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

**BOARD MEETING MINUTES**

**November 12, 2024**

**Dan Kelly called the meeting to order at 7:00pm**

**Board members in attendance: Kathleen Parvin, Dan Kelly, Austin Harris, Eric Bowden, Laurie Johnson, Chris Otto, and Carole Adsit. Absent. Absent: Gene Hartman**

**Also attending: Office manager Ruby Hall, Office assistant Chris Karr**

**Approval of Minutes**

* Mr. Kelly motioned to approve the minutes of the October 8, 2024, board meeting; Ms. Adsit seconded the motion. Motion passed unanimously. Minutes of the October 8, 2024, board meeting are approved and entered into the association records.

**Public Comment**

**Water Report**

* KW email report was reviewed, and questions were added for the December meeting.
* King Water Report-October 2024
  + Review KW estimate for aerator pumps and reservoir fan. KW bid $9613. Ms. Hall will call Trico for an additional bid.
  + Basin cleaned 10/15/2024.
  + Full system flush completed on 10/22 and 10/24. Fire Hydrant #1 @ Sidney and Hwy 20 is not functioning. RHGC requested it be bagged.
* Engineer (Mr. Evans) report: Adjustments need to be made. Mr. Evans will follow up with emails to King Water and do testing if needed.
* Unknown Service Line notification for the EPA Copper/Lead requirements was included in the November 4th, 2024, billing.
* Generator diesel filled for winter.

**Bookkeeper/Office Report –**

* Reviewed October 2024 preliminary financial report.
* 811 dig procedures are now functioning properly.
* Audit is underway. Reviewed disposition of assets.
* Secure Access Washington (SAW) account has a new account user ID. Information to state agencies is being updated.

**Dock/Pier Report**

* Gate lock needs to be repaired. Mr. Otto will investigate.

**Grounds and Community Report**

* Winfield Designs-waiting on quote. Suggested looking for stone mason for quotes.

The December 2024 meeting is cancelled. The next regular board meeting is January 14, 2025.

The meeting adjourned at 8:22pm.

Submitted for approval by Ruby Hall