

Ames Lake Water Association

Board of Directors Meeting June 9th, 2014

7:00 P.M

Meeting Minutes

1. Call to Order

Jack Praino called to order the regular meeting of the Board of Directors of **Ames Lake Water Association** at **6:56 PM** on **June 9, 2014** in the Association's business office.

2. Roll Call

The following Board members were present: Jack Praino, Merlyn Blue, Mark Freeman, Michael Bicak and Craig Bomben. 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. 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.

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

4. Consultant Report

• Counsel

Richard Jonson reported on discussions with other non-profit water purveyors regarding Department of Revenue rules as they relate to ALWA revenue allocation. His recommendation is for Kristina and Lynn Jackson to review revisions to ALWA's method of reporting revenues to DOR. This can be done after this year's audit is complete. He also recommended that ALWA engage a rate consultant to review the Association's rates and charges. Bob stated that Peninsula Financial Consulting previously made a proposal and suggested that he have the company update the proposal. Peninsula Financial Consulting's experience and qualifications were discussed.

Action item: Bob to obtain an updated proposal from Peninsula Financial Consulting to review the Association's rates and charges.

• Engineer

Report deferred to later in the meeting.

System Manager Report

- A brief summary of the month's projects was presented and plans for the coming month. Videos of the valve exerciser were presented and system summer maintenance scheduling was discussed.

- NE 52nd Booster Pump Station Project. Warren and Bob presented photographs of the project and reported that the project was complete and ready for final acceptance.
Motion: Michael moved to grant final acceptance of the work and approve final progress payment to the contractor (less retainage) on the NE 52nd St. booster project. Merlyn seconded. All approved. The retainage will be released upon receipt of certification from LNI and DOR. Final progress payment has been signed.
- Vista Field Operations and Office Building. Three Requests for Quotes were submitted for design of the Vista Office and Field Operations building. Two candidates provided quotations. Bob recommended award of the work to Barking Dog Design, the lowest and most qualified bidder. Bob reviewed the next steps and stated that Gray and Osborne's assistance and architectural services were needed for submission of an application for a conditional use permit. Gray and Osborne's proposal was reviewed.
Motion: Jack moved to approve Gray and Osborne's proposal for completing and submitting a request for a Conditional Use Permit for the Vista building to King County, for not to exceed \$10,260. Merlyn seconded. All approved.
Motion: Jack moved to approve up to \$15,000 for coordination, design development, construction documents, cost estimating and building permitting per the Barking Dog Design proposal phases 1&2, dated June 9, 2014 subject to Bob checking on references. Merlyn seconded. All approved.
- System maps are in the process of being converted from Autocad to GIS. Completion is expected to be complete prior to the next Board meeting.

5. Checklist Approval

Merlyn moved to approve the checklist. Michael seconded. All approved.

6. Business Manager Report

- Kristina outlined plans for the Annual Meeting.
- A request for credit of \$670.20 to cover costs incurred by ALWA recovering from last month's ACH errors was submitted to Retail Lockbox. Their response was they will credit only for ACH fees of \$225.00 and not for ALWA staff time.
- Financial information is being supplied to the Auditor, including just-completed fixed asset cataloging.

Action items:

- Write annual meeting letter.
- Research alternate ACH services.

7. Next Regular Meeting

The next regular meeting will be **July 8th, 2014, 7:00 PM** at the Association's business office.

8. Adjournment

Jack Praino adjourned the meeting **7:45 PM**.

Minutes prepared by Mark Freeman, secretary