

Ames Lake Water Association
Board of Directors Meeting August 8, 2017
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 **7:09 PM** on **August 8, 2017** in the Association's business office.

- Roll Call

The following Board members were present (in addition to Mr. Hoffmann): Merlyn Blue, Sherri Zucker, Mark Freeman, and Michael Bicak who joined by telephone. Also present: Bob Pancoast, ALWA operations manager; Kristina Myers, ALWA Business Manager; and Richard Jonson, counsel.

Lisa McKeirnan, Kim Fyfe and Jessica Hubly, from Vine Dahlen, CPA.

- Business from the Floor

None.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

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

- Auditors Report

Representatives from Vine Dahlen presented the Board a summary of their annual audit results. No issues requiring rectification were found. They presented a couple suggested changes to accounting practices:

- A large leak adjustment occurred late in the previous fiscal year, but was recorded in the current year. Given the size of the adjustment, they suggested moving the record to last year's books.
- Reclassify credit balances in accounts receivable to liability. This is significant only if the balances become large.

The Vine Dahlen representatives left the meeting.

- Financial Reports and Membership Count

- Checklist & EFT Approval

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

- Consultant Reports

- Richard will review Retail Lockbox's proposed contract for Merchant Services.

- Business Manager Report

Kristina presented Business Management updates:

- A Co-op member contested their peak usage billing, believing the meter reading was in error. The mechanics of meter operation was discussed with the Board, and it was concluded that an error in meter operation of the type suggested is not possible. *Mark moved to deny the request for relief from the adjustment. Merlyn seconded. All approved.*
- Pursuant to standard procedures, Kristina requested Board approval of the audited financial statements for the fiscal year ending April 30, 2017. *Merlyn moved to approve the financial statement as present by Vine Dahlen. Michael seconded. All approved.*

- System Manager Report

Bob presented System Management updates:

- 9.7 million gallons of water were used in the previous month. This is higher than recent historical usage for the time of year. Unusually hot and dry weather was the cause. Robert noted that the system was operating near capacity, and the recently added booster stations provided better distribution and a level of protection, should a system malfunction occur during that time.
- One leak was located and repaired in a water line on E. Ames Lake Dr. This likely accounts for some, but not all, of unaccounted water usage. Leak investigation will continue.
- Valve exercising, as part of a three-year rotation program, has commenced.
- Hydrant maintenance is nearly complete for this year.
- Water sampling for herbicides and pesticides was completed. Test results are in process. Testing for this level of chemicals is performed once every nine years.
- Lead and Copper sampling will be performed as part of a three year testing cycle.
- Investigation began on a water line looping project on NE 23rd St. The motivation is to reduce the amount of dead-end water lines in the system and to improve reliability. Initial cost estimates were prohibitive in part due to King County permitting conditions. Other approaches are being considered.
- The View Park property sale is nearly complete. An offer of \$240,000 has been accepted. Closure date should be in September.
- Vista Office/Shop progress:
 - Tenant Improvement bids have been received. Results will be presented at the next Board meeting.
 - Clearing has begun on the property.
 - A Key Bank loan for \$650,000 is in process.

- Old Business – None

- Business from the Board – None
- Review of Action Items - None
- Next Regular Meeting

The next regular meeting will be **October 10, 2017, 7:00 PM** at the Association's business office.

- Adjournment

David Hoffmann adjourned the meeting at **8:50 PM**.

Minutes prepared by Mark Freeman, secretary.