



## SCOTT LAKE MAINTENANCE COMPANY

### BOARD OF TRUSTEES

November 20, 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 • Jim Johnson • Julie Orcutt

Absent:

• Tom Culleton

#### Pledge of Allegiance

#### Adoption of Agenda:

President

**MOTION:** Jim Johnson moved, and Theresa Parsons seconded to approve the agenda as presented. The motion passed unanimously.

#### Minutes Approval:

President

**MOTION:** Julie Orcutt moved, and Theresa Parsons seconded, to approve the minutes as amended regarding the PFAs. The motion passed unanimously.

New Board Member: Tom Friedrich – He has lived in the community for 8 years and has served on several boards in the past. I've been the president of Capital City Bass Club for the last 12 years. When asked if he would be interested in serving on any committees, such as the parks, Tom said yes.

**MOTION:** Julie Orcutt moved, and Theresa Parsons seconded to appoint Tom Friedrich to fill the vacant Trustee position on the Board. The motion passed unanimously.

Off Duty Sheriff Duty Patrol – Lt. McIver

He introduced himself as the person who manages the contract for off-duty patrols for the sheriff's department. Judy explained that our community has been asking, "What are you doing about this?" and "What are you doing about that?" She mentioned that the park becomes problematic during the summer months, with community members riding their four-wheelers speeding down the road, and issues with people prowling homes and vehicles.

Lt. McIver stated that there are typically 7-10 deputies serving the entire county at any given time. Their start and stop times overlap slightly, which means there may be three crews on duty for a short period. However, it's more common for only one deputy to be working in the district that includes Scott Lake. Given the high volume of calls they receive, whenever they have the opportunity, they conduct random patrols to address issues like speeding and other disturbances. With so few deputies on the road, it is challenging to dedicate specific time to particular areas, which is why they offer this off-duty service.

As a board, you will determine the number of days and specific areas of focus for the deputies. These areas may include addressing speeding, ensuring compliance with stop signs, and managing requests from community members who will be away for an extended period. Community members can notify the office by filling out a form kept in a book. The deputy will check in at the office and conduct routine checks of the homes during their four-hour shift. We do not get involved in any matters related to the community's civil side. We are here for the criminal aspect.

Once the contract is signed by both parties, I will schedule patrol days and times. This information will be shared with the deputies for sign-up. Each shift will last a minimum of four hours, during which the deputy will remain within the Scott Lake community.

One positive aspect of this program is that when deputies work these shifts, they identify areas that need attention and can relay that information to other deputies who patrol the district. This helps ensure ongoing attention to problem areas.

The cost for off-duty patrols is approximately \$161 per hour. This rate is standard and includes wages, insurance, retirement, and medical benefits. The sheriff's office pays the deputy's wage directly and then bills you for it. Consequently, you may find that a deputy assigned to this shift could cost you \$50 less per hour.

Please provide a 10-day notice when submitting your schedule requests. If you submit your preferred days for January and later find that those dates do not work for you and wish to change them for February, please send us your new dates with at least 10 days' notice. I can then update the schedule and ensure that the new days and times are filled.

**MOTION:** Theresa Parsons moved, and Julie Orcutt seconded, to enter into an agreement with the Sheriff's office to provide additional patrols at our expense and to authorize the president to sign the contract. The motion passed with 5 yes and 1 no

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

**Old Business:**

**Park Shelter Rental Form Attorney Response – Eric**

Julie will add the attorney's comments to the park shelter form and bring it back to the board for final approval.

**Eldorado Update - Theresa**

Judy, Penny, and I spent most of today in meetings, and overall, things are progressing well. Although there are always hiccups along the way, the next billing cycle is likely to be significantly better than past ones. Penny has been quite assertive in her commitment to assist, as this will help us understand how the entire program operates. Together, Judy, Penny, and I handled the initial data entry in Eldorado.

Billing will transition to Eldorado this month. We understand this may cause some inconvenience, as everyone will need to set up their portal again if they want to pay online or utilize automatic payments. However, once everything is set up, the system will function much better. You will have access to all your information, including your payment history, outstanding balance, and water usage.

To help explain these changes to the billing system, we will provide a two-sided letter that outlines the details. Additionally, we will follow this up with a postcard.

Penny has done an excellent job creating step-by-step instructions for setting up your portal, which are available in two formats: plain text and screenshot guides. Both formats essentially provide the same information, but they offer different ways of visualizing the process. These instructions are posted on the website for users to download.

Judy has also reviewed the instructions to ensure they make sense, particularly since she manages multiple properties and can link them together. Although we haven't set up our personal accounts yet, we did test a sample account, and it worked well.

Now, we will be able to access and run our own reports. If someone calls to inquire about their balance, Penny can look it up and even process payments over the phone—tasks she previously relied on Sharon to handle.

EIDorado is our database where staff enter customer information, assessments due, and payments made. This data syncs with Inuity, the program customers use to access their accounts. If community members need assistance with signing up, Penny has been very helpful to those who are not familiar with computers or are confused by new programs. They can simply stop in, and she will assist them in setting up their accounts in the new portal.

From Judy's and my perspectives as board members involved in this process, we can see the level of effort required for this type of billing and the work involved in getting everything done.

#### **New Business:**

#### **WUCIOA Updates Effective Jan. 1, 2026 from the Attorney - Eric**

During the 2025 legislative session, the Washington State Legislature passed ESSB 5686 and ESSB 5129, which apply to community associations governed by the Washington Uniform Common Interest Ownership Act (WUCIOA).

The legislature aims to consolidate all legislation relevant to various entities with common areas, including single-family residential homeowner associations, condominiums, and townhouses. This effort is intended to simplify common-area requirements, making them easier to understand and enforce. Currently, it is challenging to determine which Revised Code of Washington (RCW) applies to our situation, necessitating frequent back-and-forth to find the relevant information.

For \$750, the attorney can create a resolution for us to adopt, ensuring compliance by January 1. We can proceed with hiring the attorney to provide this resolution and schedule a working session to address any questions, or we can email our questions—either option will incur the same cost.

We will receive a template version of the resolution, which will enable us to ask questions about how it pertains to our specific situation and how to implement it, as that part remains unclear. While state law supersedes our local covenants and bylaws, we need to understand how to revise those documents. What authority do we have, especially since this change is mandated by state law? These are questions we must address regarding adoption.

This is just phase one; further changes are coming that will be even more significant. We need to begin strategizing on how to address these upcoming changes and discuss it with our attorney. I anticipated receiving more information from him by now. Please note that by January 2028, all these changes must be fully implemented.

**MOTION:** It was moved by Theresa Parsons, and Julie Orcutt seconded, to authorize the president to have the attorney draft a resolution for a flat fee of \$750 that allows us to implement his memorandum from November 18, 2025. The motion passed unanimously.

### **Partial Payments – Theresa**

With the old billing system, it was challenging to handle cases when someone voluntarily turned off their water service. According to the fee schedule, the base water fee is \$70, which includes a base water rate of \$45 and a charge of \$25 for the first 700 cubic feet. However, I'm not entirely certain about the exact breakdown. We had one customer who requested to shut off their water service so they would only have to pay the \$45 monthly base rate. In the past, billing for this situation was difficult. Fortunately, with the new billing software, we have developed a new coding system specifically for meter-only services, which has resolved this issue.

### **Late Fees – Judy**

Late fees have been waived until January 21st. Are we considering extending this waiver until February 21st? It appears that some individuals who are not paying their bills may be taking advantage of this grace period. We may need to start shutting off services for non-payment. Sometimes we need to take a firm stance and require those who are not paying to settle their accounts, especially since those who are paying often end up supporting others who are not.

There are various payment options available: individuals can pay online, mail a check, or drop one off at the office. Many of the complaints on Facebook regarding a lack of responses come from individuals who haven't made much effort beyond posting online. We will discuss this issue at our meeting on January 15th to decide whether to extend the waiver of late fees for another month.

### **Water Distribution Strategy Plan – Theresa**

The water budget includes \$90,000 for consultants, covering consulting, IT, and engineering. However, we haven't spent much of this money.

The water committee has invited three engineering firms to discuss how we can move forward with replacing the aging distribution system. Many pipes have exceeded their useful life, and some materials used in the system are no longer acceptable. The goal is to develop a comprehensive plan for replacing our distribution system.

The intent is to examine various issues, including phasing, funding, and major concerns such as permits and processes. We need to identify critical areas of caution. This will serve as a roadmap for moving forward. It will help us establish a phasing plan and provide funding recommendations. Additionally, since we are a volunteer organization, it's important that we create a solid foundation. This way, if people move on, we will still have a common plan in place to continue our progress.

We received a proposal from Gray and Osborne, whose offices are on the west side of Olympia. Their proposal amounts to \$28,800. During our discussion, we also discussed the construction standards most municipalities and water systems use to build their systems. This includes specifications such as the type of pipe, type of valves, type of meters, depth of cover, and the standard locations for meters, such as whether they are at the property line or valves at certain intersections. Developing these standards will provide a foundation for consistency and planning, which is essential for design and construction.

Also, we are still working with Northwest Water to create our Small Water System Management Plan, and we are trying to free up the Department of Health funds they promised to pay Northwest Water to do so on our behalf. If we get these development standards into that SWAMP planning document, as we roll into the design replacement of the system, and we follow those standards that we incorporated in that plan, the Department of Health's level of review and confidence in us is elevated and will help facilitate trust and approvals through the Department of Health.

I asked Brian Osborne for a cost estimate to compile the necessary documents, including drawings and specifications for various elements such as the main French sections, depth requirements, typical utility crossings, thrust blocking, check valve assemblies, and flow-offs. Through the strategy plan, we will assess the feasibility of installing fire suppression systems, such as fire hydrants, and determine whether our system can meet those standards. If we decide to proceed, we will include a typical fire hydrant detail in our plans. Additionally, we will discuss the testing ports required throughout the system for coliform and chlorine residual testing.

I'd like to do this in two motions.

**MOTION:** It was moved by Theresa Parsons, and seconded by Jim Johnson to execute an agreement with Gray & Osborne to provide a strategy plan for the replacement of our water distribution system and to authorize the president to sign that contract for \$28,800 with a contingency of \$5,000 that will authorize the water committee to utilize as they see fit to create these standards and will keep the board posted on anything we do above and beyond the proposal to work with the engineering firm on any additional work or changes in the scope needed to complete the strategy plan on these two task orders to the best of what we need. The motion passed unanimously.

**MOTION:** It was moved by Theresa Parsons, and seconded by Julie Orcutt to approve executing a contract with Gray and Osborne to provide our water distribution system standards and authorize the president to sign the contract in the amount of \$11,800 with a \$3,000 contingency that authorizes the water committee to utilize as they see fit to create these standards and will keep the board posted on anything we authorize them to do above and beyond the proposal. The motion passed unanimously.

## **Committee Reports:**

### Events Committee – Theresa

Sarah wanted to remind everyone that Santa will be coming to the Community Center on December 20th from 4 PM to 6 PM for a festive day. You can snap a photo with Santa and enjoy crafts, treats, and raffle prizes. We are looking for volunteers to help with various tasks, including cleanup, assisting kids with crafts, and distributing raffle tickets. High school students can earn community service hours by volunteering. Also, the Battle of the Lights is tomorrow night at 7 pm, and there will be prizes.

#### Water Committee – Theresa

The generator on 123<sup>rd</sup> doesn't seem to be working. There was some confusion about who would call whom after we signed the maintenance contract with Tacoma Diesel, so now they will be out on January 6th, and Brian will let them in to service them. We also need to get the propane filled. Penny will have Brian call Centex Propane to schedule a fill.

Jake went out to read the meters, but the heavy rain complicated the process. Some meters were easy to read, but when flooded, the radio readings were blocked, requiring manual readings. Even then, it was difficult for him to see clearly because the sheets he was using got ripped by the rain. As a result, we might have to wait to obtain some of the readings.

#### Finance Committee – Judy

We currently have over \$2 million in investments.

#### Compliance – Jim

Chickens are gone.

#### Communication – Julie

A rough draft of the Social Media policy was handed out at the next Board meeting for review at the next meeting.

#### Parks and Rec – Jim

Dennis and I spent about half an hour talking about ways to stop the erosion of the shoreline, and they're all really expensive. There is also garbage floating by the fishing dock that got washed into the lake. That was from the garbage can that was attached to the fence. Until the water resides, Brian cannot clean it up.

Meeting adjourned at 7:45