

**Ames Lake Water Association**  
Board of Directors Meeting February 13, 2017  
7:00 P.M

**Meeting Minutes**

- Call to Order

**Jack Praino** called to order the regular meeting of the Board of Directors of **Ames Lake Water Association (ALWA)** at **7:00 PM** on **February 13, 2017** in the Association's business office.

- Roll Call

The following Board members were present (in addition to Mr. Praino): Sherri Zucker, David Hoagland, Merlyn Blue, Michael Bicak and Mark Freeman. Also present: Bob Pancoast, ALWA operations manager. Richard Jonson, Counsel, joined at 7:10 PM.

- Business from the Floor

None.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the January Board meeting,
- Membership Transfers,
- Water Loss adjustments and,
- Aging Accounts.

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

- System Manager Report

Robert presented system updates:

- Water production was slightly higher than normal for January. Unaccounted water usage was 5.9%. Two meters were installed in a suspect section of the system. Their inflows and outflows will be monitored, looking for leaks.
- During last month's power outage, the Vista and Daniels Ranch generators automatically started, keeping pumps and SCADA equipment operational. Long range plans call for all generators to be automatically operated during power outages.

Internet access was down at the ALWA office for two days during and after the power outage. The SCADA systems continued to operate in a basic capacity using the cellular network backbone.

- Robert and other water utility operators met with King County senior staff regarding the county's plan to charge annual fees for franchise agreements. Counsel continued to engage with attorneys from other water utilities who will be affected by the ordinance.

- Updates to the Tolt booster station were presented: plumbing was completely replaced, a remote-reading meter was added, and building layout was cleaned up. These interim changes reduced pump on/off cycling, which will improve pump life.
- Planned telemetry upgrades will include monitoring of generators and testing generators under load.
- In preparation for the 2017/2018 operating budget, proposals for salary adjustment were discussed.

*Jack called for executive session to discuss salaries at 7:49 PM.*

*The Board existed executive session at 8:07 PM.*

*Action item: every two years, Management should undertake a review of the competitive salary landscape.*

- Income forecast will be the same as used for the current fiscal year budget.
- Two major near-term projects were discussed:
  - A 10-year Water System Plan is being started. A meeting will be held with the Department of Health in March or April. Most of the work on the plan will occur during the upcoming fiscal year, with the new plan being adopted in the summer of 2018. A proposal from Gray and Osborne to perform the work was presented. *Merlyn moved to approve a Gray and Osborne proposal dated January 12, 2017 to create a 10 year Water System Plan, not to exceed \$63,575. Sherri seconded. All approved.*
  - The recently completed Tolt booster station updates are a temporary solution. Planned for the upcoming year are upgrades to be performed in three phases:
    - Replace the building,
    - Install 3 or 4 pumps, including a pump for fire flow,
    - Add pressure reducing stations,
    - Install a new 12-inch main.

A design proposal from Gray and Osborne in the amount of \$13,470 for this work was reviewed and was previously included in the upcoming budget. Attorney Jonson recommended that the site be mapped to show existing and planned water system improvement, access points and the cell tower area. He stated the cell tower will expire in 2018 and if land area adjustments are needed in lease renewal, they should be identified. Bob stated that he would prepare a map of the site.

- Revised plans and reports for the Vista shop/office building have been submitted to King County. Assuming that King County issues the building permit shortly, current estimated move-in is late 2017 or early 2018.

- Checklist & EFT Approval

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

- Business Manager Report

Robert presented the business manager's report. Highlights were:

- A one year lease extension on the ALWA office will result in increased rent of \$75 per month. *Merlyn moved to approve one year office lease extension based on adjusted rent of \$1,350 per month. Sherri seconded. All approved.*
- A non-disclosure agreement from Gunnerson Consulting covering cell tower site assessment was presented.  
*Jack moved to authorize Robert to sign the non-disclosure agreement, provided ALWA is allowed to use all work product from the site assessment. Merlyn seconded. All approved.*

- Old Business – None

- Business from the Board – None

- Next Regular Meeting

The next regular meeting will be **March 14, 2017, 7:00 PM** at the Association's business office.

- Adjournment

**Jack Praino** adjourned the meeting at **8:45 PM**.

Minutes prepared by Mark Freeman, secretary.