



Scott Lake Maintenance Company Board of Trustees January 21, 2021

Due to public health concerns, this meeting was conducted remotely

Board Members Present: Tom Culleton, Ben Snyder, Ruth Elder, Suzanne Fromme, Dave Peeler, Daryl Hirschhorn, Cathy Hirschhorn, Tracy Miller.

Staff Present: Executive Secretary Caitlin Magee

Others Present: Janis Snyder, Kelly Braun

1. Call to Order, Welcome, and Introductions

President Tom Culleton called the meeting to order at 7:00 PM. A quorum was established.

2. Agenda Review and Approval

The Scott Lake Maintenance Company Board of Trustees reviewed the meeting agenda.

Motion:

Motion by Cathy Hirschhorn to approve the January 21, 2021 Board of Trustees meeting agenda, second by Ben Snyder; motion passed unanimously.

3. Consent Agenda

The draft minutes of the December 17, 2020 Board of Trustees meeting, and December 2020 Financial Report were presented for review. The Board of Trustees discussed the financial report.

Motion:

Motion by Ruth Elder to approve the consent agenda, second by Dave Peeler; after discussion, the motion passed unanimously.

4. President's Report

President Tom Culleton thanked everyone for attending the meeting. President Culleton proposed moving the regular meeting time for the Board of Trustees to 6:00 PM. The Board of Trustees discussed, and unanimously agreed to move the regular meeting time for the Board of Trustees meetings to 6:00 PM.

5. Executive Secretary's Report

Executive Secretary Caitlin Magee provided a report.

Magee reported that on January 1, 2021 a local company held a "Polar Plunge" event at the Scott Lake Park which was recorded and publicized by a local news organization. There was no contact with the SLMC office or prior approval given for this event and it does not appear that a known property owner or resident was present with these

guests during the event, which is a violation of the Scott Lake Park Rules. It is a concern that this type of publicized event will increase the issue of unauthorized guests utilizing the private community park property. The Board of Trustees agreed that contact should be made with the individual who shared the video online.

Magee reported that recently there have been food items placed on the Sharing Table in violation of the Sharing Table Rules of produce and plant material only.

Magee reported that a known property owner has approached maintenance staff in the park and represented themselves as working for Scott Lake.

Magee provided a report addressing the recent community complaints of discolored water. All reports that were made to the SLMC office were provided a response. Cory from KCL inspected each area of the system where a complaint was documented and flushed lines where possible. The water samples that KCL was able to obtain from complainants were all clear. It was confirmed that the reservoirs were properly operating, and that sediment was not disrupted at the water source. Northwest Water Systems took a coliform sample on January 6, 2021 which passed lab testing confirming that there were not harmful contaminants present. Discoloration of the water can be attributed to sediment breaking loose throughout distribution pipes and high levels of minerals such as iron and manganese being present.

Magee reported that a contract for professional services is being developed to establish a contractual relationship with the Scott Lake Drainage District #11.

Magee reported that work is being done on security controls and asked that board members return to the office any keys for Scott Lake Maintenance Company facilities that may be in their possession.

Magee reminded the Board of Trustees to not send or engage in any form of reply all communications.

6. SLMC Member Comment

No SLMC members signed up or submitted comment for this meeting. No SLMC members that were present had comment to provide.

7. Water System Update

Executive Secretary Magee provided an update on matters related to the water system.

a. Water System Maintenance

Magee reported that two of the three new antennae for the telemetry system have been placed and the third will be connected in the coming weeks. Magee reported that during the power outage last week it was discovered that the generator located at the 80,000-gallon reservoir needed repair in order to operate. Mark Moore from PNW Pumps performed immediate repairs to maintain operation of the water system during the outage and further repairs to the generator will be complete in the coming weeks. Magee reported that all propane tanks have been re-filled to ensure continuity of operations for future power outages. Magee reported that going forward Northwest Water Systems will be inspecting the system generators as part of their routine inspections. Magee reported that a key component in the booster station located at the 80,000-gallon reservoir needs to be replaced and that work is being scheduled. Magee reported on the calcite treatment tanks and work that will need to be performed in the coming months.

b. Water System Plan

Magee reported that NWS is working on the reserve study and rate study with an initial report expected in early February. Magee stated that in order for NWS to finish work on the studies they need the SLMC preliminary budget which will be worked on with Treasurer Elder following any financial decisions made by the Board of Trustees during this meeting.

c. DOH Sanitary Survey Results

Magee referenced the Sanitary Survey Report in the packet from the Department of Health. Magee reported that there were no significant deficiencies. Magee reported that the only significant finding was that a lock needed to be added to the doghouse on Well #5 contained in the wellfield, which has been completed and reported to the Department of Health. Due to excellent sanitary conditions of the Scott Lake Water System, the Department of Health has extended the requirement for sanitary surveys to once every five years. The Board of Trustees discussed the Department of Health Sanitary Survey Report.

8. Contract for Services

The 2021 Thurston County Sheriff's Office Extra Duty Service Contract was presented for review.

Motion:

Motion by Suzanne Fromme to authorize signature of the 2021 Thurston County Sheriff's Office Extra Duty Service Contract, second by Daryl Hirschhorn, the motion passed unanimously.

9. Executive Session

President Culleton announced that pursuant to RCW 64.38.035 (4), the Board of Trustees would adjourn into executive session for a period of 20 minutes to discuss personnel matters.

At 8:12 PM President Culleton announced that the Board of Trustees would extend the executive session for an additional 15 minutes.

President Culleton adjourned the executive session at 8:27 PM.

10. Treasurer's Report

Treasurer Elder did not give a report.

Motion:

Motion by Ruth Elder to adopt the Executive Secretary Performance Appraisal as amended and direct the Executive Committee and Executive Secretary to sign the document, second by Dave Peeler, the motion passed unanimously.

Motion:

Motion by Ruth Elder to approve a monthly salary increase for the Executive Secretary to \$5,750 per month, retroactive to January 1, 2021, with a commitment to review the salary prior to each annual budget, second by Ben Snyder, the motion passed unanimously.

Motion:

Motion by Ruth Elder to approve providing the Executive Secretary with either a company cell phone, or a dedicated phone line with a \$40 stipend to use with her current cell phone, for company business, second by Tracy Miller, the motion passed unanimously.

Motion:

Motion by Ruth Elder to award the Executive Secretary with five paid management incentive days to be used prior to December 31, 2021 or forfeited, second by Cathy Hirschhorn, after discussion the motion passed unanimously.

Motion:

Motion by Ruth Elder to create one full-time maintenance position with an updated job description effective May 1, 2021 with one month overlap permitted with the retirement of the part-time custodian effective May 31, 2021, second by Dave Peeler, the motion passed unanimously.

Motion:

Motion by Ruth Elder to provide medical, vision, and dental benefits to eligible full-time employees effective May 1, 2021, second by Ben Snyder, the motion passed unanimously.

Motion:

Motion by Ruth Elder to update authorized signatures on all Heritage Bank accounts to remove Suzanne Fromme and add Thomas Culleton, second by Daryl Hirschhorn, the motion passed unanimously.

11. For the Good of the Order

President Culleton asked if anyone had anything for the good of the order or any additional business. Members of the Board of Trustees talked about new members in the community and directing them to the office for information. Members of the Board of Trustees talked about the real estate market in the Scott Lake area. Members of the Board of Trustees talked about the recent storm and damage throughout the neighborhood.

12. Adjourn

President Culleton adjourned the meeting at 8:43 PM.