

Ames Lake Water Association
Board of Directors Meeting May 12, 2015
7:00 P.M

Meeting Minutes

- Call to Order

David Hoffmann called to order the regular meeting of the Board of Directors of **Ames Lake Water Association** at **7:05 PM** on **May 12, 2015** in the Association's business office.

- Roll Call

The following Board members were present: David Hoffmann, Merlyn Blue, Jack Praino and Mark Freeman. Michael Bicak joined at 7:09 PM. Also present were: Kristina Myers, ALWA office manager and Bob Pancoast, ALWA operations manager, Richard Jonson, Counsel, and Warren Perkins, Engineer with Gray and Osborne.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

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

- Counsel Discussion

Richard discussed possible changes to ALWA by-laws which restrict each household to one meter. The Board agreed with counsel no changes are warranted.

- Engineering Presentation

Warren updated the Board on the status of permit applications for the planned shop & office building. Gray & Osborne completed the Conditional Use Permit application and Zoning Variance Permit application. Both will be submitted to King County. Issuance of a building permit is not expected until the summer of 2016.

- System Manager Report

Bob summarized system activities for the month:

- The carrier-class telemetry system upgrade with Verizon was finalized.
- Meter agreement was delivered to camp Korey. Their completion of paperwork should be completed soon.
- Additional information on the shop & office plans were presented:
 - The septic plan was submitted
 - Public notice of the planned building will be posted in 30 to 45 days.
 - The Board reviewed a proposed handout explaining building plans.
 - Bob and Dave will visit with neighbors of the building property to discuss plans.
- Carnation well work was outlined:
 - Gravel was spread at the entrance
 - Well house will be cleaned up and security improved

- Well pump was pulled and casing cleaned
 - Pump will be replaced with a higher capacity unit
- Bob discussed with the Board a Puget Sound geologic hazard study undertaken by multiple regional organizations. The Board asked Bob to inquire into the cost of a backhoe, for regular construction work and for emergency service during a natural disaster.
- Checklist & EFT Approval
Jack moved to approve the checklist and EFT transfers. Merlyn seconded. All approved.
- Office Manager Report
 - Kristina presented a two page Fixed Asset Flow Chart which was reviewed, discussed and approved.
 - Kristina presented research into options and costs for scanning and electronic storage of historical the office files. The Board discussed acquiring an inexpensive computer for managing document scanning and filing, and hiring a summer intern to perform scanning and filing.
Jack moved to authorize Kristina for a summertime hire to scan and file documents at up to \$12.50 / hour, up to 400 hours. Merlyn seconded. All approved.

Dave called for executive session 8:19 PM to discuss internal Board issues. The Board exited executive session at 8:26 PM

- Next Regular Meeting
 The next regular meeting will be **June 9, 2015, 7:00 PM** at the Association's business office.
- Adjournment
David Hoffmann adjourned the meeting **8:28 PM**.

Minutes prepared by Mark Freeman, secretary