

Ames Lake Water Association

Board of Directors Meeting June 20, 2017

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 (ALWA)** at **7:02 PM** on **June 20, 2017** in the Association's business office. Pursuant to notice, the meeting was delayed one week to allow for a Board quorum.

- Roll Call

The following Board members were present (in addition to Mr. Hoffmann): Sherri Zucker, David Hoagland and Mark Freeman. Michael Bicak joined by telephone. Also present: Bob Pancoast, ALWA operations manager; Warren Perkins, engineer with Gray and Osborne; Richard Jonson, counsel; and two representatives from Retail Lockbox.

- Business from the Floor

None.

- Financial Reports and Membership Count

- Checklist & EFT Approval

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

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

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

- New Business

Representatives from Retail Lockbox, ALWA's payment processing service, presented information on current and other potential services:

1. New contract continuing current services, as the current contract has expired; an extension was offered without any cost increase.
2. Outbound "Blast" service. This would provide recorded telephone alerts to ALWA members, with urgent information. SMS service for cell phones is planned, but not available yet.
3. Lower-cost alternative to on-line archival data access using periodic issuing data via CDs.
4. Merchant Services option to process member credit card payments.

The representatives left the meeting at 7:26 pm. The Board discussed fees and implementation of credit card processing as well as the other options.

- Consultant Reports

- None

- System Manager Report

Robert presented system updates:

- Water usage was on the high side of normal for this time of year.
- Pollard Water has loaned a leak detector to help locate the source(s) of unaccounted water. Operations is working through suspect areas of the system.
- The annual water quality report was mailed to members.
- Inquiries for new water service due to new construction and private well conversions has increased. A half-dozen new customers are anticipated this year.
- View Park property has been prepared for sale:
 - Property has been regraded and grass planted.
 - Old concrete pad was demolished.
 - Two wells were abandoned and capped pursuant to DOE stds.
 - Septic design plan will be completed in August time-frame.
 - Critical Areas Determination will be submitted to King County.
 - Property to be put on the market in July.
 - Sale will include a certificate of water availability from ALWA.
- Hydrant retaining walls are over 50% complete.
- Vista Shop/Office status:
 - Financial and service benefits were recapped. Updated budget and schedule were distributed to the Board. Costs have increased due to the passage of time caused by permitting delays and significant construction cost inflation. Financing options from Key Bank were reviewed. Bob recommended that the project proceed because the benefits still outweigh the costs. The Board expressed consternation about the increase in costs but after much discussion, determined that the project remained financially viable and will provide a long term operational and financial benefit to the Association and its members.
 - B Bob presented a bid tabulation for site improvement work which were higher than previous year's estimates.
Of three quote requests for site preparation, two companies provided bids. Low bid was provided by Westerlund Evacuation. Gray and Osborne recommends Westerlund.

Michael moved to accept the bid from Westerlund Evacuation LLC for the ALWA Office / Shop building clearing, site preparation and utility work. Bid is for \$348,900.00 + \$30,005.40 tax, for a total of \$378,905.40. Sherri seconded. All approved.

- Due to construction permitting delays and additional King County requirements, Town and Country has issued a Change Order on building construction. The Board reviewed the changes and Bob recommended approval.

Michael moved to approve Town and Country Change Order for ALWA office / shop building. Increase is \$8,402.00 + \$691.61 tax, for a total increase of \$8,733.61. Mark seconded. All approved.

- Business Manager Report

Kristina asked Bob to inform the Board of plans for a summer hire to assist with field operations. The individual has been identified and approved by Management.

Sherri suggested the Board and Management consider arranging an internship program for water operator. Bob will look into the process for such a program.

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

- Next Regular Meeting

The next regular meeting will be **July 11, 2017, 7:00 PM** at the Association's business office.

- Adjournment

David Hoffmann adjourned the meeting at **8:33 PM**.

Minutes prepared by Mark Freeman, secretary.