

**Ames Lake Water Association**  
Board of Directors Meeting June 12, 2018  
7:00 P.M.

**Meeting Minutes**

- Call to Order

ALWA Board Member **Mark Freeman** called to order the regular meeting of the Board of Directors of **Ames Lake Water Association (ALWA)** at **7:08 PM** on **June 12, 2018** in the Association's business office in its new office/shop complex.

- Roll Call

The following Board members were present (in addition to Mr. Freeman): Sherri Zucker (Treasurer), Jeff Villnow (Secretary), Michael Bicak, and Merlyn Blue.

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

- Business from the Floor

- None

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

*Merlyn moved to approve the consent agenda to include a change to the minutes as noted; Michael seconded. All approved*

- Financial Reports and Membership Count

*Sherri moved to approve the check list. Merlyn seconded. All approved.*

- Consultant Reports

- Warren reported that he has not received any comments yet from the Department of Health or King County on the Final Draft 2018 Water System Plan. However, they have 120 days to review to document and provide comments.
- Warren reported that the pre-design work for the Tolt Hill Booster Station powerenhancement, as approved by prior Board motion, will begin soon.

- System Manager Report

- ALWA Water Use
  - Water production through May was HIGH (8.9M gallons used)

- Unaccounted for water was about 4.7% (5% in April; 4.4% in March; 4.8% in February)
- Bear Season
  - Bears are regular visitors in the area during this time of year. Be aware
- King County Franchise/ROW Rent
  - Bob overviewed the KC methodology for estimating ALWA's potential rental fees, including mapping of ROWs along maintained roads, and assessing land values on parcels adjacent to the mapped ROWs.
  - Dick summarized the status of the lawsuit, noting that discovery phase has begun and that there is a motion to be argued regarding the validity of the rent itself on July 27
- Tolt Hill Tanks/ Booster Station - Power Enhancement
  - The Board previously approved installation of PSE power coming in from Tolt Hill Rd. We are waiting for PSE to schedule the work, and plan to dig the power line ditch ourselves along our right of way
  - Upcoming activities:
    - Bob noted the importance of initiating a pre-design/design study to address phasing for the project
    - Bob also noted the importance of operational planning for the power install, transfer of the generator from Vista to Tolt, and additional phased work at the site
- ALWA Office and Shop Building
  - Bob proudly welcomed the Board to its first meeting in the new office/shop building!
  - We received a temporary Certificate of Occupancy while a few minor items are completed, including some minor fire system work, regrading, and landscaping
  - All equipment and furniture from the old office and stored at Carnation Farms has been moved to the new building
  - Bob noted that there have been two power outages at the new building already and stressed the importance of developing and installing the Vista site backup generator system as quickly as possible.
  - The Sonitrol security and video systems are installed and active. The fire suppression system is also installed, but there are some minor issues with a cellular component that will be addressed by a technician. ALWA staff have received security training
  - Bob reported two minor TI changes:
    - CO 31 (change combination exit/light to light only) - \$355.12
    - CO 32 (bollard at water heater in shop) - \$455.74

- Final planned activities include signage, filing/organizing, enhancing landscape, installing a gate, gravelling the old parking lot, and final site clean-up.

*Michael moved to acknowledge disposition of Pattison General Contractor change orders 1-32 totaling \$9,222.52 for all change orders (additional to contract amount of \$565,510.48). Merlyn seconded. All approved*

- Business Manager Report

- Kristina is preparing for the FYE 2018 audit, including correcting issues in the chart of accounts; creating a filing system and policy for fixed assets; finish documenting and creating an office policy book; and creating a year-end close out procedure.
- Jeremy needs a new laptop and priced out a good, rugged Dell for \$2,872. This is within the approved IT budget, and Kristina will proceed with ordering the replacement.
- The annual member meeting was discussed and Monday, September 17, 2018, 7:00 pm at the Association office was chosen.

*Michael moved to engage Vine Dahlen to complete the FYE 2018 audit. Sherri seconded. All approved.*

- Old Business – None

- Business from the Board

- Michael observed a security concern with windows in the back of the new building. Bob will investigate protective measures.
- The Board acknowledged the hard work and multi-year commitment on the part of Bob, Kristina and the remainder of the ALWA team to complete the new office/shop project! The facility is an outstanding business facility that will proudly serve ALWA members for years to come. Bob’s oversight of the construction effort and his management of change orders is especially commendable.

- Review of Action Items – None

- Executive Session – None.

- Next Regular Meeting

The next regular meeting will be **July 10, 2018, 7:00 PM** at the Association’s business office.

- Adjournment

**Mark Freeman** adjourned the meeting at **8:17 PM**.

Minutes prepared by Jeff Villnow, Secretary.