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

**BOARD MEETING MINUTES**

**March 12, 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, 1 community member.**

**Approval of Minutes**

* Mr. Bowden motioned to approve the minutes of the February 13, 2024 board meeting. Ms. Adsit seconded the motion. Motion passed unanimously. Minutes of the February 13, 2024 board meeting are approved and entered into the association records.

**Public Comment**

**Water Report**

* King Water Report February 2024
  + Per Kelly Evans-2 ultrasonic sensors may be used as an alternative to scales. Further confirmation is required.
  + The filtration system is operational for iron and manganese removal only. The biological aspect is not yet online. Phosphates are on order per King Water.
  + The leak in the water plant during January 2024 was caused by a broken impeller in booster pump #2.
  + RHGC has requested access to the 2023 CCR by April 10, 2024
* Larry Brown Construction has successfully completed all work specified in their contract.
* Jerry Beck & Company serviced the generator on February 19, 2024. Services included an oil change, battery replacement, and filter replacement. A full load test was also performed, and the generator meets our minimum capacity requirements.

**Dock/Pier Report**

* The lock is installed on the gate. Ms. Hall will test key cards.
* Tide tables were reviewed. The ramp will be lowered Saturday, May 18, 2024@ 4pm.
* Bowden Brothers will be hired to clean the pilings June 3-6, 2024. Pier inspection is scheduled for June 7-9, 2024.

**Bookkeeper/Office Report – Ruby Hall**

* Reviewed February 2024 preliminary financial reports.
* Retainage was released to Larry Brown Construction. Total cost of Construction: $397,428.40
* New water hook up application pending for Westgate (Block 2, lot 29-1) $20K fee paid.
* $208.68 timely leak repair adjustment given in February 2024
* 2024-25 budget draft was discussed.

**Clubhouse/Pool Report**

* Decks Fences and General Construction has begun work on the fence.

**Grounds and Community Report**

* Culvert replacements at Riepma, Sidney and Allyson are underway by Island County.

**New Business**

* Mr. Frank Walls has resigned from the Board of Trustees. Effective immediately.
* Ms. Laurie Johnson volunteered to serve on the Board of Trustees. Mr. Otto motioned to appoint Ms. Johnson to the vacated position #5 until the June 2024 election when position #5 term expires. Mr. Bowden seconded the motion. Motion passed unanimously.
* The Whidbey Island Water Systems Association (WIWSA) was discussed. Membership is $200 per year. The board agreed that membership would be beneficial for our community. Mr. Bowden motioned to join WIWSA with Ms. Parvin as the primary representative and Ms. Johnson as alternate. Mr. Kelly seconded the motion. Motion carried.

The meeting adjourned at 8:30 pm.

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

Submitted for approval by Ruby Hall