

Ames Lake Water Association
Board of Directors Meeting May 14, 2013
7:00 P.M

Meeting Minutes

1. Call to Order

David Hoffmann called to order the regular meeting of the **Ames Lake Water Association** at **7:04PM** on **May 14, 2013** in the Association's business office.

2. Roll Call

The following Board members were present: Michael Bicak, Merlyn Blue, Mark Freeman, Mike Hickey, David Hoffmann and Jack Praino; Matthew Rodger joined by telephone. Also present were: Kristina Myers, ALWA office manager; Bob Pancoast, ALWA operations manager; Warren Perkins, Engineer with Gray and Osborne; and Richard Jonson, Counsel.

3. Changes or Additions to Agenda

None

4. Business from the Floor

None

5. Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the April 9, 2013 Board meeting,
- Membership Transfers,
- Water Loss adjustments and,
- Aging Accounts.

Jack moved to approve all items on the Consent Agenda. Matthew seconded. All approved.

In the previous Board meeting the checklist had not been approved; the oversight was corrected at this meeting. Merlyn moved to accept April's check list. Jack seconded. All approved.

6. Consultants' Report(s):

Warren reported that all tasks for the Vista project have been completed, save for a road patch completion needed to pass King County road inspection. Warren recommended releasing the progress payment for \$31,000, held since October pending completion of construction and the Board concurred. Warren also recommended final acceptance of the project and issuing final payment upon repair of the road patch and approval by King County.

Jack moved to release final payment of \$13,291.13 (check #11209) to Stouder Construction and accept the Vista project as complete subject to the road patch repair and approval, then. Mike seconded. All approved.

7. Financial Report

Mike moved to accept the Financial Report and approve the Checklist. Merlyn seconded. All approved.

8. System Manager Report

Bob Pancoast presented a number of updates:

- A photograph and details of the recently purchased (used) service truck.
- Unaccounted water loss is at 3%, which is excellent.
- Department of Health (DOH) Sanitary Survey was completed with no significant issues. When DOH issues their survey letter, ALWA will address any recommendations.
- During a recent power outage the newly-installed automated backup power system operated as designed, with no interruption to water service.
- First batch of 3G modems for SCADA system worked well, and a second set is being installed and brought on-line.
- The balance of radio water meters has arrived; all will be installed this year.
- On May 8 & 9, a short in an electrical cable at the Tolt tank site was repaired. The power cable is near end of life, and will be replaced as part of the Tolt Hill Booster project.
- ALWA was contacted with a proposal to purchase its interest as lessor in the cell tower lease at Tolt Hill. After discussion, the Board unanimously concluded that maintaining the stream of payments under the lease was preferable to taking a lump sum discounted buy-out.

Bob reviewed status of planning for the office and shop:

- A post-frame building (Approx. 46' × 76' × 12') will cost approximately \$79,000.
- Interior finishing ranges from \$100 → \$150 per sq. ft. (2200 sq. ft. × \$125 = \$275,000)
- Total costs would be in the range \$335,000 → \$400,000.
- The estimates are based on locating within the Vista site.

Bob updated status of 2013/2014 projects:

- Wireless water meter and SCADA upgrades are on schedule,
- NE 52nd St. booster project is delayed a little; The cost should be in the range \$135,000, utilizing stocks of materials which need to be installed before the end of the year.
- Daniels Ranch vault upgrade and safety changes will cost approximately \$22,000.

Minimum reserve funds were recommended to be:

RDA required reserves:	\$ 73,080
4 Month operating funds:	\$232,000
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Total reserves:	\$305,080

To safely maintain these reserves, two projects will be delayed until 2014/2015:

- Purchasing a valve exerciser.
- Producing an up to date system map book.

9. Business Manager Report

Warren left the meeting at 8:26 PM.

Kristina presented an updated capital budget, including the above project changes. The capital budget projects minimum reserves of \$306,080.

Jack moved to approve the capital budget as presented and to modify the previously approved operating budget by removing the system map project for \$15,000 and removing the valve exerciser for \$20,250. Mike seconded. All approved.

Mike moved to approve the NE 52nd booster pump and Daniels Ranch vault rebuild projects for a total of \$157,000. Merlyn seconded. All approved.

Time and place for the 2013 annual meeting was discussed. It was agreed to plan for **Sunday September 8, 3:00PM.**

12. Miscellaneous

Matthew presented a proposal to engage Key Total Treasury (KTT) Positive Pay and moved for approval. Michael seconded. Merlyn opposed. All others approved.

Matthew moved approve Patrick O'Rourke for preparation of the 990 form of 2013 for \$790. Michael seconded. All approved.

Matthew moved to approve upgrading Quickbooks to the Enterprise Edition for a cost not to exceed \$3,000. Benefits of the upgrade were discussed by the Board, in particular the ability to separate setup and issuing of payments to vendors. The purchase was tabled until funds within the current budget are found.

Matthew moved to authorize transfer of \$1000 from the ING (now Capital One) account to Key Bank checking. Michael seconded. All approved.

13. Proposed Changes to Bylaws

Richard presented proposed changes to ALWA bylaws. The proposed changes were discussed by the Board and revisions were made. A final list of proposed changes will be mailed to ALWA members to be voted on at the annual meeting.

14. Next Regular Meeting

The next regular meeting will be **June 11, 2013, 7:00 PM** at the Association's business office.

14. Adjournment

David Hoffmann adjourned the meeting **9:46 PM.**

Minutes prepared by Mark Freeman

