



**Scott Lake Maintenance Company
Board of Trustees
MINUTES | August 20, 2020**

Due to public health concerns, this meeting was conducted remotely

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

Staff Present: Executive Secretary Caitlin Magee

Other Present: Janis Snyder, Kelly Braun, Rebecca Corpus, Nathan Schneider, Tena Gephart

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. President Fromme reminded board members to mute their microphones when not speaking and that community members are not permitted to participate in board discussion.

Board member Joyce North provided notice of her resignation from the Scott Lake Maintenance Company Board of Trustees, effective at the close of the meeting.

2. Agenda Review and Approval

SLMC Board of Trustees reviewed the meeting agenda.

Motion:

Motion by Ben Snyder to approve the August 20, 2020 Board of Trustees meeting agenda, second by Dave Peeler; motion passed unanimously.

3. Consent Agenda

The minutes of the July 16, 2020 Board of Trustees meeting and the July 2020 Financial Report were presented for review.

Motion:

Motion by Ruth Elder to approve the consent agenda consisting of the minutes of the July 16, 2020 Board of Trustees meeting and the July 2020 Financial Report, second by Dave Peeler; motion passed unanimously.

4. President's Report

President Suzanne Fromme did not give a report.

5. Executive Secretary's Report

Executive Secretary Magee gave a report. Magee asked that members of the board provide notice of known dates that they will be out of town to assist with the scheduling process for future meetings. Magee advised that there needs to

be a strategic planning retreat to do an overall evaluation of the organization and establish the boards focus on mission, vision, goals, and long-range strategic planning. Magee stated that it is currently not possible to conduct an in-person retreat, but shorter virtual work sessions may be conducted. Magee stated that the first work session will focus on evaluation of board committees, types of committees, committee purpose and role, and whether certain committees need to be dissolved or additional committees need to be established.

Magee reported that there is reportedly an issue with the floating dock and while it is not an emergency it should be addressed. Magee reported that she has spoken with Jake Kappert of Olympia Deck & Dock and they will be evaluating the situation and developing a plan to address the issue.

Magee reported that she spoke with Sergeant Claridge of the Thurston County Sheriff's Office and confirmed that the deputies conducting extra duty patrols will have a primary focus on the park. Magee reported that the deputies regularly walk the park and try to engage park users in a friendly and non-threatening manner to build community relationships.

Magee reported that she will be looking into how an effective online annual meeting can be conducted. Magee reported that the board approved budget will be mailed to all property owners with required information in accordance with RCW 64.90.525 and will then proceed with scheduling the annual meeting so that the budget can be ratified. Magee stated that she will work with Treasurer Tracy Miller and the Budget & Finance Committee on budget related requirements for the mailing. Magee stated that after the annual meeting is conducted, the Board of Trustees can elect officers in accordance with the By-Laws.

6. Public Comment

Executive Secretary Magee read into the record submissions for public comment.

Submission from Nathan Schneider:

"We have been residents of this community for over 40 years. We have determined that Scott Lake Park activity must be monitored and regulated in order to prevent misuse by nonresidents and to allow for the unhindered and free enjoyment by community residents."

Submission from Tena Gephart:

"Hi! This is Tena Gephart. I saw that your meeting is going to address the sharing table. I was unaware that we were having issues at the table. I did get a call from Kelly Braun about some bulging cans recently, but that was my first contact this year. When I first got permission for this table we had worked it out that Mike would call if he noticed issues and I would take care of it. I heard there was clothing dropped off, this has never been allowed. We had agreed that is plant material and edible items only. I am willing to post a reminder online about the sharing table. This is a good community resource and I am hoping with a new understanding about how to deal with issues we can keep it going for years to come."

Old Business

a. Park Custodian Position

Executive Secretary Magee provided an update on the status of the recruitment for the Park Custodian position. Magee reported that 46 applications were received and have been narrowed down to 7 potential candidates. Magee will be contacting potential candidates to schedule interviews. Allison Glidden voiced concerns about the need for a Personnel Committee and board involvement in the hiring process. Dave Peeler and Joyce North supported that they would like to have a board member involved in the interview process. Ruth Elder, Tracy Miller, Cathy Hirsch Korn, and Daryl Hirsch Korn supported that there is not a need for board members to be involved in Executive Secretary Magee interviewing and hiring staff. President Fromme directed that Executive Secretary Magee and Ben Snyder further discuss and reach a conclusion on how to proceed with the interview process for this position.

7. New Business

a. Designation of Registered Agent

Executive Secretary Magee advised that the Board of Trustees needed to update the Designated Registered Agent that is on file with the Secretary of State's Office. Magee explained the requirements under RCW 23.95.415 which require the Designated Registered Agent to give consent to the appointment in a record. Executive Secretary Caitlin Magee provided consent to being the Designated Registered Agent for Scott Lake Maintenance Company.

Motion:

Motion by Dave Peeler to approve listing Caitlin Magee as the Designated Registered Agent, second by Daryl Hirschhorn; motion passed unanimously.

b. Delinquent Utility Bills

Executive Secretary Magee provided an update on the status of delinquent utility bills. Magee reported that the Governor's Proclamation relating to water shutoffs and collection of late fees has been extended until October 15, 2020. Board members discussed the possibility of sending severely delinquent accounts to a collection agency rather than filing liens. President Fromme asked Executive Secretary Magee to gather information on various collection agency fee structures for future consideration.

c. Water System Replacement Project

Executive Secretary Magee provided an update on the ongoing water system maintenance and replacement project and the next phase of the project. Magee reported that the next shutdown of the system will occur on Wednesday, September 16, 2020. Magee reported that work will be done primarily at the 80,000-gallon reservoir located at 123rd & Champion, as well as the isolation clusters at Fairway & Champion, and at Shoreview Drive. Magee reported that completing this work will make future work and shutdowns more efficient and reduce overall down-time of the system.

d. Sharing Table Rules

Executive Secretary Magee reported that there is a need for discussion of the sharing table and established rules or guidelines. Magee repeated the public comment submission by Tena Gephart. Board members discussed issues with the sharing table being treated as a dumping area for many items that get left out and attract rodents. Board members agreed that the sharing table is a positive asset to the community and should remain limited to plants and garden produce with a requirement that individuals remove their unclaimed items. Executive Secretary Magee stated that the sharing table will be monitored by staff.

8. Committee Reports

a. Parks

Ben Snyder gave a report on park related activities. Ben Snyder reported that the new park signs that were donated by the HERS Club have been installed with new posts and paint. Ben Snyder provided an update on the evaluation of dead or dangerous trees on Scott Lake Maintenance Company owned properties. Ben Snyder stated that at least three bids will be obtained for the removal of trees identified as dangerous. President Fromme asked that an update on the dangerous tree project be provided at the September 17, 2020 Board of Trustees meeting.

Motion:

Motion by Dave Peeler to authorize an expenditure up to \$10,000 for removal and maintenance of dangerous trees on Scott Lake Maintenance Company owned properties, second by Joyce North; motion passed unanimously.

Ben Snyder reported that there has been a lot of activity in the park and concerns raised with nonresidents using the park. Board members discussed the need to evaluate how to appropriately monitor the park. Allison Glidden stated that she would like to see more input from families in the community. Ben Snyder stated that it could be

beneficial to conduct feedback sessions looking for input on solutions before next summer. President Fromme directed that feedback be sent to the office.

b. Water

Vice President Dave Peeler reported that the Water Committee met on Wednesday, August 12, 2020. Vice President Peeler reported that it was a productive meeting and that the Water Committee discussed having water system information sheets created by staff, potential updates to the current water system rules, and asked Northwest Water Systems to provide a quote for updating the water system plan. President Fromme noted that the next meeting of the Water Committee will occur on Thursday, September 10, 2020.

9. For the Good of the Order

President Fromme asked if anyone had anything additional for the good of the order. President Fromme thanked Joyce North for her letter of resignation and service on the board.

Daryl Hirschhorn added that the Architectural Committee recently received two applications that were approved, one for a storage building and one for a new home construction.

10. Adjourn

President Suzanne Fromme adjourned the meeting at 8:44 PM