

**Ames Lake Water Association**  
Board of Directors Meeting March 12, 2019  
7:00 P.M

**Meeting Minutes**

- Call to Order

Mark Freeman called to order the regular meeting of the Board of Directors of Ames Lake Water Association (ALWA) at 7:10 PM on March 12, 2019 in the Association's business office. The following Board members were present in addition to Mr. Freeman: Sherri Zucker, Merlyn Blue, Michael Bicak, Kevin Guiberson, and Jeff Villnow. Mr. Hoffmann participated via phone and arrived in-person shortly after the meeting was called to order. Also present: Bob Pancoast, ALWA Operations Manager; Kristina Myers, ALWA Business Manager; Warren Perkins, Gray and Osborn; and Dick Jonson, Jonson and Jonson.

- 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 February Board meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

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

- Consultant Reports

- Jonson & Jonson

- Dick updated the Board on the King County Franchise ROW fee litigation status.
- The Board reviewed a draft letter prepared by Bob and Dick to inform the membership of the possibility of franchise fee back charges in case the appellate court rules in favor of the County.
- Bob asked for comments from the Board on the draft letter prior to the next meeting

- The final letter will be distributed to membership with the May Consumer Confidence Report. An executive summary version will be prepared for the association web site, and for presentation at the next annual meeting
- System Manager Report
  - Water usage was in the normal range for February;
  - Unaccounted for water was 6.1%.
  - Cell Tower/Tolt Tanks Property survey work was delayed by recent snows
  - Draft 2019/2020 operating budget highlights:
    - Schedule: Salary Review and Conceptual Projects Discussion – February Board Meeting; Review Draft Operating Budget and Projects – March Board Meetings; Finalize/Approve Operating Budget – April Board Meeting
    - Income forecast includes 15% increase in water sales based on prior two years data and predicted weather patterns for 2019/2020 (above normal temperature and slightly less than normal precipitation)
    - Projects Overview (~\$162K)
      - Backup Electrical System at Vista Office (~\$57.5K)
      - Tolt Hill Tanks Booster Station (~\$90K) – engineering evaluation of booster building options; design and specs for preferred option; bid documents and solicitation of bids
      - Ridgehaven Valve Replacements (~\$7K) – maintenance and replacement of at least one inoperative valve
      - Carnation Tank Improvements (~\$7.5K) - Improve equipment enclosures and upgrade batteries; improve security
    - Budget Objective – maintain bank accounts for multi-year, multi-phase Tolt Hill Booster Station Projects
    - Kris walked through key aspects of the draft budget, including income forecasts and major expense categories

#### Business Manager Report

In addition to the draft 2019/2020 Operating Budget, Kristina reported on the following:

- The FY18 990 report, due to the IRS by 3/15/2019.
- The construction loan has been converted to a term loan.
- Liz is leaving the business office around May/June for a move to California. Related to this, Kris budgeted a small salary overlap to train a replacement for Liz in May/June

*Mark moved to accept the FY18 990 report as presented. Sherri seconded. All approved.*

*Merlyn moved to close the Key Bank construction loan bank account and move remaining funds into the Key Bank operating account. Mark seconded. All approved.*

- Old Business – None

- New Business- None
- Business from the Board – None
- Review of Action Items – None
- Executive Session
  - An Executive Session was called at 0829 to review personnel matters. Bob, Kris, and Warren left the meeting. The Board came out of Executive Session at 0906 and the regular session of the meeting resumed.

Discussion followed concerning job description and salary adjustments.

*Jeff moved to adjust a business office job description and increase salary by \$10K annually effective upon the beginning of the new fiscal year. Merlyn seconded. All approved.*

Kristina re-entered the meeting at 0913 and David reviewed the Board motion. Kristina was requested to adjust the 2019/2020 budget accordingly. Bob re-entered the meeting at 0918.

- Next Regular Meeting

The next regular meeting will be April 9, 2019, 7:00 PM at the Association's business office.

- Adjournment

David Hoffmann adjourned the meeting at 0918 pm.

Minutes prepared by Jeff Villnow, Secretary.