

RIVIERA COMMUNITY CLUB  
Monthly Meeting Agenda  
11016 Country Club Dr.  
Anderson Island, WA 98303  
Zoom Meeting



BOARD OF TRUSTEE MEMBERS  
Dana Stirn, President  
Peter Anderle, Vice President  
Sonja Hopkins, Secretary  
Phil Ronning, Treasurer  
Therese Pasquier, Trustee

**Board of Trustees Monthly Meeting**  
**Saturday April 30, 2022, at 10am**

To join this meeting click <https://us06web.zoom.us/j/83018503239> or call 253-215-8782 Meeting ID 830 1850 3239#

**AGENDA**

Call Meeting to Order: Dana Stirn, President 10:00am

Review of the Riviera Community Club Mission Statement *Provide an environment for a quality of life for our members through excellent membership services and communications. Creating member value by listening to and understanding the concerns of the community. Safeguarding the proper use of community funds, the quality of all member-owned building and grounds, and the impartial enforcement of the governing documents and covenants.*

Roll Call: Sonja Hopkins, Secretary Present: Dana Stirn, Sonja Hopkins, Phil Ronning, Therese Pasquier and Peter Anderle via ZOOM

Approval of the Agenda Approved as written except for 2022-04-04 Replacing Brian Bolton w/Steve Dwoskin.

**REPORTS OF OFFICERS**

Dana Stirn – Followed up on yesterday’s email blast announcement regarding the resignation of our General Manager, Nicola McDonald – her last day is targeted for June 15, 2022. Thanked Nicola for her contributions over the past year and a half as she has helped with many improvements when it comes to business operations. All other board members thanked Nicola for her stability throughout the transition of the new BOT, her leadership in the RCC will be greatly missed and wishes her the best.

The BOT will be looking to fill the position of GM immediately. In the meantime, please continue to reach out to the office staff, GM and/or BOT as usual.

Site Exploration Packet update: The BOT continued working with the office staff, Dan Morgan (CDCM) and Nicola McDonald on the proposed Site Exploration Packet that will support the Perc Hole Permit. Copies are available today and will be posted next week online and in the office.

**REPORTS OF COMMITTEES**

1. ACC Committee, Murry Stewart, Chair - Committee took advantage of the wintertime lull to appropriately clear out old projects from the books. There is an uptick in building activity and new projects. Please keep in mind as you are doing summer projects to check with Dan (RCC CDCM) – he can assist with the ACC process and requests for permits, answer questions and help you make sure you have everything you need for your submission to the ACC. Thanks the ACC Committee and Dan for a great job done.

2. Compliance Committee, Joanne Mettler, Chair – The Compliance Committee meets the 3<sup>rd</sup> Tuesday each month @ 11:00am. Thanks the BOT and awesome committee members, Dan (RCC CDCM) and Therese – BOT Liaison, all who really care about our Riviera Community. There are open seats on the committee – please send a request to [contact@rivieraclub.org](mailto:contact@rivieraclub.org).

Reminds membership as springtime cleanup/upkeep is underway to become familiar with Compliance guidelines in sections 7.02-7.03 in RCC Covenants and 7.08 as more RVs, boats, trailers, etc., are coming out to the island this time of year – for safety and keep roadways open. There has been discussion of a community-wide cleanup day – please send thoughts, ideas or information that would add to the discussion. Reminder for the common areas around finger docks that leaving watercraft tied up is not allowed.

If you would like to comment or ask questions regarding Compliance Committee issues/topics, please contact us @ [compliance@rivieraclub.org](mailto:compliance@rivieraclub.org) or see the website [rivieraclub.org](http://rivieraclub.org) and submit from there.

3. ACC-Forestry Committee, Sonja Hopkins, BOT Committee Liaison Sonja – Five projects have been approved and finalized and deposit fees have been refunded. Six new permits issued – half are trees that have fallen and pose risk of damage to structures. The ACC-Forestry committee is proud to have an integral part in creating the new Site Exploration Packet (perc hole permit.) This is much needed to communicate to members what is permissible. We also hope the permit helps prevent drastic clearing/stripping of lots and ensures that a way to have perc holes filled-in in a timely manner.

4. Budget/Finance Committee, Phil Ronning, BOT Committee Liaison Phil – The long-awaited TOPS database system upgrade has begun – this process is slow going, which is expected when making a drastic change to daily operations. This month's financial reports have not been populated. However, reporting as of March end, for the last 6 months are as follows: RCC's equity of \$8,000,000, much of which is tied to the LJWD Main Replacement Project, current assets total over \$5,500,000 and current liabilities are \$1,700,000. RCC's financial situation is very strong. The RCC's income for the last six months is \$1,140,000, which is \$109,000 more than budgeted. Expenses were \$1,220,000, a loss of \$80,000 which with the overage in income amounts to only a \$2600 loss. Kudos to management. Looking forward to the ability with the new TOPS upgrade to populate in depth financial reports. The Budget/Finance Committee has not yet met, due to the delay in reporting ability but will be having a first meeting in the next few weeks. First order of business will be to make a recommendation to the BOT to approve the Reserve Study proposal.

5. Short Term Rental Committee, Peter Anderle, BOT Committee Liaison Pete – The committee has met and will meet tomorrow again. Studies are being held to populate data. There has been good discussion of the issues and potential problems that surround STRs and ideas on policy to recommend to the BOT, methods for community awareness of RCC guidelines, how to have STRs in our community as a positive and for the owners/renters to be in compliance with our RCC Covenants and Bylaws.

6. Golf & Greens Committee, Pete Anderle, BOT Committee Liaison Pete – Members will be appointed today for a full committee. First meeting will be to appoint Chair/Vice Chair in the next couple of weeks.

OLD BUSINESS (including essential motions approved between monthly board meetings):

Motion 2022 04-01: Approval of March Board of Trustee Meeting Minutes, approved by Peter, Sonja, Phil, and Therese, with Dana abstaining due to absence from the March Board of Trustees meeting.

## MARINA RAMP REPLACEMENT\*

**TIMELINE, PROGRESS UPDATE & NEXT STEPS**, presented by General Manager, Nicola McDonald:

**October 11, 2019:** New plan submitted to DNR and accepted

**October 24, 2019:** US Army Corp of Engineers requests a Biological Evaluation

**January 20, 2021:** NOAA sends update on Endangered Species Act (ESA) status informing of the backlog of projects and limited staffing issues

**April 16, 2021:** RCC Marina Ramp Project delayed due to lengthy ESA review process

**August 9, 2021:** USACE informs RCC that the National Marine Fisheries Service (NMFS) has 'batched' the ESA consultation regarding our project with 10 other projects in the South Sound to speed up the process

**August 23, 2021:** RCC meets with NOAA and NMFS representatives to discuss project requirements and determines that conservation credits are required for project's completion. Project work window determined to be July 16, 2022, to September 15, 2022

### **Current:**

NMFS is seeking additional conservation credits, which are purchased at cost of \$1,200 each and have added \$40,800 to the total project cost. Their Biological Opinion is that the project (as designed) would "jeopardize the continued existence of Puget Sound Chinook salmon and Southern Residential Killer Whale."

At this time, the Riviera Community Club has allocated a total of \$225k towards the marina ramp replacement project. Members voted to dedicate 75k each year in the past 3 years' capital budgets (19/20 – 20/21 – 21/22).

### Expected Costs:

- 40k for purchase or required environmental credits
- 30k for final design and engineering of ramp plans and project management
- 150k for demolition, removal, and construction
- Total cost is ~225k

At this time construction costs are much higher than previously expected due to:

- Previous estimates done 3 years ago and were not for the completed project
- Supply chain and concrete strikes

Project management team is Nicola, Russ Rodocker, Candy McElhenney, Tanner Siridakis, and John Cammon – have met with all permitting agencies involved, and Parametrix, a Pierce County engineering, planning and environmental services firm, that can bring the marina ramp replacement project to completion in accordance with all permitting requirements in within the designated time frame of July 16<sup>th</sup> to September 15<sup>th</sup>.

Project schedule is heavily dependent upon favorable minus tides. Estimated construction time is two weeks. One week to demo and one week to place forms, reinforcement, pour and finish.

Parametrix Engineering Firm will partner with the RCC project management team to:

- Prepare a Quality Management Plan
- Track the project budget and schedule
- Create Monthly Progress Reports
- Assist with ensuring project activities adhere to all permit requirements

Parametrix is upgrading the original ramp project plans for compliance and developing the final, fully engineered design along with all construction documents and bid requirements to put the project out for bid.

The Riviera project team will manage the bid process and select the appropriate contractors. Once the project is complete, DNR will complete the Riviera's lease renewal.

**IN CONCLUSION:**

This information, along with a clear project timeline, will be made available on the Riviera website and at the Riviera office for members to view as we approach confirmed construction dates.

The BOT unanimously supports moving forward with the project currently as it is the Riviera's duty to maintain all grounds and assets of the Riviera Community Club. Also, if this project is not completed, we will lose our lease with DNR.

As we get closer to actual construction dates, we will stay in close touch regarding any Marina closures or other project disruptions to members use of the facility. Thank you in advance for your patience!

**DNR = Dept of Natural Resources. NMFS - National Marine Fisheries Service  
NOAA - National Oceanic and Atmospheric Administration. JARPA - Joint Aquatic Resource Permit Application**

**NEW BUSINESS:**

**1. Presentation by Russ Rodocker regarding Lake Josephine Water Department**

Currently LJWD has 845 connections with one pending-not installed. This year's focus has been utilizing "Leak Detection Equipment" (nodes), an approved expenditure for our Water Conservation Program. Leak detection is paramount to water conservation. This in-house equipment locates potential leaks, including those that never surface. Historically the RCC has hired out services – as much as \$12,000 per year, with dismal and untimely results. Purchasing this system for \$16,000 is beneficial over time financially and through daily use can consistently pinpoint potential leaks.

The nodes are Bluetooth, built for daily year-round use, and identified problems are scored and uploaded to a tablet that shows it on a map. The entire water system has now been checked once with one non-surface leak detected that was resulting in 800,000 gallons lost each month. Now repaired, it puts the LJWD well within the parameters of the Dept of Health's acceptable percentage of loss range. The Main Replacement Project is continuing with great progress in partnership with Tanner Electric. Pipe costs have raised drastically from \$19 to \$31 per foot – partnering with others to purchase the pipe has saved \$8000.

Please visit [riviera-waterdept.org](http://riviera-waterdept.org) for detailed information on our Lake Josephine Water Department.

Therese – Riv is lucky to have Russ and thanks the department for a job well done. Asked "what is shelf life of the nodes?" Answer: 10-year warranty and batteries can be replaced periodically at minimal cost.

Pete – Asked does this technology help determine when pipe needs to be replaced. Answer: No

**2. MOTION 2022 04-02: Motion to approve lot line vacate request by Ryan, Section 17 / lots 044 and 045**

Sonja moved, seconded by Therese, passed unanimously.

MOTION 2022 04-03: Motion to approve hosting the Riviera Junior Golf Tournament for 2022 and Junior Golf Lessons, dates to be determined. Sonja moved, seconded by Therese, passed unanimously.

3. MOTION 2022 04-04: Motion to appoint John Armstrong, ~~Brian Bolton~~ Steve Dwoskin, Dale Donndelinger, Jay Vogt and Phyliss Zander to the Golf & Greens Committee

Sonja moved, seconded by Therese, passed unanimously.

4. MOTION 2022 04-05: Motion to appoint John Nickerson to the Compliance Committee

Sonja moved, seconded by Therese, passed unanimously.

5. MOTION 2022 04-06: Motion to appoint Mike McNally to the Budget Committee

Sonja moved, seconded by Phil, passed unanimously.

6. MOTION 2022 04-07: Motion to approve Perc Hole permit application/Site Exploration Packet

Sonja moved, seconded by Pete, passed unanimously.

GENERAL MANAGER'S REPORT: Nicola McDonald, General Manager

TOPS Upgrade: Now complete. Reporting delayed due to the transition but should be ready by next meeting.

Reservation Software: For the campground and marina is being implemented and will be up and running soon.

Spring Newsletter: Posted on the website and hard copy sent out by email to members.

Marina: On May 9<sup>th</sup>, the final two buoys will be replaced. Delayed due to the replacement of the anchoring system – Thank you to John Cammon for his follow up and management of this project. A Marina Host for this summer season is still needed – please send inquiries to [contact@rivieraclub.org](mailto:contact@rivieraclub.org) with contact information.

Lakeshore: Kitchen staff and front service are needed, part time and/or full time – no experience needed. Email [lakeshore@rivieraclub.org](mailto:lakeshore@rivieraclub.org) or [contact@rivieraclub.org](mailto:contact@rivieraclub.org) or contact the office for an application.

Resignation:

From Nicola McDonald, GM: As you may have seen in the email sent out yesterday, I have given my notice to the board of trustees and will be resigning my position as General Manager effective June 15th. I have completed numerous strategic projects in the past 20 months, and my team and I still have a few more to finalize prior to the upcoming transition.

But most importantly, I want members to know that my resignation has nothing to do with the Riviera as an organization. The current board of trustees and I have worked well together, and my amazing team of staff have been wonderful. Working together we have been effective in updating operational procedures, policies, administrative documents and other services to help us better serve membership.

My sole reason for leaving the Riviera has been the continual personal attacks on me as the General Manager by Tom McCarthy. His incessant harassment, libel, slander, and defamation of character have come to a point that I am now forced to pursue all legal options to stop his persecution of me and my family. Unfortunately, he has turned this peaceful paradise here on Anderson Island into a turbulent environment, turning neighbor against neighbor, even to the point of threatening litigation against the Riviera because the Board of Trustees has continued to retain my services.

If members knew the content of the threatening letters he is sending, you would be thoroughly disgusted that his behavior has continued to be tolerated, much to the detriment of my work, my staff, and the organization as a whole.

It has become increasingly difficult to perform my job in such an intolerable and hostile environment that he has created. I do not take these attacks lightly and can no longer attempt to ignore the serious damage it is doing to my professional career, personal health, and well-being.

I truly wish the best for the Riviera Community Club membership, and I hope that this extremely detrimental situation in our community will finally be put to an end once and for all. [MEMBER COMMENTS](#)

*\*MEMBERS - TO SPEAK AT THE END OF THE BOARD OF TRUSTEES MEETING ON ANY TOPIC, PLEASE USE THE SIGN IN SHEET PRIOR TO THE START OF THE MEETING – FOR ZOOM PARTICIPANTS, PLEASE RAISE YOUR HAND AT THE END OF THE MEETING\**

EXECUTIVE SESSION (as needed): N/A

*Motion to adjourn and call for Executive Session under RCW 64.38 at a time and date to be determined for the purpose of discussion personnel matters; consulting with legal counsel and consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the association and matters involving the possible liability of an owner to the association.*

MOTION TO ADJOURN [11:04am](#)

[NEXT MEETING: May 21, 2022 @ 10am.](#)

RCC Riviera Community Club  
BOT Board of Trustees  
CDCM Community Development & Compliance Manager  
STR Short Term Rentals  
LJWD Lake Josephine Water Department