



SCOTT LAKE MAINTENANCE COMPANY
BOARD OF TRUSTEES

September 17, 2026
6 pm – 8 pm
Zoom and in the Community Center

Called to Order at 6:01 pm

Roll Call – Board of Trustees Present:

- Eric Riffe • Theresa Parsons • Judy Zygar • Tom Culleton • Jim Johnson • Julie Orcutt
- Tom Friedrich

Pledge of Allegiance

Adoption of Agenda:

President

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

Minutes Approval:

President

MOTION: Jim Johnson moved, and Judy Zygar seconded, to approve the minutes. The motion passed unanimously.

Community Member Comments:

- President Riffe opened the floor for member comments; no comments were made.

Old Business:

- **Fee Schedule – Eric**

It was discussed establishing a formal fine structure for property compliance violations. There are currently no fines for being out of compliance with property standards and do we want to add one.

- The City of Centralia's has a escalating fine model, which reaches \$100/day after repeated non-compliance.
- It was suggested a tiered approach — e.g., Category 1 at \$50, Category 2 at \$100, with daily violations for more serious infractions.
- Violations should be well-defined (e.g., un-mowed lawn = \$25, trash can violation = \$50).
- A formal policy and procedure must exist before fines can be levied.
- At one time there was a past escalation process: warning letter → one week → \$50 fine → escalation → payment plan.
- The Governance Committee is already working on bylaws, covenants, and policies, but full adoption could take up to a year.

MOTION: Theresa Parsons moved, and Judy Zygar seconded, to table the Fee Schedule until a more defined policy and procedures have been developed. The motion unanimously.

New Business:

- **Small Business, Small Scale Home Business – Eric**

A community member submitted a home business permit application for a home bakery, which was presented to the board for informational awareness.

- **Boat Ramp – Eric**

The office has received a couple of about the boat ramps condition and about when they attempted to launch their trailer it fell off the back of the ramp.

- It was noted that by the time a contractor is found, it would be more appropriate to do the work next year.
- The board discussed potential permitting requirements — potentially WDFW, DNR, and/or county (SEPA) permits depending on the scope of work (gravel grading vs. full concrete ramp rebuild).

Committee Reports:

- **Events Committee – Stephanie Stender**

- Pumpkin carving contest will be held on Saturday, October 24, at 2 pm at the SLMC community center.
- Trunk-or-Treating will be held at SLMC community center, inside and outside, on October 31st from 6-8 pm.
- The Events Committee is also getting ready for Trunk-or-Treating candy and Thanksgiving donations. All donations and decorations can be turned into Penny at the office.

- **Water Committee – Theresa**

Theresa updated the board on the current state of the water system, including pump failures, electrical issues, telemetry, meter replacement, and the new well grant.

- Well #4 failed and was pulled by Moerke & Sons out of Centralia; the pump and column were in very poor condition. Estimated replacement cost for Well #4 at approximately \$15,000, pending parts availability; installation targeted for the following week.
- Discussed whether to proactively replace other aging pumps (Wells 2 and 6 are smaller/older; Well #5 is approximately 5–6 years old and relatively new).
- It was advised waiting to see how remaining wells perform before spending additional reserves, given upcoming major expenditures for the distribution system replacement.
- Well #6 also went offline after Well #4 failed; the issue was traced to a blown fuse. After multiple replacement attempts, three new fuses from Ace Hardware resolved the problem. Well #6 is now operational.
- There is a valve leak at the lower booster station near the concrete reservoir; Moerke & Sons will perform a full replacement, including new piping/manifold and a meter recommended by Joe, our Maintenance Tech.
- There was a telemetry glitch caused by a wedding party plugging equipment into the community center and blowing the fuse running the telemetry system.
- AET (telemetry provider) had not fully built in a safety circuit to keep wells and reservoirs communicating during a power loss; this has now been corrected.

- We plan on having Reliable Electric install a sub-panel (~\$3,500) in the community center to protect the telemetry system and add new circuits, as suggested by Penny.
 - All meters have been replaced with radio read meters.
 - The Harmony Radio Read laptop had a broken radio connection wire; an IT contact soldered the wire as a temporary fix, avoiding a \$3,500 replacement cost.
 - The Water Town Hall meeting is scheduled for Saturday at 10 a.m. to discuss the aging system, replacement plans, costs, and community impact.
 - The Department of Health finally signed the grant to investigate and install a new well, addressing PFAS contamination and water quantity concerns.
 - Northwest Water Systems has been contracted for design work; a hydrogeologist will conduct site investigation, DOE hoops must be cleared, and a test well must be drilled first.
 - Estimated time frame for the new well process will take approximately one year, with no guarantee of success.
 - Theresa credited Julie for helping expedite the Department of Health grant paperwork, which was resolved in approximately one day after her intervention.
- **Finance – Judy**
 - Reviewed the investment portfolio summary. The reserves are growing, but will be tapped into for the water distribution system replacement.
 - The current investments and reserves will not fully cover the cost of the distribution system. Borrowing money will be required for the distribution system replacement, lending option to be identified.
- **Architectural – Eric**
 - Robert Jones submitted an application to replace his modular home with another modular home. He needs a water availability letter even though water service already exists at the lot.
 - We have been trying to ensure the letter is not issued ahead of formal approval, but sees no reason to withhold it given it is essentially a like-for-like replacement.
- **Compliance – Jim**
 - Nothing to report at this time.
- **Communication – Julie**
 - Julie now has access to the SharePoint site and Microsoft programs.
- **Governance Committee – Theresa**
 - Craig has made progress on the Bylaws and is eager to present his updates at our next meeting.
- **Parks – Jim**
 - Jim purchased a new toy for the park that will be installed next spring.
 - Jim swam out and temporarily reattached the dock buoy line that had come loose using the existing steel cable.
 - The buoys are in poor condition and should be removed for winter; the swim dock is currently held by only one anchor.
 - The buoy retrieval and swim dock re-anchoring be coordinated together next spring.
 - Reviewed photos of a fence with three posts held up only by moss; the fence does not support weight and poses a safety concern.

- Jim is transplanting a Japanese lantern plant from the area into a rotted stump over winter per board okay.

Adjournment: 6:52 pm