



Scott Lake Maintenance Company Board of Trustees Minutes | July 16, 2020

Due to public health concerns, this meeting was conducted remotely.

Board Members Present: Suzanne Fromme, Dave Peeler, Tracy Miller, Ruth Elder, Daryl Hirschhorn, Cathy Hirschhorn, Ben Snyder, Allison Glidden, Joyce North.

Staff Present: Executive Secretary Caitlin Magee, Tom Culleton.

Others Present: Janis Snyder, Kelly Braun, Rebecca Corpus.

1. Call to Order, Welcome, and Introductions

President Suzanne Fromme called the meeting to order at 7:00 PM. A quorum was established. Introductions followed.

2. Agenda Review and Approval

Executive Secretary Magee provided that the agenda would be updated to remove item 7d. Updated Water Draft Rules, and to add item 8e. Community Watch Group discussion

3. Consent Agenda

- a. The minutes of the June 18, 2020 Board of Trustees meeting were presented for review.

Motion:

Motion by Dave Peeler to approve the minutes of the June 18, 2020 Board of Trustees meeting, second by Daryl Hirschhorn; motion passed unanimously.

- b. The June 2020 Financial Report was presented for review. Executive Secretary Magee provided clarification on items included under payroll expenses and the provisional budget.

Motion:

Motion by Ruth Elder to approve the June 2020 Financial Report, second by Dave Peeler; motion passed unanimously.

4. President's Report

President Fromme reported that no oral public comment would be given at this meeting and community members were directed to submit written public comment to the office prior to the meeting.

5. Executive Secretary's Report

Executive Secretary Magee thanked the board for welcoming her into her new role and for the work that they have been doing on behalf of the organization. Magee reported that she is excited to be working with the board and to identify opportunities to serve the Scott Lake Community. Magee reported that she will be introducing updated

policies that will help provide guidelines and differentiate the various roles and responsibilities between staff and board members.

6. Public Comment

Executive Secretary Magee reported that there were no submissions for Public Comment.

7. Old Business

a. Bank Account Authorized Signature Change

Executive Secretary Magee reported that Heritage Bank requires that the board formally approve any updates on authorized individuals for the accounts.

Motion:

Motion by Tracy Miller to update the authorized signers on all Heritage Bank accounts to include: President Suzanne Fromme, Treasurer Tracy Miller, and Executive Secretary Caitlin Magee; and to remove Tom Culleton, second by Ruth Elder; motion passed unanimously.

b. Sign Order for Water Project

Executive Secretary Magee reported that additional "Boil Water" signage had been ordered pursuant to the request at the June 2020 Board of Trustees meeting. Magee asked for volunteers to help place the signs, noting that she would coordinate logistics with all volunteers following the meeting. Suzanne Fromme, Dave Peeler, and Ben Snyder volunteered to assist with the sign placement, noting they would recruit assistance.

c. Community Center Doors and Locks Quote

Ben Snyder reported that he will continue working on obtaining quotes regarding the Community Center doors and locks. Executive Secretary Magee noted that she would work with Ben on this project.

d. Updated Water Rules Draft

This item was removed from the agenda.

e. Credit Card Renewal

Ben Snyder reported that the cardholder name on the company credit card is outdated and needs to be updated. Tom Culleton reported that a new credit card will need to be opened, the existing reoccurring charges transferred, and then the current credit card can be closed. Executive Secretary Magee will move forward with this task.

f. Maintenance Position

Tracy Miller reminded the board that the decision to recruit for the Maintenance position was put on hold until after the Executive Secretary recruitment was complete, resulting in the decision to extend an offer of employment to Ed Pester for services. Ruth Elder, Suzanne Fromme, and Allison Glidden expressed interest in potentially serving on a Personnel Committee. Executive Secretary Magee said that she would move forward with reviewing the job description and later evaluate the need for a Personnel Committee with interested individuals.

g. Contract for Services: Ed Pester

The board discussed the increased usage of the park and the need to move forward with executing a contract for services with Ed Pester. Executive Secretary Magee will proceed with finalizing a contract for services with Ed Pester. Board members recognized that Ed Pester has been volunteering his time providing services for many years.

h. Volunteer Policy

President Fromme reported that she previously presented a draft Volunteer Policy and that Executive Secretary Magee will be handling this task moving forward. President Fromme re-iterated that there is a need for multiple policies to be implemented on various topics and that Caitlin will be working on drafting policies. Tracy Miller commented that the Community Clean-up volunteer effort is not happening this year but should be reinstated next year.

i. Contract for Services: Tom Culleton

Allison Glidden reported that she believed this task to be complete. The board discussed the status of Tom Culleton's employment and agreed that there is not a need for a new contract, rather a documented employee re-classification. Executive Secretary Magee will move forward with a documented employee re-classification. The board thanked Tom for his hard work and continued service.

New Business

a. July 4th Holiday Debrief

President Fromme asked board members for feedback on activities in the park on the 4th of July holiday. Ben Snyder reported that early communication with individuals and providing garbage bags helped reduce the amount of leftover debris. The board discussed concerns regarding access to the docks, ways to close off access during this event, and whether access should be closed for the duration of the day. Ben reported a concern that some residents had taken it upon themselves to patrol the dock and were identifying themselves as having authority granted from the Scott Lake Board of Trustees. Joyce North commented that there were beautiful firework displays and many people utilized the park rather than the residential streets. Ruth Elder thanked those who put forth the messaging and she felt that it helped. Allison Glidden asked about the possibility of a sign-up sheet for future cleanup shifts. Ben Snyder reported that overall, it was well organized. Daryl Hirschhorn noted that Ed Pester picked up and hauled away a significant amount of trash on his own accord.

b. Water Plan/Reserve/Rates

Dave Peeler referenced the provided materials regarding the 2007 engineering report of the Scott Lake Water System, specifically identifying the timeline on useful life of facilities. He reported that the system is now 13 years older and discussed possible options for updating the replacement value of the system. The board discussed having Northwest Water Systems (NWS) help with creating an updated water system plan. Tracy Miller suggested that we obtain from NWS an estimate for the replacement cost of our system. Ruth Elder thanked Dave Peeler for starting the groundwork on this task. Ruth Elder said that she is concerned that the costs for standard projects and repairs are outpacing the operational income. President Fromme asked that the Water Committee meet to discuss these topics and how to move forward.

c. Delinquent Water Bills

Executive Secretary Magee provided a status update on the Emergency Proclamations issued by the Governor as they relate to SLMC late fees and service suspensions. Tracy Miller and Tom Culleton spoke about the accounts that were pending service suspension prior to the COVID-19 pandemic. Tom Culleton noted that some of the accounts that were previously pending service suspension have since been made current. Dave Peeler stated that it would be helpful for the Water Committee to review accounts pending service suspension with staff prior to official shutoff. Tom Culleton noted that COVID-19 related payment plan requests are not automatically granted and must be approved by the office.

d. Board and Committee Roles and Responsibilities

Executive Secretary Magee thanked the board members for their many contributions and work toward maintaining the operations of the Scott Lake Maintenance Company. Magee noted that the board members have been performing many tasks outside of their role as board members and that moving forward work will be done to transition those tasks and allow board members to focus on their role as a board.

e. Community Watch Groups

Executive Secretary Magee reported that recently there has been a rise in discussion and confusion amongst community members as it relates to various community watch groups and patrols, and the Scott Lake Maintenance Company's involvement. Magee noted that none of the various watch groups are acting under the authority of the board, and that she will be preparing a statement addressing this matter. Allison Glidden voiced concerns about the money spent on extra duty patrols provided by the Thurston County Sheriff's Office, as well as issues and concerns that the various self-established community watch groups are problematic and sometimes seen as harassing. Allison asked the board to take an approach condemning the behavior of the community watch groups and not stay impartial. Allison Glidden asked that she be involved in the process of preparing a statement addressing this matter. Joyce North, Dave Peeler, and Daryl Hirschhorn reported that

crime and drug related issues have decreased significantly since the extra duty patrols by Thurston County Sheriff's started. Daryl Hirschhorn stated that because we hire extra duty patrols, he feels that the officers are coming back to patrol the Scott Lake area more regularly. Tracy Miller noted that the previous patrols provided by Pacific Coast Security were for SLMC owned properties only, not the neighborhood or individual properties. Daryl Hirschhorn suggested that to eliminate some of our exposure we can ask the various community watch groups/patrols to drop the "Scott Lake" name. Executive Secretary Magee stated that she will work with Allison Glidden and proceed with preparing a statement on this matter.

8. Committee Reports

a. Parks

Ben Snyder referenced the meeting materials and provided a report on the updating of Scott Lake Park Signs being donated by the HERS Club. HERS Club President Janis Snyder provided that this draft was being submitted to the SLMC Board of Trustees for review before being finalized. Ben Snyder reported that there have been copious amounts of alcohol containers in the park. The board discussed whether to include language prohibiting alcohol. Dave Peeler felt that language related to alcohol should be limited to public inebriation. Allison Glidden asked that whatever language is used be in line with the SLMC insurance policy. Cathy Hirschhorn recognized that including this language is for liability purposes. Executive Secretary Magee will work on developing language for the sign addressing alcohol and cannabis in the park. Janis Snyder reported that the HERS Club also purchased a laminating machine to help produce Scott Lake identification cards. Tracy Miller noted that she has never been asked for proof of her residency by providing the Scott Lake ID card and raised concerns on how we would enforce requiring ID cards. Allison Glidden raised concerns about profiling with anyone patrolling and requesting proof of ID cards. Daryl Hirschhorn noted that while language requiring an ID card will not deter everyone, it might deter some people, and it establishes that it is a private park. Ruth Elder voiced concerns about including language addressing specific closure dates of the restroom facilities. President Fromme directed to change "renters" to "residents" and to remove the section with the Scott Lake ID requirement. Ruth Elder clarified that the signage would include language prohibiting alcohol in the park and requested to have the motion include that the board does not need to review another proof prior to finalizing. Executive Secretary Magee will work with Janis Snyder to finalize the new park signs.

Motion:

Motion by Ben Snyder to approve the Park Sign pending requested edits and addition of verbiage addressing alcohol and cannabis in the park, second by Joyce North. The motion passed with 8 votes in favor and 1 against.

Ben Snyder reported that there have been dead trees identified in the park and recommended that we find an arborist to inspect and mark dead trees. The board discussed options for obtaining the services of an arborist to perform this work. The board agreed to move forward with having Steven Miller and Howard Johnson walk the properties and identify dead or hazardous trees. Ben Snyder will coordinate this effort.

9. For the Good of the Order

The board discussed keeping SLMC facilities closed with ongoing public health concerns. Executive Secretary Magee will research options for holding an Annual Meeting.

Motion:

Motion by Ruth Elder to continue the closure of the SLMC Community Center and not take reservations for the rental of SLMC facilities until the Board of Trustees decides otherwise, second by Daryl Hirschhorn; motion passed unanimously.

10. Informational Items

- a. The adopted 2020 Provisional Budget was provided as information only.

11. Adjourn

President Suzanne Fromme adjourned the meeting at 9:28 PM.