

Ames Lake Water Association

Board of Directors Meeting June 17, 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 7:06 PM on June 17, 2019 in the Association's business office. The following Board members were present in addition to Mr. Freeman: David Hoffmann (via phone initially and later in person), Sherri Zucker, Merlyn Blue, Michael Bicak, Kevin Guiberson, and Jeff Villnow. Also present: Bob Pancoast (ALWA Operations Manager), Kristina Myers (ALWA Business Manager), 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 Mat Board meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

Michael moved to approve all items on the Consent Agenda. Merlyn 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 updated the Board on the King County Franchise ROW fee litigation status, noting that the case was set for argument before the Wash. State Supreme Court in September 2019.

- System Manager Report

- Water Use
 - Water usage was in the high-normal range for May;
 - Unaccounted for water was 6.4%.
- Tolt Hill Tank Power Outage

- Power was lost at the Tolt Hill Booster Building on June 1 and generators were used to power booster pumps on the 2-inch line
- Jeremy responded to the situation, and with the help of Tanner Electric, installed additional conduit and pulled new copper wire from the power pole at 290th to the Booster Station.
- Power was restored on Monday afternoon, June 3
- Tolt Hill Boosted System leak Detection
 - Jeremy previously worked with Evergreen Rural Water to leak check all valves and meters in the Tolt Hill pressure zones. Nine potential leaks were detected
 - Utility Service Associates was brought in with more sophisticated equipment to determine the exact location and potential extent of leaks in 5 areas
 - Utility Service Associates were not able to verify leaks in any of the 5 locations
 - Plans to replace the failed valve and move several members from the 2-inch boosted line will continue, and additional leaks checks on other portions of the line will be conducted
- Water System Plan
 - The Department of Health will finalize the WSP with King County approval
 - A copy of the County ordinance was provided in the Board packet
- ALWA Office work
 - Bob updated the Board on various small improvement projects at the office location, including pouring and finishing of cement pads adjacent to the building and in front of the pump house
- Business Manager Report
 - Banking Summary
 - Kris reviewed current account balances and informed the Board that the facility construction account has been closed and all funds transferred to the operating account
 - The Key Bank small purchases account was inadvertently and briefly overdrawn, revealing a need to revise some internal purchasing procedures. Kris reviewed the issues and the revised policy, including a recommendation to increase the small purchase minimum balance from \$5,000 to \$7,500

Merlyn moved to raise the Key Bank Small Purchase account minimum balance from \$5,000 to \$7,500. Michael seconded. All approved

- Financial Summary
 - Kris reviewed budget vs actual status through May 2019
- Aging Accounts Summary

- Kris reviewed the aging accounts status. 5 accounts are considered non-responsive (over 90 days past due) and will receive notification of their memberships being revoked.
- Membership Update Summary
 - Kris updated the Board on transfers and new memberships
- General Office Update
 - The office remains busy with the annual audit (to be reported to the Board in the August meeting), backflow and cross-connection reports (due June 30), water quality and annual mailers to membership, preparation for the 50th annual meeting (scheduled for Sept 19), and hiring of Jenny Disch on a probationary basis (she stepped in to the meeting for a few minutes to meet everyone and then left).

Sherri moved to authorize Kris to set up electronic debiting of premiums for Best Life (dental insurance provider). Michael 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 Tuesday July 9, 2019, 7:00 PM at the Association's business office.

- Adjournment

Mark Freeman adjourned the meeting at 8:02 pm.

Minutes prepared by Jeff Villnow, Secretary.