



## SCOTT LAKE MAINTENANCE COMPANY

### BOARD OF TRUSTEES

May 15, 2025

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 • Jim Johnson • Julie Orcutt

Board of Trustees Absent:

• Mike Pierce (Excused) • Sarah White (Excused)

#### Pledge of Allegiance

#### Adoption of Agenda:

President

**MOTION:** Theresa Parsons moved, and Jim Johnson seconded, to adopt the agenda as amended: to add an Executive Session at the end of the meeting to discuss a potential legal situation due to vandalism. The motion passed unanimously.

#### Minutes Approval:

President

**MOTION:** Jim Johnson moved, and Tom Culleton seconded, to approve the minutes with the following amendments: to change the year from 2024 to 2025 at the top of the page, to add an S at the end of NW so it reads NWS Water, and on the third page that the policy and procedures should state the Election Policy and Procedures, and under the Water Committees report it should state we given approval to be eligible to apply for grant money for the PFAs. The motion passed unanimously.

#### Annual Minutes Approval:

**MOTION:** Theresa Parsons moved, and Jim Johnson seconded, to approve the minutes with the following amendment: Add the comments regarding what a great job the Executive Secretary has done over the last year.

#### New Business:

- **Appointments of Vacant Positions – Eric**

Due to the absence of a quorum at the Annual Meeting, no vote was conducted for the open seats for which Jeff Johnson and Julie Orcutt were candidates. Consequently, since Julie Orcutt and Jim Johnson currently serve on the Board of Directors, they will automatically retain their positions for an additional year. There is currently one vacant seat following Jeff Curry's resignation from his position, as communicated to Eric via text. Eric will forward a copy of this message to Penny for the record. We will leave the position open for the time being and will announce the availability of the Board of Trustees position in the upcoming newsletter, encouraging interested individuals to contact Penny. Therefore, we will follow our Bylaws, which stipulate a minimum of 3 and a maximum of 9.

- **Nomination of Board Officers – Eric**

**MOTION:** Julie Orcutt moved, Jim Johnson seconded, to keep Eric Riffe as President, Tom Culleton as Vice-President, Theresa Parsons as Secretary, and Judy Zygar as Treasurer. The motion passed unanimously.

- **OrgSupport Contract - Theresa**

I apologize for the limited time allotted for reviewing the contract. We finalized the details only a few days ago. However, I would like to emphasize that Judy, Penny, and I have identified significant opportunities for improvement in the business practices concerning billing with NWS Water.

Craig Ottavelli, from OrgSupport, is deeply involved with many nonprofit organizations in the community. He understands the challenges that volunteer boards and small staffs face. To address these challenges, he established an organization to support nonprofits in enhancing their operational efficiency. OrgSupport can handle a variety of tasks, including hosting events, managing billing, and developing bylaws and policies.

I spoke with Kevin Odegaard about our contract with NWS Water Systems and the requirement for a 60-day notice. We discussed our plans to upgrade our business practices and move in a new direction. Kevin understood and mentioned that it's just business. There was some concern that, since they are our certified water operators, this change might affect our relationship. However, he assured me that it would not have any negative impact.

We would like to transition our billing to OrgSupport, with the option to contract them for additional business support as needed. Their office is in West Olympia by the Auto Mall. We aim to complete this transition by August 1st, which will involve a rollover period and significant upfront work.

There is a one-time setup fee of \$6,000, and we will be charged \$4,000 per month for ongoing billing. This monthly fee is slightly lower than what NWS Water Systems charges, which is approximately \$4,300 per month.

Once we complete the transition, we will guarantee them a one-year contract. Suppose we decide not to use their services during the first year. In that case, a 90-day penalty will be applied, which is equivalent to a reasonable estimate of the actual damage incurred due to early termination. The client will be responsible for paying this early termination fee if applicable.

**MOTION:** Theresa Parsons moved, Judy Zygar seconded, to authorize and contract with OrgSupport to provide the billing and certain business practices, and for the President to be authorized to sign it. The motion passed unanimously.

- **150 New Radio Read Meters – Theresa**

We have allocated funds in our budget this year to purchase an additional 150 meters. The cost per meter is \$283.91, plus freight and sales tax. We estimate that the total cost will be approximately \$300 per meter, excluding installation costs. The total purchase amount from Correct Equipment, the distributor for Master Meters, will be \$46,500.23. I specifically inquired about any tariffs associated with the meters, and was informed that there are none, as the meters are being exported from Israel. Additionally, we will need to buy meter boxes, which are significantly less expensive. We will also need to hire a contractor for installation, which is scheduled to take place over the next five months.

**MOTION:** Theresa Parsons moved, Juile Orcutt seconded to purchase 150 master meters from Correct Equipment for \$46,500.23 and authorize the President to sign the invoice. The motion passed unanimously.

- **Golder Landscaping – Theresa**

A couple of weeks ago, the water line on 123rd Street that turns onto Fairway Drive sprang a leak. The top of the pipe broke, and since it's a 6-inch pipe descending a fairly steep hill, a lot of water came rushing down. There's a house at the bottom, located at 12234 Fairway Drive. All that water ended up flowing into his yard, across his driveway, and down over the hill. He has some retaining walls above the golf course and a really nice driveway.

We have fixed the break that led to the boil water notice. The break occurred at 10 o'clock at night. We managed to turn the water down as much as we could, and then we had KCL come out the next morning. Unfortunately, KCL couldn't have done anything at 10 PM; their crew was already in bed, and no supply stores were open. The repair was completed first thing in the morning, the water was turned back on, and the boil water notice went into effect.

Mr. Golder, who lives at the property, was very gracious despite the damage that occurred. He spoke with Eric about restoring his property, as it had suffered significant damage. The estimated cost for repairs is \$9,418.20. We acknowledge that Scott Lake Maintenance Company created this problem; it was our infrastructure that failed. Therefore, this cost seems reasonable for the work needed to restore his property. I would recommend that we authorize it. I don't think we have any choice, if we don't, and he sues us, that \$9,000 is going to be a drop in the bucket.

Can we obtain a document that confirms this will fulfill our obligation of restitution for this incident?

**MOTION:** Tom Culleton moved, Judy Zygar seconded, to approve the expenses and quote from Fern Excavation to come in and repair and perform necessary work at Lance and Sandra Golders' home at 12234 Fairway Drive SW, up to \$10,000. The motion passed unanimously.

- **Fee Schedule – Theresa**

Although we adopted the budget through a different process, it includes increased assessments for water and the HOA, which means we need to update our Fee Schedule to reflect these changes. Penny also reached out to NWS Systems to obtain their updated fees, which are included here. Therefore, I propose that we adopt this fee

schedule, incorporating all of these fees.

When we transition to OrgSupport, these fees will change, and we will need to revisit and revise various areas as necessary. However, it's essential that the updated water and HOA assessments, as well as any fees charged by NWS Systems, are reflected in this schedule.

**MOTION:** Theresa Parsons moved, Julie Orcutt seconded, to adopt the revised Fee Schedule to reflect the new water and HOA assessment fees and NWS Systems fees. The motion passed unanimously.

Can a copy of the Fee Schedule be included with the first bill when we start with OrgSupport, so that everyone is informed?

### **Park Camera Training – Penny**

We have rearranged a few of the cameras so that the stronger one is now focused on the play structure. The existing cameras are positioned high up, which prevents us from obtaining a clear resolution. The prices quoted for the equipment include options for live streaming in the office. Robbie provided a list of items he recommends we order to avoid marking up the prices. His installation fee is \$333 per hour. Training would be at \$200 per hour. Multiple people should be trained on how to use the cameras, including those from parks, communications, and you.

**MOTION:** Theresa Parsons moved, Julie Orcutt seconded, to authorize the expenditure of up to \$2,500 for additional monitor and storage equipment as discussed. The motion passed unanimously.

### **Committee Reports:**

- **Water Committee – Theresa**

RCAC is conducting a Rate Study to help us plan for replacing our distribution system. They will evaluate various alternatives related to our finances, current rates, and needs, and provide recommendations. Since we can only secure funding through a loan, the study will help us determine what loan payments we can manage within our existing rate structure. This includes assessing whether we should raise rates, implement a special assessment, or extend the loan term, among other options. Judy, Penny, and I are discussing these matters with RCAC, and the Rate Study will take a few months to complete.

The application process for addressing the PFAS issues is progressing slowly. We are seeking technical support, which essentially functions as a grant that will allow NWS Water Systems to develop our Small Water System Management Plan and reimburse us in the process. Additionally, we plan to request reimbursement for the PFAS Alternative Analysis that NWS Water Systems has already conducted.

We will ask for funding to cover the design and other technical support necessary for drilling a new well to tackle our PFAS problems. The first step is to hire a hydrogeologist to assess the feasibility of drilling a new well, which will be funded by the Department of Health. I anticipate that we will aim to drill two wells, although we may need to cover the costs of the second well ourselves.

We will be applying for technical support regarding the Lead and Copper Rule, which we have not yet addressed. I consider this an unfunded mandate because the Department of Health is implementing requirements at the federal level through the

Clean Water Act. These requirements will obligate us to carry out specific actions. This process will take time, especially if we are responsible for collecting the necessary data. Therefore, we hope to secure some technical support in the coming years.

Jacob, our meter reader, discovered an issue with the chlorine feed into the system. He quickly grabbed Brian, and together they went to investigate. Upon arrival, Jacob found that the tubing from the pump to the injection point was clogged. Additionally, there was another clogged tube inside the pump itself. Fortunately, everything has been fixed now.

- **Finance – Judy Zygar:**

I have a detailed overview of general stock values that I would be happy to share with anyone interested. During the recent fluctuations in the stock market, we experienced some losses; however, I'm pleased to report that we are now largely back to our previous standing. Our total investment currently amounts to approximately \$1.9 million, which encompasses our interests in both water resources and the Homeowners Association (HOA). If you would like a copy of the overview, please let me know, and I will send it to you via email.

- **Compliance – Jim Johnson**

We received a complaint regarding a home on Trevue Avenue that appears to be abandoned. The lawn is not being maintained, and a dilapidated garage is covered with a tarp. Additionally, there is a shed with holes in the roof that is also in poor condition. We have sent a letter to the homeowner along with pictures for reference.

- **Parks Committee – Jim Johnson**

Dennis Caines and I discussed the placement of the tetherball during our last meeting. We felt that the park was too crowded, as there is already a lot happening there. Instead, we proposed setting them up at the community center, approximately 20 feet west of the parking lot. This location would provide older siblings with an activity to engage in while their younger siblings play baseball.

**EXECUTIVE SESSION:** Adjourned at 7:32 for the Executive session.

**Adjournment: 8:09 pm**