

TREASURE ISLAND COUNTRY CLUB

MINUTES OF THE BOARD OF TRUSTEES MEETING held August 6, 2016, at the Grapeview Firehall/Horton Community Center, 4350 East Grapeview Loop Road, Grapeview, WA. The meeting was opened at 9:00 AM by President David Madson and attended by Commissioners Larry Grumme, Ken Sanberg, Cheri Swettenam, Tom Spaulding, and Dan Meddaugh; member/employee Linda Pryor; and guest member Marianne Howard.

MOTION to approve the [minutes of the June 4, 2016 Regular Board meeting](#) was made by Larry Grumme, seconded by Ken Sanberg and passed.

MOTION to ratify action to increase the maintenance employee's wage by \$4.00 per hour (from \$16.00 to \$20.00) as approved by email on June 16, 2016, was made by Larry Grumme, seconded by Tom Spaulding and passed.

FINANCIAL REPORTS

The Trustees reviewed the Cash Flow Report for the period June 1 through July 31, 2016. As of July 31st the total cash balance of all funds on deposit was \$XXXXXX and the loan balance was \$XXXXXX. (Balances available upon request.)

The Trustees agreed to close the money market at Kitsap Bank, consolidating Asset Replacement Fund accounts to take advantage of better interest rates. **MOTION** to transfer \$90,000.00 from the money market account at Kitsap Bank to the money market account at Mutual of Omaha Bank and the remaining balance of \$50,196.18 from the Kitsap money market account to the Key Bank savings account was made by Tom Spaulding, seconded by Dan Meddaugh and passed.

The Trustees reviewed the Budget and Actual Expense Report for the fiscal year of July 1, 2015 through June 30, 2016.

COMMISSIONER REPORTS

WATER - Commissioner Larry Grumme distributed and reviewed a written report prepared by the Water Operations Manager, Daryl Axelson. The coliform tests for June and July were negative. • Water Usage: 1,571,264 gallons were pumped in June and 1,881,281 gallons were pumped in July; both months were slightly lower than last year. Total production for this year so far is 6,621,856 or 20.3 acre feet. • Larry praised the water system team for their work on the water meter installation project which was completed on June 7th. • The service meters were read on July 1st for the second quarter. The state requires that our water system be monitored for the next two years to develop a baseline for Distribution System Leakage (DSL). This will be determined by calculating the difference between the water pumped from the wells and the water consumed as indicated by meter readings. • The Revised Coliform Rule replaced the Total Coliform Rule on April 1st. Rod Wilkinson, Water Quality Monitoring Manager, developed a revised plan and worked with the Water Operations Manager and Water Distribution Manager to finalize the draft plan. The plan was presented to the Board at the June Board meeting for final approval. • The installation of isolation valves, one each at the north and south ends of the island, is scheduled for this fall. Three new sample stations were purchased and will be installed late summer or early fall. Three additional sample stations will be purchased with funds budgeted for this purpose. • Larry reported he has received one preliminary construction cost estimate of \$250,000.00 for the pressure booster installation project. He is still waiting for estimates from other contractors who were provided with the preliminary design. No additional engineering will be done until more estimates are received to determine if the project can be completed within budget.

BRIDGE – Commissioner Ken Sanberg reported he will be looking into making arrangements to get the storm water canister filters replaced this year. It was noted the maintenance schedule for the canisters requires an inspection each year, cleaning if needed, and replacement of the filters each third year. As per the maintenance agreement with Mason County, a letter is sent to the Department of Public Works each year to confirm that the maintenance was completed. • Ken spoke in support of continuing to outsource the maintenance of the bridge roadway, planters, and bridge entrances to Garden Gate, noting that the work they do is well worth the expense of about \$1.85 per month per lot.

ROADS – Commissioner Tom Spaulding reported two projects were recently organized and done by volunteers: On July 13th Mila Spaulding and Nancy Benson led a crew to trim back brush from the pathway on the Club's

tract (E) bordering the south side of lot 191; two loads of brush were hauled away. With the brush cleared, it was evident that the drainage ditch that runs the length of the tract is in need of attention. Volunteers were Mila and Nancy, Dick Benson, Tom Spaulding, Bill McFarland, Cheri Swettenam, Patty Hansen, Donna Tingle and Patty Mayer. On July 19th Mila and Nancy organized and led a crew to clean up overgrown brush from the well house property at the north end of the island; another two loads of brush were hauled away. Volunteers were Mila and Nancy, Bill and Barb McFarland, Jack Morgan, and Tom Spaulding.

Tom reported he is planning to pursue repairs to the drainage ditch on tract E which will likely involve installing a drain pipe down to the roadside ditch, tasking the employee with using the tractor to prepare the ditch for the pipe, and backfilling it with drain rock. • Another project planned for September/October is clearing overhanging brush and tree limbs throughout the island's roadway, including the cul-de-sacs and the center gravel road. He noted he will be considerate of members' special trees and landscaping, making contact with the owners to give them the option of doing the pruning themselves. He noted he has several volunteers who have offered to help with this project and to haul away the debris. Tom will be contacting PUD #3 to request that they cut tree limbs where they are endangering the power lines. • A third project is getting the speed bumps and the 'Stop' letters repainted. A suggestion was received to paint 'Stop' on the asphalt at the top of the access road exiting the dock property. A suggestion was also received to purchase new 'Stop' signs for the three-way intersection.

DOCK – Commissioner Dan Meddaugh reported he will be contacting the contractor who installed the new float to get information on where to purchase two new grate partitions to replace one that is damaged and have one as a spare. • Dan posted a notice on a boat whose owner did not sign in to the register; he also posted a kayak left on the float with a notice to remove it. • He thanked volunteers for helping him clean up the dock property, pruning back and chipping up brush. Volunteers were Jack Morgan, Bill McFarland, Cheri Swettenam, Bennett Jones, and Rex Wallingford. Dan plans on using the sprayer to apply weed killer on the weeds and along the fence line where ivy is encroaching. Maryanne Howard offered to pull the ivy that has grown up into the trees.

BEACH – Commissioner Cheri Swettenam reported there was no debris left at the beach area over the 4th of July weekend. • Lumber was purchased for Tom Swettenam's construction of two triangle shaped barricades topped with bird spikes; Tom Spaulding and Gary Longmire bolted these barriers to the roof on each side of the chimney to discourage climbing on the shelter roof.

SECURITY – Commissioner David Madson reported the membership approved of the expense to upgrade the security camera system. He will be following up with each of the contractors who provided bids.

NEW BUSINESS

- The Trustees previously reviewed a resolution prepared by the Association's attorney for the adoption of two new policies which will become part of the Rules and Regulations. **MOTION** to approve the [resolution to adopt the Enforcement Policy with the Fine and Fee Schedule and to adopt the Collection Policy](#) was made by Tom Spaulding, seconded by Larry Grumme and passed.
- Larry Grumme reported that employee Rod Wilkinson had requested some edits to his Employment Agreement as Water Quality Monitoring Manager/Water System Secretary. He provided a copy of the edited Agreement, noting the edits were minor and did not affect the terms and conditions contained therein. **MOTION** to approve the revised Employment Agreement for Rod Wilkinson was made by Cheri Swettenam, seconded by Tom Spaulding and passed.
- **MOTION** to appoint Maryanne Howard to fill the vacant position on the Board (with a two year term remaining) was made by Cheri Swettenam, seconded by Larry Grumme and passed. It was agreed that Maryanne Howard would assume the position of Dock Commissioner.
- **MOTION** to elect Dan Meddaugh to the currently vacant Officer's position of Secretary Treasurer was made by Cheri Swettenam, seconded by Ken Sanberg and passed.
- **MOTION** to authorize President David Madson, Vice President Larry Grumme, and Secretary/Treasurer Dan Meddaugh as the signers on all of the Association's bank accounts was made by Cheri Swettenam, seconded by Tom Spaulding and passed. Roger Hansen will be removed from the signature cards.
- David Madson reported a letter was sent to the owner of lot 253 in March requesting cooperation with regard to a violation of the Plat Restriction that requires diligent and continuous pursuit of building projects until such time as the exteriors are suitably finished. The owner did not respond nor take any action with regard to his construction project. **MOTION** to send another letter to advise the owner that if the matter is not resolved, it will be referred to the Association's attorney was made by Cheri Swettenam, seconded by Larry Grumme and passed.
- The Trustees discussed an issue regarding a construction project on the south half of Tract A and possible encroachment on the Association's right-of-way property on the north side of the bridge entrance. **MOTION** to authorize David Madson to investigate the property line issue with the Mason County Building Department was made by Dan Meddaugh, seconded by Cheri Swettenam and passed.

- David Madson reported correspondence was received from a member inquiring as to whether the Association has a regulation that would require a property owner to store piles of building debris out of sight (or to remove it). With the exception of covenants on file with Mason County, the Board's jurisdiction does not extend to privately owned properties. **MOTION** to send a courtesy letter to the property owner was made by Dan Meddaugh, seconded by Larry Grumme and passed.

ADJOURNMENT

David Madson adjourned the meeting at 11:10 AM.

Written by Linda Pryor/Executive Secretary

[Resolution re: Enforcement Policy with Fine & Fee Schedule and Procedures for Collection of Delinquent Assessments](#) | [Assessment Collections Policy](#) | [Enforcement Policy with Fine & Fee Schedule](#)

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