

Ames Lake Water Association
Board of Directors Meeting January 8, 2019
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 7:00 PM on January 8, 2019 in the Association's business office. The following Board members were present in addition to Mr. Hoffmann: Sherri Zucker, Mark Freeman, Merlyn Blue, Michael Bicak, Kevin Guiberson, and Jeff Villnow. Also present: Bob Pancoast, ALWA Operations Manager; Kristina Myers, ALWA Business Manager; Dick Jonson, Jonson and Jonson; and Warren Perkins, Gray and Osborn.

- Changes or Additions to Agenda

None.

- Business from the Floor

None.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the November Board meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

Kris noted that the December minutes in the Consent Agenda were slightly different than the electronic version sent in advance of the Board Meeting.

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

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

- Consultant Reports

- Jonson & Jonson
 - Dick noted that King County asked for an extension related to the Franchise ROW fee and that he did not expect any significant activity on this topic until mid-February at least.
- Gray & Osborne
 - Warren noted that the King County utility technical review committee has completed its review of the WSP. The plan will go to King County Council in early Feb for final review/approval.

- System Manager Report

Bob reminded the Board that the NW is earthquake prone and suggested we maintain approximately three weeks of water, food supplies on-hand. The Board discussed the importance of an emergency management plan for the Association. Bob noted that he would develop and provide key components of the plan for Board review in the coming months.

- Water usage was in the normal range for December;
- Unaccounted for water was 5.7%
- Windstorm
 - ALWA property and equipment survived the recent windstorm reasonably well.
 - There was no downed-tree damage, just significant cleanup.
 - Tolt Hill booster system went on generator power.
 - There was no power loss at the office/shop building, but internet access was lost temporarily.
 - The Carnation well VFD was damaged in a previous windstorm. The VFD was repaired and new power feed protection was added to the system
- Ames Lake Trestle Bridge 1320A – KC has received budget authority in 2019-20 to start design of a trestle bridge. ALWA notified the KC project manager that the Association would like to hang a water main from the bridge in the future. KC indicated that would be in touch as the project progresses.
- Tolt Hill Cell Tower
 - 165-foot monopole with multiple communication and power backup systems around the base.
 - Bob discussed the importance of updating the property survey at this site. An as-built survey has been ordered from G-O to facilitate the Association's future use of the site and to define exact boundaries for the monopole lease.
 - Lease renewal requires an appraisal to determine fair value, as well as an updated site survey
- Carnation Tank Security Camera
 - A motion sensing security camera was installed and tested at the Carnation tank. Additional security camera's may be justified once testing is complete
- ALWA Facility Use - Revised draft policies for use of the ALWA office building were provided for Board review and comment. Bob requested final comments by the Feb. 2019 meeting.

Business Manager Report

Kristina reported on the following:

- She proposed eliminating paper-based Membership certificates for the association to ease waste and simplify record keeping. Dick reviewed the association by-laws and confirmed that paper-based certificates were not required.
- The 2018 annual Holiday Party is scheduled for January 11, 2019.

- Bank Loan Update – A certificate of occupancy has been issued by King County and was provided to the bank. Kris asked about status and next steps of finalizing the permanent bank loan but had not heard back as of the time of the Board meeting.
- David Hoffmann suggested adjusting current account balances to stay within FDIC insurance thresholds.

Merlyn moved that \$160K be transferred from the Key Bank Operating Account, with \$50K into the First Security checking account, \$50K into the Capital One 360 account, and \$60K into the Opus Bank account. Michael Bicak seconded. all approved.

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

- Next Regular Meeting

The next regular meeting will be February 12, 2019, 7:00 PM at the Association's relocated business office.

- Adjournment

David Hoffmann adjourned the meeting at 08:13 pm.

Minutes prepared by Jeff Villnow, Secretary.