

**ROLLING HILLS-GLENCAIRN COMMUNITY SERVICE, INC.**  
**BOARD MEETING MINUTES**  
**JANUARY 13, 2026**

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

**Board members attended: Kathleen Parvin, Chris Otto, Dan Kelly, Eric Bowden, Austin Harris, and Laurie Johnson. Absent: Gene Hartman and Carole Adsit**  
**Also attending: Office Manager, Ruby Hall, Office Assistant, Jaime Otto & Water Manager, Paul Vinsant, and 1 community member.**

**Approval of Minutes**

- Mr. Bowden motioned to approve the minutes of the November 11, 2025 board meeting. Ms. Johnson seconded the motion. Motion passed unanimously. Minutes of the November 11, 2025 board meeting are approved and entered into the association records.

**Public Comments**

- Mr. Z has concerns about properties with junk on Stephen St & Paul Ave.
- Ms. J noted that there is a rooster, possibly on Phillip Street.

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

- Reviewed November & December 2025 operating data & Chlorination report.
- Hydrant #1 parts are on order.
- Well switches are not coming on intermittently – AA Electric was contacted to evaluate.
- Mr. V is looking into mechanical water meters for the water plant.
- Mr. V will sample for Ammonia and pass the results on to Mr. Evans (Facet) as requested.
- Re-setter was installed at 1142 Donald Ave. Expense will be passed on to the customer.
- Shelly Ess is now retired. Mr. V will assume responsibility for the required testing.
- Ms. Parvin notified Isra Al Musawi, Island County Civil Engineer, that RHGC will temporarily reroute or cap off the water lines prior to the County's new fish ladder and culvert installation.
- Mr. Bowden will be the Board Member contact on the answering machine.

**Bookkeeper/Office Report**

- Reviewed November & December 2025 preliminary financial reports.
- Reviewed FYE 6/30/2025 Financial Statements. There were no changes.
- Mr. Otto motioned to allow Ms. Hall "Account Agent" privileges on all Whidbey Island Bank Accounts. Ms. Johnson seconded the motion. Motion passed unanimously.
- The board will not pursue earthquake insurance.
- The board agreed to hire Mr. Bowden as a private contractor to serve as Facility Manager, with contract terms, fees, and details to be discussed at the next meeting.
- Mr. Otto is continuing with the search for an attorney & will update next meeting.

**Dock/Pier Report**

- Gate locking mechanism has been replaced. The gate will be closed after community notification.
- Our dock will need to be moved during the two-week period in February when the Port of Coupeville has scheduled pier work.

Meeting adjourned at 8:23 pm.

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

Submitted for approval by Ruby Hall

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Approved: Dan Kelly, Treasurer