

# Ames Lake Water Association

Board of Directors Meeting July 9 , 2019

7:00 P.M

## Meeting Minutes

- Call to Order

David Hoffman called to order the regular meeting of the Board of Directors of Ames Lake Water Association (ALWA) at 7:03 PM on July 9, 2019 in the Association's business office. The following Board members were present in addition to Mr. Hoffman: Sherri Zucker, Merlyn Blue, Michael Bicak, Kevin Guiberson, and Jeff Villnow. Also present: Bob Pancoast (ALWA Operations Manager).

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

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

*Sherri moved to approve the checklist and EFT transfers, with five exceptions:*

- Key Bank small checking EFT/Debit
- Key Bank EFT debit for Tanner Electric
- Key Bank EFT debit for Regence
- Grainger check
- Systems Interface check

*Merlyn seconded. All approved*

- Consultant Reports

- None

- System Manager Report

- Water Use
  - Water usage was in the normal range for June

- Unaccounted for water was 6%
- July precipitation is expected to be above normal, although overall NOAA forecast is for hot and dry summer weather
- King County Franchise/Right of Way
  - Utility response briefings were filed with King County Superior Court in May
  - King County has until mid-July to file its Response Brief
  - Amicus Briefs will be filed by early August
  - Oral arguments are scheduled for September 17
- Water System Plan
  - Department of Health finalized the ALWA WSP, with 1400 ERUs and 1300 connections
- 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
  - The Annual Consumer Confidence Report and a Notice of Potential Utility Rate Increase related to King County ROW fees were mailed out to all ALWA members and renters
  - The Annual President's Letter has been drafted/reviewed
- ALWA Continuing Education
  - Bob overviewed several areas of additional continuing education opportunities that may be of benefit to ALWA staff, including courses on:
    - Communications/Presentations
    - Water System Manager Programs
    - Project Management
  - Bob noted that continuing education is a requirement for water system operators, but that staff could benefit from additional specialty courses (e.g. Jenny attend course on Cross Connection Control)
  - The following objectives were identified and discussed for Project Management staff:
    - Increase knowledge and experience in the management of ALWA-related projects
    - Increase knowledge and familiarity with various PM tools (e.g. MS Project) to schedule, model, execute, and manage AWLA projects
    - Improve communications with ALWA Board re: project objectives, tasks, budgets, and schedules

- PM education opportunities range from 1-3 day seminars on Pm fundamentals to multi-course programs designed to achieve PMP certification.
- PM education recommendations for ALWA staff:
  - Kris and Jeremy individually attend 1-3 day PM seminars
  - Kris and Jeremy attend focused seminars on MS Project, as warranted
  - Jenny attend course on Cross Connection Control
  - Kris and Jeremy attend 1-day seminar on Presentations/Public Speaking
- Business Manager Report - None
- 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 August 13, 2019, 7:00 PM at the Association's business office.

- Adjournment

David Hoffman adjourned the meeting at 0746 pm

Minutes prepared by Jeff Villnow, Secretary.