



**Scott Lake Maintenance Company
Board of Trustees
October 21, 2021
This meeting was conducted remotely.**

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

Staff Present: None.

Others Present: Mike Pierce, Kelly Braun, Suzanne Fromme, Stephanie Stender, Allison Glidden, Jyll Jones, Sherry Stacy, Cathy Hirschhorn, Daryl Hirschhorn, Kelly Patrone, Michael Kearney, Katie Kearney, Marcella Simmons, Bryan Taylor

1. Call to Order, Welcome, and Introductions

Vice President Ben Snyder 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. Treasurer Ruth Elder requested to amend the agenda to add agenda items for Staff Compensation and Executive Secretary Duties with potential action following the executive session.

Motion:

Motion by Dave Peeler to approve the October 21, 2021, Board of Trustees meeting agenda as amended, second by Dave Tracy; motion passed unanimously.

3. Consent Agenda

The consent agenda consisting of the draft minutes of the September 16, 2021, Board of Trustees meeting, and September 2021 Financial Report, was presented for review.

MOTION:

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

4. SLMC Member Comment

Member Comment was given by SLMC Member Sherry Stacy.

5. President's Report

President Culleton was not present to provide a report. Vice President Ben Snyder explained that the Board is currently considering options for the Executive Secretary role.

6. Executive Secretary's Report

a. Audit Update

Treasurer Ruth Elder reported that there were no actionable items for consideration at this time.

- b. Park Bathroom Lock Upgrade Update
Treasurer Ruth Elder reported that there were no actionable items for consideration at this time.

7. Water Committee Report

Theresa Parsons provided the Water Committee Report.

- a. Franchise Agreement with Thurston County

Theresa Parson explained that Scott Lake Maintenance Company needs to enter into a franchise agreement with Thurston County and this process requires a hearing by the Board of County Commissioners.

MOTION:

Motion by Theresa Parsons to authorize the Scott Lake Maintenance Company President to sign the franchise agreement with Thurston County, second by Ruth Elder; motion passed unanimously.

- b. System Repair Plans and Next Steps

Theresa Parsons reported that the major isolation valves have been replaced, which enables the community to be divided into quadrants in the event of a shut down. She reported that the Water System Plan is in process. She explained that the Asset Management Plan will assist the Water Committee in identifying projects. Theresa Parsons reported that Scott Lake Maintenance Company has woefully insufficient reserves. She explained that many improvements are needed and that they will be expensive. She reported that upcoming projects include the inspection and cleaning of the reservoirs, the repair of a crack in one of the reservoirs, and a continuation of the valve replacement project in late winter (tentatively in February).

Theresa Parsons reported that the Water Committee will be updating the Water System Rules.

Theresa Parsons reported that the moratorium on water shut offs has been lifted by the Governor. She reported that Scott Lake Maintenance Company will begin shutting off water for past due accounts. She encouraged members with past due accounts to contact Northwest Water Systems regarding payment arrangements. She stated that the Community Action Council might have funds available to assist and that the Crisis Clinic has a resource list.

8. Treasurer's Report

Treasurer Ruth Elder provided a report. She also encouraged members with past due accounts to contact Northwest Water Systems regarding payment arrangements.

9. Park Solutions Committee

Dave Tracy provided the Park Solutions Committee Report. He reported that the estimated cost to replace the large playground structure is \$50,000. Treasurer Ruth Elder stated that this project is not currently budgeted.

Dave Tracy reported that the large slide in the park is a significant hazard that must be removed. He explained that it does not meet the specifications of the playground safety handbook and that it is too expensive to rehabilitate.

MOTION:

Motion by Dave Tracy to remove the slide at the park, second by Ruth Elder; motion passed unanimously.

10. Hybrid Meeting Proposal

Vice President Ben Snyder reported that the estimated costs for the equipment would range between \$6,000 and \$10,000. He reported that a landline would also be needed for the Community Center. He will bring a finalized quote to the Board for consideration at the next meeting

11. Trunk or Treat Event

Ruth Elder announced that the Trunk or Treat event will take place from 5:00 to 7:00 PM on Saturday, October 23 in the Community Center Parking Lot.

12. HERS Club November Event

Janis Snyder announced that the HERS Club has cancelled the Holiday Bazaar that was planned for November 20. She reported that the HERS Club wants to host a bingo night on the same date at the Community Center. She stated that this will be a fun event for the community and that all proceeds will be used for future community projects.

MOTION:

Motion by Janis Snyder to authorize the HERS Club to host a bingo night at the Community Center on November 20, second by Ruth Elder; motion passed unanimously.

13. Executive Session

Vice President Ben Culleton announced that the Board of Trustees would be entering into an executive session pursuant to RCW 64.38.035 (4) to consider personnel matters.

MOTION:

Motion by Ruth Elder to enter into executive session for forty-five minutes pursuant to RCW 64.38.035 (4) to discuss personnel matters, second by Dave Tracy; motion passed unanimously.

Vice President Ben Snyder announced that the time was 7:14 PM and the Board of Trustees would be entering into executive session for forty-five minutes.

At 7:59 PM the Board of Trustees resumed in open meeting.

14. Staff Compensation

MOTION:

Motion by Mark Knox to compensate Lance Gehner \$20 per hour effective November 1, 2021, second by Ruth Elder; motion passed unanimously.

15. Executive Secretary Duties

MOTION:

Motion by Theresa Parsons that SLMC continue to engage Caitlin Magee to assist with SLMC financial activities, second by Ruth Elder; motion passed unanimously.

16. For the Good of the Order

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

Dave Tracy suggested that the Board could discuss new ways of obtaining feedback from community members.

Ruth Elder thanked the community members who have contacted the SLMC office for their patience. She reminded folks to submit their requests for Community Center rentals.

17. Adjourn

Vice President Snyder adjourned the meeting at 8:07 PM.