

**ALWA Board of Directors  
Meeting Minutes (Revised)  
September 23, 2008**

**1.) Call to Order:**

President Perry Cole called the meeting to order at 7:30 P.M. Present were Board members Merlyn Blue, Perry Cole, Mark Freeman, Mike Hickey and David Hoffman. Board Member Michael Bicak was absent. Board Member Matthew Rodger called in and participated via speakerphone from 7:50 P.M. until approximately 9:10 P.M. Also present were Scott Hemingway, General Manager, John Hastig, engineer with Gray & Osborne, Dick Jonson, counsel, Bob Pancoast, Hydrogeologist with Compass Geographics and Sharon Bakke, Administrative Coordinator.

**2. Changes or Additions to Agenda**

None

**3. Business From the Floor**

None

**4. Minutes**

MOTION 09-23-08-01: Merlyn moved and Mike Hickey seconded motion to approve the minutes of August 26 & 28, 2008 and September 9, 2008. Motion carried unanimously.

**5. Action Item Status Reports**

Perry reported that Items number 80204 and 80605 are done. He talked about the By-Law project, asked if the list of questions had been rec'd by Scott. Scott said he would make his comments then send it out.

*Action Item:* Scott make comment on list of questions.

**6. Financial Reports and Membership Count**

a.) **Check List** postponed until later in the meeting.

b.) **Membership Approval**

MOTION: 09-23-08-02: Mark moved and David seconded motion to approve membership list. Motion carried unanimously.

c.) **Aging Accounts** – Scott said he had not prepared a report this month. Perry asked about the account that had used 132,000 gallons last month. Scott said it was a leak, tenant has fixed.

**7. Old Business**

a.) **Audit, FYE 08** – Scott reported nothing new.

b.) **Annual Meeting** – The Board discussed the previously agreed upon date for the annual meeting, noting they would prefer to set it on a date when all board members would be available to attend. It was decided that the meeting will take place on Friday, December 5, 2008, 7:00 P.M., and that the Association would send a postcard to members

announcing the date by the deadline described in the By-Laws, and including By-Law provisions inadvertently left out of the President's Letter.

*Action Item:* Prepare and mail postcard annual meeting notice to members.

Sharon noted that the November and December board meeting dates fell very close to holidays, asking the Board if they would like to re-schedule them. It was agreed that the November and December board meetings would each be held a week earlier (the third Tuesday of the month instead of the fourth). Meeting dates: November 18 and December 16, 2008.

- c.) **Water System Plan Status** – John reported that G & O is re-organizing the capital improvement plan in light of the recent water rate change. He said a draft should be ready for comments in time for the December 5<sup>th</sup> Annual Meeting. Perry said he would like to have the project list ready before the meeting. It is expected that the budget changes will simply spread the project timeline out further into the future.
- d.) **Tall Chief** – Nothing new. Scott plans to set up a meeting with them. Bob asked to be advised so he may attend.
- e.) **By-Law Review** –The Board discussed proposed changes to the By-Laws and plan to get their comments in to Scott shortly.
- f.) **Moratorium** – Nothing new. Dick asked when we need to renew, Scott will check.
- g.) **Emergency Intertie** – Scott reported that the Developer Extension agreement and the Intertie Agreement have been signed by Sammamish Plateau. Soon he will submit building plans for their approval and begin construction.

## **8.) New Business**

- a.) **Utility Truck** – Scott reported he is having more frequent and severe problems with the Association's utility truck, saying it acts like it may have a bad cylinder. He said it is wearing out and needs to be replaced. He and Jeremy have been looking at prices and features on both new and used trucks. Scott will have the looked at by a garage to get more specific information about its condition and present options to the Board.

*Action item* – Scott prepare report on utility truck options.

- ## **9.) Management Report** – Scott reported that the system is generally running well. He described circumstances around the recent water main break, saying it was AC pipe with 2 shear fractures that occurred due to differential settling. He said they replaced a section of pipe, setting it on crushed rock bedding with compaction. He answered some questions and the water main replacement program was discussed

Scott reported that water production was down, likely due to increased water rates and wet weather during the month reducing demand. He plans to make adjustments to the budget to accommodate the rate changes. He sent a letter to Seattle regarding the potential water purchase agreement. Merlyn asked about the project on 52<sup>nd</sup> and Scott described the problem with the fire hydrant there and the upgrades he is installing.

David asked about plans for the annual meeting. Perry described the presentation he is plans to make. David offered to help Perry.

**10.) Consultant Reports** – covered above, nothing new.

**11. Member Calls & Letters** - none

Perry said there were a few more things he had wanted to cover at this meeting. There has been concern about the possibility of exceeding federal deposit insurance limits in our bank accounts. The limit is currently \$100,000.00 per depositor at any given bank. He said the fact that only Board Members have signature authority can create a problem because the staff is unable to move funds from one account to another to prevent exceeding the federal insurance limits. He said the Board could consider delegating some authority over the bank accounts to staff. Scott explained what accounts we currently have and what each is designated for. Discussion ensued about managing bank accounts and what guiding principles the Board would like to put in place. The consensus was that there should not be more than \$100,000.00 in any federally insured Association bank account. Scott will prepare a proposal for the Board's review.

*Action Item:* Scott prepare a proposed system for managing Association bank accounts.

MOTION 09-23-08-03: Merlyn moved and Mark seconded motion to approve the check list. Motion carried unanimously.

**12.) Review of New Action Items – not addressed.**

9:15 P.M., MOTION 09-23-08-04 – David moved and Mike Hickey seconded motion to move in to executive session in order to discuss personnel reviews. Motion carried unanimously.

Sharon and Scott were excused from the executive session.

9:35 P.M. regular session resumed.

**13.) Next Meeting:** October 28, 2008, 7:30 P.M., Association business office.

**14.) Adjourned** at 9:40 P.M.

Minutes taken by Sharon Bakke

**Summary of Action Items for this meeting only**

<b>***</b>	<b>Start Date</b>	<b>Action</b>	<b>Requester</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status/Comments</b>
92308-1	9/23	Make comments on list of questions	Board	Scott	10/28	
92308-2	9/23	Prepare and mail annual meeting notice to members	Board	Sharon	10/7/08	
92308-3	9/23	Prepare report on utility truck options	Board	Scott	10/28	
92308-4	9/23	Prepare a proposed system for managing Association bank accounts	Board	Scott	10/28	

\*\* First digit indicates year, second & third digits indicate month, third & fourth digits indicate number of action item in that month.