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

 **BOARD MEETING MINUTES**

**September 12, 2023**

**President, Eugene Hartman called the meeting to order at 7:00 pm**

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

**Also attending: Office Manager Ruby Hall, Sandra Bodamer from King Water and 1 community member.**

**Approval of Minutes**

* Mr. Otto motioned to approve the minutes of the August 8, 2023 board meeting. Ms. Parvin seconded the motion. Motion passed unanimously. Minutes of the August 8, 2023 board meeting are approved and entered into the association records.

**Water Report**

* King Water Report August 2023
	+ Nitrate testing for 12/31/22 was missed for Well #3. The testing was completed on 3/30/23. The community was notified in the 2022 CCR report.
	+ ATEC Pilot testing will begin as soon as basic electrical to the filters is complete. Final electrical, including service panel replacement will follow.
	+ Screen cleaning of all 3 Wells will be scheduled annually in May.
	+ Basin & reservoir cleanings and flushing schedules are based on the SWSMP.
* Replacement of hydrants #4 & #14 are in progress by Karl’s Site Development
* LBC repaired the water main leak in the field at Well #4 on 9/5/23.
* The generator needs further repair. Island Diesel has been contacted.
* King Water requested to purchase a DR900. A portable test kit, which tests for ammonia, nitrate and chlorine. It is needed for proper maintenance. Mr. Otto motioned to proceed with the purchase. Ms. Parvin seconded the motion. Motion passed unanimously.

**Pool/Clubhouse Report**

* + Pool is closed for the winter.

**Dock/Pier Report**

* Gate lock has arrived. Mr. Otto will install.
* Security cameras need to be repositioned.
* Mr. Harris & Mr. Otto will replace handrail caps as needed.
* Island Dive Service will return the float to Coupeville on September 18th.

**Grounds and Community Report**

* No response for Community Entrance Sign ideas.

**Bookkeeper/Office Report**

* Reviewed August 2023 preliminary financial reports.
* Reviewed complaint investigation form.
* Larry Brown Construction’s August 2023 expenses for filter system was $40,504.32. This expense will be paid with 3rd Quarter expenses from the WRF.
* Reviewed change order items 1-5 as listed in Davido Engineering email dated 8/31/23. Mr. Harris motioned to accept the change orders and pay this expense from the Water Reserve Fund. Ms. Parvin seconded the motion. Motion passed unanimously.
* Reviewed anticipated expenses for the water system. Mr. Kelly motioned to redistribute $200,000.00 from the Community Reserve to the Water Reserve. Mr. Otto seconded the motion. Motion passed unanimously.

The next regular board meeting is **October 10, 2023.**

The meeting adjourned at 8:04 pm

Submitted for approval by Ruby Hall