

**South Bay Community Association
DRAFT Facilities Committee Minutes
May 12, 2026
Bay Club Conference Room**

1. The meeting was called to order at 9:32 a.m.
2. Determination of Quorum: A quorum of committee members was present. Attending committee members were John Cacho, Bill Colosky, Susan Shadrick, Rob York, and Owen Dennison. Committee members Mike Weir and Ted Ross were absent. Also present were Mark Torres, GM, and Christine Spagle, SBCA Board member.
3. Approval of Agenda: No changes to the agenda presented at the meeting were proposed. Motion to approve the agenda by Susan Shadrick; seconded by John Cacho. **Approved 5/0.**
4. Approval of Minutes: No changes to the meeting minutes of April 7, 2026, were proposed. Motion to approve by Susan Shadrick; seconded by John Cacho. **Approved 4/0** (Rob York did not attend the April 7 meeting).
5. Old Business:
 - a. Stage modification proposal. GM Torres described proposed repairs and upgrades to the stage area of the auditorium that have been under consideration for several years. The proposal included replacing the damaged rod that holds the stage curtains; installing a new LCD projector to the lighting truss with new wireless connection equipment; and installing a new projection screen at the back of the stage to increase the projection area. In total, the improvements were anticipated to cost about \$5,500. Improvements were intended to improve safety and the marketability of the Club facilities to outside groups. GM Torres proposed asking Ludlow Village Players and Port Ludlow Performing Arts, groups that currently use the facilities at a nominal cost, to contribute a portion of the cost of improvement. The Committee concurred in recommending that staff move forward with the improvements, but with costs borne by the SBCA, as contributions from outside groups may trigger other issues. While direct benefit to members may be minimal, costs were anticipated to be easily recouped through use fees and to result in an improved facility.
6. Woodshop Report: Woodworkers Committee representative Rob York had no updates to report.

7. Manager's Update:

- a. GM Torres reported on his efforts to secure a new insurance carrier for 2027 and potential impacts to the Club's business model and certain harder-to-insure amenities such as the woodshop and the kiln.
- b. GM Torres noted he had found an inexpensive fiber-optic camera system to scope the drain channels around the pool for blockages and to locate the discharge point. The channel is too narrow for commercial plumbing cameras to access. Potential equipment limitations and workarounds were discussed. GM Torres also reported that he is seeking a contractor bid to replace the channel drains with wider channels to allow easier maintenance.
- c. GM Torres reported that a replacement part for the heat pump is on order to address the lack of heated air in the pool room.
- d. GM Torres said the new lockers were expected to arrive in May and the locker rooms will be closed for a day or two to remove the existing lockers and to assemble and install the new locker banks.

8. New Business:

- a. Rob York led a discussion of the counters on either side of the Club lobby, noting that the finish is significantly degraded from years of use. Options for refinishing and replacement were discussed. Corian was mentioned as a potential material that could be made to match the curved surfaces. Rob will contact Creative Countertops in Poulsbo to request a representative make a site visit to the Club and meet with GM Torres.
- b. The Club has received bids from three firms/teams to replace the soil and adjust irrigation in the Club's front planting beds and/or to install new plants. Options included hiring one firm or dividing the site preparation and planting tasks between firms. While a preference was expressed to support a local business, the Committee concurred with staff's recommendation to hire NLS, a subsidiary of a national firm, to do all aspects. NLS currently provides landscape maintenance services to the Club. The Committee shares staff's expectation that one firm making all improvements and maintaining the grounds on an ongoing basis will provide the greatest likelihood of future success for the new landscape plantings.
- c. A request by members Barb and Les Phillips of Timberton Village to allow one or two pétanque courts to be installed on Club grounds was discussed. Pétanque is an outdoor game, similar to bocce. Site preparation and construction were understood to be paid, at least in part, through a grant the proponents are pursuing. Committee members had questions about initial and long-term monetary and staff resource costs that would be assumed by the SBCA; whether the grant would require the facilities to be open to non-members; whether the proposed locations may conflict with shallow, underground utilities; and, importantly, the actual anticipated demand for

the facilities over time. Pending additional information, a committee position on the proposal was determined premature.

9. Issues from Other Committees: No issues from other committees were presented or discussed.
10. Comments: No additional comment from any attendee was offered.
11. Adjournment: Motion to adjourn the meeting made by Bill Colosky; seconded by Susan Shadrick. **Approved 5/0.** Meeting adjourned at 11:32 a.m.

Next SBCA Facilities Committee meeting: June 9, 2026