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

 **BOARD MEETING MINUTES**

**December 12, 2023**

**Vice President, Kathleen Parvin called the meeting to order at 7:13 pm**

**Board members attending: Kathleen Parvin, Dan Kelly, Chris Otto, Austin Harris and Eric Bowden.**

**Absent: Gene Hartman and Frank Walls**

**Also attending: Office Manager Ruby Hall, Office Assistant Lisa Plumley, and 3 community members.**

**Approval of Minutes**

* Mr. Kelly motioned to approve the minutes of the November 14, 2023 board meeting. Mr. Harris seconded the motion. Motion passed unanimously. Minutes of the November 14, 2023 board meeting are approved and entered into the association records.

**Public Comment**

* Ms. J noted a medicinal taste in water approximately 3 weeks ago.
* Ms. Adsit is interested in serving on the board of directors.

**Water Report**

* King Water Report November 2023 – no information available
	+ Sandra Bodamer will be resigning at the end of December.
	+ Nik Fuller has been reassigned as Dirt Work Lead within King Water. Our daily technician is now Caleb McGrath.
	+ Large reservoir cleaning & flush is tentatively planned for January/February 2024.
	+ Class action lawsuit mentioned by Sandra last month applies only to systems who tested positive for PFAS, serve 3,300 to 10,000 people and who are state regulated to monitor for PFAS. RHGC does not meet these criteria.
	+ Transfer pumps arrived and installation began 12/11/2023.
	+ WA DOH added daily testing requirements for the next 12-18 months. Below is the equipment suggested for purchase and installation to meet this requirement. The Board needs more information before approval of these purchases. Ms. Parvin will contact Alexis Medina (WA DOH) and review the current King Water contract.
		- Sensaphone Remote Monitor – reduces King Water costs & site visits.
		- Online Chlorine Analyzer - reduces King Water costs & site visits.
		- Chemical Feed Scales – improve accuracy of chemical feed.

**Dock/Pier Report**

* New gate lock to be programmed on Thursday. Installation will soon follow.

**Bookkeeper/Office Report – Ruby Hall**

* Reviewed November 2023 preliminary financial reports.
* Account Edge Software is using our prepaid credit balance for monthly services until depleted.
* Audit with Larson Gross is in progress.
* HP printer is malfunctioning. To prolong its lifespan, a new maintenance repair kit will be installed.

**New Business**

* After discussion, Mr. Kelly motioned to appoint Ms. Carole Adsit to position (#8) until the June 2024 election. Mr. Otto seconded the motion. Motion passed unanimously.

**The next regular board meeting is January 9, 2024.**

The meeting adjourned at 8:10 pm

Submitted for approval by Ruby Hall