



## SCOTT LAKE MAINTENANCE COMPANY

### BOARD OF TRUSTEES

January 16, 2024

6 pm – 8 pm

Zoom and in the Community Center

Called to Order at 6:02 pm

Roll Call – Board of Trustees Present:

- Eric Riffe • Theresa Parsons • Judy Zygar • Tom Culleton • Mike Pierce • Jim Johnson
- Julie Orcutt • Sarah White • Jeff Curry

### Pledge of Allegiance

**SLMC Member Comments and Board Responses – 30 minutes, 3 minutes per member to speak.**

Dennis Caines: We will send in their insurance and the \$200 to rent the park and bathrooms for the hydro races to get that taken care of.

### Adoption of Agenda:

President

**MOTION:** Theresa Parsons moved, and Jim Johnson seconded, to adopt the agenda as amended: add to New Business discuss SLMC Member Comments. The motion passed unanimously.

### Minutes Approval:

President

**MOTION:** Mike Pierce moved, and Julie Orcutt seconded, to approve the minutes with the following amendment to include the cost of the bathroom remodel, \$19,737.69. The motion passed unanimously.

### Old Business:

- **Plant Containment Equipment – Theresa**

We cannot store petroleum products within a 100-foot zone of our water plant, so we would need to purchase containment vessels for all our small engine tools, lawnmowers, etc. I have submitted a proposal to the Department of Health and spoken with Kevin Odegard at NW Water about implementing a containment system that will include spill pallets with absorbent pads, as well as a ramp for the lawnmower and additional absorbent pads to place under the truck's engine to contain any potential leaks. We need to purchase the necessary containment equipment since we have a sanitary survey scheduled for February 7th and must have everything ready by then. This was all brought about by a call made to the Department of Health by a concerned citizen from the community.

Penny has contacted Uline. They have the products we need, and the prices range from \$100 to \$2000, so we could spend anywhere from \$5000 to \$8000.

**MOTION:** Theresa Parsons moved, and Sarah White seconded, to authorize the Executive Secretary to order spill containment and products to comply with the protection and storage of herbicide required by the Department of Health, not to exceed \$10,000. The motion passed unanimously.

- **Construction Begins – Eric**

The bathrooms will start on January 17<sup>th</sup>; they will remove all the plumbing so the flooring can be installed.

The flooring will start on Tuesday, January 21<sup>st</sup>, and should be completed by Friday, January 24<sup>th</sup>.

The bathrooms will begin to be put back together on January 28<sup>th</sup>, and the process should take approximately four days.

Everything will be ready to come back into the building on February 3<sup>rd</sup>. Multiple volunteers would be nice to get the job done quickly.

It was great to have all the events marked in the back room so that when we moved everything out to the storage unit, we could keep it all organized. We really appreciate your organization. Stephanie did this excellently, as she has been storing most of it at her house.

Thanks to all the movers: Judy, Jim, Mike, Brian, Penny, Theresa and her truck, and a young neighbor boy named Josiah.

#### **New Business:**

- **Annual Meeting & Budget Tentative Time Schedule - Judy**

On January 14<sup>th</sup>, we had our Finance Committee meeting and decided to discuss creating the timeline for the Annual Meeting and the budget process. Please refer to the proposed schedule in the packet.

- **Budget Schedule – Judy**

We will compile last year's budgets and the actuals to help us prepare this year's budget. The first budget meeting is on January 20<sup>th</sup>, and the second will be on February 4<sup>th</sup>.

- **Call for Candidates – Eric**

This year, we have three open seats for a three-year term. On Friday, January 17, postcards will be sent to the community, informing everyone that they should submit an application and a bio to the office by February 20 if they want to join the board.

- **Vote Count Supervisor – Theresa**

I want us to ask Alaine Schumann to be the Vote Count Supervisor again this year.

- **Capital Projects – Eric**

Capital projects will need to be submitted at our February 4<sup>th</sup> meeting.

- **Community Comments – Jim**

I would like to see the community members' comments included in the minutes. Begin

posting the Rules of Conduct for meetings on the website and at the meetings. If someone does not adhere to the rules, they will be asked to leave, and their comment will not be included in the minutes.

- **IT – Theresa**

We are still struggling with IT issues. We need to request a licensed IT person who can assist us when something goes wrong, back up our system, and work on our system remotely. We must identify what we require and look for resources to help us. Possible resources include RCAC, the Small Business Administration, and the Secretary of State's office, which has a lot of nonprofit training available for service proposals.

**Committee Reports:**

- **Events Committee – Sarah**

The Events Committee has existed for a full year, and we've experienced successes and challenges. We are instituting new procedures to streamline processes, including reimbursements. Everyone is accustomed to making purchases without needing to submit receipts. Managing the purchasing and reimbursement process has become increasingly difficult as events grow busier, but we are taking steps to address this.

Historically, Happy Feet hosted the Easter event, which included a raffle that raised money for the following year's Easter event. Since we now have a budget, we would like to keep the event as close as possible to what it typically is. We want to continue with the raffles and donate the money raised toward the fish for the Fishing Derby.

We've had many successful large events, so we'd like to space them out to about one per quarter and start adding smaller ones in between. We are talking about possibly having a bunco night in March, a sip-and-paint activity, or a craft party—just some small things we are working on. We'll bring you more details next month.

- **Water Committee – Theresa**

We are required to send out the Consumer Confidence Report every year, which NW Water has historically done for us and will do again this year.

Our chlorine residuals are supposed to be done five days a week, every week, and then it's reported to NW Water. Ron and Jim Johnson have agreed to tag the team to back up Jacob.

We are reviewing NW Water's 2022 reserve study. Judy and Penny have provided us with three years of repairs and upgrades from KCL, HD Fowler, and American Pump to update our asset management spreadsheet. This will help us stay informed about what has been completed and what needs to be done for capital budget requests.

We contracted with NW Water to create a GIS system for our water data, and they provided the initial outline. We are uploading the data to them. I hope that in a few years, we will have a completed GIS system that contains enough information so that anyone in our organization can readily access data about the work done on each component. Therefore, we will continue collaborating with NW Water to keep everything updated.

A Sanitary Survey is required, depending on the water system and the Department of Health, and it is conducted every 3 to 5 years. They mandate that water systems

undergo what they call a sanitary survey. Ours is scheduled for February 7th at 1 p.m. The Department of Health will send someone to inspect our facility to ensure we meet all necessary requirements. If there are any concerns, they will document them, and we will have a specific period to address the issues.

We have 600 customers and have replaced 300 of our meters with radio read meters. These meters store data that allows us to download hourly, daily, weekly, or monthly water consumption information. We received training on using the equipment and how it interfaces with billing. This should speed up our meter reading process and make it more efficient, reducing the chance of errors.

- **Finance – Judy Zygar:**

The Finance Committee has been unpredictable lately, but our primary focus is the budget. With each year, we've gained more insights, and I'm genuinely looking forward to this year's process because it will be much easier and more transparent than in previous years. The audit is in progress, but I must bug them to communicate with us.

- **Compliance – Jim Johnson:**

A tree has fallen on the fence of the deceased community member's home. Theresa has spoken to the pastor of the church, who is the executor of her will. They've passed it on to a law firm, which has forwarded it to another law firm. So, basically, no one is doing anything to resolve her estate.

- **Communications – Julie Orcutt:**

I am still working on the Social Media/Communication Policy and Procedures, and once that is complete, I will begin on the Community Input on Board Meeting Policy.

- **Governance – Mike Pierce:**

We had a Zoom meeting with the Parliamentarian and reviewed a couple of his suggestions. He still needs to go through them line by line and see what changes he believes should be made. He mentioned that we did a pretty good job of writing them up. Once we receive all his suggested changes, we will revise them, send them to him and the attorney, make any additional adjustments, and then send them to the Board for their review and suggestions. Once everything is finalized, it will be up to the Board to organize Town Hall.

The Parliamentarian believes he will need 10 hours to review the Bylaws line by line at a rate of \$100 per hour, making the total cost for his review \$1,000. Of course, if he finishes sooner, the cost will be lower.

**MOTION:** Mike Pierce made a motion, seconded by Jim Johnson, to allocate 10 hours for the Parliamentarian at \$100 per hour to review the Bylaws line-by-line and provide recommended changes. The motion passed unanimously.

- **Parks & Rec – Jim Johnson:**

We have been requested to install a dog waste bag station at the south corner of the park. They are free from the County; the only requirement is that they want them installed within two weeks of receiving them. Our costs would include two hours of Brian's time, a chain and lock, and two bags of concrete, totaling approximately \$200.

So where would we put it? The south end's west corner is next to the entrance, where the new bench is located. Is it inside or outside of the fence? It would have to be outside the fence now that it has been closed off.

That brings up another issue. Penny has received several requests to have that corner reopened. Eric asked why it was closed off. Mike explained that there was an opening just 20 feet away, so there was no reason not to close it. Eric stated, "This is just like the one down by the playground where the kids always used to go through, and we had to reopen that one. This corner provides easy access for people walking their dogs and such. We can remove the posts from the fence and put the waste stand there to reduce the opening a bit, and that will make the community members happy."

- **Cell Tower – Theresa**

The cell tower contract ends at the end of this year, and they are being as forceful as a used car salesman, eager to close the deal before we can figure out what's really going on. While cleaning out the back room, we found a box labeled "cell tower" with additional paperwork. We need to conduct some research to ensure we are receiving fair market value for the lease of our property. Further investigation is required.

**Adjournment: 8:14 pm**