

# Ames Lake Water Association

Board of Directors Meeting August 9, 2016

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** at **6:57 PM** on **August 9, 2016** in the Association's business office.

- Roll Call

The following Board members were present (in addition to Mr. Hoffmann): Michael Bicak, Jack Praino, Sherri Zucker and Mark Freeman. Also present: Kristina Myers, ALWA office manager, Bob Pancoast, ALWA operations manager and Richard Jonson, Counsel. Kim Fyfe and Lisa McKeirnan of Vine Dahlen, CPAs were also present.

- 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.

*Jack moved to approve all items on the Consent Agenda. Mark seconded. All approved.*

- Auditors Report

Kim Fyfe and Lisa McKeirnan presented an overview of the auditors' report contain the Association's financial statement for the fiscal year ending April 30, 2016. The Board discussed results and made suggestions for their Annual Meeting presentation. *The Board will review the annual report and financial statement after the meeting and register approval / disapproval by email.* Ms. Fyfe and Ms. McKiernan left the meeting at 7:23 pm.

- Business From the Floor

David Haggard, representing an absentee member, had entered the meeting at 7:10 pm. He asked the Board to consider a payment plan to catch up on a member's overdue account. The property was in foreclosure and he was trying to purchase it. The Board questioned Mr. Haggard about the property and discussed options. Mr. Haggard then stepped out for a few minutes for the Board to discuss the situation and then re-entered the meeting. After discussion, the Board directed Kristina to arrange for a payment plan agreement to the member, to be signed and notarized. Mr. Haggard left the meeting at 7:37 pm.

- Checklist & EFT Approval

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

- Business Manager Report

Kristina reviewed monthly financial reports and the following:

- Website updates are done, and Kristina was trained on its maintenance. The Board will review the site later and provide inputs.
- All current USDA loans are ready to be paid off through a loan from Key Bank. Loan terms were reviewed and Kristina reported that documentation is ready to be signed by the officers.  
*Jack moved to approve up to \$650,000 loan from Key Bank to pay off USDA loans and to authorize the officers to execute all documents. Michael seconded. All approved.*
- The Annual Meeting president's letter has been mailed.
- The Board read and discussed a member's letter asking a \$25 late fee to be waived. It was agreed the member's situation did not warrant waiving the fee.
- Kristina will look into the process of reporting unclaimed member refunds to the Washington State Department of Revenue, Unclaimed Property Section.
- System Manager Report

Robert provided system updates:

- ALWA has asked for a short delay in vacating the leased building at Fall City. Carnation Farms has offered short-term rental of covered storage for heavy equipment and enclosed storage and shop space. Access to the property may be limited when Snoqualmie Valley is flooded.
- To mitigate potential access issues, a 20 Ft storage container for critical parts will be bought and placed on the Vista property. The Board provided suggestions so the container will blend in with its surroundings. The Board concurred with both entering into a short term rental agreement with Carnation Farms for storage space and the purchase of a storage container for use at Vista.
- July water usage was normal. Unaccounted water usage was up slightly at 5.3%.
- One Tolt tank and one Carnation tank have been cleaned.
- Approximately 17 fire hydrants will be repaired this fall.
- King County provided feedback on the building permit application. Some minor adjustments were made per the feedback.
- Old Business – None
- Business from the Board – None
- Next Regular Meeting  
The next regular meeting will be **September 13, 2016, 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.