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

**BOARD MEETING MINUTES**

**November 14, 2023**

**Vice President, Kathleen Parvin called the meeting to order at 7:05 pm**

**Board members attending: Kathleen Parvin, Dan Kelly, Austin Harris and Eric Bowden. Gene Hartman attended via telephone.**

**Absent: Chris Otto & Frank Walls**

**Also attending: Office Manager Ruby Hall, Office Assistant Lisa Plumley, Sandra Bodamer from King Water and 4 community members.**

**Approval of Minutes**

* Mr. Harris motioned to approve the minutes of the September 12, 2023 board meeting. Mr. Kelly seconded the motion. Motion passed unanimously. Minutes of the September 12, 2023 board meeting are approved and entered into the association records.
* Mr. Bowden motioned to approve the minutes of the October 10, 2023 board meeting. Mr. Harris seconded the motion. Motion passed unanimously. Minutes of the October 10, 2023 board meeting are approved and entered into the association records.

**Public Comment**

* Mr. J expressed concern about thistle, noxious weeds, and overgrowth that was not removed when lot on Riepma was last mowed. A formal written complaint will be filed.
* Mr. T asked if new transfer pumps were in original contract bid?
  + Not in original bid, when attempting to backwash, the transfer pumps in the oxidation basin were not providing the required flowrate.

**Water Report**

* King Water Report October 2023
  + Basin cleaned 10/17/23.
  + WFE Well #’s corrected and submitted to WA State DOH.
  + Transfer pumps anticipated shipping 11/15/23, tentative install date 12/14/23.
  + Reservoir cleaning and full system flush to be scheduled after installation of transfer pumps.
* ATEC pilot test (10/18/23) was aborted due to pump failure. Mr. Bowden motioned to order and install 3 transfer pumps per recommendations of DCG Watershed Engineering. Cost of $30,257 to be paid from Water Reserve Fund. Mr. Austin seconded the motion. Motion passed unanimously.
* AA Electric repaired the exterior lighting at the Water Plant and connected the office to the generator.
* Verification of Well #4 leak repairs by Larry Brown Construction. The first leak was the pipe from the well, and the second leak repair was for the male adapter going in to the well.
* PSE electric bill for water plant was half the amount of prior billings. Replacement of leaky check valves decreased water pump on/off times.

**Clubhouse/Pool Report**

* A spring in the clubhouse door lock broke. All Island Lock & Key repaired 11/9/2023.

**Dock/Pier Report**

* Gate lock to be programmed and installed.
* Island Dive Service to keep tow fees at $625.60 per service for one year.

**Grounds and Community Report**

* 1 entry sign idea given by Ms. J.

**Bookkeeper/Office Report – Ruby Hall**

* Reviewed October 2023 preliminary financial reports.
* Larry Brown Construction - October billing $60,955 (on contract $24,980; extra for electrical $28,476 , 1.5” meter installation $3,489, injector $1,778) taxes $5168 and retainage ($2936).
* Accounting software is now a monthly subscription.
* IT services and EDR Advanced threat detection are now provided by Vision/Tripleview technologies. McAfee will not be renewed.
* Audit with Larson Gross is in progress.

**The next regular board meeting is December 12, 2023.** Wear your ugly Christmas sweater and bring your favorite cookie to share.

The meeting adjourned at 8:10 pm

Submitted for approval by Ruby Hall