

**ALWA Board of Directors  
Meeting Minutes  
February 24, 2011**

**1. Call to Order**

Board President Perry Cole called the meeting to order at 7:00 pm. Present were Board members David Hoffmann, Michael Bicak, Merlyn Blue, Mark Freeman, and Mike Hickey. Matthew Rodger joined by teleconference. Also present were Bob Pancoast, Hydrogeologist with Compass Geographics; Dick Jonson, Counsel; Warren Perkins, Engineer with Gray & Osborne; Scott Hemingway, General Manager; and Susan Stevens, Office Administrator.

**2. Changes or Additions to Agenda**

None

**3. Business from Floor**

None

**4. Minutes**

**Motion 02-22-11-01** – Matthew Rodger moved and Merlyn Blue seconded a motion to approve the minutes of the January 25, 2011 Board meeting as written. Motion carried unanimously.

**5. Action Item Status Reports**

Scott reviewed the status of the of the action items.

**6. Financial Reports and Membership Count**

**a. Check List** – postponed

**b. Membership List** – no new members

**c. Aging Accounts** – Scott reported on the status of overdue accounts.

**d. Water Loss Billing Adjustments** – Scott reported that there were 4 adjustments given in January and that all four were related to frozen pipes.

Member Terry Branthwaite arrived at 7:05 pm to observe the proceedings.

**7. Old Business**

None

**8. New Business**

**a. FYE 2011 Audit** - Scott Hemingway noted that it is time to initiate a contract for the annual audit. By consensus, Mr. Hemingway was authorized to solicit a proposal for the audit from Vine Dahlen. Scott also reported that he found an accounting firm that will prepare the Fiscal Year End 2010 IRS form 990 for a cost of \$1,000.

**9. Management Report**

Scott reviewed the items in the Management Report. He added that the installation of the first 50 radio read meters is nearly complete.

**10. Consultant Reports**

**Warren Perkins** – reported that the plans for the Vista project are expected to be complete by the end of next week. The King County building permit process is progressing slowly. The next big project is the booster at Tolt Hill. The cost of the project, source of funding and future projects were discussed. By consensus, it was concluded that the Association should strive to maintain \$300,000 as the minimum level of reserves

**11. Member Calls and Letters**

The letter from Bob Carter was addressed and discussion ensued regarding possibilities for improving customer service and high usage notification.

**\*\*\* Action Item 2011-02-01** – Scott will research high usage variables available through billing software reports.

**\*\*\* Action Item 2011-02-02** – Scott will develop recommended process for updating customer contact information periodically.

### **10. Consultant Reports (cont)**

**Bob Pancoast** – reported on activity in the Legislature. He also said that there is a general movement at the state level to streamline requirements for Water System Plans.

**Dick Jonson** – reported that negotiations with the Charles Schwab legal representative will hopefully take place in May. The ALWA Board will need to establish ALWA position and assign an authorized representative. He recommended that an executive session be scheduled for the April Board meeting to discuss details.

### **12. Business from the Board**

None.

#### **6. a. Check List –**

**Motion 02-22-11-02** - Merlyn Blue moved and Michael Hickey seconded a motion to approve the check list. Motion carried unanimously

### **13. Action Item Review**

The action items as noted above were reviewed briefly.

### **14. Next meeting – March 22, 2011 at 7:00 pm**

### **15. Meeting Adjourned** – 7:50 pm.