

## TREASURE ISLAND COUNTRY CLUB

**MINUTES OF THE BOARD OF TRUSTEES MEETING held December 3, 2016**, at the Grapeview Firehall/Horton Community Center, 4350 East Grapeview Loop Road, Grapeview, WA. The meeting was opened at 4:00 PM by President David Madson and attended by Commissioners Larry Grumme, Kamryn Morgan, Ken Sanberg, Cheri Swettenam, Tom Spaulding, and Dan Meddaugh; member/employee Linda Pryor; and guest members Jody Grumme, Patty Hansen, Dan Downey, and Bruce Langston.

**MOTION** to approve the minutes of the [October 1, 2016 Regular Board meeting](#) was made by Larry Grumme, seconded by Ken Sanberg and passed.

### FINANCIAL REPORTS

- The Trustees reviewed the Cash Flow Report for the period October 1, 2016 through November 30, 2016. As of November 30th the total cash balance of all funds on deposit was \$662,549.18 and the loan balance was \$904,165.29.
- The Trustees reviewed and discussed the Profit & Loss vs. Actual Expense Report for the period of July 1, 2016 through November 30, 2016.
- A Letter of Engagement was received from Larry Hurley of Hearststone CPA Group for the 2016 Financial Review and preparation of the 2016 federal income tax return. The estimated cost for the review is \$6,950.00 and \$1,100.00 for a total of \$8,050.00. **MOTION** to accept the Letter of Engagement from the CPA for the 2016 Financial Review and income tax preparation at an estimated total cost of \$8,050.00 was made by Cheri Swettenam, seconded by Larry Grumme and passed.
- Secretary Linda Pryor provided a progress report on the transition of records to the HOA Community Solutions. The Island Manager will be attending the February board meeting.
- **MOTION** to authorize Officers David Madson and Larry Grumme to close out existing bank accounts (with the exception of the certificate of deposit at Olympia Federal Savings and the Money Market account at Mutual of Omaha Bank) and transfer funds to Alliance Association Bank to facilitate the transition to HOA Community Solution's management was made by Cheri Swettenam, seconded by Ken Sanberg and passed.

### COMMISSIONER REPORTS

WATER - Commissioner Larry Grumme reviewed a written report prepared by the Water Operations Manager, Daryl Axelson. The coliform tests for October and November were negative. A sample was taken from each of the three wells for analysis of Volatile Organic Compounds; the test results were received and all were negative.

- Water Production was lower than the ten year average for each of the last three months: 1,015,561 gallons were pumped in September; 620,069 gallons were pumped in October; 399, 214 gallons were pumped in November. Total production for this year through November 30th is 10,788,925 gallons or 33.1 acre feet.
- The service meters were read October 1st for the third quarter water usage. Larry noted this was the first quarterly reading with all the meters installed. A complete list of water usage by name and lot number was provided to the Water Commissioner and the distributed report included some of this quarterly information. A total of 5,029,067 gallons was produced during the third quarter. The usage data identified twenty-seven users who accounted for 2,326,819 gallons or 46.3% of the total water produced during this period. The top six users exceeded 1,063 gallons per day (gpd), with the remaining twenty-one users exceeding usage of 532 gpd. The Water System Team will be meeting next week to develop a plan for water conservation. Recommendations will be presented to the Board at a later meeting.
- Larry noted Roger Hansen will be assisting him with obtaining estimates from contractors for the preliminary design for the seismic stabilization project.
- Larry reported the Water Operations Manager, Daryl Axelson, moved off of the island recently; he is living locally and will continue to be working for the Club until spring. The Club's Water System Operator Trainee, Bruce Langston, has been in training to continue in Daryl's capacity when he is no longer available. In the event that Bruce declines to fill the position, other options for outside management would have to be explored at that time.

BRIDGE – Commissioner Ken Sanberg reported the Christmas lights were installed on the bridge today and the lighting is scheduled for 6 o'clock tonight. He thanked Cheri and Tom Swettenam for getting the lights and getting that project organized.

- He reported that CatchAll completed the storm water canister project at the bridge entrances and he is awaiting the inspection reports. He will work with CatchAll to make sure the reports are submitted to Mason County as required.
- Ken noted moss on the bridge is going to need to be removed with a pressure washer this spring.

ROADS –Tom Spaulding reported the volunteer road crew finished with a series of work parties that were organized to clean up the overgrown brush and overhanging branches on the main roadsides. They hauled eleven loads of branches and brush for disposal and worked a total of 149 man hours. Tom thanked all the volunteers who participated: Jack Morgan, Bill & Barb McFarland, Dick & Nancy Benson, Dan Meddaugh, Bob Beckwith, Gordon Godfrey, Mila Spaulding, Bennett Jones, and Cheri Swettenam, and Dave Dickinson. • Tom does not plan to do any work on the Track E drainage ditch until spring. He noted that he got a \$500 estimate to run pipe down the length of the ditch. He is considering using the Club's tractor to clean out and straighten the ditch and fill it with some bull rock as an alternative to installing drain pipe. • Tom reported that he met with a member who was concerned about erosion of the drainage ditch bordering lots 174 & 176 and the potential impact this could have on the bordering embankment. It was noted the erosion cutting the ditch deeper extends across the three lots to the north as well (178, 180 & 182). Tom suggested purchasing enough bull rock to create rock dams in the ditch to stem this erosion as a project to address this spring.

DOCK – Commissioner Dan Meddaugh reported he replaced a broken grate partition on the float and has a spare partition that should be kept in the storage shed. David Madson currently has oversight of the key log and will get a key signed out to Dan. • Dan reported the chicken wire on the surface at the beginning of the gangway entrance was damaged, coming loose and causing a trip hazard; the damaged section was removed by the maintenance employee. • Ken will be getting information for Dan on some solar powered LED lights that are designed for walkways, tapered to prevent a tripping hazard.

BEACH – Commissioner Cheri Swettenam reported the shelter, benches, and storage shed are in good condition. The fire pit in front of the picnic shelter was destroyed by the large log that was anchored on the beach and will need to be rebuilt this spring. A suggestion was received to replace the log anchored on the beach with a smaller log.

SECURITY – Commissioner David Madson reported that Larry Grumme has been working on updating the Security Commissioner Responsibilities document; the new title for this draft is Surveillance Manager. Review and discussion will be scheduled for a later meeting. • The security surveillance system DVR was upgraded and the installation of the new software system was completed; a Tablet was included so the software can be accessed remotely by the Security Manager. • It was noted that the web cam that has been linked to the web site to view the bridge has been replaced once and now the replacement camera is no longer working. Dave will investigate getting it repaired (this web cam is not part of the surveillance system).

#### NEW BUSINESS

Discussion regarding correspondence about trees on the right-of-way bordering 321 E was Tabled for a later meeting.

The Trustees agreed to schedule a Special Board Meeting for the 11th or 12th of December; an Executive Session will be held to discuss a personnel matter and to receive an update on communications with legal counsel regarding an encroachment issue.

#### ADJOURNMENT

David Madson adjourned the December 3, 2016 meeting at 5:50 PM.

Written by Linda Pryor/Executive Secretary