



**Scott Lake Maintenance Company
Board of Trustees
February 18, 2021**

Due to public health concerns, this meeting was conducted remotely

Board Members Present: Tom Culleton, Ben Snyder, Ruth Elder, Daryl Hirschhorn, Cathy Hirschhorn, Dave Peeler

Board Members Absent: 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 6:00 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 Ben Snyder to approve the February 18, 2021 Board of Trustees meeting agenda, second by Daryl Hirschhorn; motion passed unanimously.

3. Consent Agenda

The draft minutes of the January 21, 2021 Board of Trustees meeting, and January 2021 Financial Report were presented for review.

Motion:

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

Motion:

Motion by Ruth Elder to approve the January 2021 Financial Report, second by Ben Snyder; motion passed unanimously.

4. SLMC Member Comment

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

5. President's Report

President Tom Culleton discussed the recent winter snowstorm and impacts to the community. President Culleton addressed comments made by community members online and explained that the roads in the community are owned and maintained by Thurston County, and that Thurston County has a limited ability to plow the streets within the Scott Lake area.

6. Executive Secretary's Report

Executive Secretary Caitlin Magee provided a report. Magee reminded members of the Board of Trustees to turn in any facility keys to the office. Magee reported that eight (8) property owners have paid the special assessment in full. Magee reported that Insite Wireless is now owned by American Tower, and that the terms of the lease agreement have not changed. Magee reported that one of the booster pumps at the 80,000-gallon reservoir is working at half capacity and will need to be replaced. Magee provided the board with upcoming educational opportunities.

7. Treasurer's Report

Treasurer Ruth Elder discussed the process for development of the budget. Treasurer Elder provided that all services, contracts, and professional relationships are being evaluated to identify cost-savings, as well as revenue generating opportunities.

8. Board Vacancy

President Culleton addressed the vacancy created by the resignation of Suzanne Fromme. The Board of Trustees discussed the vacancy and agreed to fill the position during the regular election process.

9. Board Officer Election: Secretary

President Culleton addressed the vacancy in the Board Secretary position created by the resignation of Suzanne Fromme. The Board of Trustees discussed the officer positions.

Motion:

Motion by Dave Peeler to designate the Board Vice President to also serve as the Board Secretary, second by Daryl Hirschhorn; motion passed unanimously.

10. Contract for Services

The contract for services with Northwest Water Systems was presented for consideration. The Board of Trustees reviewed and discussed the contract.

Motion:

Motion by Daryl Hirschhorn to approve the contract with Northwest Water Systems as presented, second by Dave Peeler; motion passed unanimously.

11. For the Good of the Order

President Culleton asked if anyone had anything for the good of the order.

12. Adjourn

President Culleton adjourned the meeting at 6:47 PM.