

**Ames Lake Water Association**  
Board of Directors Meeting December 11, 2018  
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 7:03 PM on December 11, 2018 in the Association's business office. The following Board members were present in addition to Mr. Hoffmann: Sherri Zucker, David Hoagland, 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.

*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. Merlyn seconded. All approved.*

- Consultant Reports

- Jonson & Jonson

- Dick noted that ALWA's cell tower lease will expire in 2020. A meeting was scheduled with Mike Jonson for December 12. Michael to attend on behalf of the Board.

- Gray & Osborne

- Warren noted that the Tolt design report was expected to be delivered the week ending Dec. 15. The design includes three phases (reliability, fire flow, and replacement of the 2-inch main)

- System Manager Report

Bob reminded the Board that the NW is earthquake prone and that prudence suggests we maintain 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 November;
- Unaccounted for water was 5.8%
- Office/Shop Project – Final construction approval for the complex was received the week ending December 8. The bank still requires a form of a final occupancy permit. The project was delivered for a total cost of \$1,344,325, which is \$59,016 under budget.
- King County Franchise/ROW - on Aug 1 the KC superior Court issued an oral ruling granting judgement to water, sewer, and electric utilities that KC can not charge the utilities rent for ROW access. On Sept 4, a formal order reflecting the court's decisions was signed. The county appealed the decision directly to the WA Supreme Court.

Dick noted that a County brief was due to the court on Jan. 11, and that the Association's brief would be due 30-45 days after that.

- Water System Plan - G&O finalized responses to comments received from all agencies, completed a final edit of the WSP, and submitted the final WSP to the Department of Health and King County.

The ALWA WSP will be up for approval by King County on December 19 and subsequently forwarded to King County Council for their approval.

- ALWA Facility Use - A draft policy for use of the ALWA office building was provided for Board review and comment. Bob requested comments by the Jan. 2019 meeting.

#### Business Manager Report

Kristina reported on the following:

- L&I rates for 2018 are down 0.13%
- The Chart of Accounts has been updated.
- The ALWA annual party will be Friday Jan. 11.
- Kris provided an overview of WA's new Family Medical Leave Act (FMLA) going into effect Jan. 1, 2019.

*Merlyn moved that ALWA pay the employee portion of the State of WA FMLA insurance premium-pick up the full cost of implementation of the new law. Mark 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 January 8, 2018, 7:00 PM at the Association's relocated business office.

- Adjournment

David Hoffmann adjourned the meeting at ~~8:33pmXX~~

Minutes prepared by Jeff Villnow, Secretary.