



**Scott Lake Maintenance Company
Board of Trustees
July 15, 2021**

This meeting was conducted remotely.

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

Board Members Absent: Dave Tracy

Staff Present: Executive Secretary Caitlin Magee

Others Present: Legal Counsel Kirk Veis, Jyll Jones, Gail Bernard, Stephanie Stender, Jessica Crail, Loran Bures, Tricia Bures, Kim Hall, Tracy Miller, Kelly Braun, Allison Glidden, Tena Gephart, Sherry Stacy, Mike Pierce, Laurel Burcham, Doug Ogden, Alena Eagan, Robert Maser, Bryan Taylor, Cathy Frey, Mike Druzianich, Alaine Schumann, Danielle Hiatt, Clark Dutton, Sarah White, Robin (unidentified last name), Unidentified Telephone Participant (360) xxx-6694.

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.

Motion:

Motion by Ruth Elder to approve the July 15, 2021, Board of Trustees meeting agenda, second by Theresa Parsons; motion passed unanimously.

3. Consent Agenda

The consent agenda consisting of the draft minutes of the June 17, 2021 Board of Trustees meeting, July 1, 2021 Board of Trustees special meeting, and June 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

Member Comment was given by SLMC Member Sherry Stacy. Member Comment was given by SLMC Member Mike Pierce. Member Comment was given by SLMC Member Tricia Bures. Member Comment was given by SLMC Member Loran Bures. Member Comment was given by SLMC Member Cathy Frey. Member Comment was given by SLMC Member Jessica Crail. Executive Secretary Magee read a written submission for SLMC Member Comment provided by Veronika Graham. Executive Secretary Magee read a written submission for SLMC Member Comment provided by

Stuart and Patricia Thronson. Executive Secretary Magee read a written submission for SLMC Member Comment provided by Spring and Brian Vogel.

5. President's Report

a. Executive Committee Recommendations

i. Board of Trustees Meeting Rules

President Culleton reported on the draft Board Meeting Rules as recommended by the Executive Committee. A copy of the recommended rules was included in the meeting packet for the Board of Trustees to review.

MOTION:

Motion by Ruth Elder to adopt the Board Meeting Rules as recommended by the Executive Committee, second by Dave Peeler; the motion passed unanimously.

ii. Non-Exempt Employee Paid Leave

President Culleton reported on the proposal for paid leave for the current non-exempt employee as recommended by the Executive Committee. A copy of the recommended paid leave structure was included in the meeting packet for the Board of Trustees to review.

MOTION:

Motion by Dave Peeler to approve non-exempt employee paid leave as recommended by the Executive Committee; after discussion the motion passed with 4 votes in favor, 1 vote against, and 1 abstention.

6. Treasurer's Report

a. Finance Committee Recommendations

i. Notes to Financial Statements

Treasurer Elder reported on the draft Notes to Financial Statements reflecting chart of account changes affecting the balance sheet. The Board of Trustees reviewed and discussed the draft Notes to Financial Statements.

MOTION:

Motion by Ruth Elder to approve moving funds from line item 3510 General Fund to 3001 Member Equity/Retained Earnings on the balance sheet, second by Theresa Parsons; after discussion the motion passed unanimously.

ii. 2012 Audit Report

Treasurer Elder reported on the need for an audit to be completed. A copy of the 2012 Audit Report was included in the packet for the Board of Trustees to review.

MOTION:

Motion by Ruth Elder to authorize moving forward with an audit conducted by an independent certified public accountant for the fiscal year 2020-2021 finances, second by Janis Snyder; after discussion the motion passed unanimously.

iii. Mileage Reimbursement

Treasurer Elder reported on the recommendation by the Finance Committee to approve mileage expense reimbursement for employees.

MOTION:

Motion by Ruth Elder to reimburse employees for business use of personal vehicles at the IRS rate, second by Dave Peeler; after discussion the motion passed unanimously.

7. Executive Secretary's Report

a. Park Bathroom Electrical Quote

Executive Secretary Magee provided an update on the status of the repairs in the park bathroom related to electrical issues along with a copy of the quote for replacement of the electrical panel and lighting controls.

b. Water System: PFAS sampling

Executive Secretary Magee provided a report on new rulemaking for state drinking water standards for Per- and Polyfluoroalkyl Substances (PFAS) and associated sampling requirements that are scheduled to go into effect near the end of 2021.

8. Member Requests for Consideration

Executive Secretary Magee presented a request for consideration submitted by the Twilight Golf League for a waiver of the security deposit for use of the Community Center on Wednesday, September 1st for the Scott Lake Twilight Golf Banquet. The Board of Trustees discussed the request.

MOTION:

Motion by Dave Peeler to approve the request and to require that a banquet permit be obtained but waive the security deposit for the Twilight Golf League rental of the Scott Lake Community Center on September 1st, second by Mark Knox; after discussion the motion passed unanimously.

Executive Secretary Magee presented a request for consideration submitted by Misti Puening for free use of the Scott Lake Community Center for a non-profit fundraiser garage sale to support her 501c3 Feisty Felines that traps and spays/neuters feral cats in the community. The Board of Trustees discussed the request.

MOTION:

Motion by Theresa Parsons to approve the request and allow free use of the Scott Lake Community Center by Feisty Felines for a weekend fundraiser garage sale at a date to be determined, second by Janis Snyder; after discussion the motion passed unanimously.

9. Ad Hoc Committee: Park Solutions

Executive Secretary Magee discussed the need for an ad hoc Park Solutions Committee, comprised of both board members and community members, with the purpose of developing possible solutions and making recommendations to the Board of Trustees for issues relating to the park.

MOTION:

Motion by Ruth Elder to form a Park Solutions ad hoc committee comprised of no more than two board members and no more than five community members with appointments made by the Board President, second by Ben Snyder; after discussion the motion passed unanimously.

Direction was given to the Executive Secretary to compile a list of names to present to the Board President for appointment to the Park Solutions Committee.

10. Executive Session

President Culleton announced that the Board of Trustees would be entering into an executive session.

MOTION:

Motion by Dave Peeler to enter into executive session for one hour pursuant to RCW 64.38.035 (4) to discuss personnel matters, consult with legal counsel, discuss likely or pending litigation, and matters involving the possible liability of an owner to the association, second by Ruth Elder; motion passed unanimously.

President Culleton announced that the time was 7:15 PM and the Board of Trustees would be entering into executive session for one hour.

At 8:15 PM the Board of Trustees resumed in open meeting.

MOTION:

Motion by Ruth Elder to authorize the Board President to work with the Executive Secretary to finalize the response letter to the Attorney General's Office, second by Mark Knox; the motion passed unanimously.

President Culleton announced that the Board of Trustees would be extending the executive session for a period of thirty minutes.

MOTION:

Motion by Ruth Elder to return to executive session for thirty minutes pursuant to RCW 64.38.035 (4) to discuss personnel matters, consult with legal counsel, discuss likely or pending litigation, and matters involving the possible liability of an owner to the association, second by Theresa Parsons; motion passed unanimously.

President Culleton announced that the time was 8:18 PM and the Board of Trustees would be entering into executive session for thirty minutes.

At 8:48 PM the Board of Trustees resumed in open meeting.

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 8:48 PM.