**ROLLING HILLS-GLENCAIRN COMMUNITY SERVICE, INC.**

**BOARD MEETING MINUTES**

**April 12, 2022**

**Vice President, Kathleen Parvin called the meeting to order at 7:12 pm**

**Board members attending: Eugene Hartman, Kathleen Parvin, Dan Kelly, Chris Otto & Alexandria Johnson. Absent: Frank Walls & Austin Harris**

**Also attending: Office Manager, Ruby Hall & Sandra Bodamer from King Water, and 2 community members.**

**Approval of Minutes**

* Mr. Kelly moved to approve the minutes of the March 8, 2022 meeting. Ms. Johnson seconded the motion. Motion passed unanimously. Minutes of the March 8, 2022 board meeting are approved and entered into the association records.
* Mr. Kelly moved to approve the minutes of the March 12, 2022 special budget meeting. Ms. Johnson seconded the motion. Motion passed unanimously. Minutes of the March 12, 2022 special budget meeting are approved and entered into the association records.

**Public Comments**

* The uncontrolled intersection at Philip & Shawn is an accident nightmare. Advised to call the county road shop to request the bushes be cut back.
* The green junk car that was parked roadside on Diane Ave has been towed.

**Water Report**

* King Water report for March 2022
  + The digital meters in the water plant are failing. The backwash is nonfunctioning. Ms. Bodamer will look into replacement costs.
  + The alternator switch failed for Well 4 (KW) [Well 3 RHGC]. The parts are on order. Mike @ CK Electric will install the parts.
  + Well 3 (KW) [Well 4 RHGC] needs a new pump and down pipe. RH Drillers has parts on order. Estimated cost $30,625.78 Ms. Parvin motioned to begin the repair ASAP. Mr. Otto seconded the motion. Motion passed unanimously.
  + The pilot test was not started as expected. Ms. Bodamer will reach out to ATEK.
  + The filters are unable to process enough water to keep up with the current demand. In order to maintain reservoir capacity, technicians must bypass the filters resulting in lower quality water in the mains. Residents are encouraged to conserve.
* Due to the decrease in filter output ability, Ms. Parvin motioned to suspend the increased water allowance for summer usage. For June through September 2022, any usage above 1000 cu’ will be charged on the regular tiered scale. Ms. Johnson seconded the motion. Motion passed unanimously.
* The generator water pump failed and was replaced by Island Diesel Service. Cost was $1385.28

**Bookkeeper/Office Report- Ruby Hall**

* Reviewed March 2022 preliminary financial reports
* Parts are on backorder for office computer
* Reviewed the 2022-2023 proposed budget. After discussion, Mr. Otto motioned to accept the budget with an increase of dues by $5 per month and water by $10 per month beginning July 2022. Mr. Kelly seconded the motion. Motion passed unanimously. The proposed budget will be sent to the membership with the May 2022 billing for review and adoption at the June 4, 2023 annual meeting.
* Reviewed Mr. Cohen’s revisions to the proposed 2022 By-Laws amendment. Copies of the 1998 By-Laws with changes and the proposed 2020 By-Laws amendment will be included in the May 2022 billing for review by the membership prior to adoption of the By-laws at the June 4th annual meeting.
* Review updated employee position descriptions
* Ms. Johnson motioned to increase the rate for monthly water meter reading to $1 per meter. Raises for all other positions were given based on experience beginning April 1, 2022. Mr. Otto seconded the motion. Motion passed unanimously.
* Lifeguard pay will be determined by the pool manager dependent on experience (DOE) and within the pool budget. An experienced Pool Operator will be hired at $20/hour DOE.

**Grounds and Community Report**

* There are no roads in our community scheduled for repaving this summer.
* The request for a traffic calming study is in progress
* A bid for roofing is expected from Savage Roofing. Ms. Hall will request a quote from JVA Roofing.

**Pool/Clubhouse Report**

* 3-4 Lifeguards still need to be hired for this season as well as a Pool Operator
* The pool will be open Memorial Day weekend, May 28-30, then re-open for the summer, June 18th. Normal schedule this year.

**New Business**

* Mr. Bowden volunteered to serve on the board of directors. Mr. Otto motioned to appoint Mr. Bowden to position #4 until June 2023 election when position #4 term expires. Ms. Johnson seconded the motion. Motion passed unanimously.

Meeting adjourned at 9:12 pm

The next regular board meeting is May 10, 2022 @ 7pm.

Submitted for approval by Ruby Hall