

BBV Golf Committee meeting minutes – August 6, 2009 (DRAFT)

COMMITTEE MEMBERSHIP:

Ron Bogen	Tom O’Gorman	Stan Russell
Joan Lockwood	Chuck Pagani**	Bob Simpson
Jim Macmillan	Dave Phillips	Rex Willis**
Raphael Ness	Bill Quick**	** Not present

Others attending:

Steve Brand, Greenskeeper	Al Hawks, Board Liaison
Ken Hoffer, BBV Manager	Grant Wilson, Pro Shop Manager

- **Call to Order:** Meeting called to order at 2:00 PM by Bob Simpson, Chair
- **Attendance:** Absent – Bill Quick, Chuck Pagani, Rex Willis
- **Agenda Changes:** Approved as presented.
- **Approval of Minutes:** July 9, 2009 meeting minutes approved as presented
- **Reports:**
 - **BBV Manager** (Ken Hoffer) – **Golf Ponds:** A second application of blue dye is scheduled for the golf ponds, as is the application of calcium chloride.
Errant golf balls/homeowner issue: Staff research found that if a home is built after a golf course is in, the homeowner assumes some responsibility in addressing errant golf ball issues; if the home existed before the golf course, the golf course typically assumes some responsibility in addressing the problem. A homeowner along the Hole #6 fairway has proposed various options to BBV management. Those options were reviewed by staff, but all were found to have problems, with the possible exception of a homeowner-implemented protective netting solution. The homeowner net solution would have to be passed through the ACC for compliance and aesthetic review and Board approval, along with any variance reviews, if required. Golf Committee members thanked Ken for the update.
 - **Board Liaison** (Al Hawks) – Reported that the Board will soon initiate budget discussions and consider the Committee’s desire to accelerate cart path paving; asked if asphalt had been looked at in lieu of concrete. Various GC members indicated that asphalt had been looked at in the past, but rejected as not being a good long-term option.
 - **Chair Report** (Bob Simpson) – No report; all issues addressed in the agenda.
 - **Greenskeeper Report** (Steve Brand) – Reported starting work on the Hole #3 waste bunker, with work on Hole #3 bunker drainage to follow; preparing greens for the Club Championship (they will be faster than usual); planning to concrete 600+ linear feet of Hole #6 cart path, tying it into the existing concrete path leading up to Hole #7 in the

week following the Club Championship; some trees on the golf course are dieing, so staff will ask the ACC to review a request to cut them down.

- Pro Shop Manager Report (Grant Wilson) – **Grant Wilson** reported that July 2009 year-over-year play figures showed total non-member paid rounds down by \$272.50 compared to July 2008; total paid-play, year-to-date, remain higher through June 2009 than through June 2008 by \$1,223 (\$14,415 vs. \$13,192); more external tournament (or other) play at BBV is needed to increase revenue; there was little-to-no response to overtures to other golf courses for exchange tournament/match play.

- **Event Reports**

- Fund Raiser Report: **Jim Macmillan** provided an accounting of expenses and income for the Fund Raiser, showed a net increase in monies raised over last year. Income will again be used to support the Junior Golf Program, golf course enhancements and other possible uses still to be determined for 2009 – 2010, including the replacement of all hole signs. Jim expressed appreciation for, and kudos to, all involved and has ideas for increasing hole-sponsor income next year.
- Informal Golf Course Tour: No one showed up for the informal golf course tours on July 26 despite notices in the July BBV Bulletin and a posting on the reader board at the Guard House; there was discussion of canceling the informal tours scheduled for August 23, but as it had already been publicized in the July Bulletin (and will again in the August Bulletin), the decision was to leave it scheduled for August 23, 3:00 – 5:00 PM.
- Club Championship (August 13 – 16): Jim Macmillan reported the salmon was ordered and will be prepared by **Dave Phillips** and others; **Joan Lockwood** will oversee other food and dinner requirements; **Bob Simpson** will assist in tournament scoring and prize allocation. As space was not available on the Guard House reader board to announce the Club Championship, Ken Hoffer indicated staff could put the information on a sandwich board at the gate. Bob Simpson to provide BBV office staff with the needed information.
- Duffers/Tee-it-up Scramble II: Purpose is to increase interest in golfing at BBV; scheduled for Sunday, September 13, 9:00 AM; to be announced in the September Bulletin, posted on the Guard Shack reader board (if space allows) and/or other BBV bulletin boards; same format as the “Opening Weekend” scramble – shot gun start; best-ball, 2-person teams and prizes; cost will be \$10 per 2-person team – no added green fees.

- **Old Business**

- Fund Raiser report: See above, Event Reports.
- 2009 BBV Junior Golf Program: In **Chuck Pagani** absence, others involved in the program reported that a “youth tournament” was planned for the final week, with the top eight youth qualifying to play at Dakota Creek, the latter pending parental permission and appropriate liability waivers being signed. After discussing near-miss balls hit into groups of Junior Golf Program golfers and the increase safety risk to participants and instructors, **a motion to close the course to open play from 2:00 to 4:00 PM on August 10, 11, 17**

and 18 was approved. The Golf Shop manager was so advised. “Graduating” participants are presented with a certificate when completing the course and demonstrating basic proficiency and knowledge of rules of play and course etiquette.

- Cart Path Concreting Plan: **Tom O’Gorman, Raphael Ness, and Dave Phillips**, in consultation with **Steve Brand**, reported sub-committee priorities for the completion of cart path concreting: 1st priority = wet areas; 2nd priority = slopes

<u>Hole#</u>	<u>Linear Feet</u>	<u>Priority</u>	<u>Comment</u>
1	NA	NA	Complete
2	615	6	
3	316	5	Partial completion
4	NA	NA	Complete
5	950	5	Equal priority to #3
6	815	1	Complete in 2009
7	830	2	
8	300	4	
9	<u>550</u>	3	
Total:	4,376		

The cost of completing the path concreting program was estimated at \$48,000 in today’s dollars and would take about six years to complete at the current budget allocation (2009 = \$8,000). The group recommended a budget of \$24,000 in each of 2010 and 2011 in order to complete the cart path concreting program in two years, while continuing to levy a trail fee until the “match” of \$24,000 was collected (about \$4,000/year), at which time the trail fee could be reduced and/or be used to fund other golf course enhancement projects. It was suggested that “Reserves” might be one source of up-front funding for an accelerated cart path concreting effort. Concrete costs will likely increase over time. **A motion to modify the current 5-Year Plan to reflect completion of the cart path concreting over two years, 2010 and 2011, was approved.**

- 5-Year Plan Review/Update: Discussed needed updates to the 5-Year Plan that reflect funding received/not received for calendar year 2009. The import of viewing the 5-Year Plan for the BBV golf course as a dynamic document and not a static document was stressed during discussion. Projects and priorities change over time and changes to the 5-Year Plan become necessary. The 5-Year Plan is updated to reflect a rolling 5-years horizon. Projects not funded in a “scheduled” year are reassessed for priority and/or year of implementation based on prevailing circumstances, including prior year budgeting decisions and allocations. A motion to approve identified changes needed to the 5-Year Plan was approved. (**NOTE: Please see attached BBV Golf Course 5-Year Program Plan – 8/6/09 GC approved for detailed changes identified in bold text; Board approval of this updated 5-Year Plan is requested at the August 20 Board meeting.**)
- 2010 Budget Recommendations: **Jim Macmillan, Ron Bogen, Tom O’Gorman and Bob Simpson** presented sub-committee budget recommendations for Committee consideration. Recommendations were based on discussions with staff on golf course needs and priorities, cost estimates of on-going course maintenance and repairs, 5-Year

Plan projects and schedules, current member, paid-play and other fees, and other relevant considerations. Ken Hoffer commented on his initial projections of golf course-related income and expenses in drafting a starting point for the Board’s budget considerations. Committee members respectfully noted differences between the Committee’s and management’s assumptions and interpretation of how the 5-Year Plan should be used in Board budget-making decisions and how the golf course should be viewed as a community-wide asset, one that should not only be maintained, but enhanced insofar as possible. A motion to accept the 2010 budget recommendations as presented was approved. **(NOTE: Please see attached Golf Committee-approved recommendations for the 2010 budget. These recommendations will be discussed in detail at the Board’s August 24 budget session, Club House, 7:00 PM. All Golf Committee members are encouraged to be present at the 8/24 session and, if possible, at the session on 8/19.)**

NOTE: All remaining “Old Business” agenda items were deferred to a future meeting in the interest of time.

- **New Business**
 - **Establishing a BBV Golf Club:** It was noted that, while the Committee endorsed the need to pursue separating “Committee/Board business” from “social activities” and having a separate Golf Club handle the latter, Committee and non-Committee participants need to be identified and a process laid out. Committee members were asked to give this thought. **The topic will be on the Committee’s September 10 agenda.**
- **“Good of the Order” Announcement:** Next meeting—**September 10th, 2:00 PM**
- **Adjournment:** Meeting adjourned at 5:00 PM

Minutes Approved: _____ Date: _____

Robert B. Simpson, Chair

Attachment A: Golf Committee Recommendations for 2010 Budget (GC approved 8/6/09)

Attachment B: Golf Course 5-Year Program Plan (GC approved 8/6/09)

Attachment A

GOLF COMMITTEE RECOMMENDATIONS for 2010 BUDGET (GC approved 8/6/09)

2010 Annual Golf Club Membership Fee:

Member fees were increased in 2009 (+\$25 single/couple). A differential in the cost of Single vs. Couple memberships is the norm in the area (e.g., Raspberry Ridge, Grandview, Dakota Creek, etc.) and elsewhere.

Recommendation: No change in the following fees

- Single = \$300
- Couple = \$400 (same household)
- Youth = \$ 50

Pay-per-round Green Fees:

Green fees were increased in 2009. Current green fees are competitive and/or remain, appropriately, lower than surrounding area course green fees. Cumulative green fees paid through July 2009 were \$1,223 higher than through July 2008; total paid rounds played, year-to-year to date, are about the same.

Recommendation: No change in the following fees

- 9-hole weekday = \$12 + tax (no change; increased \$1.50 in 2009)
- 18-hole weekday = \$17 + tax (no change; increased \$2.00 in 2009)
- 9-hole weekend = \$13 + tax (no change; increased \$2.00 in 2009)
- 18-hole weekend = \$18 + tax (no change; increased \$2.00 in 2009)

Cart Trail Fees:

The Cart Trail Fee was last increased in 2005 (from \$65 in 2004 to \$80 in 2005). Board members and others have expressed a desire to complete the paving of cart paths faster than current and past budgets have allowed to date.

Recommendations:

- **Annual Cart Trail Fee: Increase \$10.00 to \$90** (has been \$80 since 2005); assuming 60 carts, the Trail Fee increase would generate about \$5,400 in 2010.
- **Day Use Fee: Increase \$1.00 to \$6.00** (has been \$5.00 since 2005)
- **Accelerate the funding of the cart path concreting effort to \$24, 000/year for two years (2010 - 2011);** the 2009 cart path budget = \$8,000 (approx. \$4,000 from annual Trail Fees); see accompanying 5-Year plan (8/6/09 revised) budget line item.

Golf Course Maintenance & Repair (M&R) Budget:

The 2009 budget was \$30,000. However, in 2010, in addition to the usual on-going requirements addresses by the M&R budget, the golf course is in need of an application of lime (now overdue) and other beneficial maintenance requirements not covered by that allocation. An increase, therefore, is needed for the M&R budget.

Recommendation: Increase the Golf Course Maintenance & Repair Budget by 20% to \$36,000

Golf Course Improvements Budget (5-Year Plan):

Please refer to the attached 5-Year Plan (revised) for details and budgets of projects covered. (Note: Based on funding approved for golf course improvements in the 2010 and prior year(s) budget, 5-Year Plan projects are re-prioritized or moved/phased to other years to ensure maximum and efficient use of funds and continued progress on golf course enhancement.)

Recommendation:

Currently identified projects for 2010 = \$43,950

- High priority = \$36,500 (See 5-Year Plan, 8/6/09 GC approved)
- Medium priority = \$13,100 (See 5-Year Plan, 8/6/09 GC approved)
- Low priority = \$ 4,350 (See 5-Year Plan, 8/6/09 GC approved)

OTHER BUDGET CONSIDERATIONS:

Potential for Additional Revenue:

Recommendation: Authorize a non-resident "Sponsored Golf Pass" (SGP). The SGP has the potential to generate new annual revenue, up to \$12,000-\$18,000/year, plus added green fees. The Board discussed the SGP option in 2008, but deferred action. The prior proposal was limited to a 1-year trial, wherein a maximum of 30 non-resident SGP holders (not including SGP-invited guest player(s) to make up a twosome or foursome) would pay a premium cost to play golf on the BBV golf course (Single = \$400; Couple = \$600). Advanced tee times would be required. SGP holders would have to be sponsored by a BBV Golf Club member and renewal of a SGP would not be guaranteed. Entry to BBV would be controlled by showing the SGP at the entrance guard house. If necessary, confirmation of an advance tee-time could be made by the guard by calling the Golf Shop. Other restrictions and safeguards would apply to protect the golfing interests of BBV residents and the BBV community-at-large. ***(No action is being requested on this recommendation at this time.)***

Golf Course Staff Wages:

The Committee supports meaningful wage increases for all golf course staff in recognition of their dedicated, beyond-the-call-of-duty efforts to maintain and improve the quality of the BBV Golf Course. With limited resources available to them, they continue to achieve significant progress, making the golf course an even more valuable asset of the entire BBV community. The Golf Committee endorses increasing current golf course staff compensations to the extent the 2010 budget permits.

Pro Shop Manager Contract:

The Golf Committee is not involved in the contract specifics that are negotiated between the Board/BBV Manager and Grant Wilson. However, in recognition of the valuable role played by Mr. Wilson (and that of any Pro Shop Manager) and his many hours of work, the Committee endorses extending the current contract through 2011 and that, at a minimum, the annual guarantee be increased to keep pace with inflation. The Golf Committee also supports an inflation-plus increase to the minimum annual guarantee for 2010.

Attachment B

B.B.V. Golf Course 5-Year Program Plan (8/6/09 GC approved.)

Goal: Provide the Birch Bay Village community with the most attractive, year-round playable and member-friendly golf facility possible

Purpose: Establish a comprehensive and systematic approach to the long-term development and enhancement of the Birch Bay Village Golf Course by providing a framework for the funding and implementation of identified golf course projects

Objectives:

- Serve as a planning tool for the scheduling, implementation and tracking of identified projects
- Facilitate Board of Directors budget appropriations for annual and long-term golf course sustaining and enhancement projects
- Serve as a basis for the discussion and planning of projects by golf course staff, BBV management and the Golf Committee

The details of this 5-Year Program Plan reflect input from BBV staff, Golf Committee members and the broader BBV community. Their collective input is greatly appreciated.

Respectfully submitted

Robert B. Simpson,
Chairperson, BBV Golf Committee

Approved by the Golf Committee on: July 10, 2008

Updated/approved on: July 9, 2009

Updated/approved on: August 6, 2009

Updated/approved on: _____

Updated/approved on: _____

**BBV Golf Course
5-Year Plan Elements
(GC approved August 6, 2009)**

Project Description	Priority	Est. Budget	Year(s) of Activity						Status/Remarks
			'09	'10	'11	'12	'13	'14	
Bunkers and Drainage:									
<ul style="list-style-type: none"> ▪ Hole #2: Add greenside bunker(s) with drainage to pond; spot-level green; possible removal/replacement of tree left of green; expand fairway-left drainage 	Medium	(\$2,100)	X						Funded in 2009; near completion
<ul style="list-style-type: none"> ▪ Hole #3/4: Add left greenside bunker and related drainage; add waste bunker and landscaping to low area left of cart paths 	High	(\$3,000)	X						Funded in 2009; in progress
<ul style="list-style-type: none"> ▪ Hole #5: Add bunker(s) – 1) greenside left; 2) greenside right 	Medium	\$2,200		X	X				(* Moved to 2010-2011)
<ul style="list-style-type: none"> ▪ Hole #8: Add bunker greenside right and related drainage 	Medium	\$2,400		--	X				(* Moved to 2011)
<ul style="list-style-type: none"> ▪ Hole #9: Add bunker greenside left and related drainage 	High	(\$1,000)	X						Funded in 2009; near completion
Cart Paths:									
<ul style="list-style-type: none"> ▪ Continue concreting of paths (prioritization plan under development) 	High	\$48,000 (\$8,000)	X	X 24	X 24	--	--	--	(**) \$8K in '09, new cost est.; need \$24K/yr
Tee Boxes:									
<ul style="list-style-type: none"> ▪ Hole #9: Rebuild/relocate tee-box wall 	High	\$2,500		X					(* New: Added for 2010)
<ul style="list-style-type: none"> ▪ Hole #5: Landscaping and irrigation 	Medium	\$6,000		X	X				(* Moved to 2010-2011)
<ul style="list-style-type: none"> ▪ General: T-box landscaping 	Medium	\$2,500		X	X	X	X	X	(* \$500/year)
<ul style="list-style-type: none"> ▪ General: Replace hole graphics (stone?) 	Medium	NA		X	X				Using Fund Raiser \$\$'s

Project Description	Priority	Est. Budget	Year(s) of Activity						Status/Remarks
			'09	'10	'11	'12	'13	'14	
Fairways:									
▪ General: Landscaping and screening	Medium	\$5,000		X	X	X	X	X	(*) \$1,000/yr
				1	1	1	1	1	
Ponds:									
▪ Banks: Stabilize, restore and implement landscape enhancements; continue "muskrat" control	High	\$20,000 estimate (\$5,000)	X	X 10	X 10				(**) Funded \$5K in 2009; liability and BBV-wide benefits warrant 2010-2011 fast-track
Irrigation System:									
▪ Holes #4/9: Upgrade/expand irrigation between #4 tee and #9 green	Medium	(\$500)	X						Funded in 2009; complete
▪ Hole #9: Expand irrigation along left fairway	Medium	(\$500)	X						Funded in 2009; complete
Greens:									
▪ Hole #8: Create 2-tiered green	Low	\$2,100		X	X	X			(*)
Golf Shop:									
▪ All-weather posting board/cabinet	Medium	NA	X						Completed with Fund Raiser \$\$'s
▪ Covered outdoor patio structure (integrate with building)	Medium	\$7,500 (est.)		X	X				(*) Research design and build options
▪ Outdoor space heaters	Low	\$1000		X					
▪ Landscaping/other improvements to back of Golf Shop (car park side)	Low	\$1000		X					(*) Research options
▪ Expand food options/opportunities (e.g., freezer unit, hot food, beverage maker)	Low	\$500		X	X				(*) Moved to 2010-2011; research options

(*) Not funded in 2009; (**) Partial funding in 2009; (\$\$\$\$) Amount funded in 2009

**Appendix A: On-going Maintenance Activities
(Information only - not part of 5-Year Program Plan)**

Project Description	Priority	Year(s) of Activity	Status/Remarks
Bunkers and Drainage:			
▪ Hole #7: Expand fairway drain tubing	High	2009	
▪ General: Address on-going spot drainage issues course-wide	High	2009 - 2014	
Cart Paths:			
▪ Fill holes/sod gaps along side paths	High	2009 – 2014	
▪ Maintain gravel paths pending concrete	High	2009 – 2014	
Tee Boxes:			
▪ General: Level tees where needed	Medium	2009 – 2014	
Fairways:			
▪ General: Visible yardage & OB markers	High	2009	
▪ General: Level/seed low spots	Medium	2009	
▪ Holes #4/9: Add trees between fairways	Medium	2009	
▪ General: Apply lime to all fairways	High	2010	Est. cost \$7,500; annual need
Ponds:			
▪ In-water Vegetation: Retain, but control reed growth; add suitable vegetation for fish/bird protection	Medium	2009 – 2014	Lakes Committee involvement needed
Electrical Systems:			
▪ General: On-going repair, replacement, up-grading	High	2009 - 2014	Should be on Repair & Replacement Reserve list

Project Description	Priority	Year(s) of Activity	Status/Remarks
Miscellaneous:			
▪ Trees: Preserve/trim/ground treatments	Medium	2009, 2011, 2013	2-year cycle; 2009 in progress
▪ Course Clean-up (on-going):			
- Improve gravel/weed area near #2 tee	High	2009 - 2010	Convert to “sod farm” in 2010
- Course-wide “cleanup” as needed	High	2009 - 2014	
▪ General: Add more “golfers only” signs	Medium	2009 - 2010	Complete in 2010
▪ General: Post rules of play around course	Medium	2009 - 2010	Added July 2009
▪ Restroom facility: Behind #15 green (blue #6), alongside Sehome Rd.; similar to other permanent restrooms in BBV	Medium	????	BBV-wide project, not just golf course-related