

Ames Lake Water Association
Board of Directors Meeting July 9th, 2013
7:00 P.M

Meeting Minutes

1. Call to Order

David Hoffmann called to order the regular meeting of the Board of Directors of **Ames Lake Water Association** at **7:07PM** on **July 9, 2013** in the Association's business office in Fall City, WA.

2. Roll Call

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

3. Changes or Additions to Agenda

None

4. Business from the Floor

ALWA member contacted Kristina to say they would be unable to attend the Board meeting in person to discuss their water shutoff. Kristina attempted to contact the member by telephone during the meeting, but they did not answer. She left a telephone message. The Board confirmed that the full balance needed to be paid before the water would be turned back on.

5. Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- June 11, 2013 Board Meeting Minutes,
- Membership Transfers,
- Water Loss adjustments and,
- Aging Accounts.

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

Action item: Richard, Kristina and Bob to propose an update to the water loss adjustment policy by the next board meeting.

6. Checklist Approval

Merlyn moved to accept the checklist. Jack seconded. All approved.

7. Consultants' Reports

Warren stated that the Vista project is signed off and complete.

8. System Manager Report

Bob presented a summary of operations for the preceding month.

A planned power outage by Tanner Electric provided an opportunity to test ALWA backup systems. Two issues were found:

- A propane leak at the Vista site prevented the generator from running. A temporary repair was made, the propane tank refilled and the generator started. A permanent repair is planned.
- The Daniels Ranch generator started automatically, but shut down later due to overheating. Improved ventilation will be installed in the generator building to prevent overheating.

No water service was interrupted during the power outage.

As part of coliform mitigation in the Southern part of the system, affected sections continued to be regularly flushed and water tanks were disinfected.

Bob gave a review of future projects, proposing priority given to projects which improve fire flow to most of the system. Jack asked Bob to find out what would be required to obtain one RDA loan for all planned infrastructure projects.

Summary of current project:

- 52nd St. booster station estimated costs are higher than original estimates. This is a high-priority project as it is a contingency mechanism for moving water between North and South sections of the system.

Warren presented Gray and Osborne's proposal for engineering services on the 52nd St. booster project. He noted that recent Department of Health requirements increased some of the project's costs. Michael moved to approve \$23,200 for Gray and Osborne to perform tasks in the proposal. Jack seconded. All approved.

- Radio meter installation is on track for completion by the end of July.

Warren left the meeting at 9:00PM.

9. Business Manager Report

Kristina presented Lynn Jackson's accounting oversight report for the Board to review.

A general discussion was held on mailings, President's letter, bills, water report and bylaw changes.

Other business management items:

- Reports in support of existing RDA loans were filed.
- Retail Lockbox will "go live" with online bill presentation by the next billing cycle.
- Fidelity bond insurance quote was discussed. **Action item (Kristina, Richard):** Do all board members need to sign on insurance or just officers?
- Audit is proceeding with Vine Dahlen.
- Work is progressing on the fixed asset accounting.
- The Board concluded to not pursue long term disability insurance for employees at this time.

12. New Business

Jack noted it will be prudent to open future engineering projects to competitive bids. Bob will look into planned projects, identifying good candidates for engaging a second party in project engineering.

13. Next Regular Meeting

The next regular meeting will be **August 13th, 2013, 7:00 PM** at the Association's business office.

14. Adjournment

Dave Hoffmann adjourned the meeting 9:34 **PM**.

Minutes prepared by Mark Freeman