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

**BOARD MEETING MINUTES**

**October 10, 2023**

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

**Board members attending: Kathleen Parvin, Chris Otto and Eric Bowden**

**Absent: Eugene Hartman, Dan Kelly, Austin Harris & Frank Walls**

**Also attending: Office Manager Ruby Hall, Office Assistant Lisa Plumley, Sandra Bodamer from King Water and 2 community members.**

**Approval of Minutes**

* A quorum was not present at the October 2023 board meeting. Approval of the September 2023 meeting minutes will be added to the November 14, 2023 agenda.

**Public Comment**

* Complaint @ 1078 Paul Ave
  + Tents and “yard sale” items have been removed from the property.
  + If suspicious activity is seen, please call Sheriff. Report license plate # if possible.

**Water Report**

* King Water Report September 2023
  + Basin cleaning is scheduled for 10/17/23. Reservoir cleaning and full system flush to be scheduled after pilot testing is complete (mid Nov 2023). New filtration system should be fully operational Feb/March 2024.
  + DR900 ordered for testing of ammonia, nitrates, & chlorine.
* Pilot testing begins October 18, 2023; one filter will be put on-line at this time.
* Hydrants #4 & #14 replaced 9/18/23 by Karls Site Development. Cost $3,264.00
* Leak @ Well #4 repaired by Larry Brown Construction (repaired twice). Office staff will verify the reason for leaks. Cost $4,012.17
* The office is now connected to the generator. AA Electric will repair exterior lights.
* Eyewash station water heater was moved to inside water plant. Eyewash station remains in the chemical room.
* Chlorine tank was removed from chemical room.

**Clubhouse/Pool Report**

* Leak in the main water line to the clubhouse/pool on September 22, 2023.
  + Larry Brown Construction investigated & excavated concrete (cost $527.82). Rocky Point Plumbing repaired $2757.78 (total $3332.05).
  + Concrete patch still to be done.

**Dock/Pier Report**

* Replacement gate lock pending installation (tentatively by 11/11/23). Camera for gate will be adjusted.
* Float returned to Coupeville on 10/5/23 by Island Dive Service. Cost was $625.60. Expense increases with each tow, consider alternative companies.

**Grounds and Community Report**

* Entry sign ideas- no responses

**Bookkeeper/Office Report – Ruby Hall**

* Reviewed September 2023 preliminary financial reports.
* A signature stamp will be ordered for Eugene J. Hartman, Jr.
* Larry Brown Construction - September billing $15,488.68 (Filters $3,694.55, Electrical $5,600.00 + Clubhouse & well leak)
* DCG Watershed (formerly Davido) July $2,307.75, August $1,682.13
* $200K transferred from Community Reserve fund to the Water Reserve fund on 9/14/23.
* USDA Annual Reports filed 9/15/23.
* Audit book to be turned over to Larson Gross Wednesday, October 11, 2023.

**The next regular board meeting is November 14, 2023**

The meeting adjourned at 8:07 pm

Submitted for approval by Ruby Hall