

**ALWA Board of Directors
Meeting Minutes
December 18, 2007**

1.) Call to Order:

President Perry Cole called the meeting to order at 7:30 P.M. Present were board members Michael Bicak, Merlyn Blue, Stuart Cohen, Perry Cole, and Matthew Rodger with Jeff Cook by speaker phone. Also present were Scott Hemingway, Operations Manager, Sharon Bakke, business office, John Hastig, engineer with Gray & Osborne, and Dick Jonson, counsel. Excused were Bob Pancoast, Hydrogeologist with Compass Geographics and board member Mike Hickey.

2. Business from the Floor

None

3.) Minutes Approval

a.) Board Meeting Minutes 9/25/07 – Tabled

b.) 38th Organizational Meeting Minutes 11/15/07 – Stuart stated he did not believe the board discussed the Corporate Resolution and suggested that portion be removed from the minutes.

MOTION 12-18-07-01 – Stuart moved and Merlyn seconded motion to approve 38th Organizational meeting minutes as amended. Motion carried unanimously.

c.) Board Meeting Minutes 11/28/07

MOTION 12-18-07-02 – Matthew moved and Stuart seconded motion to approve minutes of Board meeting on 11/28/07. Motion carried unanimously.

4.) Action Items:

The Board reviewed the Action Item List

5-1 Chart of Accounts: Stuart reported that he had emailed a budget review to the rest of the Board and that the Chart of Accounts is pretty much where we want it to be, though there may still be some minor changes. He suggested we may want to break out some costs between field and office, but he believed it would be best to wait until the beginning of the next fiscal year to do that.

5-2 Website: Matthew reported that he hadn't received as much history as he had expected to post to the site, but that it was essentially finished. He suggested that if the Board wanted approved meeting minutes posted to the site, it would be best to purchase a basic .pdf converter for the office. Then he could show staff how to convert Word or Excel files and post things to the site.

Action Item: Staff purchase a basic .pdf converter for the office.

5-4 Public Service Program: Sharon stated she would contact Glenn Wallace to ask him how he is progressing with this project.

Action Item: Sharon email Glenn.

6-1 Refine Financial Report Format: Done

6-4 Plan Public Meeting: Sharon reported that the deadline for conducting the public meeting is Jan 22, 2008 and that Bob had suggested we conduct it prior to a regular

board meeting here at the office. Scott stated that if Bob is not available to make a presentation that he could make it. The Board decided to conduct the meeting on Jan. 22, 2008 here at the office and Sharon will work with Dick on wording the public notices that need to be published 2 weeks in advance of the meeting.

Action item: Sharon draw up public notice re: meeting and send to Dick for review.

#8-1 Update signature authority on Schwab Account: Stuart reported in process, almost complete.

5.) Financial Reports:

The Board reviewed the Financial Reports.

MOTION 12-18-07-03 Matthew moved and Merlyn seconded motion to approve the check list and the Membership Lists for November and December in one motion. Motion carried unanimously.

c.) Aging Accounts: Scott gave report, in which he had suggested it may be a greater level of detail than the board required. Perry confirmed with Scott that no action was required by the Board at this time. Stuart stated he agreed with Scott regarding the level of detail and suggested a summary table showing total dollar amounts for accounts over 30, 60 and 90 days respectively might be more useful. Scott stated he would like to start doing the shut-off notices when accounts are past 60 days rather than wait until they're past 90 days. Further discussion of report format ensued.

8. Management Reports:

Scott referred the board to his written report, then said he has been having trouble getting the final building inspection on the new tanks. He said every time he calls King County for inspection, they come up with something new they want or they don't call him back. As he has been calling, he has been moving up the chain of command in an attempt to get things moving. They have already sent us another bill to extend our permit, and he is working to get the final inspection done before the current permit runs out.

On the Marshall Well treatment plant, he had hoped to get work on that completed by the end of this calendar year, but it looks like it will be the end of January before everything is done. The well is currently off.

9. Hydrogeologist:

Scott discussed Bob's written report on Tall Chief saying Bob was pleased with the meeting they had with Ecology and optimistic about a positive outcome.

10.) Member Calls and Letters –

a.) # 600 Ulrich – Scott reported that Ms. Ulrich is on a payment plan and was late with her payment. Her water was shut off, then she paid the bill along with a letter which was enclosed in the Board's packet. Scott had written a reply to her letter, which was also included in the packet, and the Board approved.

6.) Old Business

a.) Moratorium – Lengthy discussion of moratorium on new memberships. Board requested “extending moratorium” be added to next month’s Board meeting agenda.

Action Item: Board wanted to know when we received our most recent notice of the limit on our number of connections from the Department of Health.

Scott stated that DOH didn’t have the American Hills treatment plant in their records, and they may re-calculate our limit based upon that new knowledge.

Stuart asked when the Water System Plan is due. John said next year, and that the Plan is on hold awaiting certain things they need before they can complete it. These were a conservation plan from Bob, a solution to the moratorium and clarification of our financial plans so we know which capital improvement projects we can commit to in the Plan. Discussion continued about new connections, the number of un-served lots within the Association’s service area, capacity to serve, budget, projects and what further information the Board needs to make decisions.

Action Item: Prepare and submit to the Board:

- a.) List specific projects required to bring the system up to the point where we can pump up to our water rights with their respective estimated costs.
- b.) List options to purchase water and the respective estimated costs.
- c.) Inventory of undeveloped parcels

MOTION 12-18-07-04: Stuart moved and Matthew seconded motion directing staff to send letters to the five non-participating members inquiring if they would like to sell their memberships back to the Association. Motion passed unanimously.

Action Item: Prepare letters to Non-Participating members.

h.) SCADA - Scott stated the radio installation would be taking place the next day and he expected to meet the deadline.

d.) Marshall Well Approval & Treatment Plant: Scott reported that he has been working on the improvements to the Marshall well for arsenic removal, and had hoped to have it completed by the end of December but now it is looking like it will be completed by the end of January 2008.

b.) RDA Compliance – Sharon reported that the RDA needs us to submit an approved budget and continue funding the Debt Reserve Account.

Action Item: Susan will check cash flow and let the Board know if we have \$20,000.00 to finish funding the Debt Reserve Account, or if we should do \$10,000.00 this month and \$10,000.00 next month.

c.) Budget Update/Rates – Discussed above.

e.) Water System Plan Status: Discussed above.

f.) Tall Chiefs: Scott reported that Bob told him the meeting with Ecology went well, and now we are waiting to hear back from Ecology. Bob did a lot of good work proving up their old water rights, which was a big help. We need to be sure the Qi is adequate and the location of the water rights would be important as well.

g.) By-Law Review Committee: Tabled

i.) Second Field Person – Tabled.

7. New Business – Perry announced the Board will convene a special meeting in early February 2008 to discuss the moratorium on new memberships.

Camp Gilead – Scott stated he had received a call from their engineer who was just “sending out feelers” for easy options to improve their water supply, but he doesn’t expect it to go anywhere.

11.) Review of New Action Items - skipped

MOTION 12-18-07-05 – Michael moved and Merlyn seconded motion to move into executive session to discuss personnel matters. Sharon, Scott, John and Dick left the meeting.

12.) Next meeting: January 22, 2008, Association Business Office, 7:30 P.M.

13.) Meeting Adjourned - 10:00 P.M.

Minutes taken by Sharon Bakke, Business Office.

Action Items
December 18, 2007

#	Start Date	Action	Owner	Due Date	Status/Comments
12-1	12/18	Amend Organizational Meeting Minutes	Sharon	1/22	Done
12-2	12/18	Purchase a basic .pdf file converter for the office	Scott	1/22	
12-3	12/18	Email Glenn re: the public service program	Sharon	1/22	
12-4	12/18	Public Notice	Sharon	1/22	
12-5	12/18	Report to Board re: when we were advised of the number of connections to system approved by DOH	Scott	1/22	
12-6	12/18	Report to Board re: questions on Moratorium	John	1/22	
12-7	12/18	Letters to Non-Participating members	Scott	1/22	
12-8	12/18	Check cash flow, prepare check to fund Debt Reserve Account	Susan	1/22	Done