



**Scott Lake Maintenance Company  
Board of Trustees  
Minutes | September 17, 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, Allison Glidden, Tom Culleton.

**Board Members Absent:** Ben Snyder (excused)

**Staff Present:** Executive Secretary Caitlin Magee

**Other Present:** Kelly Braun, Marci Simmons, David Rose, Janet Kostechka, Kristie Logsdon, unidentified others attended using dial-in option for audio only.

**1. Call to Order, Welcome, and Introductions**

President Suzanne Fromme called the meeting to order at 7:01 PM. A quorum was established, introductions followed. President Suzanne Fromme reminded board members to mute their microphones when not speaking and that community members are not permitted to participate in board discussion. President Fromme thanked community members for attending. President Fromme noted that Ben Snyder has requested that she serve as his proxy in his absence.

**2. Agenda Review and Approval**

SLMC Board of Trustees reviewed the meeting agenda.

**Motion:**

Motion by Daryl Hirschhorn to approve the September 17, 2020 Board of Trustees meeting agenda, second by Tracy Miller; motion passed unanimously.

**3. Consent Agenda**

The minutes of the August 20, 2020 Board of Trustees meeting and the August 2020 Financial Report were presented for review.

**Motion:**

Motion by Daryl Hirschhorn to approve the consent agenda consisting of the minutes of the August 20, 2020 Board of Trustees meeting and the August 2020 Financial Report, second by Tracy Miller; motion passed unanimously.

**4. Board Vacancy Appointment**

President Suzanne Fromme reported that two applications were received for the vacant board position and referenced the meeting packet that was distributed to the board. President Fromme reminded the board that in

order to be eligible to serve on the Scott Lake Maintenance Company Board of Trustees a person must be an owner of property within the Scott Lake Community and in good standing. President Fromme asked the board for a nomination.

**Nomination:**

Ruth Elder nominated Tom Culleton to fill the vacant position on the Scott Lake Maintenance Company Board of Trustees, Daryl Hirschhorn seconded. Tom Culleton accepted the nomination.

**Motion:**

Motion by Cathy Hirschhorn to appoint Tom Culleton to the Scott Lake Maintenance Company Board of Trustees, second by Ruth Elder. Allison Glidden asked for clarification on the appointment process. The motion passed with the majority in favor and 1 against.

President Fromme welcomed Tom Culleton to the SLMC Board of Trustees.

**5. Board Officer Resignation/Appointment – Treasurer**

President Fromme announced that Treasurer Tracy Miller has provided notice of her intent to resign from the position of Treasurer of the Scott Lake Maintenance Company Board of Trustees. President Fromme thanked Tracy Miller for her time and work as Treasurer. Tracy Miller provided her resignation of the position of Treasurer of the SLMC Board of Trustees.

**Nomination:**

Tracy Miller nominated Ruth Elder to fill the officer position of Treasurer, Daryl Hirschhorn seconded. Ruth Elder accepted the nomination.

**Motion:**

Motion by Tracy Miller to appoint Ruth Elder as Treasurer of the Scott Lake Maintenance Company Board of Trustees, second by Daryl Hirschhorn. Allison Glidden asked for clarification on the term of the Treasurer position. The motion passed unanimously.

The board discussed whether there was a need to make a new appointment to the officer position of Secretary. Executive Secretary Magee confirmed that any officer other than the President may hold multiple officer positions simultaneously. President Fromme reported that Ben Snyder asked to be nominated for the officer position of Secretary if it became available.

**Motion:**

Motion by Daryl Hirschhorn to appoint Ben Snyder as Secretary of the Scott Lake Maintenance Company Board of Trustees, second by Ruth Elder; motion passed unanimously.

Tracy Miller noted that the authorized signers on the bank accounts will need to be updated.

**Motion:**

Motion by Tracy Miller to update authorized signers on all Heritage Bank accounts to add Ruth Elder; and to remove Tracy Miller, second by Cathy Hirschhorn; motion passed unanimously.

**6. President's Report**

President Fromme thanked Executive Secretary Magee for her coordination with KCL and NWS, and communications in response to the recent water main break. President Fromme thanked KCL for their hard work and immediate response to the recent water main break.

**7. Executive Secretary's Report**

Executive Secretary Magee provided a report.

- a. Budget/Annual Meeting  
Magee referenced the memo within the meeting packet that provided the requirements of the budget approval process. Magee reported that a draft budget will be prepared working with the Treasurer and reviewed by the Finance Committee before being presented to the board for consideration.
- b. Board Work Sessions  
Magee reminded the board that in lieu of being able to conduct an in-person strategic planning retreat, a series of work sessions will be scheduled with the first focusing on committees of the board. Magee stated that there will also be an ongoing focus on board education. President Fromme noted the importance of continued education and board members having an understanding of their roles and being legally compliant.
- c. Park Custodian Position  
Magee reported that interviews were conducted for the Park Custodian position and that a candidate had been selected. Magee stated that the candidate has verbally accepted the position and that a formal offer of employment letter will be sent.
- d. Floating Dock  
Magee reported on the floating dock and meeting that was held with Jake Kappert of Olympia Deck and Dock. Magee will work with Olympia Deck and Dock in the coming months to identify whether any work needs to be performed on the floating dock.
- e. Water System Replacement Project  
Magee reported on the scheduled water system work performed on Wednesday, September 16, 2020 consisting of valves at the 80,000-gallon reservoir at Champion Drive & 123<sup>rd</sup> being replaced along with isolation clusters at Champion Drive & Fairway, and at Shoreview. Magee reported that the lab sample passed testing and the boil water advisory had been lifted.  
  
Magee reported that on the evening of Wednesday, September 16, 2020, there was a water main break on Blooms Court and that KCL was able to perform a live repair completed around midnight.  
  
Magee reported that it was identified that one of the booster pumps was not operating. Magee reported that a specialist confirmed the pump was no longer operable and needed to be replaced, in addition to the other pump being faulty. Magee reported that this replacement is time sensitive and will be completed as soon as possible.
- f. NWS Notification System/Property Owner Information Forms  
Magee reported that an auto-dial system provided by Northwest Water Systems has been utilized for notifications relating to scheduled water system maintenance and boil water advisories and the contact information used is obtained from the Scott Lake property owner information forms.
- g. Website Update – FAQs Section  
Magee reported that a Frequently Asked Questions section will be added to the [www.scottlake.net](http://www.scottlake.net) website

## 8. Public Comment

Executive Secretary Magee noted that all public comments that were received pertain to agenda item 9a. Community Request for Consideration – Learning Center. Executive Secretary Magee read into the record submissions for public comment.

Submission from Richelle Marshall: [attachment 1](#)

Submission from David Rose: [attachment 2](#)

Submission from Mayliah Dedeaux: [attachment 3](#)

## 9. New Business

- a. Community Request for Consideration – Learning Center

The board discussed the requests for consideration for the Scott Lake Community Center to be made available as a learning center and debated positions and concerns related to the topic. Vice President Dave Peeler volunteered himself and Allison Glidden to reach out to the school district to identify other ways in which Scott Lake Maintenance Company may be able to provide support to its' community members. It was directed that follow-up be done with Executive Secretary Magee.

b. Maturing Certificate of Deposits

Executive Secretary Magee referenced the memo within the meeting packet which provided information on maturing CDs. The board discussed the maturing CDs and agreed that no further action needed to be taken.

c. Liability – Bouncy Houses in Park

Executive Secretary Magee reported that the office has received reports of individuals bringing bouncy houses into the park without prior consent and explained the potential liability, recommending that there be a requirement for special events insurance naming Scott Lake Maintenance Company as additionally insured. The board discussed liability concerns related to this topic and incorporating language addressing this into the Park Rules. President Fromme asked Executive Secretary Magee to revisit this item with the Parks Committee.

## 10. Committee Reports

a. Parks

Executive Secretary Magee reported that onsite meetings are being conducted with tree removal companies to obtain bids for tree and limb removal at various properties owned by Scott Lake Maintenance Company.

b. Water

Vice President Dave Peeler reported that the Water Committee met on September 10, 2020 and reviewed the contract proposed by Northwest Water Systems for updating the water system plan which includes a rate study and reserve analysis. Vice President Peeler reported that the Water Committee is recommending that the board approve entering the proposed contract with NWS for a water system plan update including a rate study and reserve analysis.

**Motion:**

Motion by Dave Peeler to approve entering the proposed contract with Northwest Water Systems for a water system plan update including a rate study and reserve analysis, second by Ruth Elder; motion passed unanimously.

Vice President Peeler reported that the Water Committee discussed updating the Water System Rules. Executive Secretary Magee reported that she will be working on a draft revision of the Water System Rules that will be presented to the Water Committee for review at a future meeting.

## 11. For the Good of the Order

President Suzanne Fromme asked if anyone had anything for the good of the order, there was none.

## 12. Adjourn

President Suzanne Fromme adjourned the meeting at 8:38 PM.

**office@scottlake.net**

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**From:** Richelle Marshall <Richelle.Marshall@tumwater.k12.wa.us>  
**Sent:** Friday, August 21, 2020 1:41 PM  
**To:** office@scottlake.net  
**Subject:** Littlerock Elementary's Use Of Scott Lake Community Center

Good afternoon,

I am writing on behalf of Littlerock Elementary. In an effort to best support our students and families, we are looking for spaces in/near our highly trafficked communities. Although we are not able to bring our students back to the building full time, we are able to set up some small group learning as well as internet cafe type spaces for families, while adhering to current COVID guidelines. Our hope is that the Scott Lake Community Center may be willing to open their doors to help support students and families. The school would be able to provide the WiFi in the community center. If there is already WiFi we could boost that WiFi to increase its success. Our current idea includes a staff member being stationed at the center during the hours that it is open to students and families. This staff member would be able to ensure that proper social distancing, mask wearing, sanitizing and hand washing guidelines are followed.

We understand that the community center is currently closed to reservations until further notice. However, we are hoping you may be willing to make an exception to help reduce the stress and uncertainty that the start of this school year may have on the families in our community. If there is anyway to get this message passed on to the board prior to the September meeting we would really appreciate it. Feel free to respond to this email or contact the Principal of LRE directly. Glenn Spinnie, Glenn.Spinnie@tumwater.k12.wa.us<mailto:Glenn.Spinnie@tumwater.k12.wa.us>, 360-709-7250.<tel:+13607097250>

Thank you for your time and consideration,

Richelle Marshall

Littlerock Elementary Para Educator

Scott Lake Community Member

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To Scott Lake Board of Trustees,  
For September 17, 2020 board meeting,

My name is David Rose, a Scott Lake resident for 8 years, a private teacher and a father of two boys entering the 7<sup>th</sup> and 9<sup>th</sup> grades. The reason for this communication is to formally express the NEED for the Scott Lake community to open space as a learning center for our children. The coronavirus pandemic has created a global education emergency, one that can only be alleviated locally, in a grassroots attempt to reestablish neighborhood learning centers. Tens of millions of students are projected to drop out of school this year because of the pandemic and resulting distance learning they are being forced to take part of.

Distance learning through a purely virtual medium is not only insufficient, but also detrimental to the learning process and mental health of our children. Many students do not have the environment at home they need to be successful. Whether it's a quiet place to work, decent WiFi, or simply some help on how to get organized and be productive in this new virtual realm of emails and links to resources and assignments.

I understand your fear of liability, but there are established protocols being practiced around the globe to minimize the possibility of any spread. Organizing schedules to minimize contact, tracking all potential contact, temperature checks at the door, wearing masks, washing hands upon arrival, spacing between students and regular sanitizing of surfaces would allow for the much needed in-person instruction, a quiet space outside the home and a chance to be with peers. Opening the community center for educational purposes would benefit our children both academically and emotionally. Imagine having a small group of six students, all in the same grade, having a chance to meet and work together two hours at a time, twice a week.

There are dozens of families at Scott Lake that need help. I hope as a community, we can come together and go above and beyond for our youth. If you need an organizer, I am willing. I'm perfectly suited to help teach organization, math and science. I've taught 5<sup>th</sup> through 12<sup>th</sup> grades math and science for 13 years and aver to be one of the best the South Sound has to offer. I appeal to the entire community, if you have teaching experience, or a desire to help, or the need for help, come forward. The demand is evident, all we need is the space.

Attached is a letter from one of my son's friends. I asked for 2-3 sentences on why she thinks a local center would be beneficial. This is what she gave me. I promise, if it weren't for the smoke, I could have gotten the signature of every kid at the lake.

Sincerely in Servitude,

David Rose

To the Scott Lake Community Center, I'm writing this to give my personal opinion of why the community center would be the perfect area for a classroom. First, it's down the road and a quick and easy place to make it too since I don't have rides because of my parents work schedule. Secondly, once in awhile I will need help. You might think to just ask my teacher but for personal reason I cannot. I personally would be more comfortable, especially if David Rose was around. Last but not least, distractions. In my household I work in my room since that's my space but I get distracted very easily. I have a little brother who's constantly coming in my room for help. My 2 year old puppy also loves attention and constantly barks. My guinea pigs constantly fight and make so much noise in my room. Along with my brothers hamsters on the other side of the wall. I honestly believe a work area at the community center is a very great idea and can help not only me but many others in the neighborhood. Thank you!

- Mayliah Dedeaux