

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

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

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

**Absent:** Gene Hartman and Carole Adsit

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

**Approval of Minutes**

- Mr. Otto motioned to approve the minutes of the February 10, 2026 board meeting. Mr. Harris seconded the motion. Motion passed unanimously. Minutes of the February 10, 2026 board meeting are approved and entered into the association records.

**Public Comment**

- Ms. D requested information about our Franchise Agreement with Island County.

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

- Reviewed February 2026 operating data & chlorination report.
- February water loss 3.2%
- The work on Hydrant #1 is 90% finished. The correct op-nut was ordered and will be installed when it arrives.
- Full system flush is scheduled for April 21<sup>st</sup> & 23<sup>rd</sup>.
- Ms. Parvin & Mr. Vinsant plan to attend the WIWSHA meeting on 3/19/26.
- Reviewed summer water rates. Mr. Bowden motioned to maintain the existing water allotment of 1000 cu' per month at the base rate. Mr. Kelly seconded the motion. The motion passed.

**Bookkeeper/Office Report**

- Reviewed the February 2026 preliminary financial reports.
- Reviewed the 2026-27 Budget draft.
- No new information is available regarding the 2023 Monthly/Quarterly 941 deposit discrepancy.
- Following the 3/06/26 meeting with Aaron Hayes of CSD Law, the Executive Board agreed to retain him as RHGC's legal counsel.
- Mr. Otto motioned to make an additional \$3,840 payment toward the USDA loan principal. Ms. Johnson seconded the motion, and it passed unanimously.
- Board positions open for renewal are Gene Hartman, Eric Bowden, and Dan Kelly.

**Dock/Pier Report**

- The board signed a letter of appreciation to Penn Cove Shellfish LLC and its staff.
- The dock is still in place at the Penn Cove Shellfish Farm.

**Grounds and Community Report**

- Ms. Parvin will follow up with Island County Code Enforcement regarding ongoing nuisance conditions at several residences.
- Reviewed February 2026 Facilities Manager Report.

Meeting adjourned at 8:45 pm.

The next regular board meeting is **April 14, 2026.**

Submitted for approval by Ruby Hall