposal for review.

e. PARs Process – P. Paradise

P Paradise requested that the PAR resolution 2017-01 be distributed to staff and committees. P Paradise noted that the resolution as written and adopted is the governing document until such time as it is superseded by a new or updated resolution.

Boards, committees, and staff have spent a tremendous amount of time and discussion on how, when, and why a PAR is required. The resolution 2017-01 answers all those questions/concerns (see bod packet for a copy of the resolution)

Questions: Is committee and staff training on PAR's a valuable idea? What is an appropriate dollar threshold for requiring a PAR?

Agenda Discussion next month on what are reasonable thresholds for a PAR, what are good closeout processes? Is Staff training on PAR's a good idea?

10. Motion to Adjourn to Closed Session to discuss legal/personnel issues and Compliance Register/Hearing Committee Issues

A motion to adjourn to closed session was made by M Robinson, seconded by J Ingemi, and passed with no nays.

11. Motion to Reconvene to Open Session

A motion to reconvene to open session was made by P Paradise, seconded by D Dyson, and approved with no nays

12. Motion to Accept all Motions Made in Closed Session



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A motion was made by M Robinson, seconded by J Ingemi, and passed with no nays to extend the existing security agreement with Washington Guard Service to September 2024 via an addendum to the original agreement terms.

A motion was made by P Paradise, seconded by D Dyson, and passed with no nays to declare as surplus the Inn items that were compiled during the winter cleaning closure and that they be donated or disposed of.

13. Motion to Adjourn

A motion to adjourn was made by E Springer-Johannessen, seconded by D Dyson, and passed with no nays
Meeting adjourned at 1:55pm

Minutes taken by Secretary P Paradise

January President's Report -

A Hiring Committee has been created. They along with the Board have reviewed the job description for General Manager and is now posted. Karen, with HRPNW will do the initial screening, preliminary interviews will be conducted by our Hiring Committee. The top 2-3 candidates will then be scheduled for 30-minute meet & greets with the board. The board will provide their feedback from the meet & greets to the hiring committee, who will then present their final recommendations to the board to make the final hiring decision.

Mike, Mandy, & I met with a potential consultant for possible Board training & development.

Dean & I met with Mike from Washington Guard Services to talk about messaging for our community, expectations, & an addendum to the contract for Board review & action as appropriate.

I was able to meet with some of our department managers to check in & see how things are going. Mike joined me as I checked in with Gerardo. Esther & Christy joined me as I met with Chef Jon. I was also able to check in with Javier while I was working in the Great Hall due to the power outage on my side in addition to regular check-ins with Christy in addition to keeping her notified of member/committee requests/notifications.

Mike & Christy are attending the bi-monthly L/D projects meeting with Joel, & as schedules allow, so are Gerardo & Chris. Christy is working on creating an organization-wide project tracking tool that will reflect the depth & breadth of the various projects our staff are working on.

Christy, John, Mike, and I met with our attorney regarding compliance concerns.

I'd like to thank Carrienne for putting together the signs & Mike for placing them throughout Divisions 4 & 5 as well as Chris & Kelly for coordinating posting the alert via social media & mailing to those impacted during the temporary water outage as part of the train trestle retrofit. I'll let Kelly share more information and kudos.

The upgrades for the Café & Pro Shop have been going well despite weather related delays, due to great teamwork from Greens Committee Volunteers, cross-department collaborations, & leadership from Gerardo, Mark, Javier, & John.

Gerardo & Jeff did a great job installing the new warming/serving window in our Inn Kitchen, doubling the capacity for plates to be presented for serving. Chef Jon, Gerardo, & their teams did a great job during the annual close for deep cleaning & additional upgrades.

The admin team was able to take time to reorganize their workspace, clean out a lot of clutter.

The Inn Committee volunteers, specifically event coordinators, Kristi Gray, Lisa Wilson, & Mary Berni did a fantabulous job on the NYE event.

I want to thank the staff, board members, & committee members for their work & support of our shared community. Everyone is stepping up & doing what they can to make the work lighter for all. I am grateful for & proud of the work our team as a whole is doing.

Thank you

January 20, 2024

Operations Update

Administration

Restaurant

Restaurant & Lounge reopened on the 17th. Aside from some minor back-to-business hiccups, everything is running smoothly.

Facilities

The facilities department, along with Greens and Pro Shop staff and community volunteers, spent the last few weeks working on Café and Restaurant upgrades. A request has been made to all key players that a project wrap-up report be provided; a summary of those reports will be available at the next meeting.

I would like to extend a special thank you to our Facilities Manager, Gerardo Ramirez, who successfully managed multiple projects in the Café & Restaurant. THANK YOU GERARDO!

Website - The HOA office will post the email addresses for all BOD and committees on the web site by the end of next week. If you are not checking your LLCC-assigned email, please start.

Cell phones - Regarding employees and personal cell phone numbers. Please do not use an employee's personal cell number for LLCC business. Water, Facilities and Greens have LLCC issued phones, under no circumstances should committee members be contacting employees on their personal phone number. I'll email LLCC issued phone number to the BOD and Committee Chairs.

Cranberry Creek Foundation – I was contacted by Laurie Cox with the Cranberry Creek Foundation regarding the Culvert Crossing Barrier. I'm requesting some assistance regarding this request.

Water Report for 01/20/2024 Board of Directors Meeting

Overview: This report is an abbreviated summary. Full details of Water Committee business are included in the Water Committee minutes, financial statements, and Water Manager's Report in the BOD packet and on line.

1. Operations

- Wells are operating normally with the exception of Well #2. Well #2 upgrades have been completed, and the Water Manager continues to flush and sanitize components. Well #2 is available; however, in spite of rigorous flushing some odor from iron and manganese remains. At this stage Well #2 will only be used as a backup and will be the last well activated in an emergency. Filtration options will be explored.
- Water system pressure drop: Monday evening around 5:00 PM some members began to notice a significant drop in water pressure. Our water system manager Chris McMullen was notified and immediately responded. He discovered that the SCADA well monitoring system was not functioning correctly because of the extended cold weather. In working to correct this problem he also discovered that the Wi-Fi connection to the shop had been interrupted.
- The loss of Wi-Fi created two problems. First, the shop computer which monitors and controls well output could not communicate with the wells resulting in erratic pump operation. Second, phone communication which also relies on Wi-Fi was interrupted as well leaving staff and customers unable to communicate directly with the Water System personnel.
- Wi-Fi was reconnected this morning and is working correctly. The storage tank levels and pump pressure monitoring is coming back on line as temperatures begin to warm. Coast Controls, our SCADA system contractor, has been notified and will be following up with our water manager.
- The cold weather created the "perfect storm" when coupled with Wi-Fi outage at the shop. We sincerely apologize for the inconvenience and concern to our members caused by the outage and so appreciate your patience. Steps will be taken immediately to prevent another occurrence.

2. 2023-2024 Projects

- Water Manager Chris McMullen continues to work on approved capital projects and laying out a timeline with the Water System Committee for updates and completion schedules. We will be sharing that information during Water System Committee and BOD meetings as well as from time to time in billing statements.
- PARS for planned projects including elevated storage feasibility, SCADA upgrades and improvements, and replacing aging well source meters with electronic vs. mechanical devices to significantly improve accuracy are in process and will be reviewed and approved by the Water System Committee for submittal to the BOD in the next three months. One PAR for complete well analysis has been submitted in the BOD materials for consideration today. Proposed contractors for both the well analysis and the elevated storage feasibility study participated in the last Saturday's Water System Committee and were able to answer questions and clarify the scope of work.
- Elevated Storage Feasibility PAR is in process. The Water Manager has submitted study requirements to HR2 Engineering to guide their proposal. Their response/proposal will be included in the PAR
- The Water System Committee will continue with long-range planning and beginning 2024-2025 budget work in February.
- Updating of the one-time leakage forgiveness policy is continuing.

3. Freezing Pipes:

- The Water Manager received calls from customers who had problems with frozen pipes and or leaks. He did his best to troubleshoot the problems and reminded folks that customers are responsible for issues on their side of the water meter.

4. Water System Plan Completion:

- The final draft of the Water System Plan and the Emergency Response Plan showing all editing has been updated by Lydia Bower from NWS. All documents requested by her for inclusion in the WSP have been submitted. Her updated final version showing all edits will be submitted to the BOD in a separate email along with a clean version on Friday, December 15, 2023.
- The final draft was also sent by Lydia to the Department of Health for their input. It will then be returned to NWS and LLCC for final review and approval. The DOH has 90 days from the date of submittal to respond. We have received a response from DOH listing their review process and fees.
- After DOH edits of the WSP are received, Northwest Water Systems will make any needed adjustments, responses, or clarifications. The final draft will then be submitted to the BOD for review and approval. Once approved as the final document, the revised WSP will be in effect until 2033.
- The Water system Committee will use the WSP as a guide in developing short-term and long-term operating plans.

5. Water Quality Testing Stations:

- Three stations are installed and operating as expected. Additional stations will be installed in the spring. A total of 12 stations are planned. The testing stations will provide consistent water quality monitoring and eliminate possible contamination concerns by sampling from member water connections.

6. Navy Railroad Trestle Retrofit Update:

- Water Manager Chris McMullen continues to work with Veterans Northwest, Ceccanti Construction, and Doug Eklund of Morrisette Engineering to assure that LLCC interests are being recognized and met. Ceccanti Construction installed the temporary water line on January 10, 2024 with minimal service interruption.
- Traffic disturbances and delays have been much less impactful than anticipated. The contractors have responded to any concerns raised by the Water Manager and made changes as needed to reduce congestion.
- Easement request documents for Mason Lake Road were submitted in late November on behalf of LLCC by Doug Eklund from Morrisette Engineering. We are awaiting a positive response from the Navy including projected costs. Documents are still being reviewed by the Base commander staff and are awaiting approval to proceed.
- The retrofit project is on schedule and expected to be completed by June 2024.
- Wednesday's Navy Trestle water line bypass installation was a huge success thanks to a real team effort.
 - Chris made sure that information was available for our members via the web site, Facebook, signage, and US mail. He maintained excellent communication with appropriate Navy channels to be sure that everyone was well-informed. Mike was available to support the effort and back up Chris (as always)
 - The office team did an outstanding job of preparing letters to affected customers, posting information, and fielding customer inquiries in the most professional way possible.
 - The contractor operation was smooth, efficient, and well ahead of schedule from shut-off at about 8:00 AM to energizing the temporary water line shortly after 1:00 PM. A picture is attached and more are available. We may be able to share those tomorrow at our meeting.
 - Good planning, excellent communication from everyone, and a can-do attitude made the success possible.
 - The Board of Directors has been consistent in their monitoring and support of the project and assuredly were instrumental in the positive outcome.
 - Finally, the Water System Committee support, careful review of the project, and input made this project go way better than it might have been.

Thank you to all for making lemon-ade out of lemons. LLCC has clearly demonstrated a high level of professionalism and stewardship.

7. 2024-2025 Elections:

- There will be two positions open for the Water System Committee election in April of 2024. The Water System Committee will be working with the BOD and Election Committee to update application documents and solicit qualified candidates.

8. 2024-2025 Budget:

- The Water system Committee will begin work on the next budget cycle in February. Preliminary plans for public budget sessions and a Water System Town Hall meeting for members will be discussed including developing a working calendar for budget processes.

Kelly Evans,

LLCC Water System Committee Chair

01-20-2024 LLCC Board of Directors Meeting

Advisory Committee Motions to the Board

Including the Architecture Register

CAM Motions to the Board – none received

Executive Committee Motions to the Board – none received

Architectural Committee Motions to the Board –

A motion was made by D Dyson, seconded by J Ingemi, and passed with no nays to accept the architectural committee register.

Compliance Committee Motions to the Board –

A motion was made by D Dyson, seconded by J Ingemi, and passed with no nays to accept the compliance committee register.

Lake/Dam Committee Motions to the Board – four motions (see attached)

Motion 1 (see attached)

The board is requested to authorize restoration of the 50-amp RV service to Banbury Park Host utilities pole; not to exceed the RAM cost estimate #3007 plus sales tax and pud fees.

A motion was made by J Ingemi, seconded by M Robinson, and passed with 8 yays and 1 nay to approve the installation of a 50-amp rv service as an addendum to the existing park bathroom improvement par (cost and scope per this attachment)

Motion 2 (see attached)

The board is requested to approve the Updated Lake Patrol Guidelines that Incorporates revisions for video/audio recording of lake incidents and retention protocol. This document was coordinated with the compliance Committee.

A motion was made by D Dyson, seconded by J Ingemi, to accept the motion as first reading and for a second reading and a motion for approval next month (pending comments/corrections)

Motion 3 (see attached)

The board is requested to approve the LLCC Vessel Registration Procedures and Forms document.

Board consensus to accept the motion as first reading and for a second reading and a motion for approval next month (pending comments/corrections)

Motion 4 (see attached)

The board is requested to approve the LLCC Park Host Duties document update and a telecommunications re-imbusement allowance (for local phone service) of up to \$50 per month.

A motion was made by J Ingemi , seconded by P Paradise, and passed with no nays to approve the LLCC Park Host Duties document update and a telecommunications re-imbusement allowance (for local phone service) of up to \$50 per month

Greens Committee Motions to the Board – none received

Greenbelt Committee Motions to the Board – none

Inn Committee Motions to the Board – one received

Motion 1 (see attached)

Moved and seconded to move forward with the pavers as planned prior to April 1st and the fishing Derby.

A motion was made by to refer back to the Inn committee for a second look at the scope of the project. A drawing exists of the current drain system (or lack of one)

Hearing Committee Motions to the Board – none received

Welcoming Committee Motions to the Board – none received

Water Committee Motions to the board – one received

Motion 1 (see attached)

A motion was made by Dan Cossano, seconded by Don Bird, and carried with no nays to approve the Picatti Brothers bid for well evaluation up to \$175,000.00 and include contingency information of likely and worst-case scenarios.

A PAR was provided at the meeting.

A motion was made by John Ingemi, seconded by S Saylor, and passed with 7 yays, 1 nay, and 1 abstention approve the Picatti Brothers bid for well evaluation up to \$175,000.00 and include contingency information of likely and worst-case scenarios.

A PAR was provided at the meeting.

A spirited discussion ensued prior to the motion being voted on.

By-Laws and Declarations Committee Motions to the Board – none received

Motions assembled by Secretary P Paradise