

**ROLLING HILLS-GLENCAIRN COMMUNITY SERVICE, INC.**  
**BOARD MEETING MINUTES**  
**FEBRUARY 10, 2026**

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

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

**Also attending:** Office Manager, Ruby Hall, Office Assistant, Jaime Otto, and Water Manager, Paul Vinsant.

**Approval of Minutes**

- Mr. Kelly motioned to approve the minutes of the January 13, 2026 board meeting. Ms. Johnson seconded the motion. Motion passed unanimously. Minutes of the January 13, 2026 board meeting are approved and entered into the association records.

**Public Comment**

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**Water Report** Oak Harbor Water Management--Paul Vinsant

- Reviewed January 2026 operating data & Chlorination report.
- January water loss 2.6%
- The new chlorine transfer pump is working great.
- Hydrant #1 parts received and will be installed soon.
- Mr. V is looking into mechanical water meters for the water plant.
- Full system flush is scheduled for April 21<sup>st</sup> & 23rd.
- Annual Consumer Confidence Water report is needed for mid-April.
- PSE has a scheduled outage at the water plant on March 16<sup>th</sup> for a power pole replacement and line tightening. The generator will be online during the outage.
- Mr. V has hired part-time help.

**Bookkeeper/Office Report**

- Reviewed the January 2026 preliminary financial reports.
- Mr. Kelly motioned to appoint Mr. Bowden as Facilities Manager effective immediately, to serve in this role until the contract is terminated. Ms. Johnson seconded the motion. The motion passed unanimously.
- Mr. Bowden was added as the Board Member contact on the answering machine.
- Mr. Otto is continuing with the search for an attorney & will update next meeting.

**Dock/Pier Report**

- The gate will be closed & an instruction card attached on Thursday, February 12, 2026.
- Our gratitude to Mr. M and the staff of Penn Cove Shellfish for their help moving and storing our dock.

**Closed Session** during the regular meeting beginning at 8:30pm.

- The session began at 8:30 pm to review payroll. Raises were given to office staff beginning February 1, 2026. Wages are to be re-evaluated in 6 months.
- Meter reading rates were raised to \$2.00 per meter.
- Lifeguard pay rates will be determined at hiring based on experience and within the pool budget.

Meeting adjourned at 9:00 pm.

The next regular board meeting is **March 10, 2026.**

Submitted for approval by Ruby Hall