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

**BOARD MEETING MINUTES**

**February 13, 2024**

**Vice President, Kathleen Parvin called the meeting to order at 7:04 pm**

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

**Also attending: Office Manager Ruby Hall, Office Assistant Lisa Plumley, Nate Driscoll from King Water, Jeff McCord from Nickel Bros, and 3 community members.**

**Approval of Minutes**

* Mr. Kelly motioned to approve the minutes of the January 9, 2024 board meeting. Mr. Bowden seconded the motion. Motion passed unanimously. Minutes of the January 9, 2024 board meeting are approved and entered into the association records.

**Public Comment**

* Mr. M requesting to use our boat ramp to move a house to his property on Glencairn Rd.
* Ms. J stated that she has seen improvement in water quality.

**Water Report**

* King Water Report January 2024
  + Bacteria sampling from the new filters is complete and satisfactory.
  + Filters are scheduled to go online 2/16/2024. Cleaning of basin, reservoir and a full system flush will be scheduled.
  + Still waiting on cost estimates for the Sensaphone Remote Monitor, Online Chlorine Analyzer & Chemical Feed Scales from Kelly Evans.
  + Updated King Water contract expected by March 1 – will include the new system requirements and responsibilities.
  + Upcoming Cross Connection Survey requirement from WA State will include a lead & copper questionnaire.
* Generator run test was incomplete on 2/12/24. Jerry Beck & Company will service on 2/19/24.

**Dock/Pier Report**

* Mr. McCord from Nickel Bros explained the procedure for relocating a house by barge onto the island. Mr. Bowden motioned to approve the request to allow Nickel Bros access to the RHGC boat ramp. Mr. Otto seconded the motion. Motion passed unanimously.
* Mr. Otto and Mr. Harris will complete installation of gate.

**Bookkeeper/Office Report – Ruby Hall**

* Reviewed January 2024 preliminary financial reports.
* Larson Gross Audit & 1120 Corporate tax filing is complete. Financial Statements are included for review.
* Mr. Kelly motioned to pay 4th quarter Filtration expenses from the Water Reserve Fund. Mr. Otto seconded the motion. Motion passed unanimously.

**Clubhouse/Pool Report**

* A section of the pool fence was damaged in latest wind storm. Decks Fences and General Construction submitted a bid of $7833.60 to replace all old fence and railing sections, along with other necessary repairs. Mr. Kelly motioned to accept bid. Ms. Adsit seconded the motion. Motion passed unanimously.
* Department of Fish and Wildlife requested permission to do research at our pier. Ms. Hall will pass on the board’s approval and request a copy their data findings.

**Grounds and Community Report**

* Island County Public Works will begin the Penn Cove Road Stabilization Realignment project soon. Expect road closures between Gabrielson Road and Monroe Landing Road.
* Ditch cleaning is underway. Culvert replacements at Riepma, Sidney and Allyson will begin soon.
* Island County is reviewing drainage issues on the north end of Donald Ave.
* Sidney Street will be paved this summer.
* A Carl Ave residence was discussed. Ms. Parvin will call Public Health. Others were encouraged to file code complaints with the county.

**New Business**

* Discussed 2024-25 budget. No decisions made nor actions taken.

**Closed Session during the regular meeting**

* The session began at 9:15 pm to review payroll. Raises were given to office staff beginning March 1, 2024.
* Meter reading rates were raised to $1.50 per meter.
* Lifeguard pay rates will be determined at hiring based on experience and within the pool budget.

The meeting adjourned at 9:30 pm.

**The next regular board meeting is March 12, 2024.**

Submitted for approval by Ruby Hall