



**Scott Lake Maintenance Company  
Board of Trustees  
March 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. Tracy Miller joined the meeting at 6:38 PM.

**Staff Present:** Executive Secretary Caitlin Magee

**Others Present:** Janis Snyder, Mark Knox

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

President Tom Culleton called the meeting to order at 6:01 PM. A quorum was established.

**2. Agenda Review and Approval**

The Scott Lake Maintenance Company Board of Trustees reviewed the meeting agenda. Executive Secretary Magee added that discussion of renting the park shelter would be addressed under the Executive Secretary's Report.

**3. Consent Agenda**

The consent agenda, consisting of the draft minutes of the February 18, 2021 Board of Trustees meeting and February 2021 Financial Report, was presented for review.

**Motion:**

Motion by Ruth Elder to approve the consent agenda, 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 did not give a report.

**6. Executive Secretary's Report**

Executive Secretary Caitlin Magee provided a report.

a. Water System Maintenance/Scheduled Shutdown

Magee reported that the next scheduled system shut down for maintenance will be Wednesday, April 21<sup>st</sup>. Magee reported that KCL will be installing a 4-way cross valve at the intersection of Scott Creek Drive and Scotlac Drive, valves at the intersection of Vantage and Champion, and valves at the intersection of Shoreview and Champion. Magee reported that PNW Pumps will also be onsite that day replacing the source meter and associated valves at well #4. Magee stated that Northwest Water Systems has been asked to be onsite by 3:00 PM the day of the shutdown to obtain the lab sample. Magee stated that notice of the shutdown will be mailed to property owners with the utility billing this month.

b. Aged Receivables Report

Magee referenced the aged receivables report that was included in the meeting packet.

c. Board Candidate Application Update

Magee reported that one application has been received for the Board of Trustees election. Magee encouraged board members to reach out to those who they think might be an asset to the Board of Trustees.

d. Board Educational Opportunities

Magee referenced a flyer included in the meeting packet as an upcoming educational opportunity for members of the Board of Trustees.

e. Park Shelter Rental

Magee asked the Board of Trustees to consider re-opening the Park Shelter for reservations. The Board of Trustees discussed reservations at the park shelter and adding language to the rental agreement addressing COVID-19 restrictions and guidance.

**Motion:**

Motion by Daryl Hirschhorn to approve reopening the Park Shelter for reservations and rentals with current COVID-19 regulations enforced, second by Cathy Hirschhorn; motion passed unanimously.

**7. Water Rate and Reserve Study**

The Scott Lake Maintenance Company Board of Trustees reviewed and discussed the 2021 Water Rate and Reserve Study that was prepared by Northwest Water Systems. Northwest Water Systems recommended adoption of the proposed Rate Structure C. The Finance Committee recommended adoption of the proposed Rate Structure C and a non-metered lot fee of \$10 per month.

**Motion:**

Motion by Ruth Elder to adopt the proposed Water Rate Structure C and non-metered lot fee as recommended by the Scott Lake Maintenance Company Finance Committee, second by Dave Peeler; motion passed unanimously.

Executive Secretary Magee provided that the SLMC Finance Committee discussed holding a special meeting for the purpose of presenting the 2021 Water Rate and Reserve Study to the membership and to allow an organized opportunity for questions and answers. The Board of Trustees discussed scheduling a special meeting and agreed that a special meeting will be called for Saturday, April 10, 2021 at 10:00 AM via Zoom. Magee stated that notice of the special meeting will be mailed to property owners with the utility billing this month.

**8. Treasurer's Report**

Treasurer Ruth Elder presented the draft 2021-2022 Budget as recommended by the Finance Committee. Treasurer Elder discussed the resulting budget impacts from changes in the new water rates and reserve contributions. Treasurer Elder provided that all services, contracts, and professional relationships are continuing to be evaluated to identify liabilities, cost-

savings opportunities, revenue enhancements. The Scott Lake Maintenance Company Board of Trustees reviewed and discussed the proposed 2021-2022 Budget.

**Motion:**

Motion by Ruth Elder to adopt the 2021-2022 Budget as recommended by the Finance Committee, second by Cathy Hirschhorn; motion passed unanimously.

**9. Event Fund Ownership**

Executive Secretary Magee identified the need to specify which entity is responsible for events and event funds, specifically the funds held for the Scott Lake Kids Fishing Derby. The Board of Trustees discussed the Kids Fishing Derby event, event funds, and relationship with the SLAMS Club.

**10. For the Good of the Order**

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

**11. Adjourn**

President Culleton adjourned the meeting at 7:43 PM.