



**Scott Lake Maintenance Company
Board of Trustees
May 20, 2021**

Due to public health concerns, this meeting was conducted remotely.

Board Members Present: Tom Culleton, Ben Snyder, Ruth Elder, Dave Peeler, Theresa Parsons, Mark Knox, Dave Tracy, Janis Snyder

Staff Present: Executive Secretary Caitlin Magee

Others Present: Dennis Caines, Mike Pierce, Daryl Hirschhorn, Cathy Seyberth, Jyll Jones, Robert Jones, Tracy Miller, Kelly Braun, Gail Bernard, Ellen Eddy, Nathan Schneider, Marcella Simmons, Danielle Hiatt, Jacqueline Lambert, Christine Kelly, Lavonne Peden, Dixie Johnson, Unidentified Zoom Participant – Username J*, Unidentified Zoom Participant – Username Keith, Unidentified Telephone Participant 1 (xxx)xxx-3347, Unidentified Telephone Participant 2 (xxx)xxx-3267.

1. Call to Order, Welcome, and Introductions

President Tom Culleton called the meeting to order at 6:02 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 noted that a Community Member Request would be added to the Executive Secretary's Report.

Motion:

Motion by Ruth Elder to approve the May 20, 2021, Board of Trustees meeting agenda, second by Dave Peeler; motion passed unanimously.

3. Consent Agenda

The consent agenda, consisting of the draft minutes of the April 15, 2021, Board of Trustees meeting and April 2021 Financial Report, was presented for review. Ben Snyder noted a minor correction in the April 15, 2021, Board of Trustees meeting minutes on page 2 under item 6b. the word "that" was used twice.

Motion:

Motion by Ruth Elder to approve the consent agenda as amended, second by Ben Snyder; motion passed unanimously.

4. Board Vacancy Appointments

Executive Secretary Magee referenced the candidate applications included in the meeting packet. Executive Secretary Magee explained that there was not a quorum of the membership that participated in the election and therefore the remaining Board of Trustees hold appointing authority for any vacancies. Executive Secretary Magee provided the number of votes that each candidate received from those members who did cast a ballot or vote at the 2021 Annual Meeting. Executive Secretary Magee reported that after the 2021 Annual Meeting and prior to the May 20, 2021, Board of Trustees meeting, resignation was submitted by Daryl Hirschhorn. The Scott Lake Maintenance Company Board of Trustees reviewed candidate applications.

Motion:

Motion by Dave Peeler to appoint Theresa Parsons to the Scott Lake Maintenance Company Board of Trustees, second by Ben Snyder; motion passed unanimously.

Motion:

Motion by Dave Peeler to appoint Dave Tracy to the Scott Lake Maintenance Company Board of Trustees, second by Ruth Elder; motion passed unanimously.

Motion:

Motion by Ben Snyder to appoint Mark Knox to the Scott Lake Maintenance Company Board of Trustees, second by Ruth Elder; motion passed unanimously.

Motion:

Motion by Dave Peeler to appoint Janis Snyder to the Scott Lake Maintenance Company Board of Trustees, second by Ruth Elder; motion passed unanimously.

President Tom Culleton congratulated the appointees and thanked Daryl Hirschhorn for his many contributions and years of service.

5. SLMC Member Comment

Public Comment was given by SLMC Member Mike Pierce. Public Comment was given by SLMC Member Marcella Simmons. Executive Secretary Magee read the written submission for SLMC Member Comment provided by Sherry Stacy. Executive Secretary Magee read the written submission for SLMC Member Comment provided by Sarah White.

6. President's Report

President Tom Culleton gave a report.

7. Executive Secretary's Report

Executive Secretary Caitlin Magee provided a report.

a. Water System Complaints-Testing

Magee reported that in response to several complaints and allegations being made on community social media pages about drinking water quality, Scott Lake Maintenance Company offered to conduct coliform testing at individual service locations. Magee reported that six individuals signed up for testing and all the samples passed testing. Magee stated that there have been no incidents or samples that have failed that indicate any health threats with the water supply.

b. Committee Appointments

Magee noted that an email would be sent to the Board of Trustees with opportunities to serve on board advisory committees.

c. Aged Receivables Report

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

d. Community Member Request

Magee reported that a SLMC member had submitted a request for consideration for use of chairs and tables. President Culleton permitted that Executive Secretary Magee could evaluate the request from an administrative position.

8. Treasurer's Report

Treasurer Ruth Elder gave a report on the maturing certificate of deposits and referenced the report included in the meeting packet. Treasurer Elder explained that the current interest rates are negligible and removing the funds from the certificate of deposits will allow account restructuring to begin to reflect the various water system reserve funds. The Board of Trustees discussed the maturing certificate of deposits and reserve fund structure.

Motion:

Motion by Dave Peeler to not rollover the maturing certificate of deposits and to move those funds to the money market account, second by Ben Snyder; after further discussion, the motion passed unanimously.

9. Thurston County Neighborhood Speed Watch Program

Executive Secretary Magee reported that concerns about vehicles speeding throughout the community has been reported to the office. Executive Secretary Magee referenced a Neighborhood Speed Watch Program offered by Thurston County and information about the program that was included in the meeting packet. The Board of Trustees discussed the Thurston County Neighborhood Speed Watch Program and instructed Executive Secretary Magee to obtain additional details from Thurston County.

10. Community Center Facility Use

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. Executive Secretary Magee will post a link on the Scott Lake Maintenance Company website to the Washington State Governor

11. Executive Session

President Tom Culleton stated that the Board of Trustees and Executive Secretary would be moving into an executive session pursuant to RCW 64.38.035 (4).

Motion:

Motion by Ruth Elder to move into executive session pursuant to RCW 64.38.035 (4) for a period of thirty (30) minutes, second by Dave Peeler; the motion passed unanimously.

The Board of Trustees moved into executive session at 7:01 PM for a period of thirty (30) minutes.

The Board of Trustees returned to the open meeting at 7:31 PM. President Culleton announced that the Board of Trustees needed to extend the executive session pursuant to RCW 64.38.035 (4).

Motion:

Motion by Ruth Elder to enter a second executive session pursuant to RCW 64.38.035 (4) for a period of thirty (30) minutes, second by Dave Peeler; the motion passed unanimously.

The Board of Trustees returned to the open meeting at 8:01 PM

12. Board Officers Elections

President Tom Culleton opened nominations for board officer elections.

Motion:

Motion by Ruth Elder to nominate Tom Culleton for SLMC President, second by Janis Snyder; the motion passed unanimously.

Motion:

Motion by Ruth Elder to elect Tom Culleton as SLMC President, second by Janis Snyder; the motion passed unanimously.

Motion:

Motion by Ruth Elder to nominate Ben Snyder for SLMC Vice President, second by Dave Tracy; the motion passed unanimously.

Motion:

Motion by Ruth Elder to elect Ben Snyder as SLMC Vice President, second by Dave Peeler; the motion passed unanimously.

Janis Snyder nominated Ruth Elder for SLMC Treasurer.

Motion:

Motion by Janis Snyder to elect Ruth Elder as SLMC Treasurer, second by Dave Peeler; the motion passed unanimously.

Motion:

Motion by Dave Peeler to elect Ben Snyder as SLMC Secretary, second by Mark Knox; the motion passed unanimously.

13. For the Good of the Order

President Culleton asked if anyone had anything for the good of the order. Dave Peeler talked about raccoons knocking over garbage cans on Link Court.

14. Adjourn

President Culleton adjourned the meeting at 8:13 PM.