

**CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
November 19, 2021  
via ZOOM**

**The Board Meeting was called to order by Vice President, Ray Graves at 3:00 pm**

Ray announced the appointment of trustee Ruth Ross as Vice Treasurer.

**In Attendance:** George Martin, Jane Ludwig, Ruth Ross, Fayla Schwartz, Ray Graves and Pat Gulick.

**Action on Minutes:** Jane Ludwig moved and Fayla Schwartz seconded to approve the minutes of Board Meeting dated - October 28, 2021. Passed - 5/0

**Membership Report:** Jane Ludwig

Robert & Erin Neff purchased 270 Dennis Blvd from the Tim Meehan estate  
Habitat for Humanity is gifted lot 27.3 Spruce Dr by William & Elaine Eppick

**Treasurer's Report:** George Martin

The complete treasurers report has not been received from Community Financials at the time of this meeting. It will be included in the December Board meeting packet. Below is the balance sheet report handed out to the trustees prior to today's meeting by George Martin.

<b>TREASURER'S REPORT</b>						
<b>As of October 31 , 2021</b>						
<i>Balance Sheet as of October 31, 2021 (with comparison to previous year)</i>						
<b>Assets</b>	<b>2021</b>	<b>2020</b>		<b>Liabilities and Fund Balances</b>	<b>2021</b>	<b>2020</b>
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking	\$ 238,740	\$ 281,849		Accounts Payable & Other Liabilities	\$ 60,643	\$ 14,557
Operating Investment-Savings	103,318	100,009		Unearned Income General/Water/Etc.	18,956	6,283
Petty Cash	561	561		Deferred Income General/Water/Marina/Reserves	117,894.38	-
Reserves - General, Water & Marina	1,279,192	1,095,394		Unearned Income Marina Wait List	900	1,900
				Total Current Liabilities	198,393	22,740
<b>Total Cash &amp; Equivalents</b>	<b>\$ 1,621,811</b>	<b>1,477,813</b>				
				<b>FUND BALANCES:</b>		
Net Accounts Receivable	\$ 27,431	18,692		Equity Total	13,164	-
Total Net Fixed Assets	1,677,339	1,677,082		Fund Balances (Combined)	3,113,907.27	3,007,405
Total Prepaid & Other Assets	35,240	26,336		Net Income	36,357	169,778
<b>TOTAL ASSETS</b>	<b>\$ 3,361,820</b>	<b>\$ 3,199,923</b>		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,361,820</b>	<b>\$ 3,199,923</b>

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**Summary Revenue and Expense Statements for the periods ended:**  
**October 31, 2021**

	2021 Year to Date			
	Actual	Budget	Variance	%
<b>General</b>				
General Assessment	\$ 266,293	\$ 266,213	81	0%
Revenue - All Other Sources	181,850	177,451	4,400	2%
Total General Revenue	448,144	443,663	4,481	
Expenses:				
Salaries, Benefits, PR Tax	147,495	148,181	687	0%
Repairs & Maintenance	40,299	21,208	(19,091)	-90%
Contracted Services	49,146	50,874	1,728	3%
Insurance	20,566	20,000	(566)	-3%
Pool Expense+pool utilities	30,299	21,750	(8,549)	-39%
Utilities	4,270	8,000	3,730	47%
Other Expenses (incl taxes)	68,218	69,459	1,241	2%
Total General Expenses	360,293	339,472	(20,821)	
<b>General Net Income</b>	<b>\$ 87,851</b>	<b>\$ 104,191</b>	<b>\$ (16,340)</b>	<b>-16%</b>

	As Of 12/31/2020	As Of 10/31/2021
<b>Reserve Balances</b>		
<b>General</b>	\$560,536.95	
Income / Expenses		(\$82,311.13)
Interest		\$1,491.52
<b>Balance</b>		<b>\$479,717.34</b>
<b>Water</b>	\$460,355.87	
Income / Expenses		\$26,987.33
Interest		\$894.91
<b>Balance</b>		<b>\$488,238.11</b>
<b>Marina</b>	\$171,738.98	
Income / Expenses		\$87,749.41
Interest		\$3,579.64
<b>Balance</b>		<b>\$263,068.03</b>
<b>Total:</b>	<b>\$1,192,631.80</b>	<b>\$1,231,023.48</b>

<b>Water</b>				
Revenue - Water Use Fees	\$171,096	\$ 169,167	\$1,929	1%
Revenue - All Other Sources	4,435	7,208	2,773	-38%
Total Water Revenue	175,531	176,375	4,703	
Expenses:				
Salaries, Benefits, PR Tax	69,119	66,393	(2,725)	-4%
Repairs & Maintenance	1,798	9,000	7,202	80%
Contracted Services	22,164	21,780	(384)	-2%
Insurance	10,024	9,667	(357)	
Utilities	9,775	9,583	(191)	-2%
Other Expenses (incl taxes)	40,112	44,310	4,198	9%
Total Water Expenses	152,990	160,733	7,743	

<b>Marina</b>				
Revenue - Moorage/Parking *	\$ 64,536	\$ 51,667	\$ 12,869	25%
Revenue - All Other Sources	13,964	11,175	\$ 2,789	25%
Total Marina Revenue	78,500	62,842	15,658	
Expenses:				
Salaries, Benefits, PR Tax	22,966	19,090	(3,876)	-20%
Repairs & Maintenance	16,909	15,167	(1,743)	-11%
Contracted Services	7,305	5,732	(1,572)	-27%
Insurance	8,412	7,250	(1,162)	-16%
Utilities	6,539	6,667	128	2%
Other Expenses (incl taxes)	90,403	99,616	9,213	9%
Total Marina Expenses	152,535	153,521	986	
<b>Marina Net Income</b>	<b>\$ (74,035)</b>	<b>\$ (90,680)</b>	<b>\$ 16,644</b>	<b>-18%</b>
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 36,357</b>	<b>\$ 29,153</b>	<b>\$ 7,203</b>	<b>25%</b>

\*Note: This is paid at the first of the year.

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**Manager's Report:** November

I want to remind members that go to the office, Clubhouse, Workshop, Fitness Center & Pool, to wear a mask to enter and stay. You may take your mask off when swimming only. You are also required to maintain social distancing. I also want to say Happy Thanksgiving to everyone. I do believe we have much to be grateful for and look forward to the Holidays.

**Administration**

1. The office hours are 9 AM to 2 PM during the work week. We will be answering the telephone from 8:30 AM to 3:00 PM.
2. If any member has a suggestion to place the Traffic Calming Device in a certain area, please contact the office or send an email to [manager@capegeorge.org](mailto:manager@capegeorge.org). Twenty is Plenty!
3. Don't forget that time was set back one hour as of November 8<sup>th</sup>.

**Maintenance**

1. A water meter hook-up was done on Saddle Drive.
2. New signage has been added by the North jetty to remind members and guest to not walk on the Jetty.
3. The flow of water in different pipes has been labeled by members of the Water Advisory Committee.
4. Final mowing of the year has taken place at the Colony entrance.
5. Culverts were inspected and cleaned as needed.
6. Replaced a fitting on the air system for the water filtration system.
7. An asphalt repair was done by Lakeside Industries on Dennis Blvd.

**Complaints & Reports**

1. A complaint regarding vehicle driver coming close to a person was received.
2. A member reported a discussion they had with a neighbor about lighting.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Finance, Fitness, Marina, Pool, Roads and Building and Water. The reports are attached to these minutes and incorporated by reference.

**Member participation:** Additional objections regarding the variance request for 141 Alder were voiced by a neighbor unable to attend the site visit held Wednesday, Nov 17th with some of the trustees and building committee members.

**New Business Action Items:**

**Motion 1:** George Martin moved, and Ruth Ross seconded to approve the modifications of FIN03 as presented in the Study Session Packet to become effective 30 days post publication to the community in the next newsletter. Passed -5/0

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**Motion 2:** Fayla Schwartz moved, and Pat Gulick seconded to adopt revised Rule PP04 and revised forms PP04a and PP04b regarding rental of properties, to become effective 30 days post publication to the community in the next newsletter. Passed -5/0

**Motion 3:** George Martin moved, and Fayla Schwartz seconded to approve the change to EMP04 allowing employees to contribute to their IRA up to the maximum allowable by the IRS in any given calendar year. Passed - 5/0

**Motion 4:** Jane Ludwig moved, and George Martin seconded to accept Ross Anderson as the chair of the Nominating Committee for a 2-year term expiring in August of 2023. Members of the committee include Ross Anderson, Nancy Charpentier, Patty Dunmire and Stan Russell. Passed - 5/0

**Motion 5:** Jane Ludwig moved, and Fayla Schwartz seconded to accept John Dwyer as the chair of the Finance Committee for a 2-year term expiring in August of 2023. Members of the committee include John Dwyer, Gail Krentzman, Georgette Semick and Collette Carpenter. Passed - 5/0

**Motion 6:** George Martin moved to approve the variance for a building's height restriction on property 141 Alder. There was no second, the motion dies.

**Open Board Discussion:**

Ruth Ross proposed the hiring of Mr. Johanson, the consultant for Coastal Geological Surveys, to examine the berm for possible storm damage from recent events and provide an assessment. The manager will provide the trustees additional information on the cost involved and availability of the consultant before proceeding.

**Announcements:**

- Study Session – Monday, December 13, 2021, 3:00 PM via Zoom
- Board meeting – Thursday, December 16, 2021 3:00 PM via Zoom

**Adjournment:** George Martin moved, and Fayla Schwartz seconded to adjourn the meeting at 3:45 pm. Passed-5/0

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
Jane Ludwig, Secretary

\_\_\_\_\_  
Ray Graves, Vice President

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Finance Committee Meeting Minutes November 4, 2021

Present: All members, John Dwyer, Gail Krentzman, Collette Carpenter, Georgette Semick; Board Liaison Jane Ludwig

Motion 1: to nominate John Dwyer Chair. Approved 4/0

Each member was asked to discuss their findings and questions related to our review of presently- distributed financials and draft budgets. There was a consensus that the Committee members need access to the more detailed Community Financial reports, especially the General Ledger. It was also suggested that the Membership should have access to the more detailed reports through a member-only, password protected section of our website.

To further our work on developing recommendations to the Board on the budget, it was agreed that:

- Jane would pursue getting access to the more detailed CF financial reports for the year, including the General Ledger (“GL”).
- Committee members would compile their budget questions based on the “2022 Proposed Budget Worksheet/v-3”
- Questions on the reserve accounts, and proposed 2022 reserve projects list would be compiled based on the Level 3 consultants studies dated 10/2021 and most recent balance sheets
- Questions about the Benefits and compensation items in the budget will be based on the Regence renewal for 2022, a 3% increase in employee salaries, and a 3% estimated IRA contribution. Further research into recommendations on benefits and compensation is ongoing.

Notes and questions will be circulated among Committee members by this weekend/Saturday, with a goal of transmitting them to the Manager and Treasurer by early next week.

Next meeting via Zoom is scheduled for Thursday, November 11, 2:00 PST.

November 8, 2021

Submitted by Georgette Semick

Finance Committee Meeting November 11, 2021

Present: All Members: John Dwyer, Gail Krentzman, Collette Carpenter, Georgette Semick; Ray Graves as Board Liaison

Update on budget review: All documents and questions were submitted to the Manager and Treasurer early this week. We are now awaiting responses to questions before next level of review. We have been informed not to expect responses until after the Study Session on November 16<sup>th</sup>. Therefore, the Finance Committee will not be on the Study Session agenda.

We were informed that the FY 2020 Audit has been completed and we will be receiving a copy soon.

Ray will look into getting the Finance Committee a password to access the read-only TOPS reports from Community Financials.

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Benefits: Collette reviewed her Research/Analysis document with the committee and expressed concern that she has not received the requested information and materials from the office to conduct a thorough analysis of our employee health benefit plans. We were made aware that 2022 Regence Gold 500 Plan has been selected and approved. It was agreed that Collette would be authorized to contact our Regence representative to collect the specific information about 2022 benefits in order to comment on the 2022 benefits costs for the budget.

Going forward, Collette will be authorized to pursue alternative plans into next year to present to the Board. The primary objectives of her review will be 1) to ensure employees continue to incur no cost for premiums; 2) to increase employee access to healthcare while paying no out-of-pocket costs such as annual deductibles (now \$1,500), co-pays and co-insurance (now 20%-50%); and 3) all while reducing the total cost of providing employee health coverage. These are longer term objectives, not directly tied to the current time-sensitive adoption of the 2022 budget.

Cash in Lieu of Benefits: Discussion of a stipend for a Medicare-eligible employee is a near term issue. Following review of Collette's document and thorough consideration, the Committee recommends the Board offer a stipend to cover Medicare Part B supplemental insurance and prescription drug coverage instead of a direct increase to wages. A separate memo will be prepared for the Board on this topic. We are concerned that a salary adjustment is the wrong precedent to set and in the future we hope to offer an HRA, which will supplant the stipend.

November 14, 2021  
Submitted by Georgette Semick

Fitness Center (FC) Committee Meeting Minutes  
11/10/2021 @Cape George Club House

Attendees: Mardella Rowland, Linda Mollino, Robin Scherting, Bill Sery, Fred Miercort, Dick Huffman, Phyllis Ballough, (Tom Ramsey), Pat Rooney

Welcome

Brief Update:

The newly installed Graber blinds have been installed and paid for (\$1761.34) from the General Operating Fund account.

The diagnostic preventative maintenance visit (\$512.30) and subsequent repair of the L-7 treadmill's walking belt, drive belt, deck cushions (\$1023.29) has been paid to our service contractor FIT, Inc. through the General Reserve account.

It's been resolved that disinfectant tub wipes will be supplied to the FC as needed.

Budget Issues:

- 1) Pat, CG Manager, clarified the differences between "overhead" general expenses covered for the FC, the reserve fund (\$3K) as a line item in the budget, and FC's account for potential buying of new equipment or replacements (\$9K). It was explained

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that should the FC request anything over \$500 or beyond from its own account, approval would be required by the board.

- 2) It was motioned by Robin and seconded by Linda and moved that I request the Finance Committee to stay and maintain that \$3K line item remain in the budget for 2022. I am at present doing that.

Discussion, Comments, Suggestions:

- 1) In general, we are wondering how many members are using our gym. Come January, there will be a survey inside the door to this effect. Thanks to Linda. When you use the gym, please reply!
- 2) Although a laminated sign concerning Saturday am cleaning time has been posted, it was requested to have a metal sign posted on the door. Pat is addressing this.
- 3) The doors to the FC are quite flimsy. Pat and Donny are looking into possible replacement as of now.
- 4) No more masks will be provided inside the FC. Adults need to bring their own.
- 5) Inversion equipment was deemed to be a liability in the FC and more appropriate for medical facility therapy.
- 6) It was motioned and passed that Linda, Phyllis, and Robin research resistant stretching bands with a backboard to hang the bands near the back corner. This small amount would be paid via the FC account. Thanks in advance to the CG shop for the backboard.

2022 February Fundraiser:

- 1) Per CG tradition, we will be gearing up promotion and donations in January for the FC's February celebration. Phyllis and Robin will spearhead the logistics.
- 2) Look for upcoming info in the newsletter and the Social Club's website.

Adjourned at 2pm... Respectfully submitted, Mardella Rowland

## Marina Committee Meeting Agenda and Minutes, 2 November 2021

Members in attendance, D. Poole, B. Ritchie, F. Kiefer, C. Reeves, C. Brady, M. Heckinger, R. Anderson, T. Cawrse, B. Hamilton, G. McMichael, K. Matthews, B. Fellows, A. Brookfield, B. Schlentner, P. Happel, M. Thayer, J. Bodkin

### Agenda items

1. Proposed 2022 Marina Fee Structure: status  
The Board of Trustees is pleased with the proposed increases in moorage fees and expects to approve the plan. However, the board has delayed approval of the Cape George budget, which may require delaying the payment of 2022 marina fees. Discussion of Cape George marina fees continued
2. Vessel safety and security  
Two recent incidents of minor fuel spills at the marina were discussed, and asked boat owners to be more attentive to handling fuel and mooring lines. It was suggested that the Marina Committee participate in exercises to increase familiarity with spill response procedures and equipment
3. Marina Use Survey, results and recommendations:

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Jim reported on the results of recent survey of boat owners, including a proposed marina mission statement: "The mission of the Cape George Marina is to facilitate a wide variety of marine activities to all Cape George members. Marine activities include access to marine waters facilitated by moorage, rampage, parking and storage of regularly used vessels and watercraft." Discussion continued on ways to increase access of the marina to the entire CG community and facilitate vessel use.

4. Bio-Toxin Sampling, review and request for volunteer for continuation:

Jim reported that water quality testing in the marina indicates a slightly elevated level of certain biotoxins. He suggested these levels may now be lower due to the recent policy asking recreational crabbers to discard crab shells outside the marina. He also reported that Rich and Jo Ferraro and Ken Matthews have offered to do continued water quality testing.

5. Oil Spill prevention and response:

Ben Fellows reported that oil spill absorbents stored at the marina have a limited shelf life, and the marina is replacing them. Jim requested that boat owners equip their boats with absorbent pads to be used in the event of small fuel or oil spills.

6. North Jetty restoration:

Jim reported that, thanks to emergency support from the Board of Trustees, 710 tons of rock have been added to the north jetty. The recently added rock is presumed to be fairly unstable, so he has requested that the manager install signs warning residents not to climb onto the jetty.

Meeting adjourned at 12:10 pm

Next meeting will be Tuesday 7 December, 11 am.

Pool Committee Meeting  
11/21/2021

Called to order at 3 pm by Chair Penny Jensen

Attendees: Penny Jensen, Chair; Kriss Edwards; Marta Krissovich; Linda Mollino; Robin Scherting; Pat Rooney; Special Guest: Mike Thorwick

Financial Report-was reviewed by Penny: current balance: \$925.87

Board working on Budget – The Committee voted to have Penny draft a letter to the Cape George Board and Finance Committee recommending an increase to Donnie's pay beyond the Board's proposed 3% increase. The Committee also recommends hiring an additional assistant working with Donnie for cleaning the pool and adjusting pool chemicals as needed. Donnie is the only person at Cape George who knows how to maintain the pool.

Old Business:

-Hooks outside shower: Jose has been contacted about putting additional hooks for towels in the shower area. He has agreed to this this and hooks are being ordered.

-Information changing room floor non-slip application: in depth discussion on products and what is the best approach to keep the area safe for others. Additional mats can cause a tripping hazard along with problems

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with bacteria that can collect underneath. Pat agreed to follow-up on substance that could be used on the changing room floors like what is used in commercial kitchens to prevent slipping. Also agreed to contact other communities such as Port Ludlow and Kala Point to see what they use.

-Keeping the shower rooms and pool areas clean was a major discussion. How much is the responsibility of the users versus Cape George through the monies available. Donnie's is responsible on Wed 12 – 2 for cleaning the pool.

-In depth discussion on how to repair the divots in the cement (patch and paint) around the pool. Pat agreed to follow-up with appropriate resources and cost of repair. He will look for concrete contractors after the 2022 Budget is approved and the Reserves are approved to use.

-Shower room doors have been primed but not painted. Will put out a call for volunteers. Kriss Edwards will organize the painting session.

New Business -

- Patti Dunmire will be taking down shower curtains and washing them: shout out to Patti for her assistance.

- Pool News - Water Aerobics Class will start on November 15, 2021 at 9:30am, classes will be held Monday, Wednesday and Fridays.

-Swim caps/shoes: Linda is making signs to post around the pool area about wearing caps when in the pool to keep it clean for others and to help with the maintenance of the pool and a request to please shoes at the entrance to the pool area to cut down on tracking dirt into the pool and shower areas.

-Mike Thorwick: gave a tour of the inner workings of the pool system and what needs to be done to keep the pool running efficiently. All agreed that it is an overwhelming job and appreciate everything that Donnie and Mike and others do to keep the pump equipment working so that there is a pool for the residents of Cape George.

-Next meeting - January 4, 2022: May meet sooner if volunteers are needed for projects.

November 4, 2021:

-Additional Notes from Kriss: post meeting:

First, I would like you to know the locker room mop is amazing! I'll work on the heat vents, hopefully tomorrow. I reached out to Sandi in regard to fixing the drywall at the end of the pool. She, Jose, and I will hook up sometime next week. I also reached out to a dear friend of mine who is a concrete professional. I do not believe we need a specialize pool company. I will get back to you on her response.

Just heard back from my friend, we do not need a "pool company" I will reach out to Brent Erickson, a Colony member and a concrete guy, I'll ask if he is willing to assess the situation, if that is ok with you all.

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Roads and Building Committee  
Meeting Minutes: 11/04/21 2PM  
Cape George Colony Club Office Conference Room

Members in Attendance:

Richard VanDeMark, Mike Hinojos, William Woodson, Dave Baker, George Martin

Also: Pat Rooney, CG Manager

- Discussed earthworks permit, 381Sunset Blvd., requesting more information and suggestions for soil erosion prevention and catch basin protection from soil erosion during the proposed project.
- Reviewed Variance request for property on 141Alder, approved request and forwarded to the Board of Trustees for a Variance Hearing.
- Reviewed two preliminary building requests for properties, 81Hemlock Dr. and 103 Hemlock Dr.
- Requested additional information from the parties.
- Approved Earthworks permit for perc holes 351Ridge Drive.
- Signed off Building Permit for property on 120 Maple Drive.

Discussed a member issue with a temporary overhead power line, 420 Dennis, for construction and confirmed that it will be underground for the completed house remodel.

Discussed of modifying the Site Plan submittal requirements, adding more detailed information to be provided to aid the committee in reviewing building permit requests and assisting the members in the building process.

Meeting adjourned at 4pm.

**Cape George Water Advisory Committee**  
**Meeting Report November 2, 2021**

The meeting was held at 4 PM November 2, 2021, in the Clubhouse. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Board Liaison George Martin, Carl Berger, Stew Pugh, Scott Carpenter, and Chair Marty Gilmore.

Lines, valves, and switches have been labeled. Thank you, Carl Berger.

Buried valves were IDed and valve stems painted during a meeting at the tank farm on October 12. Discussions are continuing about how best to label these valves to correspond to drawings needed to guide emergency response.

Testing buried valves is upcoming. Cape George does not have any spare valves. The Committee recommends that Cape George purchase one spare valve for each size valve in the system, complete with all necessary material (bolts, gaskets, couplings, etc.) to replace a damaged valve. The cost for these spares is approximately \$6500.

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A lock-out kit has been purchased and installed to allow tagging and locking switches for safety during electrical work.

Some of the wiring for water tank level alarms and pump start/stop was mis wired when first installed; this has now been corrected and tested.

Highlands booster pump operation is inconsistent. The old PLC will be taken out of the control loop this month.

New locks have been purchased for building doors and tank lids.

It is not clear whether the filter backwash water pond is contained within the tank farm property limit. Patrick will determine where the property line is with respect to the backwash water pond.

The Board has asked for additional reporting about water system operations. Marty will talk to Ray Graves to confirm requirements.

The Committee discussed additional reporting options to ensure that the community members are better informed about water system status and operations.

The next scheduled meeting will be Tuesday December 7, at 4 PM.