

Ames Lake Water Association

Board of Directors Meeting October 10, 2017

7:00 P.M.

DRAFT 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 **7:00 PM** on **October 19, 2017** in the Association's business office.

- Roll Call

The following Board members were present (in addition to Mr. Hoffmann): Merlyn Blue, David Hoagland, Sherri Zucker, Jeff Villnow, and Michael Bicak who joined by telephone. Also present: Bob Pancoast, ALWA operations manager; Kristina Myers, ALWA Business Manager; Warren Perkins, Engineer with Gray and Osborne; Richard Jonson, counsel; and Kevin Guiberson

- Business from the Floor

In addition to the above, three AWLA members were present at the meeting to discuss two subjects.

Subject 1. Evan and Emily Moore asked the Board to consider an amendment to a previous water loss adjustment. After explaining the situation, the members contended that they did not use the water as registered by the meter and asked the Board to allow them to pay an "average" December monthly bill as opposed to the full amount based on the recorded water usage so that they could retain their water loss credit, if needed at a later date. The Moore's left the meeting at 7:12 pm.

The Board discussed situation, including the reliability of the association's meters and the current water loss policy.

Motion: Merlyn moved that the member's request to pay an "average" December bill and retain their water loss credit for later be denied. Sherri seconded. All approved.

Subject 2. ALWA member Steve Hollasch discussed a situation involving extended water loss for the months of July and August 2017 related to a faulty irrigation controller for his HOA. He requested that the August 2017 bill adjustment be rolled into the July 2017 billing as well.

The Board discussed the situation and noted that the current policy allows two consecutive months in an occurrence and that the request was consistent with the leak adjustment policy. Mr. Hollasch left the meeting at 7:24 pm.

Motion: Merlyn moved to approve the member's request to roll the August loss adjustment into the July billing. Sherri seconded. All approved

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the September Board meeting,
- Membership Transfers,
- Water Loss adjustments and,

- Aging Accounts.

Merlyn moved to approve all items on the Consent Agenda, with a date change. Sherri seconded. All approved.

- Financial Reports and Membership Count

Motion: Merlyn moved to approve the September financials, Sherri seconded. All approved.

- Consultant Reports

- Warren Perkins updated the Board on the construction schedule for the new Vista Office/Shop Complex, noting that completion of the building shell was on-schedule for mid-November 2017. Bob Pancoast commended Warren for his responsiveness in coming to the site to direct survey crews and ensure the building footprint stays within the prescribed setbacks.

- System Manager Report

Bob presented System Management updates, including a summation of the presentation given at the annual meeting in September:

- Water production trends were reviewed. Bob noted that summer water production was very high with peak demand near the system's limits.
- Unaccounted water usage. The average unaccounted water usage was around 4-5%, although the team was working through some math issues on the report. This remains well within the State's requirement that unaccounted water loss be less than 10%.
- Additional solar panels have been installed on the Carnation tanks. Service to a home on W. Ames Lake Drive and a proposed main extension on Tolt Hill were reviewed.
- ITRON FCS Migration. Bob described three options for the required ITRON FCS migration and recommended the Remote Install/Support option as the most cost-effective and reliable alternative.

Motion: Merlyn moved that the Association procure the Remote Install/Support option (\$5K). Sherri seconded. All approved.

- 285th Place Main Break. As previously reported, a contractor bored into a 6-inch water main on 285th Place, causing loss of 137,000 gallons. Keystone Boring has been sent an invoice for \$13,001.53, to cover cost of water loss and repairs.

UPDATE: ALWA is in communication with the boring company's insurance provider regarding the water loss and repair bills. In a related issue, there has been no response from a paving company that erroneously paved over some water valves.

Richard will send a letter to the paving company to express the Association's opinion/recommendation.

- View Park property:
 - Agreement with a previous buyer was terminated at the end of the feasibility period. Another offer was received (Boitano).

- UPDATE: Issues have been raised regarding the site's Legal Lot Status. Additionally, a portion of the site is in a designated slide hazard area. Boitano offered to take responsibility for the slide hazard designation if ALWA decreases the purchase price by \$3K.

Motion: Michael moved to allow Bob to negotiate an extension to the purchase date and a \$3K price reduction in return for the buyer taking responsibility for the slide hazard designation. Merlyn seconded. All approved.

- Vista Office/Shop Project:

- Construction of the building shell is in progress. Bob presented a proposal from Stuth Company, Inc. for septic tank and drain field installation.

Motion: Michael moved to allow Bob to sign the Stuth contract (\$30K including tax and possible change orders) for septic tank and drain field installation including tree clearing in relation to the septic system. Sherri seconded. All approved.

Warren left the meeting at 8:48 PM.

- Business Manager Report

Kristina presented Business Management updates.

- Holiday Party. Kristina agreed to bring ideas and dates for the 2017 Holiday Party to the October Board meeting.
- Tiered Water Usage Report. Kristina distributed and discussed a report showing tiered water usage statistics for the Association.

- Old Business – None

- Business from the Board – None

- Review of Action Items – None

- Executive Session. Mr. Hoffman called for an executive session at 8:55 pm to discuss legal issues with counsel. Kevin Guiberson exited the meeting. At 9:23 pm, the executive session was concluded and the regular session of the meeting resumed.

- Next Regular Meeting

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

- Adjournment

David Hoffmann adjourned the meeting at **9:23 PM**.

Minutes prepared by Jeff Villnow, secretary.