



Scott Lake Maintenance Company

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BOARD OF TRUSTEES REGULAR MEETING MINUTES

ASSOCIATION NAME: Scott Lake Maintenance Company

DATE AND LOCATION: Thursday, March 17, 2022, in the Community Center and via Zoom

CALLED TO ORDER AT: 6:00 PM by President Richard Graham

ROLL CALL - BOARD OF TRUSTEES PRESENT (check box):

- | | | |
|---|---|--|
| <input type="checkbox"/> Rich Graham | <input type="checkbox"/> Eric Riffe | <input type="checkbox"/> Theresa Parsons |
| <input type="checkbox"/> Kelleigh Eckholm | <input type="checkbox"/> Marcie Simmons | <input type="checkbox"/> Jim Hawkes |
| <input type="checkbox"/> Jyll Jones | <input type="checkbox"/> Mike Pierce | |

CONFIRM QUORUM: President Graham confirmed that a Quorum was present.

I. ADOPTION OF MINUTES

- The minutes for March 17, 2022, were asked for adoption, Theresa Parsons seconded.
- Therese recommended some changes to the March 17, 2022, minutes.
- Changes are: noted in each identified paragraph.
- Rich G asked for adoption of minutes with amended changes.

II. ADOPTION OF AGENDA:

- The agenda was adopted.

III. President's Message:

Dogs within the community – it has come to our attention there are the occasion dog or dogs that run wild outside of their property. Please try to keep your dogs within your boundaries and if walking, make sure they're on a leash. A biting incident is the last thing anyone wants, and this could cause our homeowners insurance rates to rise if we don't get control of it. If you need escalate a dog issue, please don't hesitate to call animal services for help.

Maintenance Technician – SLMC is proud to announce that we've offered the position to Michael Druzianich.

Michael is a community member that takes pride in our community and is excited to begin improving this wonderful place we live in. Michael plans to start his first day on March 21, 2022 and is slated to work full time. Mike introduced himself and indicated he was very pleased to accept this position.

Towing Signs – We have new signs for a towing company to use when people leave their vehicles in the park.

This company doesn't charge SLMC, but instead the owner of the vehicle.

Baseball Field – West Thurston Fire has reached out to SLMC to express interest in rehabbing our ballfield.

This is a great effort and will be encouraged.

Coloring Contest – We're halfway through the month, get your art submitted to the office before the end of March.

Tennis/Sports Court – It has been expressed those additional lines be painted on our tennis court to support the new and upcoming sport called Pickleball. While I feel this is a great feature of our parks and recreation, the general condition of the tennis court and supporting equipment needs to be updated prior

to moving forward. Please look to the Parks and Recreation Committee for improvements and recommendations.

Community Center Rentals – It has come to our attention that when a rental takes place, often times the daily liability insurance isn't taken out. We've heard from our insurance company and they in fact won't cover an incident during a rental. So going forward, if you want to rent the community center, you'll be required to take out a liability insurance plan for the duration of the rental. This will be an additional charge and the rental form is being updated to reflect this. We're still researching the best rates/companies to use for this and it will be on the form once we've landed on the best company to use.

Franchise Agreement – Thurston County has approved our request and it's being signed and notarized. This means that SLMC now has the required approval for our water system in County road right of way. It is required to obtain a permit for any work done in the road rights of way and all work must comply with County standards. An emergency water break may be addressed immediately, but SLMC will be required to notify TC and follow up with a permit application.

Thank you! To all the committee members, committee chairs and the volunteers that have been working in the office to keep our community afloat. A huge thank you to Mike and Kelley for keeping our water technical needs up to date.

Community Member Comments:

Dave Tracy – SLAMS – Fishing Derby changed day to May 21, 2022. Personally, invited the board members to volunteer for Fishing Derby Day and passed out a sign out sheet. Bank Account for Fish Derby and how to get access to this account.

1. MOTION TO: Accept May 21, 2022 as the Fishing Derby Day. All information will be shared on social media newsletter and the reader board.

MOTION BY: Rich Graham SECOND BY: Mike Pierce

APPROVED: Yes

IV. ANNOUNCEMENTS

- a. Fish Stocking will be within 3-4 days of the fish derby.
 - i. Communication Chair asked about schedule of fishing derby information.
 - ii. Theresa Parsons shared concerns about that board is of record to spend the SLAMS dollars. We need to check with the auditor. Dave Tracy indicated that their own entity. Fish Derby is a SLMC event, not a SLAMS event. All dollars belong to the SLMC and need to be approved by the board. Dave will sit down with BOT to discuss.
- b. Suzanne Fromme asked Jim Hawkes, Communication Chair about the communication groups purpose. He indicated about taking a more purposeful role. Wants to see more involvement with the communication channels.
- c. Rich Graham clarified that SLMC is not funding the entire fish derby, only the fish stocking costs.
- d. Jim Hawkes asked about a credit card for SLAMS club. That has been taken care of. They have a debit card. Was ensuring we have controls in place for SLMC to pay.
- e. Marci Simmons asked about fishing boats for the fish derby. And encouraged the community to volunteer their boats. Jim volunteered a couple of canoes for this event.
- f. Theresa Parsons asked about insurance for the derby. There is a liability waiver that each needs to sign to participate.
- g. Bill Samblis indicated that the old fishing dock is sitting beneath the new one. Was he talking about the floating dock? Dave Tracy indicated that the old dock was pulled out. Bill asked that we contact Pro-Tech come and do landscaping. Rich Graham indicated the contract has expired and they no longer are contracted.

V. Non-Meter lot discussion – Led by Rich Graham

- a. This discussion is only for community awareness. These are lots that do not have water or have no meter/or they are not being used, some lots are adjacent to lots owned, but not combined within Thurston County. It may be a case where we are over billing these lots. We have several non-metered lots in which we have been charging a \$10 per month fee. Our bylaws have special permissions that allow us to charge for these lots. Some of these lots are seriously in arrears. Approximately 14 accounts are over \$1000 in arrears currently. Your Board of Trustees is looking into this situation. Future research and discussion are being done and will provide you with more information in the future.
- b. Theresa Parsons asked what kind of charges, some are being charged special assessment and some are being charged non-meter lots, some combinations, need to drill down and address each property individually.
- c. Jyll indicated that 93 lots are non-metered and each of these accounts have to be looked at individually.

VI. Ken Miller – Drainage District (DD) Goose Poop conversation

- a. Goose poop was getting bad at Park, and is that a DD problem? Ken shared some documentation about how to handle this. Indicated that the DD rules are very broad and allow them to deal with water quality can offer some help with that. He reached out to the federal agencies and see what was involved (APHIS). Lots of information out there. APHIS provides a service that may help with this problem. Geese normally migrate, but our geese hang out all year. DD offers funding to help with this situation. APHIS recommended the round up method of the geese. Its approximately \$2200 for this. DD may be able to pick up at least ½ of that or maybe even the majority of this. The benefit is for the community. Ken indicated BOT tell the DD what we need from them.
- b. Marci Simmons asked about the grape pop method and is safer for the community? Not sure what happens with this. Ken suggested to get a couple of tame swans and that might help,

but swans can be problematic. DD is eager to help BOT with this problem.

- c. Jyll Jones – mentioned a goose poop machine? Not sure about this. Might be a deterrent.
- d. Marcie indicated there were other methods, mylar balloons, etc. Lots of different way for deterrent, what method to go with.
- e. Ken indicated that DD will help pay with this and it is a water quality issue.
- f. Jim Hawkes indicated may be water quality issue. What does the community want to see happen?
- g. Ken read some different information that goose poop can be a water quality issue.
- h. Rich Graham indicated no motion at this time, and that Marci and the Parks and Rec committee make some decisions and move forward on this issue.
- i. Mike P indicated that the grape pop has most likely been used before, as there is a partial bag (gallon jug per Mike P.) in the storage area.
- j. Ken stated that he does not have a firm commitment with APHIS, but to let them know what we want as soon as we can.
- k. Rich stated to figure out a cadence with this, (yearly, etc.) and tasked Jim on how to communicate to our community.
- l. Kelleigh asked if Mike P could take a picture of this deterrent so we can do research on this.

VII. TREASURER'S REPORT

- a. Working on 2022 budget to be able to present to community by annual meeting.

VIII. Water Committee Report

- a. Theresa thanked her water committee volunteers.
- b. Update on the schedule for cleaning and inspecting on the reservoir from Liquivision. They are regional so they like to group their work in an effective way, and they are scheduled to be in our area June/July and we will update the community when they confirm the schedule.
- c. Water committee has also reached out to a structural engineer to take a look at the concrete reservoir. This is all part of the previously authorized work from February 2022 minutes to empower and make funds available to the water committee to engage in these necessary items.
- d. SLMC water pipes mostly lie in the County's right of way. The franchise agreement was executed and now this will put us in the good standing with county regulations and our operations.
- e. Met with Cory Lenzi, KCL, he went over several projects he has done in the past and has set in motion to move forward with. He made some recommendations on what SLMC needs to do now. This includes cutting in additional valves so we can continue to isolate different areas of the system so that if something breaks or needs repair, or need to do work, we can minimize water shut offs for the homeowners resulting in one day shutdowns. Recommend doing this type of work on a quarterly basis, to minimize the number of homeowners out of water, resulting in hopefully only one day without water. There are 3 more shutdowns scheduled.
- f. The next project includes the work on Shoreview and Vantage, where we had a leak in December, KCL had exposed this, and fixed it, but they didn't backfill it as it's more efficient to cut those valves in once they get the approval, so they put a metal plate over it.
- g. The Water committee is asking the BOT to authorize KCL to do that next set of valves/cluster cut ins. It will be at 3 different sites. KCL will start excavating and prep on a Monday, shut down on Wednesday, cut those in and then take samples in for testing. There will be a boil notice and then after testing the boil notice comes off and they will backfill and restore. This should be complete by Friday of that week, unless some unexpected happens, to restore water by weekend.

2. MOTION TO Authorize KCL to preform the next set of valves/clusters thus spending approximately \$30-\$35K baring any unexpected issues with the water system.

MOTION BY: Theresa Parsons SECONDED BY: Marci Simmons

Any approximate timeframe? 3 weeks or so, KCL Must get on their schedule. Approximately with 3-4 weeks.

Rich indicated we will communicate to the community as soon as possible. He also asked the price for this work.

Theresa indicated \$30-\$35K.

Jim asked how we know and have a proper analysis where the valves need to cut in.

Theresa responded that we do know because it's where there are junctions of the pipe distribution system. There is a map where those have been identified.

Eric indicated that this has been an ongoing process and there are 9 sites left (maybe 10) that need to be replaced. The valves are not shutting off, just spinning. This will help with shutoffs and water disruption for the entire community.

Theresa and water committee will work with closely with KCL and as part of the asset management system to ensure all the work is as consistent as our crystal ball can be concerning future improvements.

APPROVED: Yes Passed unanimously.

Theresa indicated the water committee has requested from the NWS engineering side for proposals of a reserve study. This reserve study would include an asset management element of the water system for the projected capitol improvements. They will hire a sub consultant to do the same for all non-water assets, to include community center restrooms, docks, etc. This will include some additional water quality sampling and perhaps some recommendations that are above and beyond the required water quality tests that DOH requires. This will give us better in-depth information on what is in our water and if we want to treat for additional things. These are aesthetic issues such as color taste, sometimes high iron, which is unpleasant, but won't hurt you.

An element of this would also include a critical thing we need which is record keeping based on GIS system. Currently, we have a very poor record keeping system. GIS based method to include extended improvements which could result in a final product in approximately 3-6 months. We would have an additional amount of work and nominal charges as we add additional information. The software is expensive, and we would hire NWS to maintain the data base. We don't have the funds or the expertise to purchase and manage this data. When work is done, we could attach invoices, notes, pictures, what work was preformed, etc. to that site. This can be a planning tool for SLMC. This is the most efficient way capture all the work needed.

Further information gathering will happen, and more meeting are planned.

3. MOTION TO: Enter into a contract with Northwest Water Systems to do the Reserve Study with the above identified elements and not to exceed \$50K.

Jyll asked if this was an addendum to existing NWS contract. No, it would be an additional contract.

Jim asked if we have assurances about that this would be somewhat of a final cost?

Theresa indicated the committee asked this same question. Essentially the answer is yes. There is a balance point between data gathering and crystal ball estimates. You can spend too little or too much. NWS assured us we would have a sensible usable plan to move forward with upgrades and/or improvement with out system.

MOTION BY: Theresa Parson SECONDED BY: Marci Simmons

APPROVED: YES Passed unanimously.

IX. GOVERNANCE REPORT

Committee has reviewed the Articles of Incorporations and RCW's that apply to Non-profits and HOA's. Will be moving into the By-laws to bring it up to date.

X. PARKS AND RECREATION REPORT

Parks committee has identified several issues within our property.

Bathroom to be open May 1, 2022. Keeping the porta potties, got estimates for electronic locks, might be the best and cheapest way to manage. Looking at the fishing dock, the goose poop issue. Tentatively a community clean up day in August. Looking forward to the baseball field rehab and the softball game that might ensue. Park signs that have been vandalized are ready to be put back up. 11 am Sunday 19th will be putting those signs back up. Next meeting has been scheduled.

4. MOTION TO Fund \$25k to spend for maintenance tools and equipment so that SLMC employee can purchase what is needed for maintenance of SLMC property.

Jyll asked will that money come from 2021 budget or 2022 budget.

Marci indicated that it would be from 2021 budget and maintenance person will make a list.

Dane Johnston asked why not go to community first, before purchasing?

Michael D indicated he really needs to go through and find out what is needed.

Mike P asked what other issues this money would be used for.

Marci clarified that this would be for tools and maintenance equipment only.

Mike P wanted clarification on give to or use only. If the equipment is SLMC owned, then SLMC is responsible for upkeep, maintenance, etc.

Rich indicated that we need to consider depreciation of equipment.

Kelleigh indicated that expense would be capitalized.

MOTION BY: Marci Simmons SECONDED BY: Mike Pierce

APPROVED: Yes

XI. ADJOURNMENT

- a. The meeting adjourned at 8:05 p.m.