



## Scott Lake Maintenance Company Board of Trustees June 17, 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:** Daryl Hirschhorn, Cathy Seyberth, Suzanne Fromme, Melinda Brunner, Jacqueline Lambert, Mike Druzianich, Mike Pierce, Kelly Braun, Sherry Stacy, Jyll Jones, Robert Jones, Tracy Miller, Bryan Taylor, Gail Bernard.

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

Vice President Ben Snyder 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.

**Motion:**

Motion by Ruth Elder to add to the agenda an executive session pursuant to RCW 64.38.035 (4) to discuss likely or pending litigation, second by Theresa Parsons; motion passed unanimously.

**Motion:**

Motion by Ruth Elder to approve the June 17, 2021, Board of Trustees meeting agenda as amended, second by Mark Knox; motion passed unanimously.

### **3. Consent Agenda**

The consent agenda, consisting of the draft minutes of the May 20, 2021, Board of Trustees meeting and May 2021 Financial Report, was presented for review. Dave Peeler noted corrections to the minutes.

**Motion:**

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

### **4. SLMC Member Comment**

Treasurer Elder asked the Board of Trustees to have a conversation about member comment processes and to be clear that members in attendance at the meeting should provide their own comments.

Executive Secretary Magee read the written submission for SLMC Member Comment provided by Jyll Jones. Executive Secretary Magee read the written submission for SLMC Member Comment provided by Cathy Frey. Public Comment was given by SLMC Member Sherry Stacy.

## **5. President's Report**

President Tom Culleton gave a report. President Culleton spoke to the annual audit concerns and work that has been done in working toward financial review and reconciliation. President Culleton read aloud the report from consultant Jeanne Hall at Effical Tech from the May 2019 internal audit of financial statements.

## **6. Treasurer's Report**

Treasurer Ruth Elder gave a report. Treasurer Elder spoke to the services being provided by the current staff and the need for SLMC member cooperation. Treasurer Elder spoke to inadequacies of the previous long-time staff and issues with accounting and reporting. Treasurer Elder reported that there was previously no organizational structure. Treasurer Elder reported that there has been minimal investment in an aging water system, and that a water rate and reserve study has not been done until this year. Treasurer Elder spoke to the qualifications of the current staff and accomplishments in the past year, as well as the efforts by the Board of Trustees on financial matters.

## **7. Executive Secretary's Report**

Executive Secretary Caitlin Magee provided a report.

### **a. Follow-Up to Member Concerns: Board Elections & Appointments**

Magee reported that despite the annual membership meeting being scheduled, the inability to obtain a quorum has prevented meetings from actually being held. As a result, it has not been possible to elect trustees at a membership meeting. The only manner in which the Board can continue when trustees leave the Board is to have existing board members appoint other to fill vacancies. Magee reported on the consultation with legal counsel confirming allegations previously made against the board and validity of their standing.

### **b. Water System Maintenance Schedule**

Magee reported that the next shutdown of the water system will be the first week of August 2021. Magee reported that KCL will be installing valves at the intersection of Scott Creek and Shoreview, Scott Creek and Scotlac North, Scott Creek and Trevue West, and at Scotlac West.

### **c. Records Request**

Magee reported that multiple and voluminous records requests have been submitted to the office. Magee reported that a form has been developed to track and process requests. Magee identified that Scott Lake Maintenance Company is not a public agency and is not subject to Public Records Act RCW 42.56. Magee stated that members are able to submit our records request form and schedule an appointment for examination of records in accordance with RCW 64.38.045 (2).

### **d. Newsletter**

Magee spoke to the topic of the creation of a newsletter and that given the current priority tasks, and increasing inquiries for requests and records, it is not feasible at this time to create a meaningful and professional publication on a regular schedule. Magee noted that official communications are posted on the Scott Lake Maintenance Company website, along with direct communications in billing inserts, one-off mailings, and direct contact on water system matters. Magee stated that people can call or email the office, as well as schedule appointments for in-person transactions and inquiries.

### **e. Speed Watch Update**

Magee reported that the previously discussed Thurston County Speed Watch Program is no longer offered. Magee thanked Theresa Parsons for her help in having Thurston County Traffic Engineering conduct a speed study in areas that individuals had reported complaints to the office. Magee reported that the speed study results have been shared with Thurston County Sheriff's Office.

f. Insurance Coverage Renewal – Umbrella Commercial Policy

Magee reported that the insurance policy has been renewed and work is being done to have an insurance risk assessment scheduled to identify exposures.

## 8. Board Advisory Committees

Executive Secretary Magee reported that assignments for standing advisory committees have been made. Vice President Ben Snyder requested that the Governance Committee remain standing. President Culleton asked that the Governance Committee topic be tabled for now with a poll sent to the board members.

## 9. Architectural & Compliance Committee

Dave Tracy reported on the building permit application for the addition of a shed at 11329 Scott Creek Drive. Dave Tracy reported that the Architectural & Compliance Committee unanimously voted in-favor to recommend that the Board of Trustees approve the building permit application.

**Motion:**

Motion by Dave Tracy to approve the building permit application for 11329 Scott Creek Drive, second by Mark Knox; motion passed unanimously.

## 10. Community Center Facility Use

Executive Secretary Magee presented the most recent Miscellaneous Venues COVID-19 Requirements. Dave Peeler commented that the requirements and topic of re-opening the community center should be re-visited next month.

## 11. Member Requests for Consideration

Executive Secretary Magee presented member requests to the Board of Trustees for consideration. A request was submitted by Doug Ogden to allow a message posted free of charge on the reader board advertising the community garage sales. The Board of Trustees discussed the request.

**Motion:**

Motion by Mark Knox to allow advertisement posted on the Scott Lake Maintenance Company reader board free of charge for the upcoming garage sales in the community, second by Dave Tracy; motion passed unanimously.

A request was submitted by Dan Lawrence for consideration of a bridge to be built over the ditch/culvert area next to his home on Trevue Avenue. The Board of Trustees discussed the request and the issues with people who use the trail walking on to private property. Staff will look into possible solutions. A request was submitted by Shawn Thurman for solutions for severe abuse of the park and enforcement of rules. The Board of Trustees discussed the request and ongoing issues with enforcing compliance in the park.

## 12. Park Activities

a. Rule Enforcement

The Board of Trustees discussed issues with users of the park not abiding by the rules. The Board of Trustees discussed the possibility of creating an ad-hoc committee. This item will be placed on the next meeting agenda for further consideration.

b. Fireworks

The Board of Trustees discussed issues with fireworks in the park and how to prevent damage.

c. Bathroom

Executive Secretary Magee reported that she has met with an electrician and that the electrical panel and wiring in the park bathroom is in dire need of immediate replacement. The Board of Trustees discussed this matter and need to keep the bathrooms closed until they can be opened safely. The Board of Trustees directed staff to add a third portable toilet unit to the park.

**13. Scott Lake Drainage District 11 Professional Services Agreement**

President Culleton provided an update reporting that the relationship with the drainage district for professional services is being dissolved and that the staff is working to assist the commissioners with the transition of administrative services.

**14. Executive Session**

**Motion:**

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

The Board of Trustees moved into executive session at 7:44 PM for a period of thirty (30) minutes.

The Board of Trustees returned to the open meeting at 8:14 PM.

**Motion:**

Motion by Ruth Elder to direct the Executive Secretary to pursue a professional services agreement with Pope, Houser, and Barned for legal services on behalf of the Scott Lake Maintenance Company, second by Janis Snyder; motion passed unanimously.

**15. For the Good of the Order**

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

**16. Adjourn**

President Culleton adjourned the meeting at 8:17 PM.