

# Ames Lake Water Association

Board of Directors Meeting January 9, 2018

7:00 P.M.

## Meeting Minutes

- Call to Order

**David Hoffmann (President)** called to order the regular meeting of the Board of Directors of **Ames Lake Water Association (ALWA)** at **7:00 PM** on **January 9, 2018** in the Association's business office.

- Roll Call

The following Board members were present (in addition to Mr. Hoffmann): Mark Freeman (VP), Sherri Zucker (Treasurer), Jeff Villnow (Secretary), and Directors Merlyn Blue and David Hoagland. Director Michael Bicak joined by telephone.

Also present: Bob Pancoast (ALWA Water System Manager); Kristina Myers (ALWA Business Manager); Richard Jonson (counsel); Warren Perkins (Gray and Osborn); and Kevin Guiberson.

- Business from the Floor - None.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

*Merlyn moved to approve the consent agenda, Mark seconded. All approved*

- Financial Reports and Membership Count

Kristina requested that Liz be added to the small purchases bank account at Key Bank and be issued a debit card as a matter of office operating convenience.

Sherri and Kristina reviewed cash flow projections. View Park funds are to be disbursed the week of Jan 15, and a loan disbursement is scheduled the week of Jan. 22. The View Park funds will be applied towards building construction and therefore will be deposited in the construction loan account.

Sherri noted that postage rates go up on Jan. 21 to \$0.50

Kristina reviewed aging accounts and noted that 19 delinquent notices had been mailed. She further noted this was a normal situation.

*Sherri moved to add Liz to the small purchased account at Key Bank and be issued a debit card. Merlyn seconded. All approved.*

*Sherri moved that \$100,000 be transferred from the Capital One 360 Money Market account to the Key Bank Construction Loan account for cash flow purposes. Michael seconded. All approved.*

*Sherri moved to approve check list & EFT list, Merlyn seconded. All approved.*

- Consultant Reports

- Warren noted that Chapters 1-5 of the Water Plan should be ready for review on Dec 31. He and Kristina are working on financials next. He is expecting a complete draft by the end of Feb. 2018

- System Manager Report

- View Park Property

- Bob noted that all remaining issues related to sale of the View Park property have been addressed. Sale documents are scheduled to be signed the week of Jan 15, and proceeds will be deposited into the Key Bank Building Construction Account.

- Vista Office/Shop Project:

- Bob overviewed status of construction and Pattison General Contractor's change orders 1 through 14, status (approved or rejected), and rationale. He then requested a Board Motion to acknowledge Change Orders 1-14 totaling \$20,898.94

*Mark moved to acknowledge Pattison General Contracting Change Orders 1 through 14 totaling \$20,898.94. Merlyn seconded. All approved*

- Bob overviewed Pattison T1 Contractor's pending change orders 15, 16, and 17 related to security systems.
  - Michael discussed his familiarity with system provider Sonitrol, one of a few companies locally that specialize in security systems for utilities, and requested that we engage Sonitrol for a review of our planned security system and obtain a quote.
  - Bob agreed to engage with Sonitrol and report back to the Board
  - No action was taken on change order nos. 15, 16 and 17.
- Bob reviewed the overall project schedule, noting that packing and moving would likely commence around the end of the FY. He also noted that the move process would likely involve some additional labor costs.

- Main Extension

- Several months ago, ALWA was approached by a landowner requesting information on water availability for a parcel being considered for development
- The potential member asked ALWA to provide estimated costs and schedule for extending water to the subject property
- Delivery of water to the subject parcel would require extension of the Daniels Ranch Water Main on Ames Lake-Carnation Farms Road - approximately 420 feet and a bridge crossing.
- G&O prepared a proposal for a pre-design report and cost estimate in the amount of \$4,920

- Bob requested a Board Motion to authorize G&O to proceed with the pre-design work.

*Merlyn moved to authorize G&O to proceed with the pre-design and cost estimate provided the land owner agrees to split the cost of the pre-design work. Mark seconded. Michael voted no, and the motion passed.*

- Water Quality
  - Bob noted that a routine WQ sample collected at 52<sup>nd</sup> St. on Dec 14 was reported as Total Coliform Positive. Required repeat samples were collected from the 52<sup>nd</sup> St location on Dec 15. At that time samples were also collected from upstream and downstream private residences, and from the Daniels Ranch and Carnation well sources. Laboratory reports received on Dec 16 indicated that the second 52<sup>nd</sup> Street sample as well as the upstream and downstream private residence samples were also Coliform Positive. The Daniels Ranch and Carnation well source samples were NEGATIVE. Fecal coliform was NOT detected in any samples.
  - Routine coliform testing is used as a *potential* indicator of environmental contamination or health issues, but coliform bacteria are unlikely to cause illness.
  - Immediate inspection and corrective action was taken as required by state law for water utilities.
    - Jeremy conducted visual and ground microphone system inspections of the water main, infrastructure, and Carnation tanks on Dec 27 and 29
    - On Dec 29 both Carnation Tanks were chlorinated, and he began flushing the 572 zone to distribute the chlorinated water. Approximately 35,000 gallons were flushed.
    - The WA Department of Health Level I Assessment Report was completed
    - As of the Board Meeting, no obvious cause has been identified. Jeremy will continue to monitor and evaluate.
- Pressure Relief Valves
  - Bob noted that all 15 ALWA PRVs will be serviced in January by GC Systems
- Tolt Tank Project
  - As noted last month, PSE got permits for extension of power from Tolt Hill Road to the ALWA Tolt Tank area
  - We are preparing to lay power cable in January 2018
- Iowa Fire Hydrant replacement
  - ALWA has about 35 Iowa Fire Hydrants in use on older parts of the system. These hydrants that date back to the 1960s, manufacturing has been discontinued, and are increasingly difficult to find parts for.
  - They are notoriously difficult to turn off after use or testing and Bob estimates that total hydrant losses related to these problems may approach 150K gallons per month

- Utility services Leak detectors surveyed portions of the system, beginning around Ames Lake, Ridge Haven, and the North End. 10 leaking hydrants discovered.
- Bob proposed to begin a program to replace approximately 6 Iowa hydrants per year and will provide the Board additional information and a cost estimate.
- **King County ROW Tax**
  - King County, after reviewing comments received on Ordinance 18403, issued minor revisions and finalized the rule which becomes effective on January 29, 2018.
  - KC will provide an estimate of Franchise Compensation to each affected utility. The utility will then have a “reasonable” opportunity to suggest adjustments to the compensation and reach final agreement with KC on the amount and type of compensation
  - The Board broadly discussed the implications of the finalized ordinance and reiterated the importance of informing membership as the situation evolves.
- **Business Manager Report**
  - Kristina overviewed 2018 L&I and Employment security rates
    - Two different L&I classifications – water works and office
      - Water works declined by \$0.102 to \$1.2783 per hour
      - Office went up by \$0.0071 to \$0.1980 per hour
    - Employment Security unchanged at 0.13% of wages to wage base of \$47,300
    - The office Holiday Party is scheduled for January 18, 2018
- **Old Business – None**
- **Business from the Board – None**
- **Review of Action Items – None**
- **Executive Sessions**
  - Mr. Hoffman called for an Executive Session at 8:40 pm to discuss legal issues with counsel. Kevin Guiberson departed. At 9:02 pm the Executive Session concluded, and Warren Perkins departed.
  - Mr. Hoffman called for a second Executive session at 9:03 to discuss personnel matters. At 9:25 the second Executive session was concluded, and the regular session of the meeting resumed.

*Michael moved that the ALWA Business Manager position be moved to full time status effective January 10, 2018. Merlyn seconded. All approved.*

- **Next Regular Meeting**  
The next regular meeting will be **February 13, 2018, 7:00 PM** at the Association’s business office.
- **Adjournment**  
**David Hoffmann** adjourned the meeting at **9:28 PM**.

Minutes prepared by Jeff Villnow, Secretary.