

Lake Dam Committee September 2024 Meeting Minutes  
7September2024

Call to Order - Meeting called to order at 9:30am.

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

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

Guests: Tim Reber 3-277, Jerry & Pat Heinlen 2-276, Mark Sorensen 3-89, Dean Dyson 2-200

**Chairperson's Opening Comments:** Teddy Lovgren

Teddy requested but no one volunteered to take meeting notes. Board vacancies were filled; new Board Members are Joel Gray and Rich Hamilton.

**Meeting Minutes approval**

Joel proposed, Karen seconded a motion to accept the August meeting minutes. Motion passed unanimously [\[ see Attachment 1 \]](#)

**Correspondence** – Lake Advocates submitted the Water Quality Plan (Draft) as requested by the LTLH team. Mason County Conservations District notified our GM regarding their plan to treat for Knotweed in the Cranberry Creek Watershed which was forwarded to LA for review; LA had no concerns.

**Motions to the Board Status** – Lake Dam motion for approval of the updates to the Lake Rules & Safety Guidelines was approved.

**GM REPORT:** A GM report was submitted including Work Order Log and Data Logger readouts. [\[ see Attachments 2, 3 & 4 \]](#)

**Parks Report:** Maureen and Steve – Parks look great. New drainage at Way to Tipperary boat launch looks awesome. Rocks and debris reported in dam spillway have been removed; it was suggested to have facilities post a trail-cam at the spillway to catch whoever is throwing things into the spillway (multiple occurrences this summer) – Joel will request GM add to Work Order log. [\[ see Attachment 5 \]](#)

**Docks/Floats Permits:** Teddy – No applications submitted for this reporting period.

**Boat Registrations:** Lou – 6 new registrations for this reporting period. [\[ see Attachment 6 \]](#)

**LD Action Item List:** Teddy - Reviewed action items and status updates. [\[ see Attachment 7 \]](#)

**SUBTEAM REPORTS**

**Long Term Lake Health:** Brian - Reviewing and updating framework developed approximately a year ago for managing our lakes, adding recent projects identified by the team; follow up with a team meeting in a couple weeks to finalize and develop recommendations for the Board. Meeting was held August 7<sup>th</sup> with Lake Advocates to discuss recommendations for additional water quality measurements for our lakes. Lake Advocates submitted a Water Quality Monitoring Plan (Draft) for our lakes that is under review by the team. The Plan includes recommendations for additional sampling, testing and measuring as well as equipment. Coordinating with Lake Advocates to conduct the Fall Aquatic Plant Survey of both lakes on Friday September 27<sup>th</sup>. [\[ see Attachment 8 \]](#)

**Parks Improvement:** Dennis – Teddy read the Email status provided by Dennis (excused from today's meeting). Highlights - all park restrooms have been painted and floors have been sealed. Sport Court surface repair and sealing is scheduled for next week. John suggested adding new signs to pickleball court about no sitting on the nets, etc. Parks out building need to be painted; Joel will add to Work Order log. GM has requested that Dennis coordinate the fall fish plant. [\[ see Attachment 9 \]](#)

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**Lake/Dam Operations:** Joel – Maintenance has yet to start using the Dam O&M checklist; GM to coordinate with Gerardo; new 3mph buoy ordered for Bird Sanctuary; 3mph stickers being ordered for application to existing No-Wake buoys. Buoy paint (and snubbers) have been received for maintenance to paint old buoys during the winter. New lake height gauges have been purchased for installation at the dam. Anglia dam log boom has been reattached. The beaver downed alder has been removed from the lake. Log Toy fishing dock stabilizing pole that was removed by vandals will be reset this upcoming week. 1) Inn Island Bridge Repair/Replace: replacement of the railings and select decking boards will be done during the winter. Chris is working with a company to get a quote for replacing the bridge. 2) Inn Island Shoreline Stabilization: Loowit Consulting is working on developing options, Chris working the ECD; Loowit was asked to weigh in on log boom location. 3) Leprechaun Dam Valve Repair/Replacement: Chris obtained a rough estimate of \$250K to replace the valve which is a non-starter. The GM, Chris and Teddy met with Ken Martig who recommended performing inspections of the culvert and the valve to determine their condition. Will require a diver to evaluate the valve; Chris is reaching out to a couple of vendors. Anticipate that when the Operations/Projects Manager is hired they will take over management of these projects. Tim Reber volunteered to contact/meet with Chris/GM provide history on past valve replacement activities.

**OLD BUSINESS:**

1. Special Projects/Operations Manager – Job has been posted for the Operations Manager and GM is reviewing applicants. There was discussion about when/if consultants would be utilized for developing projects. The need/use of a consultant would be determined by the OM/GM (with BoD approval).
2. Network Drive for Committee Use – discuss with new GM
3. Lake Shore Compliance Audit – Dennis will be requested to re-review and update content of the audit – see action item log.
4. Inn Park Sport Court Improvement Proposal Update – BoD authorized GM's request for \$12K to repair and seal the Sport Court. The GM signed a contract with Rambo Sealcoating who is expected to start work next week (September 9<sup>th</sup>).
5. Park Host Status – Dave, Dennis, John and Teddy reviewed, measured and documented improvements to the Park Host pads at both Log Toy and Anglia. Park host pads dimensions were staked out between 16 to 18 feet in width and 40 feet in length with string lines placed (for elevations) and photographed. Next steps are to calculate the materials needed including fill dirt/topping gravel as well as the landscaping blocks for raising/leveling the pads. A few trees will need to be removed in order to accommodate the improvements and to improve RV access. PARs have been drafted. Planning to provide this data to Dan Richter who is helping us develop the Parks Strategic Development Plan.
6. FY 2024/25 Budget Status – The committee reviewed the LDC Recommended vs Board approved FY 2025 Operating Expense budget for our Lakes, Dams and Parks. There is a \$40K difference with a significant \$27K shortfall in the budget for Lake Advocates (LDC recommended \$36K for LA while the GM/Board approved only \$9K). It was noted that Lake Advocates current year contract is for \$24K with actuals to date of \$14,787.50 and estimate to complete of \$4,275 for a total of \$19,062.50. The LDC Budget team recommended an increase to next year's budget for LA to support the numerous lake water quality improvement initiatives being developed via the LTLH team. After much discussion Teddy proposed a motion to the Board, Dave seconded, to request the Board to reconsider the LDC's proposed Operating Expense budget for FY 2025. The motion passed with one nay (Pat) and two abstentions (Brian and Joel).

**\*\* See Motion to Board \*\***

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The approved Projects for FY 2025 were reviewed; those needing PARs and writers/focals were identified. [\[ see Attachment 10 \]](#)

7. Park Bench Refurbishment – Dennis Muretta and Dennis Baker are in the process of refurbishing one of the benches from the Inn. Disassembly and refinishing wood components are nearly complete. It appears that the bench has been refinished in the past in that there are multiple sets of screw holes in the back of all wood slats. They filled these holes with wood dowels to increase structural integrity. The intent of this initial effort is to develop an understanding of the practicality/best process for refinishing. In addition, we have recommended the GM have all the benches removed from the parks and moved to the Maintenance area for repair/replace assessment.

**NEW BUSINESS**

1. New Lake Patrol Boat Parameters – Lou Lake Patrol is looking for guidance on requirements for a new boat (Lou sent out a list of criteria). There was discussion on the criteria for the new boat: seating for 4-6 people, open bow (support light maintenance tasks). The committee agreed we need one/two people as focals for locate a boat and make a recommendation to the GM; Lou and Gary have the action to identify and make a recommendation to GM with goal to purchase a boat by April 2025. Jarred/Lou to draft the PAR for purchase of the new boat that will include parameters for the new Patrol Boat capabilities for approval at the next LD Committee.

**Guest/Other Input** – Jerry & Pat Henline: Asked who is the focal for safety issues; there are trees hanging over the lake adjacent to the dam at Anglia. This will be added to the Work Order list.

Lou brought up the breakaway of the Inn Island log boom that extended out into the no wake zone during the Labor Day weekend and how these types of hazards get communicated to HOA membership. There is no coverage during the weekends to address these type of safety issues. Broader discussion on notification of these types of issues that extends beyond our lakes, dams and parks. Dean noted that the association is working on a membership notification system for water system issues and that perhaps this could be expanded to notify membership of these types of hazardous/safety issues. There is a need for weekend coverage/contacts to respond to these types of safety/hazardous concerns. The Board members in attendance agreed to address this with the GM and discuss at the next Board meeting.

**Review of Commitments & Action Items:** See Action Items

**Review of Motions to the Board:** See Motions to the Board below.

**Motion to Adjourn:** Brian made a Motion to adjourn, Pat seconded, the motion was unanimously approved; meeting was adjourned at 12:06pm.

Next Meeting – Saturday, October 5th, 9:30am in the Crow’s Nest

**Look Ahead:**

Sept 21 – Board of Directors Meeting	Nov 2 – Lake Dam Committee Meeting
Sept 21– Semi-Annual HOA Membership Meeting	Nov 16 – Board of Directors Meeting
Oct 5 – Lake Dam Committee Meeting	Dec 7 – Lake Dam Committee Meeting
Oct 19 – Board of Directors Meeting	Dec 21 – Board of Directors Meeting

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**Motion to the Board**

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The Board is requested to reconsider Lake Dam Operating Expense budget proposed for FY 2025 due to the short fall of critical funding for Lake Advocates, Park Expense and Repairs & Maintenance budgets recommended by the General Manager and approved by the BoD (17 August 2024 Board meeting).

**Attachment 11 – LDC vs GM-BoD FY 2025 Expense Budget comparison**

**Rational/Background:**

There is no manager or superintendent assigned to oversee the operations of our Lakes, Dams and Parks and likewise, the development of the annual operating budgets. The Lake Dam Committee (LDC) has taken on that task for many years in coordination with the Community Association Manager (CAM). The previous CAM was dismissed 1 December 2023 and a replacement General Manager (GM) did not come on board until the end of May 2024. In the meantime, LDC initiated FY 2025 budget exercise in early May.

The LDC Budget sub-team held several working sessions (May 20 thru June 23) to develop proposed FY 2025 budgets for both Operating Expense and Projects (Capital). LDC submitted its FY 2025 budget recommendations to both the new GM and the BoD on June 29th. The BoD held several budget meetings during July-August this year to review and discuss budgets for the FY 2025 (1Oct2024 – 30Sept2025). The LDC Chair and Vice Chair attended several of these meetings to gain insight into this year’s budget process. However, due to the lack of detail (at the committee level) it was not possible for the LDC Chair to determine our specific budget either in total or at the detail level. Subsequent to the conclusion of the Board budget meetings and Board Budget adoption, LD obtained a breakdown of the assigned budgets for each of the elements of LD’s budget. A comparison of LDC’s proposed budget of \$152,980 vs the BoD approved budget of \$112,440 indicates a significant shortfall in several areas for the operations of our Lakes, Dams and Parks. – see attached comparison file. The most significant (and critical) area is the funding for Lake Advocates (LA); LDC proposed \$36K vs \$9K approved by the BoD. The rational being the office only had actuals of approximately \$9,000 in submitted invoices from LA. The LD Chair contacted LA and requested their actuals to date and estimate to complete for FY 2024. Below is a summary of LA’s response:

Lake Advocates FY 2024 (Contract Value \$24,000) Actuals and Estimate to Complete

- \$ 8,050.00 LA Billed Services (October 2023-February 2024)
- \$ 6,737.50 LA Actuals - hours worked not billed (March - Aug 2024)
- \$ 4,200.00 Remaining Hours (estimated) for Aquatic Plant Survey & Follow-Up
- \$ 75.00 Travel Cost
- \$19,062.50 Total Billing Estimated for FY2024

It should be noted that LA is our Lakes Limnologists and are experts on lake biology. They provide a myriad of technical services for evaluating, documenting, reporting and management of our Lakes. Below is a breakdown of LA’s estimated effort for FY2025 (same total \$s contracted for FY 2024).

**FY2025 (October 1, 2024 - September 30, 2025)**

Task 1	Lake Leprechaun and Limerick Management Plan Implementation	\$5,100
Task 2	Limnological and Plant Data	\$4,250
Task 3	Aquatic Plant Control Support	\$2,500
Task 4	Additional Environmental Reporting	\$3,800
Task 5	Annual Report & Document Coordination	\$6,000

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Task 6	Public Education Virtual Meetings with Committees	\$1,200
Total Labor		\$22,850
Mileage at \$0.585/mile)		\$550
Expenditures		\$600
Total		\$24,000

In addition to the LA requirements, budget estimates for Park Expense and Repairs & Maintenance appear significantly less than past years. This would potentially impact the ability to maintain our lake vessels (work barge and lake patrol boat), sample water quality, perform lake patrol, perform the yearly lake (weed) surveys, and maintain Club buoys, channel markers and Club docks and log booms. It is also not evident if the costs for Park Hosts are accounted for, which includes advertising and recruitment, background checks, and the host's monthly telecommunications allowances.

DRAFT