



**Scott Lake Maintenance Company
Board of Trustees
April 15, 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: Kelly Braun, Janis Snyder, Mark Knox

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 Dave Peeler to approve the April 15, 2021 Board of Trustees meeting agenda, second by Ben Snyder; motion passed unanimously.

3. Consent Agenda

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

Motion:

Motion by Ruth Elder to approve the consent agenda, second by Dave Peeler; 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 gave a report. President Culleton acknowledged that a lot of good advancement has been occurring with the water system that will result in more reliability and stability.

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 21st. 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 will be onsite by 3:00 PM the day of the shutdown to obtain the lab sample. Magee stated that notice of the shutdown was mailed to property owners with the utility billing last month, posted on the website and Facebook page, posted on the reader board, and direct contact automated notifications would be sent via call, text, and email the day before the shutdown.

b. Annual Meeting

Magee reminded the board that the 2021 Annual Meeting will be held on Saturday May 8, 2021 at 10:00 AM via Zoom with an option for telephone dial-in.

c. Board Candidate Application Update

Magee reported that four applications were submitted for four positions, three of which have expiring terms and one being a vacant position with a two-year term remaining.

7. Bank of America Credit Card Update

Executive Secretary Magee reported contact has been made with Bank of America on the process for updating the credit card to remove Mike Willis and to add Caitlin Magee. Magee asked the Board of Trustees for a motion authorizing the change on the Bank of America account.

Motion:

Motion by Ruth Elder to remove Mike Willis, and to add Caitlin Magee, as the primary authorized contact and borrower on the Scott Lake Maintenance Company Bank of America account and credit card, second by Daryl Hirschhorn; motion passed unanimously.

8. Executive Secretary Job Description

Executive Secretary Magee presented the current Executive Secretary job description. Magee referenced the section specific to Drainage District No. 11 and asked the Board of Trustees to consider removing that section of the job description as the specifications of those duties are being negotiated in a contract.

Motion:

Motion by Ruth Elder to remove the Drainage District No. 11 reference and associated bullet points thereafter from the Executive Secretary job description, second by Ben Snyder; motion passed unanimously.

9. Rentals and Reservations

Executive Secretary Magee presented the Miscellaneous Venues COVID 19 Requirements per Washington State as of March 17, 2021. The Board of Trustees reviewed and discussed the requirements. The Board of Trustees determined that it is not yet feasible for the Community Center to safely open to the public for rentals and events and meet current requirements.

10. Rental Agreement Review

Executive Secretary Magee presented the current Community Center Rental Agreement and Park Shelter Rental Agreement. The Board of Trustees reviewed and discussed both documents. The Board of Trustees directed Executive Secretary Magee to proceed with making suggestions for edits to the rental agreements to present for consideration at a future meeting.

11. Fish Stocking Expense Approval

Daryl Hirschhorn presented a request to the Board of Trustees to authorize expenditures for stocking Scott Lake with fish from Nisqually Trout Farm as has been historically done on an annual basis, for the enhancement of community enjoyment of the lake.

Motion:

Motion by Daryl Hirschhorn to authorize \$1,000.00 from the Fishing Derby account to pay for fish stocking of Scott Lake, second by Ruth Elder; motion passed unanimously.

Motion:

Motion by Daryl Hirschhorn to authorize a \$500.00 donation from Scott Lake Maintenance Company to pay for fish stocking of Scott Lake, second by Dave Peeler; motion passed unanimously.

12. For the Good of the Order

President Culleton asked if anyone had anything for the good of the order. Cathy Hirschhorn stated that the Architectural and Compliance Committee recently reviewed a building permit application that was denied by Thurston County due to the property being located in a wetland area, and that many properties are within a wetland area. Ruth Elder stated that a large number of properties are wetlands and FEMA flood zones. Ruth Elder provided that there are many restrictions in wetland buffer areas imposed by state environmental rules and enforced on Thurston County.

13. Adjourn

President Culleton adjourned the meeting at 6:55 PM.