

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
November 16, 2017  
3:30 PM

**President Katie Habegger called the meeting to order at 3:30 p.m.**

Welcome

**In Attendance:** Katie Habegger, Richard Hilfer, Karen Krug, Carol Wood, Joel Janetski, Ray Pierson and Ross Anderson.

**Action on Minutes:** Carol Wood moved and Ray Pierson seconded to approve the minutes of the Regular Board Meeting dated October 12, 2017. Passed – 6/0

**Membership Report:** Carol Wood

Linda Robertson purchased 220 Huckleberry Pl from Robert and Elisa Stein  
Rick Kelley & Barb Sharpe purchased 290 Colman Dr from Jack & Carolyn Salmon  
Sam & Linda Witherow purchased 130 N Palmer from Liz Fortier  
Phillip & Karen Harvey purchased 191 Ridge Dr from Janet Freeman  
Chris & Pat Dunmire purchased 311 Colman from Jan Stone & Gail Krentzman

**Treasurer's Report:** Karen Krug

TREASURER'S REPORT  
As of October 31, 2017

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website and in the Cape George office.

**2017 BALANCE SHEET COMMENTS**

All bank accounts have been reconciled and the bank statements reviewed. At month end, all financial institutions were within the FDIC/NCUA limits. Cape George has opened additional banking account which will ease the FDIC/NCUA limit pressure on all other accounts.

In comparing the current balance sheet to the same month last year there are no significant differences. There are slight changes in the composition of cash, i.e.: less operating cash, more reserve cash, etc. but these differences are a result of the timing and type of expenditures and have been highlighted in prior months.

The collected amount of unearned marina wait revenue is noticeably higher than last year at this time with seven (7) Members added to the wait list during 2017.

**Reserve Activity**

After a yearlong search Cape George was successful in finding a replacement 1/2-ton pickup. The original Member approved reserve expenditure was for \$13,390 but finding a quality replacement at that price proved impossible. The bylaws permit an approved reserve expenditure to exceed the original approved amount by no more than 25% which in this case would have been \$16,730. The

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replacement pickup was acquired for a net cost including the trade-in of the old pickup, of \$16,608.

There will be an emergency reserve expenditure in November to replace one of the two pool heat pumps. That general reserve expenditure will be about \$11,300. The failed heat pump was on the reserve schedule but failed sooner than expected, the experts say due to the harsh environment in which it operates. The expected replacement date of the other heat pump will be modified during the 2018 update process.

**OVERALL OPERATING COMMENTS**

The final installment of 2017 assessments and major fees has been recognized and as a result, the financial activity over the remaining two months of the fiscal year will be nearly all expense related. The weather impact on utility bills will be the biggest unknown and there are a few yearend entries like bad debts and the marina consulting project yet to be made. It does however appear that all three cost centers will meet their budgeted net income targets.

| <b>CAPE GEORGE COLONY CLUB</b>                            |                    |                    |   |                    |                    |
|---|--------------------|--------------------|---|--------------------|--------------------|
| <i>Balance Sheet as of October 31, 2017 2017 and 2016</i> |                    |                    |   |                    |                    |
| <b>Assets</b>   | <b>2017</b>        | <b>2016</b>        | <b>Liabilities and Fund Balances</b>      | <b>2017</b>        | <b>2016</b>        |
| Cash and Cash Equivalents:                                |                    |                    | Current Liabilities:                      |                    |                    |
| Operations Checking                                       | \$ 136,382         | \$ 195,316         | Accounts Payable & Other Liabilities      | \$ 8,429           | \$ 8,847           |
| Operating Investment-Savings                              | 98,369             | 88,227             | Unearned Income General/Water/Etc.        | 4,656              | 3,965              |
| Petty Cash (2 accounts)                                   | 600                | 600                | Unearned Income Reserve Assemnt           | 609                | 646                |
| Reserves - General, Water & Marina                        | 698,333            | 518,267            | Unearned Income Marina Wait List          | 1,400              | 900                |
| Routine Reserve Assessment                                | 119,952            | 116,993            | Total Current Liabilities                 | 15,094             | 14,358             |
| Total Cash & Equivalents                                  | 1,053,636          | 919,403            |   |                    |                    |
| Net Accounts Receivable                                   | 11,398             | 13,350             |   |                    |                    |
| Reserve Assmnts Receivable                                | 2,947              | 2,745              | <b>FUND BALANCES:</b>                     |                    |                    |
| Total Net Fixed Assets                                    | 1,867,546          | 1,897,727          | Fund Balances (Combined)                  | 2,653,054          | 2,507,695          |
| Total Prepaid & Other Assets                              | 23,932             | 22,190             | Modified Cash Basis CY Income             | 291,311            | 333,362            |
| <b>TOTAL ASSETS</b>                                       | <b>\$2,959,459</b> | <b>\$2,855,415</b> | <b>Total Liabilities and Fund Balance</b> | <b>\$2,959,459</b> | <b>\$2,855,415</b> |

| <i>Summary Revenue and Expense Statements for the periods ended October 31, 2017 and 2016 respectively</i> |                          |                  |                   |            |                             |                  |                   |                    |             |
|--|--------------------------|------------------|-------------------|------------|-----------------------------|------------------|-------------------|--------------------|-------------|
|  | <b>2017 Year to Date</b> |                  |                   |            | <b>COMPARATIVE</b>          |                  |                   |                    |             |
|  | <b>Actual</b>            | <b>Budget</b>    | <b>Variance</b>   | <b>%</b>   | <b>2017 YTD</b>             | <b>2016 YTD</b>  | <b>Variance</b>   | <b>%</b>           |             |
| General Assessment   | \$ 286,408               | \$ 286,408       | -                 | 0%         | General Assessment          | \$ 286,408       | \$ 286,408        | \$ -               | 0%          |
| Revenue - All Other Sources  | 36,141                   | 22,941           | 13,200            | 58%        | Revenue - All Other Sources | 36,141           | 25,288            | 10,853             | 43%         |
| Total General Revenue  | 322,549                  | 309,349          | 13,200            |            | Total General Revenue       | 322,549          | 311,696           | 10,853             |             |
| Expenses:  |                          |                  |                   |            | Expenses:                   |                  |                   |                    |             |
| Salaries, Benefits, PR Tax   | 113,060                  | 118,520          | 5,460             | 5%         | Salaries, Benefits, PR Tax  | 113,060          | 111,824           | (1,236)            | -1%         |
| Repairs & Maintenance  | 13,277                   | 17,846           | 4,569             | 26%        | Repairs & Maintenance       | 13,277           | 7,143             | (6,134)            | -86%        |
| Contracted Services  | 36,950                   | 40,511           | 3,561             | 9%         | Contracted Services         | 36,950           | 31,969            | (4,981)            | -16%        |
| Insurance  | 15,836                   | 16,275           | 439               | 3%         | Insurance                   | 15,836           | 15,585            | (251)              | -2%         |
| Pool Expense & Pool Util.  | 29,567                   | 17,917           | (11,650)          | -65%       | Pool Expense & Pool Util.   | 29,567           | 16,342            | (13,225)           | -81%        |
| Utilities  | 8,683                    | 7,083            | (1,600)           | -23%       | Utilities                   | 8,683            | 6,934             | (1,749)            | -25%        |
| Other Expenses (incl taxes)  | 34,102                   | 14,437           | (19,665)          | -136%      | Other Expenses (incl taxes) | 34,102           | 16,172            | (17,930)           | -111%       |
| Total General Expenses   | 251,475                  | 232,589          | 14,029            |            | Total General Expenses      | 251,475          | 205,969           | (12,602)           |             |
| <b>General Net Income</b>  | <b>\$ 71,074</b>         | <b>\$ 76,760</b> | <b>\$ (5,686)</b> | <b>-7%</b> | <b>General Net Income</b>   | <b>\$ 71,074</b> | <b>\$ 105,727</b> | <b>\$ (34,653)</b> | <b>-33%</b> |

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| <b>Water</b>                                 |                   |                   |                  |      | <b>Water</b>                     |                   |                   |                    |       |
|--|-------------------|-------------------|------------------|------|----------------------------------|-------------------|-------------------|--------------------|-------|
| Revenue - Water Use Fees                     | \$ 186,960        | \$ 186,120        | \$ 840           | 0%   | Revenue - Water Use Fees         | \$ 186,960        | \$ 185,130        | \$ 1,830           | 1%    |
| Revenue - All Other Sources                  | 5,544             | 2,000             | 3,544            | 177% | Revenue - All Other Sources      | 5,544             | 7,263             | (1,719)            | -24%  |
| <b>Total Water Revenue</b>                   | <b>192,504</b>    | <b>188,120</b>    | <b>4,384</b>     |      | <b>Total Water Revenue</b>       | <b>192,504</b>    | <b>192,393</b>    | <b>111</b>         |       |
| Expenses:                                    |                   |                   |                  |      | Expenses:                        |                   |                   |                    |       |
| Salaries, Benefits, PR Tax                   | 51,100            | 53,344            | 2,244            | 4%   | Salaries, Benefits, PR Tax       | 51,100            | 49,977            | (1,123)            | -2%   |
| Repairs & Maintenance                        | 12,885            | 11,988            | (897)            | -7%  | Repairs & Maintenance            | 12,885            | 2,481             | (10,404)           | -419% |
| Contracted Services                          | 14,780            | 15,132            | 352              | 2%   | Contracted Services              | 14,780            | 14,644            | (136)              | -1%   |
| Insurance                                    | 8,069             | 8,345             | 276              | 3%   | Insurance                        | 8,069             | 8,180             | 111                | 1%    |
| Utilities                                    | 10,290            | 10,333            | 43               | 0%   | Utilities                        | 10,290            | 9,328             | (962)              | -10%  |
| Other Expenses (incl taxes)                  | 21,390            | 24,290            | 2,900            | 12%  | Other Expenses(incl taxes)       | 21,390            | 22,346            | 956                | 4%    |
| <b>Total Water Expenses</b>                  | <b>118,514</b>    | <b>123,432</b>    | <b>4,918</b>     |      | <b>Total Water Expenses</b>      | <b>118,514</b>    | <b>106,956</b>    | <b>(11,558)</b>    |       |
| <b>Water Net Income</b>                      | <b>\$ 73,990</b>  | <b>\$ 64,688</b>  | <b>\$ 9,302</b>  | 14%  | <b>Water Net Income</b>          | <b>\$ 73,990</b>  | <b>\$ 85,437</b>  | <b>\$(11,447)</b>  | -13%  |
| <b>Marina</b>                                |                   |                   |                  |      | <b>Marina</b>                    |                   |                   |                    |       |
| Revenue - Moorage/Parking                    | \$ 54,294         | \$ 55,500         | \$ (1,206)       | -2%  | Revenue - Moorage/Parking        | \$ 54,294         | \$ 55,345         | \$ (1,051)         | -2%   |
| Revenue - All Other Sources                  | 14,245            | 11,180            | \$ 3,065         | 27%  | Revenue - All Other Sources      | 14,245            | 9,546             | 4,699              | 49%   |
| <b>Total Marina Revenue</b>                  | <b>68,539</b>     | <b>66,680</b>     | <b>1,859</b>     |      | <b>Total Marina Revenue</b>      | <b>68,539</b>     | <b>64,891</b>     | <b>3,648</b>       |       |
| Expenses:                                    |                   |                   |                  |      | Expenses:                        |                   |                   |                    |       |
| Salaries, Benefits, PR Tax                   | 12,123            | 12,505            | 382              | 3%   | Salaries, Benefits, PR Tax       | 12,123            | 10,709            | (1,414)            | -13%  |
| Repairs & Maintenance                        | 13,383            | 19,375            | 5,992            | 31%  | Repairs & Maintenance            | 13,383            | 14,082            | 699                | 5%    |
| Contracted Services                          | 3,309             | 4,708             | 1,399            | 30%  | Contracted Services              | 3,309             | 6,164             | 2,855              | 46%   |
| Insurance                                    | 5,629             | 5,380             | (249)            | -5%  | Insurance                        | 5,629             | 5,024             | (605)              | -12%  |
| Utilities                                    | 5,453             | 5,000             | (453)            | -9%  | Utilities                        | 5,453             | 4,238             | (1,215)            | -29%  |
| Other Expenses (incl taxes)                  | 2,810             | 2,823             | 13               | 0%   | Other Expenses(incl taxes)       | 2,810             | 3,053             | 243                | 8%    |
| <b>Total Marina Expenses</b>                 | <b>42,707</b>     | <b>49,791</b>     | <b>7,084</b>     |      | <b>Total Marina Expenses</b>     | <b>42,707</b>     | <b>43,270</b>     | <b>563</b>         |       |
| <b>Marina Net Income</b>                     | <b>\$ 25,832</b>  | <b>\$ 16,889</b>  | <b>\$ 8,943</b>  | 53%  | <b>Marina Net Income</b>         | <b>\$ 25,832</b>  | <b>\$ 21,621</b>  | <b>\$ 4,211</b>    | 19%   |
| Routine Reserve Assmnt                       | 121,808           | 121,808           | -                |      | Routine Reserve                  | 121,808           | 119,160           | 2,648              |       |
| All Reserve Interest/(Exp)                   | (1,393)           | 55                | (1,448)          |      | All Reserve Interest/(Exp)       | (1,393)           | 1,416             | (2,809)            |       |
| <b>Cmbnd Net Income/(Loss)**</b>             | <b>\$ 291,311</b> | <b>\$ 280,198</b> | <b>\$ 11,111</b> | 4%   | <b>Cmbnd Net Income/(Loss)**</b> | <b>\$ 291,311</b> | <b>\$ 333,361</b> | <b>\$ (42,050)</b> | -13%  |
| **Modified Cash Basis, Excludes Depreciation |                   |                   |                  |      | KCK 06/10/15                     |                   |                   |                    |       |

**Manager's Report:** Sharon Mitchel

The recently purchased 2008 Ford Ranger has now been outfitted with the tool rack, tool box and Cape George decal. Minor mechanical repair work has been completed to make our newer truck a useable asset. We will be purchasing new tires soon as well.

The Jefferson County Sheriff's Office has apprehended a suspect in the greater Cape George area burglaries. I am not aware of additional incidents in Cape George since that time. We encourage members and renters to **continue** locking their doors and windows.

During yesterday's power outage our Dial-a-stat emergency phone did not call out to notify us of the outage. Troubleshooting indicated that the issue was with the Century Link phone line. Century Link tested the line this morning and found spikes in their line so believe they have a phone line battery backup issue. They will be out Wednesday morning to repair the problem.

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Last month we received a letter from Farrell Properties inquiring about our willingness to sell a Cape George owned lot on Vancouver. The Board asked me to send him a letter about the responsibilities and advantages of owning property in Cape George. Mr. Farrell has not responded to my letter.

Projects worked on by the Office Administrator:

- Printed and mailed budget election materials
- Mailed backflow testing letters. All have been completed and returned.
- Researched stickers for marina boats for 2018

Projects worked on by the Senior Bookkeeper:

- Began year-end accounting process

Projects worked on by the Caretaker:

- Assisting Water Manager with spare parts inventory
- Removed fallen trees during snow storm
- Handled two storm related water system power outages
- Trained a back-up for daily/routine water procedures
- Working with staff to write basic water procedures

I have received the following reports/complaints over the past month:

- Dogs barking for long periods in the Colony
- Unshielded outdoor lights in the Village
- Loud music in the Colony
- Ivy growing on trees in the ravine
- Storage on a vacant lot in the Highlands
- Truck parked at north marina for more than 24 hours
- Hedge complaint in the Village
- 

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Building, Environmental, and Water.

The reports are attached to these minutes and incorporated by reference.

**Information Items:**

- A. The Board directed the manager to post the proposed Clubhouse rule and form changes in the December newsletter for member comment.

**Member participation:** None

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**New Business Action Items:**

**Motion 1:** Joel Janetski moved and Richard Hilfer seconded to approve waitlist changes to CP03 Marina Rule. Passed - 6/0

**Motion 2:** Karen Krug moved and Carol Wood seconded to approve the \$10.00 dock key refund to member PAY001R to be applied to the same member's account as detailed in the September 25, 2017 memo from the Office Administrator. Passed – 6/0

**Motion 3:** Ray Pierson moved and Ross Anderson seconded to approve 4 due date adjustments for 3 members. Passed – 6/0

**Motion 4:** Richard Hilfer moved and Karen Krug seconded to extend the building permit at 144 Marine View Pl. for one year and impose a fine of \$25 per month (beginning December 2017) for use of a Recreational Vehicle as temporary living quarters in excess of six months (Building Reg. 4.11), with the fine subject to review and possible abatement by or before April 2018. Passed – 6/0

**Motion 5:** Richard Hilfer moved and Ray Pierson seconded to approve the revised Resolution dated November 16, 2017 to transfer Reserve funds for truck purchases: \$17,833 less trade in of \$1,833 (Gray's Motors), \$119 (B of A credit card – Price Ford) vehicle inspection, \$339 (Gary's Auto Repair) rear brakes, \$150 (West bay Auto) battery and windshield wipers. Passed – 6/0

**Motion 6:** Joel Janetski moved and Ross Anderson seconded to approve Selective Insurance flood insurance renewal for Clubhouse and Workshop at rates specified. Passed – 6/0

**Motion 7:** Richard Hilfer moved and Joel Janetski seconded to approve the proposed MIS08 Member Misconduct Rule. Passed - 6/0

**Motion 8:** Karen Krug moved and Ray Pierson seconded to turn over to SABA collection agency the four accounts detailed in the Manager's memo dated November 2, 2017. Passed – 6/0

**Motion 9:** Karen Krug moved and Ray Pierson seconded that based on the updated information the Board rescind Motion 4 dated September 14, 2017 regarding the acceptance of Miller Bobcat 225 welding machine then valued by the donor at \$2,500. Passed - 6/0

**Motion 10:** Karen Krug moved and Joel Janetski seconded, that based on new information received from the Workshop Committee, the Board accept the donation of a Miller Bobcat 225 welder/generator, serial #H13820390, now valued at \$2,250. Passed – 6/0

**Motion 11:** Richard Hilfer moved and Karen Krug seconded to approve an emergency reserve expenditure to replace Pool Heat Pump #1, in the amount of \$11,262.97 including tax and installation. Passed – 6/0

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**Open Board Discussion:**

Ross Anderson brought up installing solar panels at the clubhouse/pool to hedge against future increases in energy costs. Manager, Sharon Mitchel had already started investigating the possibility.

**Announcements:**

- A. Study Session – December 12, 2017 3:00 P.M.
- B. Board Meeting – December 14, 2017 3:30 P.M.

**Adjournment:** Ray Pierson moved and Richard Hilfer seconded to adjourn the Regular Board Meeting at 3:50 pm. Passed – 6/0

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
**Carol Wood, Secretary**

\_\_\_\_\_  
**Katie Habegger, President**

**Committee reports:**

**Building Committee Minutes    October 18, 2017**

Attendance: Bill Deckman, Sharon Mitchel, Ray Pierson, Richard Hilfer, Roger Anderson, Mac McDonald, Mike Hinojos, Steve Mitchel, Ken Owen

Bill discussed the spreadsheet that Terri has created for Building Committee project tracking form. Steve suggested that the following rows be added:

- Daytime phone number
- Variance approved
- Construction start date
- Foundation Inspection
- Truss height Inspection
- Exterior completion – 6 months
- Completion / County final

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**Current projects**

30 Maxwell –Bill and Mac will inspect trusses today. Trusses were raised without inspection which is a building regulation violation. The member was notified.

284 S. Palmer – Member hopes driveway will be installed before end of October then will apply for county final inspection at that time. Driveway installation is dependent upon weather and contractor availability.

144 Marine View Place – Owner will need to request extension of CGCC building permit. 1 year deadline is November 4, 2017.

**Open discussion**

The committee discussed the definition of temporary storage sheds. This will be discussed again in preparation for 2019 rule revisions.

The committee discussed a member's query about building retaining wall and fence adjacent roadway in the Community right of way. It was decided this should be referred to the roads committee.

Having 4 building committee members review building plan packets was discussed and this practice will be used in the future.

**ENVIRONMENTAL COMMITTEE MINUTES Monday - Oct 9, 2017**

**IN ATTENDANCE:** Sue Dunning, Katie Habegger, Joan Hommel, Marta Krissovich, Dennis McDaniel, Norma Lupkes, Sharon Mitchel, Ruth Ross, Kitty Rucker, Robin Scherting & Fayla Schwartz

The meeting was called to order by Kitty at 9:15. The minutes of the last meeting were approved as read.

**Fiscal report:** Kitty reported that the Environmental Committee fund balance is \$3,110.81

**OLD BUSINESS:**

1. **Bronze Bell:** The bronze bell in front of the clubhouse was hand-cleaned thanks to Kitty, Ruth and Fayla and it looks incredible.
2. **EC Event:** The October 14<sup>th</sup> "Sock Hop" was discussed at length. There will be no charge for this event and newcomers will once again be invited. The main course for the dinner will be *chicken* provided by the Environmental Committee. All attendees will be asked to provide a potluck item to share. EC members will be responsible for the following: Decorations and Decorating; Purchasing food; Serving food; Contests (Costume, socks, bubble blowing and "Name that tune" with prizes provided. There will be music provided by DJ's Jay Mayes and Mike LaPointe and their collection of 50-60's records.

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3. **Movie Night:** Friday Oct 13 at 7:00 is the date for the movie night. It will be a presentation of a previously shown movie on Salmon Farms but with the recent news on the release of salmon from a fish farm the intent is to show it to a larger audience. Varn will contact the NOSC (North Olympic Salmon Coalition) for a possible speaker on this issue. Lorna also asked Rep. Mike Chapman to speak on the topic.
4. **Berm Planting:** Several non-native plants were removed from the berm and now it the time to plant the native plants in their place, however research on types of plants available at this time was not conclusive to our needs, those available would be too tall for the area. Shorter plants will be investigated and the possibility of transplanting some existing grasses may be considered.
5. **Trail Map:** Marta has been working on developing an addition to our Cape George site map showing available "walking trails" for residents. The map was reviewed and additions and corrections were given for the final version which will be inserted in the CG Directory. Thanks Marta for your work on this project.

**NEW BUSINESS:**

1. **Work with CG University:** The EC has been contacted by the CGU Committee to partner on events which are of interest to all CG residents. All on the EC were in favor of pursuing this suggestion with more information to follow.
2. **Grass on North side of Clubhouse:** The proposal has been made to investigate the possibility of improving this area. Kitty will consult with a landscaper and report at the November meeting.

**ADJOURNMENT: The meeting was adjourned at 10:15 AM**

Respectfully Submitted: Norma J. Lupkes

**ENVIRONMENTAL COMMITTEE MINUTES -NOVEMBER 13, 2017**

**INATTENDANCE:** Varn Brooks, Sharon Mitchel, Kitty Rucker, Robin Scherting

**CALL TO ORDER: at 9:15.**

**APPROVAL OF MINUTES:** Minutes approved unanimously.

**FISCAL REPORT:** We began the month with \$3,110. We spent \$119.62 on decorations and \$152.62 on food for the Sock Hop. We sold two pictures and one book for \$25. We received \$67 for sale of pictures and donations at the Sock Hop. Our balance at the end of the month was \$2,921.

**OLD BUSINESS:**

- A. **Sock Hop report:** We had about 45 people at the Hop. Everyone had a good time. The music and decorations were wonderful. Thank you to all who helped to make the evening a success.



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- B. **Movie on October 13** – We had about 40 people at the event. Darrell and Lorna did a wonderful job, and Mike Chapman was a very good speaker. Varn added that he has researched it, and there are only about 80 fish farm workers in WA. That is hardly reason to maintain farms for employment.
- C. **Plants on the Berm** – Varn suggested that we plant seeds from sweet gum and other native plants. We can also transplant grasses from other areas of the berm. Sharon said that pines and ocean spray get too tall for our needs. We will be planting seeds & plants on Tues, Nov. 14, at 10 a.m.
- D. **Cape George University Co-sponsorship of events.** Judith and Kitty decided that the format and planning of the University events were more formal than ours. So we will not be joining together.
- E. **Replanting grass near the Play Area at the beach.** Steve Wright, former head of the Park Maintenance Department in Port Townsend, looked at the area near the playground and suggested that the easiest and cheapest way to fix it is to “over seed” the area. That is how they did it in PT. He suggests getting marine environment seed and just planting it several times in the spring. Varn will call Cenex & find out what kind of seed would be good.

**NEW BUSINESS:**

- A. **Varn’s Presentation on Animals of CG.** He will present a program showing the animals, how they live, where they live, and how they affect us. We will present this program in early March if Varn can’t arrange it in January.
- B. **November Movie Night** – Darrell and Lorna will be showing a film called The Sonic Sea. It is about how sound affects sea animals. It will be on Friday, November 17, at 7 P.M., at the clubhouse.
- C. **Cougar presentation** is still in the works.

**ADJOURNMENT:** at 11:15

**WATER ADVISORY COMMITTEE MEETING REPORT**

**NOVEMBER 7, 2017**

The meeting was held at 5:00 pm at the Office. The following attended: Sharon Mitchel, Manager; Greg Rae, Water Manager; Larry Southwick, Committee Chair; and members Thad Bickling and Stewart Pugh.

1. Sharon and Greg met with Donnie and Mac regarding Mac as backup to Donnie for daily operations as needed. Currently, Donnie isn’t able to really take time off which isn’t appropriate, and Mac could fill that role. So far, it’s working out well. Donnie and Mac are

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documenting everyday operations and Mac is training to do them. It was emphasized that it all has to be operated under Greg's direction.

Sharon has already had the lockbox on the security gate replaced and will now replace all the locks and keys on the buildings.

2. Greg is still trying without good response to get someone to run a load test on the emergency generator.
3. Cross connection testing of backflow assembly valves was due by October 20. All but one has been returned and a reminder letter will go out for that one.
4. Terri sent out the recent water meter read data. Stew said it reported 23 leaks but he hasn't started any calls yet. There we 120 meters that showed less than 30 gpd. Sharon said that there was a problem getting some of the new home meters into the system but Terri has resolved it.
5. There was a power phase failure at the water facilities on Sunday that caused a surge and popped breakers. It has been reported to the PUD.

The next meeting will be on **December 5, 2017 at 5 pm at the Office.**