

# Ames Lake Water Association

Board of Directors Meeting April 11, 2017

7:00 P.M

## Meeting Minutes

- Call to Order

**Jack Praino** called to order the regular meeting of the Board of Directors of **Ames Lake Water Association (ALWA)** at **6:57 PM** on **April 11, 2017** in the Association's business office.

- Roll Call

The following Board members were present (in addition to Mr. Praino): Sherri Zucker, Merlyn Blue and Mark Freeman. Michael Bicak joined at 7:05 PM. Also present: Bob Pancoast, ALWA operations manager; Kristina Myers, ALWA Business Manager; Warren Perkins, engineer; and Richard Jonson, counsel.

- Business from the Floor

None.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

*Sherri moved to approve the checklist and EFT transfers. Jack seconded. All approved.*

- New Business

Jack announced that he will be moving out of the ALWA service area shortly. A new Board member will need to be recruited within the next couple of months. Jack was thanked for his valuable service to the Association.

- Consultant Reports

- None

- System Manager Report

Robert presented system updates:

- Unaccounted for water dropped from the previous month to 5.7%. A leak detection firm has been rescheduled to help isolate some of the water loss.
- King County building permits for the Vista office and shop project are in-hand.

- King County treats ALWA as a public utility. The requirement for a performance bond, discussed in last month's Board meeting, may not be required.
- Town and Country has been contacted for building construction, and Fury Construction was contacted for site preparation.
- Cost estimates will be updated, as well as the project plan.
- Key Bank will be contacted to begin the loan process.
- In preparation for sale, the View Park property will have: cleanup completed, a perc test performed and possibly a septic system design, and a Critical Areas Designation (CAD) obtained. Discussion followed and included whether to authorize management to select a real estate agent to list the property for sale.

*Michael moved to authorize management to incur expenses of preliminary work on CAD, perc test and septic design. Jack seconded. All approved.*

*Michael moved to authorize management to interview and select a real estate agent and execute a listing for the View Park property. Merlyn seconded. All approved.*

- Bob presented two Vista project proposals:
  1. Gray and Osborne will provide surveying, geotechnical engineering (PanGEO) oversight of building pad and Vista project support. Contract is not to exceed \$30,890.
  2. Barking Dog Designs (Architect) will provide design work and project support for the interior of the structure. Contract not to exceed \$20,000.

*Michael moved to approve both proposals. Jack seconded. All approved.*

- Management will hold an initial meeting with the Department of Health on April 18, to discuss the upcoming water system plan.
- In the process of removing the well at View Park, a second, abandoned well was discovered. This well was also capped and abandoned in accordance with DOE procedures.
- Ground cleanup and retaining wall block placement around some hydrants is being performed.
- Business Manager Report
- Kristina presented and the Board reviewed the proposed TY2018 budget and discussed some line items.

*Merlyn moved to approve the budget as presented. Sherri seconded. All approved.*

- A member was requesting a leak adjustment, although per policy, the request for removal is late. The home was abandoned and account is past due with accrued late charges. The fees are due to the previous homeowner not dealing with the issue for two years. The new owner just purchased the home and has promptly come in to restore service. The

circumstances causing the leak have been cured..

*Merlyn moved to allow a leak adjustment due to unusual circumstances. Mark seconded. The motion was defeated.*

The Board discussed more specific wording for this request for an exception to policy.

*Merlyn moved to authorize staff to allow standard leak adjustment, with an exception allowed to a new owner for the time frame in making the request, due to abandonment by previous owner. Mark seconded. All approved.*

- The updated website should be online by the end of the fiscal year.
- Kristina presented updated information on cell tower leases, prepared by Michael Jonson.
- The Vine Dahlen accounting firm's engagement letter for FY2018 audit was presented. The quote was for \$13,600, compared to \$13,200 last year. Sherri requested time to review the letter after the Board meeting.

*Merlyn moved to authorize expenditure of \$13,600, per the Vine Dahlen engagement letter, contingent on Sherri's approval as Treasurer. Michael seconded. All approved.*

- Old Business – None
- Business from the Board – None
- Review of Action Items - None
- Next Regular Meeting

The next regular meeting will be **May 8, 2017, 7:00 PM** at the Association's business office.

- Adjournment

**Jack Praino** adjourned the meeting at **8:15 PM**.

Minutes prepared by Mark Freeman, secretary.